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IMPORTANT NUMBERS

Academic Advising
Ext: 6405

Academic Support Services
Ext: 6257

Admissions Office
Ext: 6503

Alumni Relations
Ext: 6056

Athletic Office
Ext: 6360

Campus Ministry
Ext: 6451

Career Development
Ext: 6471

Communications/Marketing
Ext: 6054

Financial Aid
Ext: 6519

Human Resources
Ext: 6048

Information Technology
Ext: 6268

Library
Ext: 6255

Mailroom
Ext: 6120

Maintenance
Ext: 6127

President’s Office
Ext: 6001

Registrar
Ext: 6220

Residence Life
Ext: 6470

Security
Ext: 6444

Spirit Store
Ext: 6136

Sodexo
Ext: 6136

Student Health
Ext: 6450

Student Development
Ext: 6404
ACADEMIC CALENDAR

FALL 2010

August 21  First Year Students arrive on campus, orientation & registration begins
         New Student Academic Experience
August 24  Continuing students arrive on campus
August 25  First day of classes
August 31  Last day to add a course, Last day to settle Fall Term account
September 6 Last day to drop a course
September 6 Labor Day Holiday – no classes
September 7 Courses dropped beginning this date receive a “W” grade
September 15 Last day to remove 2010-11 Spring Term incompletes

October 5  Last day to remove 2010 Summer Session incompletes
October 12 Academic Encounter Day (tentative)
October 15 End of midterm, Last day to choose grading option
October 15-16 Homecoming
October 19 Official Midterm Grade Reports due in Registrar’s Office by Noon
October 21-22 Fall Midterm Grade Reports due in Registrar’s Office by Noon
November 15-18 Registration for 2009-10 Spring Term
November 19 Last day to withdraw from a course
November 24-26 Thanksgiving vacation

December 17 Last day of classes
December 20 Fall Term Official Grade Reports due in Registrar’s Office by Noon

INTERTERM 2011

January 2  Students arrive on campus
January 3  Interterm classes begin 9:00 a.m.
January 4  Courses dropped beginning this date receive a “W” grade
January 10 Last day to withdraw from Interterm
January 17 Dr. Martin Luther King Holiday – classes are in session
January 21 Interterm ends
January 25 Interterm Official Grade Reports due in Registrar’s Office by Noon

SPRING 2011
<table>
<thead>
<tr>
<th>Month</th>
<th>Date</th>
<th>Event</th>
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<tr>
<td>January</td>
<td>26</td>
<td>First day of Spring Term classes, Late registration begins</td>
</tr>
<tr>
<td>February</td>
<td>1</td>
<td>Last day to add a course and to settle Spring Term Financial account</td>
</tr>
<tr>
<td>February</td>
<td>7</td>
<td>Last day to drop a course</td>
</tr>
<tr>
<td>February</td>
<td>8</td>
<td>Courses dropped beginning this date receive a “W” Grade</td>
</tr>
<tr>
<td>February</td>
<td>15</td>
<td>Last day to remove 2010-11 Fall Term incompletes</td>
</tr>
<tr>
<td>March</td>
<td>8</td>
<td>Last day to remove 2011 Interterm incompletes</td>
</tr>
<tr>
<td>March</td>
<td>9</td>
<td>Ashes Wednesday</td>
</tr>
<tr>
<td>March</td>
<td>11</td>
<td>End of midterm, Last day to choose grading option</td>
</tr>
<tr>
<td>March</td>
<td>14-18</td>
<td>Spring Vacation</td>
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<td>March</td>
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<td>Official Midterm Grade Reports due in Registrar’s Office by Noon</td>
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<td>March</td>
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<td>Student Midterm Grades available online</td>
</tr>
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<td>March</td>
<td>28-31</td>
<td>Pre-Registration for Fall Term 2011 and Interterm 2012</td>
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<td>April</td>
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<td>Day of Learning and Achievement (tentative)</td>
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<td>April</td>
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<td>Last Day to withdraw from a course</td>
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<td>April</td>
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<td>Good Friday- no classes</td>
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<td>April</td>
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<td>Easter</td>
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<td>April</td>
<td>25</td>
<td>Easter Monday - no day classes, night classes resume</td>
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<tr>
<td>April</td>
<td>26</td>
<td>Day classes resume</td>
</tr>
<tr>
<td>April</td>
<td>16</td>
<td>Last day to withdraw from a course</td>
</tr>
<tr>
<td>May</td>
<td>19</td>
<td>Last day of classes</td>
</tr>
<tr>
<td>May</td>
<td>20</td>
<td>Graduating Senior Final Grades due 24 hours after final exam</td>
</tr>
<tr>
<td>May</td>
<td>21</td>
<td>Nursing Pinning Ceremony 7:00 p.m.</td>
</tr>
<tr>
<td>May</td>
<td>24</td>
<td>Baccalaureate 10:00 a.m.; Commencement 2:00 p.m.</td>
</tr>
<tr>
<td>May</td>
<td>24</td>
<td>Spring Term Official Grade Reports due in Registrar’s Office by Noon</td>
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<tr>
<td>May</td>
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<td>Memorial Day</td>
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COMMUNITY STANDARDS

Student Covenant
Midland University is a community of students, faculty, and staff dedicated to personal and academic excellence and our core values of faith, learning, quality, respect and stewardship. In joining this community, I pledge to honor and uphold these core values. In the spirit of a covenant, I will:

- Respect the dignity and freedom of every individual;
- Help to create and maintain favorable conditions for the academic, spiritual and personal development of the entire community;
- Respect and defend the rights and property of all individuals and groups;
- Show concern for people and their feelings;
- Practice personal and academic honesty, and expect the same from others;
- Listen respectfully to all people, striving to learn from the differences among them, their ideas, beliefs, and opinions;
- Open my mind and conscience to new experiences, people, and opportunities for growth and service to others;
- Comply with rules, procedures, and policies established by the University and those that the University are obligated to uphold;
- Not practice or condone bigotry, such as sexism and racism, or acts against individuals because of their faith, ancestry, creed, age, handicap, national origin, gender, or sexual orientation;
- Care for my physical well-being and that of others by refraining from using illegal substances and by using legal substances responsibly;
- Uphold the laws of the State of Nebraska and the United States of America.

Philosophy of Community Standards and the Disciplinary Process
Over time, the approach that institutions of higher education have taken toward students has changed as educators have learned more about students’ needs. Disciplinary systems at many universities and universities, including Midland University, have also evolved. Twenty or more years ago, most university campuses had living accommodations and disciplinary systems that reflected a philosophy of *in loco parentis*, or the idea that faculty and staff members should take the place of parents in students’ lives. Students were perceived as minors who needed to be controlled by parental figures. The role of the staff was primarily to enforce rules. Clearly, the role of the university has changed. Students at Midland University and at other institutions are regarded as adults and citizens of the community as a whole. The functions of staff members have also expanded as faculty and staff takes the opportunity to partner with students in their academic and co-curricular endeavors and educate students regarding the standards of living within community. Reflecting this shift in philosophy, residence halls go beyond being simply places where students go to eat and sleep; they are places where students participate actively in the life of the community. Students not living within the residence halls are also encouraged to be active members of the University and expected to uphold the standards of this community as well. The main premise of our current disciplinary process is that we expect students to take responsibility for their behavior and to hold their peers accountable. It has been demonstrated the more students participate in their community, the more likely they will be to uphold university policies and maintain a positive community environment. The disciplinary process is a model of support and challenge guided by the core values of Midland University.
**Learning Outcomes**
The disciplinary process is fundamentally a learning process for students guided by trained staff. Administrators of the process provide the challenge and support necessary for students to:
- conduct a realistic self-appraisal leading to increased self-understanding;
- explore and strengthen personal attributes such as identity, self esteem, confidence, ethics and integrity;
- use critical and reflective thinking to learn from experiences;
- increase their capacity to manage their personal affairs; and
- apply community standards to daily life.

**Student Obligations**
By voluntary entrance into the Midland University community, each student assumes obligations of performance and behavior compatible with the University’s function as an educational institution and consistent with the institution’s core values. Students have the following obligations:
- Be aware of Community Standards, as ignorance of the Student Covenant, the Code of Conduct and university policies is not reason to prevent disciplinary action.
- Students who believe they are the victims of another individual violating university policy are encouraged to seek assistance from staff in Student Development. In this way, an assessment may be made and action can be taken to educate an alleged offender and the alleged victim as well as safeguard the wellbeing of other members of the community. Students are encouraged to take any matter believed to involve a dangerous situation or a threat of physical harm or danger to University officials and to local law enforcement authorities if appropriate.
- The University may disclose information to appropriate parties in connection with an emergency if knowledge of the information is necessary to protect the health or safety of the student or other individuals.
- Students are accountable to two authorities. Law enforcement officials have the right to hold students accountable for violations of local and federal regulations. University authorities have the right to hold students accountable for violations of the Community Standards through the University’s disciplinary system. The University will normally not defer its disciplinary proceedings while civil or criminal proceedings are in process. Proceedings under the Disciplinary Review System may be carried out prior to, simultaneously with, or following civil or criminal proceedings off campus at the discretion of the Dean of Students or his/her designee. Determinations made or sanctions imposed under this Disciplinary Review System shall not be subject to change because criminal charges arising out of the same facts giving rise to violation of University rules were dismissed, reduced, or resolved in favor of or against the criminal law defendant.
- When a student is charged by federal, state, or local authorities with a violation of law, the University will not request or agree to special consideration for that individual because of his or her status as a student. If the alleged violation is also being processed under the University’s Disciplinary Review System, the University may advise off-campus authorities of the existence of the Community Standards and of how such matters are typically handled within the University community.

**Application of the Community Standards**
The Community Standards shall apply to conduct that occurs on University premises, at University and organization sponsored activities, and to off-campus conduct that adversely affects the University Community and/or the pursuit of its objectives. Each student shall be responsible for his/her conduct from the time of initial enrollment through the actual awarding of a degree. The Community Standards shall apply to a student’s conduct even if the student withdraws from school while a disciplinary matter is pending. The Dean of Students or his/her designee shall decide whether the Community Standards shall be applied to conduct occurring off campus, on a case by case basis, in his/her sole discretion.

**Code of Conduct**
Students are required to engage in responsible social conduct that reflects credit upon the University community and to model good citizenship in any community. Any student found to have committed or to have attempted to commit the following misconduct is subject to disciplinary action and review and possible sanctions:

1. Acts of dishonesty, including but not limited to the following:
   a. Furnishing false information to any University official, faculty member, or office.
   b. Forgery, alteration, or misuse of any University document, record, or instrument of identification.
2. Physical harm, verbal harm, threats, intimidation, harassment, sexual misconduct, coercion, and/or other conduct which threatens or endangers the health or safety of any person.
3. Attempted of actual theft of and/or damage to property of the University or property of a member of the University community or other personal or public property, on or off campus. Theft includes, but is not limited to:
   a. Use of another’s Student ID card for the dining hall or to gain unauthorized entrance to a residence hall or campus activity, unauthorized use of another’s Student ID card in regard to the declining balance program, or any other unauthorized use of a Student ID card.
   b. Forgery to obtain products, services, or monetary gain via another’s checks.
   c. Knowingly possessing stolen property.
4. Hazing, which is a broad term encompassing any action or activity which does not contribute to the positive development of a person, or which inflicts or intends to cause mental or bodily harm or anxieties, or which may demean, degrade, or disgrace any person.
5. Failure to comply with directions of University officials or law enforcement officers acting in performance of their duties and/or failure to identify oneself to these persons when requested to do so.
6. Unauthorized possession, duplication or use of keys to any University premises or unauthorized entry to or use of University premises.
7. Intentionally, negligently or recklessly initiating or causing to be initiated any false report, warning or threat of fire, explosion or other emergency.
8. Soliciting or offering funds or favors to obtain or furnish unauthorized information or material.
9. Knowingly, freely, or negligently allowing violations of University rules and regulations to take place.
10. Violation of any University policy, rule, or regulation published in hard copy or available electronically on the University website.
11. Violation of any federal, state or local law.
12. Use, possession, manufacturing, or distribution of illegal drugs.
13. Use, possession, manufacturing, or distribution of alcoholic beverages (except as expressly permitted by University regulations), or public intoxication. Alcoholic beverages may not, in any circumstance, be used by, possessed by or distributed to any person under twenty-one (21) years of age.
14. Illegal or unauthorized possession of firearms, explosives, other weapons, or dangerous chemicals on University premises or use of any such item, even if legally possessed, in a manner that harms, threatens or causes fear to others.
15. Disruption of any activity occurring on campus or participating in an on-campus or off-campus demonstration, riot or activity that disrupts the normal operations of the University and/or community; leading or inciting others to disrupt scheduled and/or normal activities within any campus building or area.
16. Conduct that is disorderly or indecent; breach of peace; or aiding or abetting another person to breach the peace on University premises or at functions sponsored by, or participated in by, the University or members of the academic community. Disorderly conduct includes but is not limited to: Any unauthorized use of electronic or other devices to make an audio or video record of any person while on University’s premises without his/her prior knowledge, or without his/her effective consent when such a recording is likely to cause injury or distress. This includes but is not limited to, surreptitiously taking pictures of another person in a gym, locker room, restroom, or other locations.
17. Manipulation of the Disciplinary Review System, including but not limited to:
Campus Policies and Practices
Campus Policies and their related practices are arranged alphabetically for ease in location. This arrangement in no way implies rank or importance of one policy over another. Please refer to other portions of this handbook and the University Catalog and website for additional guidelines and policy statements. The University Catalog may be accessed at www.midlandu.edu

Alcohol/Drug Policy
Midland University prohibits the use of illegal drugs or possession or unlawful use of alcohol. The use, possession, sale, or distribution of alcoholic beverages or paraphernalia on the Midland University campus is prohibited. Use, possession, sale, or distribution of illicit drugs or paraphernalia by any Midland University student or employee is prohibited. A temperate personal posture is encouraged and expected toward the legal and off-campus use of alcohol for those who are 21 years of age or older.

As an academic institution, Midland University’s goal is to alleviate the problem of alcohol and illegal drug use, preferably in an educational manner. However, Midland University is subject to the same local, state and federal laws that govern all citizens, including those laws concerning the use, sale and possession of drugs and alcohol. Therefore, engaging in such illegal action will be subject to disciplinary procedure. In addition, the University will cooperate with civil authorities in dealing with violations of these laws, and the University’s disposition of individual cases does not preclude criminal prosecution in accordance with federal and/or state laws.

It is to be noted that any amount of illicit drugs, residue from illicit drugs, and/or paraphernalia present on campus constitutes a violation. Abuse of prescription drugs may constitute grounds for required counseling, education, and/or disciplinary action. In addition, being present in an environment where substances are being used illegally constitutes grounds for disciplinary action. The University prefers to prevent alcohol and drug abuse through educational opportunities offered throughout the year. A listing of local evaluation, counseling, and rehabilitation agencies and resources is available from Student Development.

Alcohol Violations - Related Practice
Violations of the Alcohol Policy will be referred to Student Development for action. The Dean of Students or his/her designee will refer the student allegedly committing a violation for review by the appropriate Student Development staff. Student violations occurring in the Residence Hall may be referred to the Director of Residence Life and/or the respective trained residence life professional.

Individuals not of the Midland University community who violate this policy may be restricted from the campus for a minimum period of one semester or indefinitely, depending on circumstances.
**Drug Violations – Related Practice**

If a student commits a first violation on campus and is found responsible through review, or is convicted of a drug-related offense off campus following admission to Midland University, the student may be suspended for the remainder of the semester in which the instance occurred, which could mean loss of all credits for that semester, may be suspended for the next full semester thereafter, and may be permanently expelled from the university. The student may be restricted from the residence halls, campus, and classes. An evaluation with appropriate counseling from a certified/licensed agency/professional will be required. Documentation of the evaluation and recommendations must be provided to Student Development. The student must pay for all costs incurred.

If a student commits a second violation, on or off campus, the student will likely be suspended for the remainder of the semester in which the instance occurred and may lose academic credits for that semester due to the inability to complete academic work, may be suspended for two full semesters thereafter, or may be permanently expelled from the university.

**Notification**

According to the 1998 Higher Education Amendments to the Family Educational Rights and Privacy Act (FERPA), postsecondary institutions are permitted to disclose to parents and legal guardians of students under the age of 21, information regarding a student’s violation of laws or policies governing the use or possession of alcohol or a controlled substance. In addition, Student Development staff may notify specific staff or faculty as appropriate of a student alcohol or drug policy violation. This is more likely to occur at a second violation and/or when it is believed the student may be in some danger to themselves or others, or may be jeopardizing their educational career. Failure to complete sanctions or to follow recommendations may result in notification of those listed with consideration for review and suspension until needed progress is documented.

On campus professionals trained to assist with these situations and should be contacted include: Director of Counseling, Dean of Students, Director of Student Health, or Residence Life professionals.

**Alcohol Organization Policy**

Midland University does not authorize or condone the use of alcohol at events sponsored by student organizations on or off campus. However, any student organization that sponsors an event, on or off campus, where alcohol is provided and/or made available, even through a third party vendor, must understand the organization may be held responsible for the event and related participation under the laws of the state of Nebraska as well as the Midland University Community Standards. Midland University reserves the right to review and/or investigate such activities and, if appropriate, consider judicial action.

The Office for Student Activities and Involvement offers assistance to student organizations in developing educational and social events, and organizations are encouraged to utilize these resources.

The use, possession, sale, or distribution of alcohol by any student organization is prohibited under all circumstances in any activity associated with initiation, induction, or new member induction.

**Hazing Policy**

Acts of hazing are illegal. LB 1129 defines hazing and possible sanctions from the State of Nebraska. Hazing is a broad term encompassing any action or activity which does not contribute to the positive development of a person, or which inflicts or intends to cause mental or bodily harm or anxieties, or which may demean, degrade, or disgrace any person. The express of implied consent of the victim will not be a defense. Apathy or acquiescence in the presence of hazing is not neutral acts; they are violations of this rule.
Organizations whose activities are disruptive, harmful, or found to be hazing will be notified to discontinue such actions and referred to the appropriate governing body for disciplinary action. New member education or initiation should be consistent with the purposes for which the organization was formed and be within the mission and core values of Midland University.

**Physical Harm Policy**
Midland University takes seriously any allegation of harassment or threat of physical harm, including sexual misconduct.

In the event of actual physical harm, students are encouraged to immediately seek medical assistance from FAMC or the Crisis Center. They should also contact the Director of Counseling, Dean of Students, or the Dean of Students. Contact information may be obtained from any Residence Hall staff personnel and other Student Development staff. This information is also available in the *Student Handbook* and Campus Directories. Residence Hall staff members may assist with suggested care following sexual misconduct.

**Sexual Assault Prevention and Response**
The primary educational opportunity Midland Lutheran College utilizes to educate the student community about sexual assault is through new student orientation. Literature on sexual assault education, risk reduction, and College response is available through Student Health or the Student Development Division.

When a sexual assault victim contacts the Office of Safety and Security, the Dean of Students will be notified. The victim of a sexual assault may choose for the investigation to be pursued through the criminal justice system, the College discipline system, both systems, or neither system. A College representative will guide the victim through the available options and support the victim in his or her decision. Counseling options are available from the MLC’s Offices of Counseling or Student Health. Counseling and support services outside the College can be obtained through the Student Development Division, Fremont Police Department, Fremont Area Medical Center, or the Crisis Center.

College disciplinary proceedings (timeline clarification and notifications), as well as guidelines for cases involving sexual assault, are addressed in the *Student Handbook*. The *Handbook* provides general case guidelines with the College’s disciplinary proceedings for the victim and the accused individual (applicable to current students at MLC). Depending upon the sensitivity of the case, a victim(s) and the accused individual(s) may be allowed to have a college advocate present during and disciplinary proceeding; however, advocates are only allowed to be present for support to the individual not to be part of the proceedings and need to maintain the confidentiality of the case’s information. Victim(s) and accused individual(s) will need to notify the case’s judicial officer of his/her request to have an advocate present during disciplinary proceedings in a timely manner. Both the victim and accused will be informed of the general outcome of the hearing. A student found responsible of violating the College’s sexual assault policy may be suspended or expelled from the College for the first offense and could be criminally prosecuted in the state courts. Student victims have the option to change their academic and/or on-campus living situations after an alleged sexual assault, if such changes are reasonably available.

If you are a victim of a sexual assault at the College, your first priority should be to get to a place of safety. You should then obtain necessary medical treatment. The Office of Safety and Security strongly advocates that a victim of sexual assault reports the incident in a timely manner. The medical condition of the victim is the first priority and of course time is a critical factor for collection and preservation of evidence. An assault should be reported directly to the Office of Safety and Security. If an individual is not comfortable reporting the crime to the Office of Safety and Security, he/she is encouraged to seek assistance from one of the other listed areas: Student Development, Counseling Department, or Residence Life.

A victim may choose to file a police report with the appropriate law enforcement officials; however, this does not obligate the victim to prosecute. Filing a police report will:
ensure that a victim of sexual assault receives the necessary medical treatment and tests, at no expense to the victim
provide the opportunity for collection of evidence helpful in prosecution, which cannot be obtained later (ideally a victim of sexual assault should not wash, douche, use the toilet, or change clothing prior to an examination)
assure the victim has access to free confidential counseling from counselors specifically trained in the area of sexual assault crisis intervention.

**Weapons Policy**
Unauthorized use, possession, or storage of any weapon (other than in an approved locale for selected weapons) on campus constitutes a campus violation. No handgun is allowed on the Midland University campus, nor will such a weapon be stored. All weapons are strictly prohibited in students’ rooms and elsewhere on campus.

“Weapon” is defined as any object or substance designed to cause reasonable apprehension of physical harm to any person, inflict a wound, cause injury, incapacitate, or damage personal property, and includes, but is not limited to, all firearms, BB guns, potato guns, paint ball guns, pellet guns, knives (with blades three inches or more in length and all automatic knives and box cutters), and bows and arrows (if student is enrolled in archery, or is an archer and will need the weapon other than hunting season, the bow and arrow must be stored with a designated professional staff member in the Department of Safety and Security.

Exception: Pepper mace, or similar product, that is designed for self-defense, is acceptable for student use provided the product is used only in circumstances of self-defense. If such a product is used in circumstances other than self-defense, then the action constitutes a weapons policy violation and disciplinary measures will apply.

In the event a student wishes to have a hunting weapon available and has a current hunting license in his/her possession, the weapon must be registered with and left in the possession of a designated professional staff member in the Department of Safety and Security.

**Weapons Violations – Related Practice**
Upon the discovery of any weapon used, possessed, and/or inappropriately stored, the weapon will be confiscated. The Dean of Students or his/her designee will refer the student allegedly committing a violation for review by the appropriate entity. All weapons violations are subject to a minimum fine of $100.00. Circumstances may suggest that immediate interim suspension, full semester suspension, or expulsion is appropriate. Possession of a handgun will result in a $500.00 fine and immediate suspension with possible expulsion.

**Fire & Safety Equipment**
Fire and Safety Equipment (alarms, extinguishers, fire doors, sprinklers, heat sensors, and smoke detectors) is present for the protection of all community members. For your own safety, know the location of all such equipment.

False fire alarms and tampering with fire safety equipment may result in a minimum fine of $250. The identified person responsible or the appropriate community member(s) will be assessed the monetary charge. Accidental alarms will also be subject to similar and/or additional sanctions.

Any student found responsible for turning on a false alarm or tampering with fire safety equipment will be subject to university disciplinary action and/or civil action. *This includes tampering with any smoke detectors.*

Help make your community safe by keeping fire doors closed, keeping hallways clear, and promptly reporting equipment tampered with. Posted fire and safety materials must stay intact and should be referred to often.

**Definition – Possession of Prohibited Items**
Voluntarily being in any location in the presence of alcohol, illicit drugs, stolen property, weapons or other items that constitute a violation will be considered possession in the absence of a satisfactory explanation. If any of the items listed are found in a student’s residence hall room, the items are considered to be in the resident’s possession.

**Reporting of Criminal Offenses**

To report a crime:
Contact MLC Safety and Security at (402) 941-6444. Any suspicious activity or person seen in campus buildings and parking lots or loitering around vehicles, inside buildings or around the Residence Halls should be reported to the Office of Safety and Security. In addition, individuals may report a crime or suspicious activity to the following areas:

1. Student Development Office 402 941-6404
2. Residence Life Staff Duty Personnel 402 720-9091

**Confidential Reporting Procedures**

If you are the victim of a crime and do not want to pursue action within the College discipline system or the criminal justice system, you may still want to consider making a confidential report. With your permission, the Director of Safety and Security, Vice President for Student Development, Assistant Dean of Students of MLC can file a report on the details of the incident without revealing your identity. The purpose of a confidential report is to comply with your wish to keep the matter confidential, while taking steps to ensure the future safety of yourself and others. With such information, the College can keep accurate records of the number of incidents involving students, determine where there is a pattern of crime with regard to a particular location, method, or assailant, and alert the campus community to potential danger. Reports filed in this manner are counted and disclosed in the annual crimes statistics for the institution.

**Violations of Community Standards**

The violations of Community Standards are divided into three levels as noted below, and examples of violations are noted. Alleged violations by a student organization are handled in a manner similar the process used in addressing violations by individual students.

**Level One violations** include, but are not limited to, violations of residence hall policies such as:
- Visitation and guest policies
- Quiet Hours
- Smoking

The appropriate Residence Life staff member will begin the Disciplinary Review Process.

**Level Two violations** include, but are not limited to, violations related to the following:
- Room or proximity key given to another individual
- Alcohol policy
- Vandalism and damage to University or private property
- Theft
- Damage to or tampering with fire safety equipment
- Propping of entrance doors or fire doors
- Providing false information or not complying with University officials in performance of their duties
- Repeat violation of Level One offense, or multiple lower-level violations with one incident

The Director of Residence Life or his/her designee will begin the Disciplinary Review Process. If circumstances warrant, the alleged violation may be referred to the Dean of Students for disciplinary review.
Level Three violations include, but are not limited to, violations related to the following:

- Intentionally or recklessly causing physical harm or the reasonable apprehension of physical harm to any person, including oneself
- Drug Policy
- Weapons Policy
- Fire Safety Equipment
- Sexual Misconduct
- Multiple violations of Community Standards

The Dean of Students will begin the disciplinary review process.

Greek Life Standards
The members of Greek Life (including all social sororities and fraternities represented on Greek Council), shall be expected to abide by all campus policies and procedures. To that end, Greek Life Standards and a Greek Disciplinary System exist to encourage all members of all Greek organizations to hold themselves and their fellow brothers and sisters accountable for their actions. The Greek Conduct Board has jurisdiction over all Greek organizations that violate Greek Life Standards. A copy of the Greek Life Standards are made available each year to fraternity and sorority presidents and members of Greek Council. A copy may also be requested from the Greek Life Advisor or the Office for Student Development.

Disciplinary Review Process
Any member of the University community may file a complaint against a student for alleged violations of the Community Standards. A complaint shall be prepared in writing and directed to the appropriate Student Development staff member. A complaint should be submitted as soon as possible after the event takes place, preferably within 48 hours of the incident. Any complaint submitted after 30 days of the encounter/situation will generally not be heard due to the delay of time.

The staff member will contact the accused student via telephone, e-mail or a letter asking the student to schedule a meeting to discuss the complaint. This meeting must be scheduled within two (2) class days following initial contact with the accused student. If initial contact via telephone is unsuccessful in reaching the accused student, a letter will be sent within 5 class days. Depending on the alleged violation, students will have the option to choose to be listened to by an appointed Staff member or a peer review board (prb). The prb will consist of three students under direction of the Director of Residence Life.

At the meeting the violation(s) allegedly committed by the student shall be presented to the accused.

Once the staff member has been presented with information regarding the alleged violation and the response of the accused student, the staff member has two primary options:

1) Find the accused student was not responsible for violating the Community Standards.
2) Find the accused student was more likely than not responsible for violating the Community Standards and determine an appropriate sanction(s) for the student.

Please note that, at the discretion of the Dean of Students, an incident may be referred to a Conduct Review Board or a higher authority for consult or disposition for the purpose of conducting the Disciplinary Review Process.

Following the determination of the final outcome, a letter will be sent to the accused student within five (5) class days.

A record shall be kept of all Disciplinary Process meetings. The record shall be the property of the University.
If an accused student, with notice, does not appear before the appropriate Disciplinary Review entity, the information in support of the charges shall be presented and considered even if the accused student is not present, and the accused student gives up his/her right to appeal the finding(s) and sanction(s).

**Administrative Hearing Process**

The Administrative Hearing Process (AHP) shall be conducted in private. One form of an AHP the Dean of Students or his/her designee may consider is the implementation of a Conduct Review Board to serve as the disciplinary hearing officer(s).

The complainant and the accused student shall be allowed to attend the portion of the AHP hearing at which information is received (excluding deliberations). Admission of any other person to the AHP hearing shall be at the discretion of the Dean of Students or his/her designee.

In AHP hearings involving more than one accused student, the Dean of Students or his/her designee may permit each student’s hearings to be conducted either separately or jointly. The complainant and/or the accused student is/are responsible for presenting his or her own information.

The complainant, the accused student and the AHP disciplinary officers may arrange for witnesses to present pertinent information at the hearing. The University will try to arrange the attendance of possible witnesses who are members of the University community, if reasonably possible, and who are identified by the complainant and/or accused student at least two (2) class days prior to the hearing. Witnesses will provide information to and answer questions from the disciplinary officer(s). Questions may be suggested by the accused student and/or complainant to be answered by each other or by other witnesses. This will be conducted by the AHP disciplinary officer(s) with such questions, rather than to the witness directly. This method is used to preserve the educational tone of the hearing and to avoid creation of an adversarial environment. Questions of whether potential information will be received shall be resolved at the discretion of the AHP disciplinary officer(s).

Pertinent records and written statements may be accepted as information for consideration by the AHP disciplinary officer(s).

All procedural questions are subject to the final decision of the AHP disciplinary officer.

After the portion of the AHP hearing concludes in which all pertinent information has been received, the AHP disciplinary officer(s) shall determine whether the accused student has violated the Community Standards, and the AHP’s determination shall be made on the basis of whether it is more likely than not the accused student was responsible for the violation.

A record shall be kept of all AHP hearings. The record shall be the property of the University. Records on deliberations shall not be kept.

If an accused student, with notice, does not appear before an AHP disciplinary officer(s), the information in support of the charges shall be presented and considered even if the accused student is not present.

The AHP disciplinary officer(s) may accommodate concerns for the personal safety, well-being, and/or fears of confrontation of the complainant, accused student, and/or other witness during the hearing by providing separate facilities, by using a visual screen, and/or by permitting participation by telephone, videotape, audio tape, written statement, or other means, where and as determined in the sole judgment of the Dean of Student or his/her designee to be appropriate.
**Conduct Review Board**
The Conduct Review Board will review disciplinary cases as the Dean of Students and his/her designee sees fit. The Board shall typically consist of up to one (1) faculty member, one (1) staff member, and three (3) students. With sensitive cases, such as suspected sexual misconduct, a Conduct Review Board may be limited in size and representation due to the sensitive nature of the information shared in the hearing. The Dean of Students or the Dean of Students will serve as the advisor of this Board. The Board members for a specific allegation will be chosen from a pool of individuals solicited by the Dean of Students and provided training regarding the Disciplinary Review Process.

**Appeal**
If a student is not satisfied with the decision of the staff member or Conduct Board conducting the Disciplinary Review, a written appeal may be filed with the appropriate appeal entity within two (2) class days of learning of the decision in the final outcome letter noted above. The student may only appeal on the following grounds: absence of sufficient evidence to support the decision or submission of new credible evidence.

<table>
<thead>
<tr>
<th>Initial Review Entity</th>
<th>Appeal Entity</th>
</tr>
</thead>
<tbody>
<tr>
<td>Residence Life Para-Professional Staff</td>
<td>Residence Life Professional Staff</td>
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<tr>
<td>Residence Life Professional Staff</td>
<td>Director of Residence Life/Conduct Review Board</td>
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<tr>
<td>Conduct Review Board</td>
<td>Director for Residence Life</td>
</tr>
<tr>
<td>Director for Residence Life</td>
<td>Dean of Students</td>
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</tbody>
</table>

The Dean of Students may facilitate an appeal hearing with the Conduct Review Board, Administrative Hearing, or review the appeal him/herself. The Dean of Students may facilitate an appeal hearing with the Conduct Review Board, Administrative Hearing, or review the appeal him/herself. If an appeal is received for a decision by a Conduct Board, the appeal entity may facilitate an appeal hearing with a new Conduct Board, Administrative Hearing, or review the appeal him/herself.

The decision of the appeal entity is final, and there are no further appeals.

**Sanctions**
In most cases, and as part of the educational process, some form of disciplinary/learning sanction(s) will be assigned to students responsible for violating any of the Community Standards. These sanctions relate directly to the learning outcomes described earlier. Although the following is not an exhaustive list of sanctions, it does provide definitions of sanctions that may be assigned. Please note there may be specific minimum sanctions for certain policy violations. Level One, Two and Three sanctions include but are not limited to:

- **Written warnings** explain that a student’s behavior is in violation of specified Community Standards. The student is warned that further misconduct may be treated more severely.
- **Learning projects** are assigned that relate to the Community Standard that was violated.
- **Service to the community** provides an opportunity for the student to make a personal contribution of time and energy to the university and/or the greater community, with the intention of enhancing learning as well as building commitment, loyalty, and a more responsible relationship.
Restitution serves to support repair or replacement costs of damaged property. This requires that the student make payment to the university, other persons, groups or organizations for damages that result from violations of Community Standards.

Monetary fines serve to support individual, residential or campus-wide programs. Fines are deposited into the Community Standards Education Fund for support of related educational programs.

Assessment by a counselor through the University or an approved agency determines the possible need for a short-term counseling relationship. Terms of counseling are to be determined by the counselor and/or agency professional in conjunction with the student. Evaluations may be required depending on circumstances, most notably if chemical, psychological, and/or medical issues contributed to the violation. The student will sign a release of information form for the licensed/certified professional or agency, and the recommendations of the evaluator will be forwarded to the Director of Counseling and/or the Dean of Students or his/her designee.

Referral for prosecution may occur where reasonable cause exists to believe a student has violated local, state or federal criminal laws.

Restrictions from selected campus facilities and/or activities (with the exception of class attendance and use of the university library) may be imposed. Violations by organizations may result in the following restrictions: suspension of the organization’s activities, loss of new members, and the revocation of the group’s charter. Depending upon circumstances, revocation may be temporary or permanent.

Disciplinary probation includes the probability of more severe disciplinary sanctions if the student is found to violate any institutional regulation(s) for a specified period of time not to exceed 12 months. Withholding registration may occur when the University restricts the ability to register for classes until the completion of the process set forth in the Community Standards, including the completion of all sanctions imposed, if any.

Residence hall suspension occurs with the separation of the student from the residence hall(s) for a definite period of time, after which the student may be eligible to return. Conditions for readmission may be specified.

Residence hall expulsion requires permanent separation of the student from the residence halls.

Interim suspension requires that a student be restricted from the University or residence hall for a period of time, pending a review within the Disciplinary Review Process. This information may or may not be placed on permanent record. Interim suspension may be imposed only: a) to ensure the safety and well-being of members of the University community or preservation of University property; b) to ensure the student’s own physical or emotional safety and well-being; or c) if the student poses an ongoing threat of disruption of, or interference with, the normal operations of the University.

The interim suspension does not replace the regular process, which shall proceed on the normal schedule. Suspension from class attendance may occur. The student may not continue academic study at the university for a designated period of time or reside on the campus, nor use university facilities. An officially suspended student may not have access to the campus and/or residence halls for any reason without written permission from the Dean of Students or his/her designee. This information will be placed on permanent record.

Withholding a degree will occur when the University does not award a degree otherwise earned until the completion of the process set forth in the Community Standards, including the completion of all sanctions imposed, if any.

Expulsion occurs when the relationship between the student and the university is permanently terminated. This information is recorded on the official student transcript.

Interpretation and Revision
Any question of interpretation or application of the Community Standards shall be referred to the Dean of Students or his/her designee for final determination.

The Community Standards shall be reviewed, at least every three years under the direction of the Dean of Students or his/her design.
Virtual Warrior Bookstore
All required and recommended textbooks and printed course materials are available at the virtual bookstore. Textbooks are available in a variety of formats: new, used, rentals, e-book and custom course packs. The virtual bookstore may be accessed at www.ecampus.com/mlc.

Consumer-savvy and tech-savvy students are already shopping online to find better book prices. By opening an online textbook store, Midland University can ensure it is providing access to textbooks and supplies at a more competitive price.

In addition to the added convenience of 24 hour/7 day per week shopping for new and used books, check out these features:

- **Textbook Rental Program:** We are very excited to introduce this new option to Midland University students beginning in the Fall 2010. Instead of purchasing a textbook, students will now be able to consider renting textbooks. For a much reduced cost, students can rent a textbook during the selected term and then return the text via a prepaid shipping label at the end of the term. Renting textbooks can typically save 75% off the new textbook price. This is a great option for textbooks that won’t be used again in other courses or as a resource. (Note: A valid credit card is required to be able participate in the rental program.)

- **eBooks:** Some textbook selections will be available in an eBook format. An eBook can be a cost-effective option to a printed text for students who prefer reading on a computer. eBooks can often be highlighted and annotated just like a regular book. These books are typically only available to the student in an electronic format and cannot be printed.

**Textbook Return Policy**
Returns are allowed within 30 days of start date for a full refund. New books must be returned in new condition and shrink-wrapped items must remain unopened. Please visit the “My Account” section to create an RMA to ensure you return is processed correctly. Credit for returns will be issued and processed within 2-4 weeks.

**Textbook Buy-back Policy**
Students may sell back textbooks online any time and on campus at the end of the Fall and Spring semesters. The virtual bookstore provides a super convenient way to sell any textbook, whether or not it was originally purchased through Midland University’s virtual bookstore.

**Spirit Store**
The Spirit Store is where individuals can buy University apparel and supplies. It is located on the 1st floor of the Olson Student Center by the Warrior Grille. The Spirit Store hours are Monday to Thursday 9 a.m. to 9 p.m. and Friday 9 a.m. to 4 p.m. Hours may vary due to campus events and holidays.

**Merchandise Return Policy**
Return of non-textbook items must be made with 30 days of purchase and the receipt is required. Sale items are returnable for store credit only. (Art supplies are non-refundable.)

**Chapel Services**
As a university affiliated with the Evangelical Lutheran Church in America, (ELCA) Midland University normally provides the services of a Campus Pastor who provides ministry and counsel to the entire campus community. The Campus Pastor provides pastoral services and invites students to call in any kind of need.

The Campus Pastor also provides leadership at various campus worship services during the week. The schedule of campus worship will be determined at the beginning of each semester and communicated to the campus community. This worship service is held at Rock of Christ Chapel located in Sinai Lutheran Church, southeast corner of the campus, behind Gunderson Hall. All administrators, faculty, staff, and students are encouraged to attend campus worship.

**PLEASE NOTE:** A Campus Ministry Committee will oversee the faith life of the campus during for 2010-2011 until a new Campus Pastor is called to serve Midland University.

**Career Development Office**

Students are encouraged from their first year to utilize Career Development for assistance in developing their career goals.

Career Development offers:

- Interest Inventories that reveal career options to investigate
- Assistance in researching occupational outlooks and profiles
- Seminars on career-related topics throughout the academic year
- Individual career counseling
- Information on where unique combinations of majors and minors, skills and talents will lead
- Internships
- Materials and counseling to aid in personal goal setting
- Warrior Career Playbook
- Resume and cover letter critiquing
- Interview scheduling for employment opportunities
- Mock Interviews
- 5-week job search seminar
- Campus interviews for all majors
- Career and graduate school fairs

To enhance and support personal development and growth Career Development can:

Answer the questions- “What kind of job can I get with this major?” “Are there going to be jobs in my area when I graduate?”

- Help you match your passions, interests, abilities and skills to a career field
- Provide information on academic institutions, programs and summer school offerings from around the world
- Offer materials on the life skills necessary to adjust and keep a position once you have one
- Offer etiquette meal seminars to relieve anxiety about what to expect at an interview/meeting lunch/dinner.

Information maintained for student exploration:

- Graduate school bulletins and study guides
- A list of alumni and professionals in a wide variety of fields with whom you can discuss career options through a information interview or shadowing
- Vacancy bulletins for full-time positions
- Listing of area part-time jobs and summer jobs
- Student registration for specific jobs or internships
- Internship resources for all majors
Hopkins Arena
Hopkins Arena is home to a wide variety of activities throughout the academic year. Several classes are held in the classrooms and the arena. In addition, students have access to the Midland University Strength and Conditioning Center and the arena during open recreation hours throughout the year. Open recreation hours vary each semester during the year depending on class schedules and intercollegiate athletic practice schedules. General open recreation hours will be established at the beginning of each semester.

Event Center for Athletics and Conferencing
The Event Center for Athletics and Conferencing, opened in 2006, is home to the Warrior Volleyball and Basketball teams. Not only is the Event Center the premier venue for watching high-caliber intercollegiate athletics, it also serves as an excellent facility for major events and conferences such as performing arts programs, concerts, and conventions.

Library
The library is open daily, except for university holidays. Library hours will be posted each term, and students can contact Luther Library for audio-visual information from 8 am to 4 pm by calling 941-6250.

Student must present a current Student ID to check out library materials. Books can be checked out for three weeks and may be renewed. Books on reserve may be checked out at the Circulation Desk and are to be used in the library. Some items may be checked out for overnight use within one-half hour of closing, but they must be returned to the library one-half hour after opening the following day. Periodicals may be checked out overnight. A book drop is available for returning materials after hours.

Fines for overdue library books are ten cents per day. Fines for reserve materials and periodicals are fifty cents a day. Students are responsible for the cost of replacement or restoration of materials lost or damaged while charged to them.

The library’s online catalog and magazine index are available on the campus computer system and can be accessed from off-campus. Additional library resources are available through the library’s home page. Computers are available to the students in the library. Microform readers, a fax machine, and a copy machine are also available for use by students.

Students are encouraged to use interlibrary loans for materials to supplement the local collection in their research. There is a $1.00 handling fee per request. Contact the Reference Librarian for interlibrary loan information.

Luther Library has viewing stations for video tapes and DVDs. Luther Library’s collection of CDs, videotapes and DVDs is listed on the online catalog at www.midlandu.edu. Transparencies and laminating may also be done at Luther Library. Laptops, for library use only, may be checked out at Circulation Desk. Headphones, digital voice recorders, and flip video cameras can be checked out at the Circulation Desk.

The Learning Center
The Learning Center (TLC) is located in the southeast corner of the Luther Library. Its services are available at no charge to all students who wish to improve their academic performance. Approximately 20 peer tutors work in TLC during fall and spring semesters and provide assistance in many courses. Peer tutors and professional staff are available to help learners with tool skills like time management and note-taking as well as course-specific assignments such as understanding new vocabulary or writing a research paper. Students seeking academic support are served on both a drop-in basis and by appointment. A schedule of times tutors and professional staff are on duty is posted in TLC and on the website at the start of each semester.

Absence Notification
A student may notify Student Development of impending emergency absences to be communicated to the faculty. Please call 402-941-6404 to convey your absence information and emails will be sent out to notify of your absence. However, this does not constitute an excused absence; that determination rests with the individual faculty member.

**Computer Services**

All students will be provided a Midland University email account. The purpose of these accounts is to ensure a high level of communication between faculty, staff and students and to ensure the success of the student. Student usernames will be the first eight letters of the last name followed by first and middle initials. First year students will be assisted with the accounts in their Midland University 101 Class. Upper-class students may stop by the Swanson computer lab if assistance is needed to access their accounts.

Students are required to use their Midland University email account. A student’s Midland University email is a means of official communication as is the student’s mail box and permanent mailing address. Faculty and staff often contact students using their Midland University email account and expect these accounts to be read on a regular basis. Midland University accounts can be set to automatically forward to a personal email of the student’s choice.

Networked computer labs are available in various locations on campus. Swanson offers two Microsoft Windows labs in the basement plus a Macintosh lab on the second floor. These labs are available for general use when not reserved for classes. A schedule of open and reserved hours is posted outside each lab. Luther Library, Olson Student Center, and Anderson 306 house small clusters of Windows and Macintosh systems. All residence halls are wired for network access from each residence hall room and offer a cluster of Windows systems in a small lab area.

Please refer to Other University Policies section for information on computer usage and facility guidelines.

**Counseling Services**

On-campus, confidential counseling services are available to all Midland students through the Counseling Center. Arrangements to see a counselor can be made directly by calling the Counseling Center at 941-6449. If you are unable to reach the Counselor, please leave a message on voicemail and your call will be returned as soon as possible. If it is an emergency you should contact 9-1-1 to get the appropriate assistance. The counseling office is located on the third floor of the Olson Student Center. These services are available at no charge.

Off-campus appointments with non-Midland University professional counselors, when necessary or preferred, can be arranged by the counselor.

Counseling fees with private counselors or agencies are the responsibility of the student or their family. Alcohol evaluations and counseling services are available through Lincoln General Hospital Independence Center, Lutheran Family and Social Services, or other certified licensed agencies.

**Voluntary Request For Assistance With Substance Abuse**

A student may request assistance with a drug or alcohol-related use/abuse problem without risk of penalty, provided the request is not the result of a violation. All such requests, counseling, and visitations related thereto shall be held in confidence, unless the student is in physical or psychological danger or if such behavior puts others at risk.

A voluntary request for assistance may also include referral for a perceived problem related to alcohol/other drug use/abuse by a staff or faculty member, other students, parents, or may be a referral resulting from University and NAIA (National Association of Intercollegiate Athletics) required testing.

Staff support will be provided. Except in emergencies, contact to parents/advisor/coach will not be made without notification to the student. Assistance with evaluation cost may or may not be available by the university depending on
circumstances. The cost of continued counseling is the responsibility of the student. The university reserves the right to require an evaluation and education depending upon circumstances; this may include cases of non-violation.

Faxing Services
There are two fax machines available on campus. They are located in Luther Library and the Business Office. If you wish to send materials, provide either the original or a good Xerox copy and the fax number of the receiving fax machine. If you wish to receive materials, the staff should be made aware of the transaction so that proper routing of the materials will be assured either by a phone call or through campus mail. Please make sure your name is on the fax in English so the staff knows whom to contact. There is a $.50 per page charge for personal faxes received; the charge to send a fax is $1.25 for the first page, and $.50 per page thereafter. There is an additional cost of $3.00 to send an international fax. It is more efficient to send international faxes through the library at night. Payment is expected at the respective location when the fax is received or sent.

Dining Hall Services
Sodexo Dining Services provide the regular dining hall meals, a Warrior Grille in the Olson Student Center and catering services for university events. Hot meals are served three times daily (Continental breakfast on Saturday and no Sunday breakfast) however, the dining hall is open during the day and several menu options are available. Serving hours are posted at the beginning of the school year.

Meal Prices for Non Meal Plan Visitors
Off campus students and/or guests are most welcome to eat as they wish in the Dining Hall by paying as they enter. Prices are subject to change.

<table>
<thead>
<tr>
<th>Adults</th>
<th>Under 12 Years</th>
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</thead>
<tbody>
<tr>
<td>Breakfast</td>
<td>$4.00</td>
</tr>
<tr>
<td>Lunch</td>
<td>$5.50</td>
</tr>
<tr>
<td>Dinner/S.E.</td>
<td>$7.25</td>
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</table>

Students who are on a limited meal plan (15 or 10-per week) can purchase meals at the visitor’s price, if needed to extend their meal plan.

Warrior Grille
The Warrior Grille is located on the first floor of the Olson Student Center. Hours/openings will be posted at the beginning of the school year. Cash and Warrior Bucks can be used at this location. The Warrior Grille may be the venue for on-campus students to utilize their meal plan during specific holiday breaks and/or campus events.

Warrior Bucks
This program is available for all students, faculty and staff. Warrior Bucks can be used at the Dining Hall, Warrior Grille, and Bookstore or for on campus. Additionally, Warrior Bucks can be used at Hero Deli and Gambino’s. Funds can be added to your Warrior Bucks by cash, check, or credit/debit cards at the Business Office. Warrior Bucks are non-refundable, but will carry over each semester until the student graduates or is no longer a student. A request for a refund of remaining funds must be made in writing after your departure, and will be subject to a $25 processing fee.

Mail Services
Mailboxes, located in the Student Center, are provided for each student. Mail slots are provided for Federal outgoing mail and on-campus mail. Your mailing address will be as follows:

Your Name
A new box number is assigned each school year; this mailbox key need to be returned at the end of the academic school year or a $10 fine will be assessed.

Mail delivery is available Monday through Friday with the exception of holidays when the campus is closed. Distribution hours depend on Federal delivery; three hours minimum is allowed for sorting. Distribution hours and “window hours” will be posted at the mailroom.

If you are unsure what the postage might be on your envelope or package, take it to the Anderson Mailroom for weighing and proper postage to be placed on your envelope or package. Outgoing international packages weighing more than four pounds are to be taken to the Fremont Post Office located at 348 E 6th Street. International packages weighing less than four pounds need to have a customs declaration filled in and attached to the package plus correct postage.

USPS Certified Mail and Packages with delivery confirmation on all USPS packages and packages brought to Midland University by the delivery services such as UPS, Fed EX, and others must be signed for at the Anderson Mailroom. A slip of paper in your box from Mail Services indicates a package is on the university’s campus, what service delivered it, and that you should come to the Anderson Mailroom to pick up your package.

Lost and Found
The Reception Desk in Anderson serves as a lost and found center. Students are also encouraged to check in the Student Development office on the 2nd Floor of the OSC.

Financial Services
Emergency Student Loan Fund
A special emergency loan fund is available for students through Student Development. Fifty dollars ($50.00) may be withdrawn to be repaid within 30 days of withdrawal. Student I.D. card must be presented at time loan is taken out. A fee for past due loans is assessed. Reminder notices of due dates or past due dates are not sent; repayment is solely the responsibility of the student. Loans are not available within 4 weeks of the end of each semester. Failure to repay loan will result in termination of emergency loan privilege and a hold placed on the student’s account.

Check Cashing
The Business Office has funds available to cash checks for faculty, staff, and students of the institution.
1. Personal or non-Midland University issued checks cannot exceed $100.
2. Midland University picture I.D. card will be required.
3. There will be a $25.00 charge for any check returned by the bank for any reason.
4. Returned checks must be taken care of in the Business Office within five working days of notification.
5. A student loses check-cashing privileges for 180 days if two returned checks are returned within a 30-day period.

Telephone Services
Inner-campus calls and local calls may be made at no charge to the student. Long distance calls may be made one of two ways: using a credit card or calling collect. Due to restrictions of Midland University phone lines, third party billings cannot be made from Midland University phones. A student directory and faculty/administrative directory will be made available. Telephone numbers of Fremont students may be found in a local directory. A pay phone is located outside of the Olson Student Center, on the northeast side.
Campus phone have a four-digit extension number. Each residence hall has a designated code number. An on-campus student phone number is preceded by the hall code number, followed by the room number. For example, a ground floor room #35 in Beegle would become #5035. To dial a residence room directly from off campus, you will use the prefix 941. For example, to call ground floor room #35 in Beegle you would dial (402) 941-5035. If you want voicemail in your room, you’ll need to supply a regular telephone; plug it in, and contact your residence hall CA to have it activated. For students living in a single room answering machines can be used, but for those living in a double room and both residents want a phone line in use then answering machines may not be used.

**Transportation**

**Courtesy Transportation**

As a courtesy to our students, transportation to Omaha will be provided for a minimal fee $30.00 certain periods of the school year. This courtesy transportation is available at the end of fall semester, beginning and end of Interterm, and the end of spring semester (after classes end). If you are traveling at any other times throughout the school year, you will be responsible for finding a ride to and from the airport.

**In order to receive transportation you must:**

1. Notify – sign up in the Student Development office at least one week in advance. Those students who do not sign up in advance will have to make their own transportation arrangements.
2. Complete – sign-up form in the Student Development office. You will need to pay $30.00, provide your airline, flight number, departure and arrival time, and a contact number. Students will be notified of the earliest possible departure time and location (from Fremont).
3. When returning to Fremont – you must call Campus Safety and Security, 941-6444, from Omaha to confirm your arrival. Your return trip must be scheduled at the time you sign up with Student Development. The driver is not to leave Fremont without this call. Any other call is not helpful, unless to notify of a delay.

**Public Transportation**

**CITY CAB** (721-2121) provides taxi service from 7:00 a.m. until 7:00 p.m., Monday through Friday and 7:00 a.m. until 5 p.m. on Saturdays.

**FREMONT CITY BUS** has a number of routes running throughout the city. For further information, please call Fremont City Bus at 727-2690.

**Student Employment**

Students seeking work have several resources available to them. Those students interested in on campus work-study positions will find assistance through the Financial Aid Office, second floor of the Anderson Complex.

Students seeking work off campus: a listing of area part-time positions is available in Career Development, second floor Olson Student Center. Students are invited to check the part-time listings and to register with the Career Development Center for occasional part-time and temporary part-time positions. You may also want to check the community newspaper, the Nebraska Job Service or personally contact community companies and agencies.

**E-Mail Communication**

All students will be provided a Midland University email account. The purpose of these accounts is to ensure a high level of communication between faculty, staff and students and to ensure the success of the student.

Students are required to use their Midland University email account. A student’s Midland University email is a means of official communication as is the student’s campus mail box and permanent mailing address. Faculty and staff often contact students using their Midland University email account and expect these accounts to be read on a regular basis.
Midland University accounts can be set to automatically forward to a personal email of the student’s choice.

**Midland Express (ME)**
The purpose of the Midland Express is to combine the services of enrollment, student billing and financial aid to better serve our student population. By centrally locating these three areas Registrar, Financial Aid and Student Billing on the second floor of Anderson, Midland University strives to be more efficiently and effectively meet the needs of our students.

**Online Functions of Midland Express**
The Midland Express website combined with Campus Connect offers students the ability to complete many tasks from home, work or school! Please visit http://net.mlc.edu/me to learn more about these exciting features including:
- Unofficial Transcripts
- Grade Reports
- Schedules
- Class Schedule
- Searchable Frequently Asked Question
- Downloadable forms

**Registrar**
The Office of the Registrar is responsible for maintaining student records and registration. Many of the functions available through the Office of the Registrar are available online through Campus Connect. We strongly encourage students to become familiar with Campus Connect as soon as possible!
HEALTH, SAFETY AND SECURITY

Campus Safety and Security
Safety for all persons of the Midland University community and the protection of their property and that of the university is every individual’s responsibility. To assist with community safety, a watchful presence is provided by Midland University’s Safety and Security. Professional security officers and a staff of student officers are selected and employed by Midland University to aid in maintaining a desirable campus environment. Midland University’s Safety and Security is responsible for providing security on the campus grounds and buildings, parking areas, residence halls, and at athletic and social events.

Contact Midland University’s Safety and Security (941-6444) for immediate assistance. Among other things, students may call officers to provide escort service across campus during the evening. Midland University encourages individuals to also report any crime accurately and promptly. Please notify Midland University’s Safety and Security: if you are the victim of a crime; to report a crime; to report a traffic accident on campus; or if you have information that would aid in solving a crime. If you are reporting an emergency situation, you should call 911 (or 9911 if from a campus phone). Fremont’s 911 emergency phone systems allow you quick access to police, fire and rescue units.

Health Services
The Director of Student Health directs the care of students needing such services. The Director may be contacted at the office or by telephone, during the hours posted on the door of Health Center, located on the second floor of the Olson Student Center. Each student is responsible for completing a health record in order to receive services free of charge from the Health Center.

Health Center services are provided from noon-3 p.m. on Mondays and Wednesdays, 8 a.m.-4:30 p.m. on Thursdays, and 8 a.m.-1 p.m. on Fridays when classes are in session. Limited hours are available during Interterm and will be posted during that time. Students are provided with information to assist them in self-care and preventing subsequent illnesses. Selected over-the-counter medications and health-care supplies are available, in limited quantities, for use. Students are responsible for the prudent use of both. Residence Hall visits may be made, when the DSN is available, to students who are too ill to visit the Health Center. Certain immunizations are also available.

Several physicians and a state-of-the-art hospital are available in Fremont.

Allergy Clinic
The Director of Student Health is available to give allergy injections to any Midland University student. Allergy injections are administered at a local clinic once a week. If you are interested in this service, please contact the Director of Student Health to make arrangements. Students must provide currently dated extract and documented instructions for administration. The equipment and procedure are without charge to the student. Following the administration of the allergy extract injections, students are required to remain in the clinic for a minimum of 20 minutes. There are no exceptions to the above requirements. Failure to comply will result in forfeiture of the injection service.

Health Center Visits and Medical Emergencies
Examples of situations which do not require immediate attention and are not medical emergencies are: minor symptoms of the common cold and flu, sore throat, fever under 101 degrees or not relieved with Tylenol or aspirin, swollen glands, minor cuts, scratches and abrasions, minor nose bleeds, and generalized symptoms of not feeling well. Rest is important in any illness to avoid complications. Students are encouraged to visit the Health Center if they have any of these symptoms. Physician visits, when necessary, can be arranged. Community Advisors are also available in the residence halls on all floors to assist students in finding appropriate resources.
Emergency room visits at the hospital are for emergencies only and not for situations that do not require immediate attention. Student university fees do not cover emergency room or physician charges.

An emergency is an unexpected serious happening, demanding immediate action; e.g. suffocation, choking, convulsion, severe bleeding [hemorrhage], poisoning, unconsciousness or attempted suicide. In cases of self-inflicted wounds or suicide ideation immediately contact a university professional, such as a Residence Hall Director (RHD), university counselor or the Dean of Students.

When an emergency occurs on the campus, the role of the student shall be:

Dial 9911 or 911 if using a campus phone, 911 if a public phone. Provide information as to exact location on campus including building, floor, room number, and nature of emergency.

Immediately notify university employee, i.e. instructor, Residence Hall Director, Director of Student Health or CA.

Responsibility ends when university staff and emergency personnel arrive at scene and assume control of the situation.

**Health and Accident Insurance**

Personal health and accident insurance is required for all full-time Midland University students for the duration of the academic year. If students do not provide proof of insurance, they will be billed for the insurance arranged by the University. Students who have insurance need to decide if they will purchase this additional coverage or waive the opportunity. Information on a health and accident plan can be obtained from the Business and Finance office. This insurance does not cover injuries incurred while participating in intercollegiate athletics. Athletes must have primary insurance coverage before participating in any intercollegiate sports at Midland University.

Midland University does provide each student with a $1,000 accident-only policy at no charge to the student, however, this is additional coverage, payable only in excess of any expenses payable by other valid and collectible insurance, and is not for general health concerns and illness.

**Personal Effects Insurance**

Midland University does not insure students’ personal effects. Residents may want to determine if parents’ homeowner or tenant’s insurance covers student property while at Midland University. The university makes available an inexpensive Personal Effects policy through an outside organization. Brochures regarding this policy are distributed to on-campus residents at the beginning of the fall semester. Additional copies are available from Student Development. Equipment for etching identification on appliances and electrical equipment is also available through Campus Security. Students are encouraged to document valuable belongings, including a description and serial numbers on appliances, electronic equipment or other valuables and leave a list with parents or an insurance agent.

**Fire Regulations**

In accordance with state and local fire code:

1. There will be a minimum of 1 fire drill each semester in each residence hall. The University is required by law to ensure all persons in the building during the fire drill. Halls not vacating in a reasonable amount of time may be required to conduct an additional drill during the semester.
2. Residence halls and all other campus buildings are subject to fire drills at any time. The University specifically reserves the right to search any room for occupancy during fire drills.
3. Blocking fire doors open is prohibited; fire doors must remain closed except in cases where electronic door closures are installed.
4. Halogen lights are prohibited from ALL locations on campus.
5. Misuse of fire equipment is subject to State as well as campus disciplinary action. A minimum fine for misuse of fire extinguishers or fire alarms is $100. Additional repair and/or replacement costs are also the responsibility of the perpetrator.

6. Hallways must be clear of all objects so as not to obstruct exits.

7. All exits must be clear of signs and posters. SIGNS AND POSTERS MUST NOT BE TAPED OR TACKED TO FIRE OR EXIT DOORS OR THE GLASS OF DOORS OR EXITS. These will be removed without notice.

8. The possession of fireworks or chemicals other than those controlled by a specified academic department which are explosive in nature are not permitted on campus. Violators are subject to a minimum fine of $100. Possession or discharge of such items may include additional penalties up to and including suspension.

All building occupants shall take fire precautions regarding fire exits and fire safety equipment.

Failure to comply with fire regulations will result in a monetary fine and/or other action as determined appropriate by Student Development or the designated adjudication entity.

Please see the Residence Life section for additional guidelines and policy pertinent to the residence halls.
RESIDENCE LIFE

Mission and Learning Outcomes
The Department of Residence Life provides opportunities for residents to live, learn, and build community.

Toward that goal, professional and student staff members assist students to:
- Develop the skills to maintain positive relationships within a community setting.
- Understand the rationale for policies and procedures within a community setting.
- Become active stewards in their community.
- Develop an awareness of and respect for people’s differences.
- Learn from life experiences.
- Make safe, responsible and legal choices.
- Explore and strengthen their faith, values, and ethics.

Residence Life staff members strive to facilitate development of residential communities that are caring, purposeful, open, just, disciplined, and celebrative. These important aspects of community support students in their personal endeavors and achievements. It is expected that each student make a positive contribution to the building of a community atmosphere. In turn, life on campus is enhanced by the opportunity to fully participate in campus community, providing experiences, learning, and memories to last a lifetime.

With the goal of developing openness, justice, and discipline in our residence halls; students, staff, and faculty have written and reviewed policies and procedures annually. The purpose of these policies and procedures is to provide a safe, clean, comfortable, and educational environment for students, as well as to maintain the condition of each hall. All students, residents, and guests, are responsible for knowing, understanding, and complying with the policies and procedures that govern them while in the residential community (including all breaks.)

Residence Hall Management
Residence halls are supervised by a combination of professional and student staff members who are responsible for the general welfare of each resident, safety of the building, and the day-to-day operation of each hall. Beegle Hall has a live-in, professional Area Coordinator (AC). Augustine Hall, Beegle Hall, and Benton Hall are managed by a Student Hall Director (SHD) under the supervision of the Area Coordinator. Gunderson Hall and Men’s Hall are managed by a Residence Hall Director. A Community advisor (CA) is a student staff member who lives on each floor of the residence hall. Finally, there is one Apartment Coordinator (AC) in each apartment building. The role of the student staff members is to serve as a leader, resource, and mentor and help develop community on each floor.

Emergency Phone Numbers
Residence Life on Call Phone: 720-9091
Safety & Security—Anytime 941-6444
Ambulance/Fire/Police: 911
Maintenance—Daytime Office Hours: 941-6130
For after-hours maintenance emergencies, call Residence Life on Call phone or Safety & Security.

Student Staff members are on duty every evening from 9:00 p.m. through the following morning. During this time, staff members conduct rounds through all residence halls and apartments, interact with residents, and check for safety concerns. While on duty, staff members are present in the CA office or adjacent lounge in each building. Staff members can also be reached by calling the Residence Life Department at 941-6470.
CA Office Phone Numbers

Augustine Hall CA Office 941-6418
Benton Hall CA Office 941-6419
Beegle Hall CA Office 941-6417
Gunderson Hall CA Office 941-6411
Men’s Hall 941-6420

Required Residence Policy & Room Assignments

New students experience many transitions during their first year of university. Research indicates that students who live on campus are more likely to be engaged in both academic and co-curricular endeavors and are more likely to utilize campus resources. In addition, having a roommate can support a student’s successful transition from high school to university. Because residential living and having the support of a roommate are critical to a full university experience, all regularly admitted students are required to live in campus housing for a minimum of their first two years unless they meet at least one of the following criteria:

- The student is a third-year student by cohort status.
- The student is 21 years of age or older on the first day of classes of fall semester for fall residency, or spring semester for spring residency.
- The student is living with parents, a legal guardian or a grandparent within 30 miles of the university.
- The student is married or has dependent children living with him/her.
- The student is in the respiratory therapy program and/or has no classes on the Midland University campus.

Students new to Midland University should complete a housing application (available at www.midlandu.edu). Students returning to the university the following academic year will receive information about the housing renewal process during the spring semester. Copies of the 2010-2011 Housing Contracts for new students, returning students and residents of Atchison and Lund apartments are located at the end of the Residence Life section of the Student Handbook.

All requests to live off campus must be approved in advance by the Director of Residence Life or by his/her designee by completing an off-campus request form available in the Residence Life Office. Any student required to live on campus who neither completes a housing application nor has an off-campus request form approved will be charged for campus housing.

As space is available, every effort is made to honor residents’ specific requests when making room and roommate assignments at Midland University. Residence Life staff members match new students living on campus with the information provided on their online housing application.

Any students in their second semester or later are eligible to request a double room as a single, at an additional cost. Requests for double rooms as singles will be finalized after all incoming first-year residents have been assigned a room for the fall semester and as space are available.

Room Deposit

A $100.00 deposit is required from all students to reserve housing. The room deposit will be refunded to students once they will not be returning to live on campus the following year (due to graduation, granting of an off-campus request, etc.). Any charges for room damage, loss or other personal outstanding financial responsibilities due to the university, such as unpaid fines, or short-term loan forms Student Development will be deducted from the deposit before it is returned. If the amount owed is greater than the amount of the deposit, the student will be billed for the balance.
Room Check In & Check Out
A Room Condition Report (RCR) must be completed and signed by each resident and a student staff member at the beginning of the term s/he is checking into his/her room. During the academic year, repairs for any damages to a room (i.e.—doors, walls, floors, furnishings, windows, etc.) will be charged directly to the resident(s) of that room.

As residents check out of their rooms with a member of the Residence Life staff, the RCR is used again to determine if any part of the room or its furnishings have been lost or damaged and not repaired since the beginning of the year. If damage or loss has occurred, students will be billed. Specific checkout details are provided at the end of semester floor meetings.

The room checkout procedure is as follows. Each student must:
- Make an appointment with his/her student staff member a minimum of one day before s/he intends to check out to ensure that a staff member will be available to conduct the check out.
- Remove all personal belongings from the room. Any personal items left after check out may be discarded.
- Sweep, mop and dust the room. Vacuum the room if it is carpeted.
- Dispose of trash.
- Return the room key.
- Sign the RCR.
- If the resident has premium cable channels, he/she must contact the cable company to stop this service.

If a student is graduating or withdrawing from Midland University, s/he must turn in his/her proximity key, mailbox key, YMCA membership card, and ID at the Student Development office.

Roommate Conflict
Although roommates may attempt to get along with each other, there may be times when disagreements occur. Conflict allows students the opportunity to examine situations from another’s point of view, acquire new information and explore creative and innovative solutions. Learning to resolve conflict can help roommates have a better understanding of each other and increase their problem solving skills. The choices made in resolving or escalating conflict will determine the future dynamics of the relationship.

Residence Life staff are trained to work with students who find themselves in conflict. In order to work toward resolution, roommates should take the following steps:
- Talk about the issue that is causing the conflict.
- Utilize the roommate contract provided by the Department of Residence Life as a tool to discuss ways to solve the issue.
- Discuss the issue with a student staff member.

If the issue is still not resolved after completing the steps above, contact the Residence Life professional staff member assigned to the hall to discuss the issue.

Roommate Changes
Requests for room changes are generally not permitted during the period between the time the student receives his/her room assignment letter in the summer through the first two weeks of the academic year. This time period provides Residence Life staff the opportunity to focus on providing residents with as smooth a move-in experience, and it provides roommates with the opportunity to get to know one another. All room change requests following this two-week period are subject to space availability.
Residents without a roommate who contracted for a double room will be responsible for working with Residence Life staff members to secure a new roommate by either moving into a room with someone else or having someone else move into his/her room. If a resident is interested in moving to another residence hall, s/he can obtain a list of those seeking roommates from the Residences Life Office.

Any first-year student in his/her first semester at the university must have a roommate. However, if a resident is in his/her second semester of university or beyond and is paying for the room at the double rate but is without a roommate, the resident may either choose to find a new roommate or be charged the double as a single room rate for the remainder of the semester. If the student chooses to pay the double as a single rate during the fall semester, a charge for a double as a single for spring semester will automatically be placed on the student’s account unless the student is placed with or finds a roommate.

The Director of Residence Life or his/her designee must approve all exceptions to the “Roommate Changes” section of the Student Handbook. Residents in traditional residence halls who make unauthorized room changes may be charged $50.00. This charge includes re-coring the door lock and making new keys for the room. Residents in the apartments who make unauthorized room changes may be charged $160.00 for the re-coring of doors within the suite and making new keys.

The University reserves the right to change housing assignments at any time due to unforeseen circumstances, behavioral concerns, or an emergency.

**Housing During Breaks**
Residents are entitled to occupy the traditional residence halls during the academic year excluding scheduled breaks when traditional residence halls are closed. Traditional residence halls are closed during Christmas Break. Refer to the academic calendar for hall closing/opening dates and times. All residents must vacate the halls by specified times and may not return until the halls officially re-open.

After residents have vacated the traditional halls for a break, rooms are inspected to ensure that residents have taken the following steps:
- Smoke detector is operational.
- Unplug all electrical appliances/equipment, with the exception of aquariums.
- Close and lock all windows.
- Turn lights off.
- Trash and refrigerators are free of perishable items.
- Turn thermostat to 65 degrees. (Center section of Beegle turns the radiator to zero.)
- Lock and shut room door.

This is done for the benefit and safety of residents and their belongings. Although not required to do so, residents are encouraged to take plants and fish home with them during Christmas and Spring Break.

Although residents are required to vacate the traditional residence halls during Christmas and Spring Break, exceptions may be made for residents needing to stay for a university-related purpose (i.e. safety & security staff, maintenance staff, intercollegiate athletic participation, etc.) and international students. The request to stay in a traditional hall during Christmas or Spring Break must be approved at least one week prior to the hall’s closing. Please note that residents needing to stay in Fremont during Christmas Break from Saturday, December 18th, 2010-Sunday, January 2nd, 2011 will need to make housing arrangements, as all traditional residence halls are closed during this time period. Students will be allowed to move back in after 12 p.m. Sunday, January 2nd, 2011.
At the beginning of Christmas and Spring Break, traditional halls close on Saturday at noon. Following Christmas Break, the halls open at noon on January 3rd 2011. Following Spring Break, the halls open at 10:00 a.m. on Monday, March 22, 2010.

Residents of Lund and Atchison Halls are allowed to reside in the apartments during Christmas and Spring Break.

**Interterm**

Only residents enrolled for Interterm and attending classes, or working for Residence Life or Security are eligible to live in the traditional halls during Interterm. Residents with extenuating circumstances must contact Residence Life staff prior to Interterm to discuss possible exceptions to this policy.

Residents of Lund and Atchison Halls are allowed to reside in these apartments regardless of whether they are enrolled for Interterm classes.

**Part-Time Students**

It is expected that all residents will be full-time students. If a resident falls below 12 credit hours during any semester, s/he may reside in the residence hall providing that a positive, cooperative attitude is displayed and there are no violations of Community Standards. Failure to fulfill these guidelines will result in a meeting with a Residence Life staff member to determine continued residency.

**Summer Housing**

On-campus summer housing is available for students who are enrolled in summer courses and/or working for the University or in the surrounding community. The designated summer residence hall is co-ed by floor, and every effort is made to provide this housing in an air-conditioned hall. Residents are charged on a weekly basis according to individual employment/student status. (Food service is not available.) Residence hall living during the summer months is considered a privilege, and residents are required to adhere to guidelines in the most current Student Handbook.

**Storage**

Personal storage space in any residence halls is not available.

**Cable Television**

Cable television is available in every residence hall room. Time Warner Cable provides the extension cable in order to obtain basic cable as well as premium channels. This extension cable must remain in the resident’s room at the end of the academic year or when checking out. For an extra charge, students may obtain digital tier channels or a cable box. It is the resident’s responsibility to contact the company if interested in digital tier channels or the cable box and to return the cable box to Time Warner Cable located at 1780 East 23rd Street (phone: 727-1271) at the end of the academic year or when checking out of the hall.

**Policies**

The purpose of the following policies is to help ensure that the mission and learning outcomes of the Department of Residence Life are achieved and that the residential community is a safe and secure environment for living and learning. Failure to comply with any part of the Residence Life section of the Student Handbook may result in disciplinary action.

**Residence Hall Access**

All residence halls are secured 24 hours a day by means of an electronic security system. Residents gain entry to the halls with their proximity keys.
Making a room key, ID card, or proximity key available to others is prohibited. If this occurs, keys and cards may be confiscated and the resident(s) will be responsible for all replacement costs. Any violations that may occur following inappropriate access to the halls are the responsibility of the key and/or card owner.

**Guests**
A guest is defined as anyone who is a non-resident of the specific room. Residents are responsible for their guests and their guests' behavior, and guests are expected to abide by Residence Life policies and the Community Standards. Guests who fail to comply with the policies and Community Standards may be asked to leave the premises immediately or be escorted out of the hall by a Residence Life staff member, Safety and Security staff member or a Fremont Police Officer.

Guests 17 years of age and under who are not relatives of residents are not allowed in the residence halls without prior approval from the Director of Residence Life or his/her designee.

Within the apartments, there will be a maximum of twelve people in any one suite at any given time. Those wishing an exception to this policy must register their request with the Director of Residence Life 48 hours in advance. If approved, Safety and Security and Residence Life staff will be notified.

**Traditional Residence Hall Hours**
Visitor Hours: 10:00 a.m. to 2:00 a.m.
(All guests, including Midland University students, will need to contact the current resident they are visiting to gain admittance into the hall.)
Closed Hours (no visitation): 2:00 a.m. to 10:00 a.m.

Entry is established when a guest goes inside any hall entrance.

**Overnight Guests in Residential Facilities**
Overnight guest must not be of the opposite gender and/or romantic interests of their hosts. Guests may not stay more than two consecutive nights without approval from the Director of Residence Life or his/her designee. All guests and their hosts must complete a guest registration form with a student staff member to be on file for emergency contact purposes.

**Solicitation**
Soliciting by anyone other than a Midland University student, faculty or staff member with appropriate Midland University identification is strictly prohibited. Discovery of solicitation by a non-Midland University individual is to be reported immediately to a Residence Life staff member, Student Development staff member and/or Safety and Security personnel. Anyone found soliciting who does not have legitimate business in the residence hall must leave immediately. Failure to leave immediately may require intervention from Midland Safety and Security staff and/or Fremont Police officers.

Soliciting for charity or business reasons by Midland University individuals or organizations, including members of the residence hall, must be approved in advance by the Director of Residence Life or his/her designee.

**Pets**
Due to health and safety hazards the only pets allowed in the residence halls are aquarium fish. Failure to comply with this policy will result in the removal of the pet either by the student, the Humane Society, Fremont Police Department or a Residence Life staff member.
**Quiet Hours**

Quiet hours are defined as an atmosphere that is conducive to study or sleep. Common courtesy regarding noise levels is expected of each member of a group living environment, both inside and outside the hall. Courtesy hours are in effect at all times.

When residents take an active role in controlling the volume in their halls, they help make life in those halls a more positive experience for all residents. Stereos, TVs, musical instruments, video games, and other sound-producing equipment must be turned down upon request and remain turned down.

University community members and guests are expected to observe quiet hours in residence hall between 10:00 p.m. and 10:00 a.m. Sunday through Thursday and 10:00 p.m.-10:00 a.m. Friday and Saturday. Each hall/floor may establish its own quiet hours, but a hall/floor cannot decrease the quiet hours noted above. If a floor’s quiet hours are different than those stated the hours will be posted on that floor.

It is the responsibility of all residents and guests to make sure that the sound level in the hall is not interfering with residents’ ability to sleep, study, etc. Although a certain amount of noise can be expected, if the noise level in a resident’s area is interfering with his/her ability to sleep, study, etc., the following steps may be taken to resolve the situation:

1. Express concerns directly to those who are perceived as being too loud.
2. If the excessive noise continues, report the situation to the floor’s CA or the CA on duty.
3. If neither is available, call the Residence Life Duty Phone or a Safety and Security staff member.

**Smoking/Tobacco Use**

The university has a “No Tobacco” policy in all buildings on campus, including the residence halls (both in public areas and in residents’ rooms). Tobacco use is limited to outside of any building. Students are asked to be considerate and dispose of their cigarettes, cigars, tobacco, and/or ashes in appropriate receptacles outside of the buildings as well.

**Damage/Disturbance**

Hallway sports are not permitted (bouncing balls in rooms, Frisbees, etc.) Activities such as water fights, wrestling, sports in the building and any physical activity that may cause damage or disturbance are not permitted in the residence halls. Cost of repair and/or cleanup may be assessed for any public area damage, misuse or vandalism.

**Roller Blades, Bicycles, Skateboards, & Wheeled Device**

Under no circumstances are roller blades, bicycles, skateboards, long boards, or any wheeled device permitted to be ridden inside any on-campus buildings.

**Safety and Security**

The campus is patrolled by Safety and Security officers seven days a week. If assistance is needed, officers may be contacted Monday through Thursday between 4:00 p.m. and 6:00 a.m. daily and from 4:00 p.m. on Fridays to 6:00 a.m. on Monday at 941-6444. Daytime Safety and Security calls will be answered by Student Development staff members.

**Room Keys/Lock Out Procedures**

Residents with a lost/stolen room key or proxy key must report it immediately to their CA. Residents are charges $50 for the fabrication of new keys and a new lock.
Students who find themselves locked out of their room for any reason must follow the following steps to gain entrance to their room:

1. Attempt to contact staff members in the building (CAs or a Residence Life professional staff member). A student staff member is always on duty in a public area from 9:00 p.m. to 12:00 midnight and overnight until 7 a.m. the following day.
2. If no student staff member is present in the building, call the Residence Life Duty Phone at 720-9091.
3. Lockout fees may apply.

**Personal Property**
Students are responsible for their own personal property at all times. Midland University assumes no responsibility for loss or damage to residents’ property at any time. Midland University does not insure residents’ personal belongings; residents are encouraged to research if their parents’ home owner’s or tenant’s insurance covers student property at the university. The University provides an inexpensive personal property policy that is available through an independent organization. Information is available in the Residence Life office. Residents are strongly encouraged to register identification numbers of personal items such as TVs, stereos, etc with their insurance company.

**Room Arrangements/Alterations**
Residents at Midland University are encouraged to personalize their rooms and make them as comfortable as possible. In order to promote a safe and secure living and learning environment, the following guidelines apply to each residence hall and/or room:

- Nails and tacks may not be used on doors, walls, woodwork, or furniture belonging to the university.
- Screens may not be removed from windows. Residents may be charged $50.00 when they remove their window screens.
- Objects must not be dropped or thrown from or at residence hall windows and/or ledges. This policy includes throwing keys to friends outside.
- Entrance/Exit in a residential room must be through the door; unless during a fire emergency it is determined a window is the best decision to exit the building.
- No one is permitted on rooftops or ledges.
- Waterbeds are not allowed. Failure to comply will result in removal of the bed.
- One refrigerator up to 4.3 cubic feet (21” x 19” x 34”) in size is allowed per room. If more than one refrigerator is found in a room, resident(s) will be asked to remove one. If the resident(s) does not comply, the refrigerator will be confiscated.
- Toasters and any cooking device with exposed coils are not allowed.
- While fans may be used, personal space heaters and air conditioners are not allowed in residents’ rooms. The resident(s) will be asked to remove any such item(s) found in the room. If the resident(s) does not comply, the item(s) will be confiscated.
- Materials containing foul language, nudity, sexual innuendoes, racial slurs, comments/photos relating to alcohol, drugs or weapons or otherwise unacceptable behavior must be kept free from public view. If such materials are visible to the public, they will be removed and may be destroyed.
- Stolen property, such as street signs, is not permitted in the residence halls.
- Residents wishing to bring personal furniture for their room should consult their roommate in advance as space is limited, and the furniture supplied by Midland University provided cannot be removed from the room.
- Each double room will have a minimum two beds as will a double as a single room.
- Cost of any repair to damaged doors, woodwork, furniture, walls or any additional costs as assigned will be charged to the student or deducted from the resident’s room deposit.
Public Area Damage (PAD)
Residents at Midland University are expected to take care of the halls in which they live. Each hall is a community where the members take responsibility for what happens within and around the hall. Students are expected to report destructive behavior and other disturbances and/or discuss concerns with their peers who are taking part in this behavior.

Each student living on campus is required to pay a $100 deposit. This covers damage/loss to students’ rooms as well as to public areas, fines for restricted behavior, and misuse of fire equipment in the residence halls when responsibility cannot be established.

Students will be given the opportunity to come forward and share information on their responsibility or someone else’s responsibility when damage/loss or a fine for restricted behavior has occurred in a public area. If responsibility cannot be established, the residents of each floor split equally any Public Area Damage costs at the end of the semester. All claims brought against the hall's account will be reviewed by a Residence Life staff member before a final charge is made.

Personal Trash
Personal trash is considered to be any room trash, including all fast food containers, pizza boxes, etc. Personal trash must be placed in dumpsters outside, not in the entryway, lobby, lounge or bathroom receptacles. For improper disposal of personal trash, a minimum of $25.00 will be assessed to the individual or to the floor or hall if the individual cannot be identified. Personal items such as shampoo bottles, razors, toothpaste tubes, paper towels, etc. may be disposed of in bathroom receptacles.

Room Entry
Midland University respects and seeks to ensure the privacy of students living in the residence halls. As a private institution in operation of residence halls, Midland University also maintains certain legal rights of room entry.

It may be necessary for staff members to enter a resident’s room when determined essential for community or individual welfare, such as in the case of medical emergency, fire alarm, flood, or when staff have a reason to suspect a violation of university policy has occurred or is occurring. If it is deemed necessary to open drawers, closets, refrigerators, etc., the resident(s) of the room will be asked to do so first. If the resident chooses not to or is unavailable, the staff member entering the room has the authority to search such areas. Residence Life staff may also enter a resident’s room to turn off a stereo, alarm clock or smoke detector if the resident(s) is not present. The Residence Life staff will leave a note stating the purpose of entry.

Residence Life staff enter rooms at the beginning of Christmas Break to ensure that all safety precautions have been taken in preparation for the break. Any policy violations found will be documented and discussed when the break period is over.

Residence Life will not honor requests to enter another resident’s room other than the situations listed above without prior permission from the resident.

All-Hall Searches
An all-hall search is considered an emergency and only will occur if absolutely necessary.

- Residents who are present will be asked to remain in a specified area until the all-hall search is completed.
- Residents will be invited to be present while their room is searched if they are available.
- Residents returning to the building during an all-hall search will be escorted to the specified area.
• No attempt will be made to contact residents who are not present during an all-hall search.
• If illegal drugs or dangerous materials are suspected, the Fremont Police Department may be called to intervene.
• If additional violations are observed during a room or all-hall search, the resident(s) of the room(s) will be subject to the disciplinary review process.

**Housekeeping & Maintenance**

The public areas (hallways, bathrooms, lounges, computer labs and laundry rooms) of each residence hall are cleaned and maintained regularly by custodial staff. Any concern or need may be communicated to Residence Life staff or the Maintenance Department directly. If a response does not occur in a reasonable amount of time, residents should contact the hall’s Residence Life Hall Director.

It is the residents’ responsibility to clean and maintain their own private living areas. It is equally important that residents clean up after themselves in public areas to maintain them for use by others. Excessive untidiness in the public areas will result in PAD charges to the responsible individual(s) or the floor/hall.

The University reserves the right to conduct health and safety checks in private residential areas to assure upkeep of the facility and prevent health hazards to the residential community. There will be at least 48 hours notice provided to residents if their private living area is subject to an upcoming health and safety check.

**Fire & Tornado Safety**

Fire regulations and safety procedures in the residence halls are in accordance with state and local fire codes. Each resident has a responsibility for the safety and wellbeing of themselves and others within the residence hall.

**Fire Alarm/Drill**

A minimum of one unannounced fire drill will be held in each residence hall during the fall each semester. The university is required by law to ensure all residents participate in drills. Failure to leave the building immediately or re-entering before an “all clear” is given by a Residence Life Professional Staff member may result in disciplinary action. The silencing of an alarm does not constitute permission to re-entering the building.

When the fire alarm sounds, the following procedures are to be taken:

• Close all windows.
• Leave the lights on.
• Take a towel or cloth to place over face in case of smoke.
• Close the door after exiting.
• Go to the nearest exit in single file. Do not use the elevator.
• Stay to the right side of the hallway.
• Walk swiftly. Do not run or push.
• Assemble outside at a safe distance from the hall or in a designated area.
• Stay clear of fire lanes and equipment.
• Do not re-enter the hall until an official all-clear is sounded by Residence Life staff.

Locations of where to proceed in the event of a fire alarm include:

• Lund & Atchison- South of the apartments in the Augustine parking lot.
• Augustine Hall- East of the building in the parking lot across the street.
• Beegle Hall- South of the building between Beegle and Olson Student Center.
• Gunderson Hall-West of the building and across the street by Men’s Memorial Hall.
• Men’s Hall- North of the building between Men’s and OSC.
Fire Safety Precautions
For the safety of all, the following guidelines must be observed:

- Propping fire doors open is prohibited. (All exterior doors are fire doors.)
- Hallways and exits must be clear of all objects (i.e. boxes, bicycles, doormats, garbage, shoes or any other personal articles.)
- All exit doors must be clear of signs and posters.
- Live cut greenery (i.e. Christmas trees or boughs) are prohibited.
- No open flames are allowed. Candles (either burning or with a burned wick), incense, etc. are prohibited. Candles without a burned wick are allowed for decorative purposes. It is recommended to remove the wick.
- Sun/heat lamps, hot plates, toasters, and most other electrical cooking appliances are not allowed in residents’ rooms. Currently, the only exceptions include one personal microwave per room or coffee makers. There is at least one microwave located in each hall for residents’ use. Appliances with exposed wiring are prohibited. No appliance should be left unattended.
- The use of common cooking appliances (toaster, electric grills, etc.) will be allowed in the kitchen areas in Lund & Atchison Halls only.
- Personal space heaters and air conditioners are not allowed in residents’ rooms. Fans may be used.
- Halogen lights are prohibited.
- For safety reasons it is requested that a power strip be used for plugging in appliances.
- Any failing smoke detection equipment must be reported to the CA immediately.

Failure to comply with these regulations will result in disciplinary action, as well as confiscation of item(s). Confiscated items may be picked up when checking out of the residence hall. Items that are not picked up by the end of the year will be discarded.

Misuse of fire equipment (including the covering of smoke detection devices, removal of their batteries and inappropriate use of fire extinguishers) is subject to both state and Midland University disciplinary action. Repairs and/or replacement costs are also the responsibility of the person(s) involved in such an incident.

Tornado Information
In the event of severe weather and the tornado siren sounds, students should move as quickly as possible to the hallway on the interior, lowest floor of the building, taking a blanket for protection if possible. Do not leave the building and are to avoid windows and glass as much as possible.

Residence Hall Association
The Residence Hall Association (RHA) consists of representatives from each of the seven residence hall areas. The purpose of this organization is to serve as a body to hear resident appeals of disciplinary decisions, foster opportunities for leadership growth and peer support, strive to unite the halls through open communication and a variety of campus events and work closely with administration to improve living conditions in regards to facilities, policies, and food service.

The RHA meets on a weekly basis or whenever necessary throughout the academic year. Those interested in being a representative for their halls should contact the RHA advisor.
Community Meetings
In an effort to provide necessary information, solicit input from residents and build community, regularly scheduled mandatory meetings are held by the halls/floors. Emergency meetings are occasionally necessary. Notification of meeting times and dates will be posted. Each resident is responsible for all information provided at the meetings, whether in attendance or not. Students should consult their CA or a Residence Life staff member for meeting information.

Incident Reports
Suspected violations of the Community Standards and/or Residence Life policies in the residence halls are documented in writing by Residence Life or Safety and Security staff.

Please refer to the Community Standards section of the Student Handbook for information on the Disciplinary Review Process.
Atchison & Lund Halls Housing Contract Terms and Conditions
2010-2011 Academic Year

Complete and return the signed Housing & Food Service Contract for the 2010-2011 Academic Year indicating you received and read the Housing Contract Terms and Conditions.

Eligibility
In order to be eligible to live in Atchison Hall or Lund Hall, residents must: 1) Be currently enrolled full-time students at the College. 2) Part-time students may seek permission from the Director of Residence Life to reside in the halls prior to requesting on-campus housing. 3) Be at least a third year college student. Eligibility is determined by number of college semesters a resident has completed post-high school, not by credits completed. 4) Have not been involved in a major violation at Midland Lutheran College in the past academic year. This includes, but is not limited to, alcohol, drug, or other violations.

Housing Occupancy
Occupancy is defined by official issuance of a key to the student for a specified room. All residents are expected to complete a proper check in and check out. Failure to check out with Residence Life Staff will result in a $50 charge. If a resident does not return the room key, there will be an additional $250 charge.

Subleasing
Subleasing of rooms, room spaces, or apartments is prohibited. No one other than the assigned residents specified by the Department of Residence Life may reside in the residence hall room or apartment.

Assignment Policy
Residents of each apartment will be of the same sex. The College will attempt to honor, whenever possible, requests for particular accommodations. The College reserves the right to assign roommates, or change room or apartment assignments and/or to consolidate vacancies by requiring residents to move from one accommodation to another. Failure to honor assignment preferences will not void this contract.

Apartment Furnishings
Midland Lutheran College provides the following for each resident in a bedroom: bed, dresser, desk, chair, closet(s) and window blinds. The following items are provided in each apartment kitchen: full-size refrigerator, full-size oven and range and full-size microwave. Storage is not available for furniture or student possessions outside of a resident’s room. Midland Lutheran College and the Department of Residence Life are not responsible for the security of students’ personal possessions. The resident agrees to indemnify and hold Midland Lutheran College harmless from any loss, lawsuit, or damages incurred as a result of any loss or damage sustained by action of any party, fire, water, theft or the elements, or for loss of any articles from any cause from said property or any other portion of the premises. The College strongly encourages students to purchase renters’ insurance.

Conduct Expectations
Residents are expected to maintain a high standard of conduct at all times. Hall life is an experience in group living; therefore, residents must respect the rights of other residents. Policies and regulations are established for the health, safety, and welfare of all residents. Rules and policies are stated in the Midland Lutheran College catalog and the Student Handbook as well as during hall and floor meetings. MLC may cancel this contract at any time for violation of any residence hall or College policies and/or state and federal laws. The Department of Residence Life has the right to administratively remove any resident, if a Resident’s behavior may have an adverse influence upon the community by continued residence.

Rates and Payment
The housing and food service rates are determined annually. Payment will be made in accordance with College policy and/or agreements established with the College’s Business Office. Failure to satisfy the financial obligations accrued under this agreement may result in eviction, the denial of further meals, and/or the denial of issuance/transfer of grade transcripts and/or enrollment, pursuant to College rules and regulations governing the imposition of these sanctions.
Room Changes
To change rooms, see the Department of Residence Life for moving authorization. The Resident will be charged for improper check out if s/he does not receive approval from the proper personnel prior to changing rooms and does not follow proper checkout procedures.

Resident Leaving the Suite
During the year, if a Resident moves out of an apartment as a result of withdrawal or special circumstances approved by the Department of Residence Life, the remaining Residents must coordinate finding a replacement with the Department of Residence Life. If two or more roommates leave an apartment during the year, other steps may be taken to ensure maximum occupancy. This may include moving student(s) to another suite within the halls.

Contract Breakage Fee
Written notification of plans to break the contract must be given to the Department of Residence Life. The resident understands that by signing this contract s/he agrees that breaking the contract will result in an associated fee. After June 1, 2010 there will be a $500 contract breakage fee. Please see the Student Handbook or the Department of Residence Life for additional information regarding room refunds. Once a semester begins, room refunds will be issued at a declining percentage during the first 28 days of the term.

If a Resident graduates from the College or is called to active duty, s/he must pay full room and board through the date on which s/he is officially checked out by Residence Life staff. (Note: Residents who leave during the last two weeks of the semester will be charged through the end of the semester.) If a resident moves off campus for any reason other than graduation from MLC or call to active duty, the resident will be responsible for payment according to the Room & Board Refund schedule, which is outlined in the Student Handbook. Appeals regarding special circumstances may be made in writing to the Department of Residence Life.

Utilities
The College will provide the following utilities in the apartments:
- Phone line in each bedroom and living room with free local calls and no installation charges.
- Internet access in each bedroom with no installation charges.
- Basic cable in each bedroom and living room with no installation charges.
- Laundry, heating, cooling, electricity, and water services are provided at no extra charge.

Temporary interruption in service of any of the above utilities does not constitute any reduction in rate in the Housing and Food Service Contract.

Campus Dining Services
All on-campus residents are required to have a meal plan. The College Dining Hall offers a number of meal plan choices and serves 20 meals per contracted week. Apartment residents have the additional meal plan option of 60 meals per semester. On all meal plans, fall semester and Interterm count as one term; spring semester is the second term. Students with special needs should contact Sodexo Dining Services directly to request appropriate accommodations(s). This may require review by this Department or the Office of Student Health. The Dining Hall provides meals Sunday through Saturday at various times. Food service is not available during the following times: Christmas Break, Thanksgiving Break, and Spring Break.

Room Entry
The College reserves the right to make periodic, announced inspections of the residence hall rooms to ensure against major maintenance or cleanliness problems. Authorized personnel of the College may enter the Resident’s room unannounced, for reasons of health, fire, safety or general welfare, including suspected policy violations, or to make necessary repairs to the room and room equipment. Maintenance requests by Residents shall be considered permission to enter. Policy violations discovered by College personnel may be noted and forwarded to proper staff for disciplinary action. Resident Initials________________________

Check In & Check Out Procedure
Every resident is responsible for checking in and checking out properly. When checking into his/her room, the resident must complete and return a Room Condition Report to the Apartment Coordinator (AC). As protection for the resident and the College, it is imperative the Room Condition Report be completed as it details the condition of the room and the property in it. The Department of Residence Life has the right to assess charges based on the room’s condition, the information on the Room Condition Report, and whether or not the resident checked out properly. The resident will be provided with written documentation of any charges following the end of a semester.

To check out properly:
1) The resident must remove all personal belongings, thoroughly clean the room, return furnishings to its original positions, clean the room to the College’s standards and schedule an appointment with a Residence Life staff member to check out of the residence hall. A minimum of 24 hours notice must be given.
2) Residence Life staff will do a thorough walk through of the room with the resident and document any possible damages that occurred while the resident lived in the room.
3) Residence Life staff will gather all mailbox, housing, proxy keys and student ID (if applicable).
4) Residence Life staff will have the departing resident fill out a change of address form if necessary.

**Deposit**

Deposits for returning students roll over to the following year. Housing deposit refunds are only issued to residents not intending to live on-campus the following year. Students breaking their contract to move off campus mid-year will not receive a deposit refund. If a resident withdraws from MLC, or will no longer be a full-time student, the housing deposit less charges will be refunded by mail after the resident checks out of their room properly.

The housing deposit (or remainder) may be applied to:

1) Contract breakage fee
2) Damages caused and/or theft of school property in an individual’s room
3) Public area damage within the residence hall which occurred during the resident’s occupancy
4) Replacement of key and lock
5) Improper checkout
6) Outstanding fines or loans owed to the college

**Damages in excess of the deposit will become the Resident’s financial responsibility.**

**Contract Changes**

Amendments or exceptions may not be made in the terms and conditions of this contract without the agreement and written permission from the Department of Residence Life. The College may terminate or temporarily suspend this contract without notice in the event of a situation that would compromise the operation of housing and food service. The College may cancel or terminate this contract if the Resident fails to meet the full terms and conditions stated herein or for violation of College regulations as stated in the Student Handbook or Residence Life Handbook, which are made part of this contract by reference.
Residence Hall Contract
2010-2011 Academic Year
Atchison and Lund Halls

This contract is for the campus apartment buildings (Atchison and Lund). Midland Lutheran College, Fremont, Nebraska, by and through its employees and agents, does hereby agree to enter into a residence hall room lease and campus dining hall food services contract with the herein named student, referred to as “resident,” upon the terms and conditions as set forth herein This is a legal contract. Once submitted it is binding.

Student Information

Name

Last __________________________________________________________________________
First __________________________________________________________________________
Middle Initial __________________________________________________________________________

MLC ID# ________________________________________ Phone __________________________

Preferred phone

MLC E-mail______________________________

Room & Board Refund Schedule – Academic Year

Please initial the option that you are contracting for.

<table>
<thead>
<tr>
<th>Meals per week per semester</th>
<th>Refund</th>
<th>Contract Breakage Fee</th>
</tr>
</thead>
<tbody>
<tr>
<td>10 Meals per week per semester</td>
<td>90%</td>
<td>$400.00</td>
</tr>
<tr>
<td>15 Meals per Week per semester</td>
<td>60%</td>
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<td>20 Meals per Week per semester</td>
<td>40%</td>
<td>$160.00</td>
</tr>
<tr>
<td>60 Meals per semester</td>
<td>20%</td>
<td>$80.00</td>
</tr>
<tr>
<td>After day 28</td>
<td>0%</td>
<td>$0.00</td>
</tr>
</tbody>
</table>

(Student is responsible for paying actual expenses incurred. Refund schedule applies to the remaining balance.)

I have read and agree to the terms and conditions of this contract. I understand that when this contract is signed, it becomes a binding contract between Midland Lutheran College and myself, and I attest all information as completed is accurate. I understand by signing this contract I am authorizing the College to charge my student account for the residence hall rate and campus dining services I have agreed to in this document.

Resident Signature __________________________ Date __________________________

For office use only:

Date Contract Received____________________ Room________________________ Entered________________________

Director of Residence Life Signature (or his/designee) __________________________ Date __________________________
Complete and return the signed Housing & Food Service Contract for the 2010-2011 Academic Year indicating you received and read the Housing Contract Terms and Conditions.

In the spirit of a residential college, Midland Lutheran College (MLC) has a two-year residency requirement for all students. We believe each student deserves the opportunity to experience campus living and community engagement.

**Housing Occupancy**
Occupancy is defined by official issuance of a key to the student for a specified room. Proper check-in and checkout procedures are an expectation of all residential students. Failure to check out with Residence Life Staff will result in a $50 charge. If a resident does not return the room key, there will be an additional $100 charge.

**Number of Residents**
Resident agrees that only the residents assigned to this room shall live in this room.

**Subleasing**
Subleasing of rooms is prohibited. No one other than the assigned residents specified by the Department of Residence Life may reside in the residence hall room or apartment.

**Housing Assignments**
Residents of each room will be of the same sex. The College will attempt to honor, whenever possible, requests for particular accommodations. The College reserves the right to assign roommates, or change room or apartment assignments and/or to consolidate vacancies by requiring residents to move from one accommodation to another. Failure to honor assignment preferences will not void this contract.

**Residence Hall Closing**
The residence halls will be closed over Christmas Break beginning Saturday, December 18, 2010 at noon and re-opening Sunday, January 2, 2011 at noon. Residents may stay over breaks at no additional charge; however, they will be required to notify the Department of Residence Life of plans to stay on campus.

**Resident Room Furnishings**
Midland Lutheran College provides the following for each resident in a room: bed, dresser, desk, chair, closet(s) and window blinds. Storage is not available for furniture or student possessions outside of a resident’s room. Midland Lutheran College and the Department of Residence Life are not responsible for the security of students’ personal possessions. The resident agrees to indemnify and hold Midland Lutheran College harmless from any loss, lawsuit, or damages incurred as a result of any loss or damage sustained by action of any party, fire, water, theft or the elements, or for loss of any articles from any cause from said property or any other portion of the premises. The College strongly encourages students to purchase Renters Insurance.

**Conduct Expectations**
Residents are expected to maintain a high standard of conduct at all times. Hall life is an experience in group living; therefore, residents must respect the rights of other residents. Policies and regulations are established for the health, safety, and welfare of all residents. Rules and policies are stated in the Midland Lutheran College catalog and the Student Handbook as well as during hall and floor meetings. MLC may cancel this contract at any time for violation of any residence hall or College policies and/or state and federal laws. The Department of Residence Life has the right to administratively remove any resident, if a Resident’s behavior may have an adverse influence upon the community by continued residence.

Resident Initials___________________
Rates and Payment
The housing and food service rates are determined annually. Payment will be made in accordance with College policy and/or agreements established with the College’s Business Office. Failure to satisfy the financial obligations accrued under this agreement may result in eviction, the denial of further meals, and/or the denial of issuance/transfer of grade transcripts and/or enrollment, pursuant to College rules and regulations governing the imposition of these sanctions.

Room Changes
To change rooms, see the Department of Residence Life for moving authorization. The Resident will be charged for improper check out if s/he does not receive approval from the proper personnel prior to changing rooms and does not follow proper checkout procedures.

Contract Breakage Fee
Written notification of plans to break the contract must be given to the Department of Residence Life. The resident understands that by signing this contract s/he agrees that breaking the contract will result in an associated fee. After June 1, 2010 there will be a $500 contract breakage fee. Please see the Student Handbook or the Department of Residence Life for additional information regarding room refunds. Once a semester begins, room refunds will be issued at a declining percentage during the first 28 days of the term.

If a Resident graduates from the College or is called to active duty, s/he must pay full room and board through the date on which s/he is officially checked out by Residence Life staff. (Note: Residents who leave during the last two weeks of the semester will be charged through the end of the semester.) If a resident moves off campus for any reason other than graduation from MLC or call to active duty, the resident will be responsible for payment according to the Room & Board Refund schedule, which is outlined in the Student Handbook. Appeals regarding special circumstances may be made in writing to the Department of Residence Life.

Campus Dining Services
All on-campus residents are required to have a meal plan. The College Dining Hall offers a number of meal plan choices and serves 20 meals per contracted week. On all meal plans, fall semester and Interterm count as one term; spring semester is the second term. Students with special needs should contact Sodexo Dining Services directly to request accommodations(s). This may require review by this Department or the Office of Student Health. The Dining Hall provides meals Sunday through Saturday at various times. Food service is not available during the following times: Christmas Break, Thanksgiving Break, and Spring Break.

Room Entry
The College reserves the right to make periodic, announced inspections of the residence hall rooms to ensure against major maintenance or cleanliness problems. Authorized personnel of the College may enter the Resident’s room unannounced, for reasons of health, fire, safety or general welfare, including suspected policy violations, or to make necessary repairs to the room and room equipment. Maintenance requests by Residents shall be considered permission to enter. Policy violations discovered by College personnel may be noted and forwarded to proper staff for disciplinary action.

Check In & Check Out Procedure
Every resident is responsible for checking in and checking out properly. When checking into his/her room, the resident must complete and return a Room Condition Report to the Community Advisor (CA). As protection for the resident and the College, it is imperative the Room Condition Report be completed as it details the condition of the room and the property in it. The Department of Residence Life has the right to assess charges based on the room’s condition, the information on the Room Condition Report, and whether or not the resident checked out properly. The resident will be provided with written documentation of any charges following the end of a semester.

To check out properly:
5) The resident must remove all personal belongings, thoroughly clean the room, return furnishings to its original positions, clean the room to the College’s standards and schedule an appointment with a Residence Life staff member to check out of the residence hall. A minimum of 24 hours notice must be given.
6) Residence Life staff will do a thorough walk through of the room with the resident and document any possible damages that occurred while the resident lived in the room.
7) Residence Life staff will gather all mailbox, housing, proxy keys and student ID (if applicable).
8) Residence Life staff will have the departing resident fill out a change of address form if necessary.
Deposit
Deposits for returning students roll over to the following year. Housing deposit refunds are only issued to residents not intending to live on-campus the following year. Students breaking their contract to move off campus mid-year will not receive a deposit refund. If a resident withdraws from MLC, or will no longer be a full-time student, the housing deposit less charges will be refunded by mail after the resident checks out of his/her room properly.

The housing deposit (or remainder) may be applied to:

7) Contract breakage fee
8) Damages caused and/or theft of school property in an individual’s room
9) Public area damage within the residence hall which occurred during the resident’s occupancy
10) Replacement of key and lock
11) Improper checkout
12) Outstanding fines or loans owed to the college

**Damages in excess of the deposit will become the Resident’s financial responsibility.**

Contract Changes
Amendments or exceptions may not be made in the terms and conditions of this contract without the agreement and written permission from the Department of Residence Life. The College may terminate or temporarily suspend this contract without notice in the event of a situation that would compromise the operation of housing and food service. The College may cancel or terminate this contract if the Resident fails to meet the full terms and conditions stated herein or for violation of College regulations as stated in the Student Handbook or Residence Life Handbook, which are made part of this contract by reference.
Residence Hall Contract
2010-2011 Academic Year
Traditional Halls

This contract is for the campus Residential Buildings (Augustine, Beegle, Benton, Gunderson, & Men’s). Midland Lutheran College, Fremont, Nebraska, by and through its employees and agents, does hereby agree to enter into a residence hall room lease and campus dining hall food services contract with the herein named student, referred to as “resident,” upon the terms and conditions as set forth herein. This is a legal contract. Once submitted it is binding.

Student Information

Name ___________________________________________________________________________

MLC ID# ___________________________ Phone ___________________________ Preferred phone _______________

MLC E-mail ___________________________

Please initial the option that you are contracting for.

<table>
<thead>
<tr>
<th>Meals per week per semester</th>
<th>10 Meals per week per semester</th>
<th>15 Meals per week per semester</th>
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<tr>
<td></td>
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Room & Board Refund Schedule – Academic Year

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<tr>
<th>Date</th>
<th>Refund</th>
<th>Contract Breakage Fee</th>
</tr>
</thead>
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<tr>
<td>Days 1 - 7</td>
<td>90%</td>
<td>$500.00</td>
</tr>
<tr>
<td>Days 8 - 14</td>
<td>60%</td>
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</tr>
<tr>
<td>Days 15 - 21</td>
<td>40%</td>
<td>$500.00</td>
</tr>
<tr>
<td>Days 22 - 28</td>
<td>20%</td>
<td>$500.00</td>
</tr>
<tr>
<td>After day 28</td>
<td>0%</td>
<td>$500.00</td>
</tr>
</tbody>
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I have read and agree to the terms and conditions of this contract. I understand that when this contract is signed, it becomes a binding contract between Midland Lutheran College and myself, and I attest all information as completed is accurate. I understand by signing this contract I am authorizing the College to charge my student account for the residence hall rate and campus dining services I have agreed to in this document.

Resident Signature ______________________________________ Date_____________________

For office use only:

Date Contract Received_________________ Room_________________ Entered_________________

Director of Residence Life Signature (or his/designee) ____________________________ Date
STUDENT ACTIVITES & INVOLVEMENT

Mission Statement
Rooted in Midland University’s five core values of faith, learning, quality, respect, and stewardship, the Office for Student Activities and Involvement encourages personal growth through active participation and engagement in co-curricular programming.

Learning Outcomes
We help students to:
- Connect to the campus and surrounding community
- Develop a sense of campus community spirit and pride
- Develop healthy interpersonal relationships with students, faculty, staff, and community members
- Learn about varied cultures and experiences, ideas and issues
- Develop critical thinking skills and desired professional and social qualities
- Explore personal identity development
- Discover and cultivate individual leadership skills

Students are expected and encouraged to become contributors to campus life. There are a variety of ways you can connect at Midland University through the Office for Student Activities and Involvement: Orientation, Student Organizations, Leadership Programs, Greek Life, Campus Activities, and Inclusive Programs. Join a student organization in your major or social interest; sign up to attend a leadership program; visit an information booth in the Dining Hall; volunteer on campus; mentor a new student; join a fraternity or sorority; participate in ROTC or attend a Campus Activities Board event. No matter how you get connected, be sure to explore the variety of opportunities at Midland University.

There are a variety of benefits to being involved. Research shows students that get involved:
- Are more likely to graduate
- Have increased self-esteem
- Are more connected to campus
- And much more! (Astin, 1984)
- By broadening your experiences, you open up a world of learning opportunities for yourself and increase your chances of achieving your educational goals. Through active participation in co-curricular activities, you meet, interact, and learn from your peers, faculty, staff, and other members of your community.

Opportunities for Involvement at Midland University
Midland University five core values guide everything we do. Below is an outlined list of ways you can get involved on campus organized by our core values: faith, learning, quality, respect, and stewardship. Don’t see something for you? Start your own student organization, just stop by Student Activities & Involvement for information.

FAITH—Religious
Campus Crusade for Christ: An interdenominational ministry that provides regular opportunities to study and discuss the Bible, worship, and prayer in a group setting, while offering opportunities for fellowship and encouragement among members.

Fellowship of Christian Athletes (FCA): Another campus group that is open to all students to get involved in Christian ministry on campus. While the name implies involvement in intercollegiate athletics, membership is not restricted to
student-athletes. The organization hosts scripture readings, sing-a-longs, games, and opportunities to integrate their faith with the university experience.

**LEARNING—Academic & Professional**

**Midland Association for Students in Health (MASH):** Great organization for students majoring in the sciences and health services. An organization that promotes healthcare professions by coordinating educational and community service opportunities. Members are introduced to the many careers in the health care field and able to begin networking within the healthcare profession.

**Phi Beta Lambda—Students in Free Enterprise (PBL-SIFE):** Often referred to as the “University level FBLA,” this is a student organization whose purpose is to bring business and education together in a positive working relationship through innovative leadership and career development programs that develop leadership, teamwork, and communication skills through learning, practicing, and teaching the principles of Free Enterprise.

**Student Art Association:** An organization dedicated to creating opportunities for students to be exposed to a variety of types of art through speakers, showcases, and many others.

**Student Education Association (SEA):** An organization for teacher education majors that assists in the professional development of students preparing for a career in education and advances the interests and welfare of prospective educators.

**Student Nurses Association (SNA):** Organization that allows nursing majors to form relationships with peers, offers educational enhancement, and provides opportunities for personal growth and involvement within the campus community.

**Governmental**

**Residence Hall Association:** Responsible for working with the Residence Life staff in conducting social/educational programs, regulating hall finances, and monitoring disciplinary matters.

**Student Senate:** A group of student-elected student representatives who make up a governing body that represent the students of Midland University and act as a liaison for students between themselves and faculty, staff, and administration. Student Senate is also responsible for planning and implementing Homecoming and Spring Fling activities.

**QUALITY—Honor**

**Alpha Lambda Delta:** Honor students who attain a cumulative 3.5 GPA as a first year student at Midland University comprise this organization that encourages superior academic achievement, promotes a continued high standard of living, and assists men and women in recognizing and developing meaningful goals.

**Alpha Psi Omega:** A theatrical organization in which membership requires earning 100 points through on and off set participation in theatrical performances.

**Blue Key:** Premier honor society that recognizes university students at senior institutions of higher education for balanced all-around excellence in scholarship, leadership, and service.

**Cardinal Key:** Recognizes and honors leaders on Midland University’s campus and works to inspire leadership in others. Known for utilizing their leadership capabilities in an active program of community service.
Psi Chi: An organization that provides national recognition for academic excellence in the area of psychology as well as providing students with the opportunity to make connections within the professional psychology community.

Sigma Tau Delta: A national English honor society that confers distinction upon students of the English language and literature in undergraduate studies at Midland University.

RESPECT—Inclusive
Ultimate Frisbee Club: Teaching respect through the value of good sportsmanship, this group offers an opportunity to come together as a community and play, practice, and compete against area teams.

STEWARDSHIP—Service
Campus Activities Board (CAB): An organization that plans, implements, and hosts educational and recreational activities to connect all students to campus and build community. Some traditional CAB events include comedians, hypnotists, coffeehouse, and bowling and movie nights.

Catalyst for Change: An organization that dedicates it’s time to inform and educate the campus and surrounding community of social issues and to create positive social change.

Circle K International: A service organization that provides Midland Lutheran students with service opportunities while developing their leadership and communication skills.

Socratic Society: A student organization that seeks to promote intellectual thought and discussion amongst members and others about issues pertinent to the world community in which we live.

Student Ambassador Representative (StARs): StARs is an organization that works with, and is an important part, of the Office of Admissions. Tasks performed by members involve giving campus tours to prospective students, escorting prospective students to scheduled visits with faculty, coaches, or staff, and helping with communications to prospective students, such as mailings and phone calls. As student representatives of Midland University, qualities needed include: a positive attitude, energy, and enthusiasm, excellent communication and social skills, and an eagerness to meet and work with a diverse group of new people.

Greek
Beta Sigma Psi: A national Lutheran fraternity who seeks to build strong relationships with Christian leaders within the Lutheran Church; develop highly respected, well adjusted, informed, and socially acceptable men; and attain high levels for scholastics through good habits of study and industry.

Greek Council: Elected representatives from each Greek organization who meet weekly and discuss Greek-related issues and communicate information back to their organization.

Inter-Fraternity Council (IFC): Governing body composed of two members from each fraternity and coordinates activities and policies for fraternities at Midland University.

Inter-Sorority Council (ISC): Governing body composed of two members from each sorority and coordinates activities and policies among sororities at Midland University.

Kappa Phi: A social fraternity whose purpose is to promote the social life for young men at Midland University. By keeping a standard of academic achievement, campus involvement as an individual and organization, and continual community service in Fremont, these men further promote their social transition to campus. Traditional annual events include a golf tournament for Multiple Sclerosis, and ringing bell for the Salvation Army.
**Phi Omega:** A social sorority whose creed is to serve and to grow in insight and in the values they set for themselves through university and sorority life while at Midland University. Traditional annual events include a Homecoming Tailgate party, Alumni Picnic, and the “Little Black Dress Affair”.

**Pi Epsilon:** Social sorority that strives to achieve excellence in academics, spirituality, and build and grow socially as sisters. Traditional annual events include “Love is in the Hair”, Senior Tea party, and Halloween can drive.

**Tri Phi:** Social sorority that strives to achieve excellence in academics, spirituality, and build and grow socially as sisters. Traditional annual events include “Red Light Green Light” party, Senior Steak Fry, and Big Brothers Big Sisters Holiday Party.

**Other Opportunities**
- Choir
- Gospel Choir
- Intramural Sports
- Midland Yearbook
- Music Educators National Conference (MENC)
- Pep Band
- Praise Band
- Reserve Officers’ Training Corps (ROTC)
- Student Leadership Team
- Student Orientation Committee
- “The Midland” (Midland Newspaper)
- Theatre Productions

***For more detailed information on each organization’s membership criteria and events please contact the Assistant Director for Student Activities and Involvement at student.involvement@mlc.edu or 941-6472.***

**Student Organization responsibilities include:**
- Having at least one advisor who is employed by the university.
- Notifying the Office for Student Activities & Involvement of any changes in sponsor or officers.
- Maintaining a current copy of the organization’s constitution approved by the Office for Student Activities & Involvement and on file in the Student Development Office.
- Assuming financial responsibility for debts.
- Reserving meeting space on and off campus.
- Maintaining compliance with Midland University policies and procedures on fund raising, organizational alcohol policy, standards of design policy, and registration of organization events.
- Having all student organization members in good academic standing and individuals holding a leadership position should have at least a 2.00 grade point average; however, a student organization’s constitution that outlines any higher grade point average requirements takes precedence.

Students wanting to create a new organization should contact the Director for Student Activities and Involvement at 941-6481 or email student.involvement@mlc.edu.
Policies and Procedures for Organizations
Alcohol Organization Policy
Midland University does not authorize or condone the use of alcohol at events sponsored by student organizations on or off campus. However, any student organization that sponsors an event, on or off campus, where alcohol is provided and/or made available, even through a third party vendor, must understand the organization may be held responsible for the event and related participation under the laws of the state of Nebraska as well as the Midland University Community Standards. The University reserves the right to review and/or investigate such activities and, if appropriate, consider judicial action.

The Office for Student Activities and Involvement offers assistance to student organizations in developing educational and social events, and organizations are encouraged to utilize these resources.

Violations of Alcohol Organizational Policy
Violations of the Alcohol Organizational Policy will be referred to the Student Development Office for action. The Dean of Students or his/her designee will refer the student or organization allegedly committing a violation for review by the appropriate Student Development staff. Student violations occurring in the Residence Hall may be referred to the Director of Residence Life and/or his/her designee.

Individuals not of the Midland University community who violate this policy may be restricted from the campus for a minimum period of one semester or indefinitely, depending on circumstances.

Event Scheduling
Without exception, those responsible for hosting, planning, implementing or convening events or activities at Midland University must place those events on the university calendar. All space on campus can be reserved by calling Events and Conferencing at 941-6062 or logging on to MyMLC (Please see Student Organization Handbook, page 31 for specific directions). All university facilities must be reserved for use. If the event is canceled or changed to another date, it is the organization’s responsibility to notify Events and Conferencing by phone or canceling your reservation online. Please be mindful if Food Service needs to be notified for food expenses and space availability.

Some areas require special arrangements through other departments to reserve on-campus space:
Residence Halls: Contact the professional residence life staff living in that particular hall.
Midland University classrooms: Reservations are made through the Registrar’s Office (ext. 6421)
If an organization wishes to offer food and beverages, they will need to contact Sodexo Food Service. Sodexo is the primary food contractor and is to be consulted for all catering needs. If an organization would like to bring in their own food and beverages, they must have this approved through the Director of Food Service (ext. 6136). If an organization needs maintenance assistance or there is a facility emergency (leaking water, non-functioning heater, etc.), please contact the Physical Plant department (ext. 6130). For emergencies outside the hours of 8:00 am-4:30 pm Monday-Friday, please contact Security at 941-6444.

Information Posting
Posting and Distribution of Written Material
Midland University defines “posting” as publicly placing any written materials including posters, flyers, banners and signs for display on any campus property and/or in students’ campus mailboxes. In order to post any materials on Midland University campus these guidelines must be followed:
- All material must be stamped and approved by an authorized staff member in the Student Development department. Materials not stamped will be removed. If there are questions or concerns about the appropriateness of the material, a decision will be made by the Dean of Students. He/she has the authority to
revoke an approved item inadvertently made, a fraudulently stamped posting, or an approval that constitutes an error in judgment.

- All materials must identify the sponsoring Midland University group or organization. This may include a recognized student organization/group or a university department or organization. Any other university groups must receive special approval to post or distribute materials.
- Organizations and groups are responsible for removing their posted materials within one business day after the event has taken place. Not doing so could forfeit the right to post items.
- Materials may be posted only on designated bulletin boards. Materials may not be posted on painted walls, brick, tile, or wood surfaces including banisters and doors.
- All table tents must be approved by the Office for Student Activities and Involvement. Once they are approved, student organizations and campus groups need to make arrangements with the Dining Hall and Luther Library to properly display table tents in their areas.
- Materials will not contain obscenities and materials focusing on alcohol, drugs, or smoking may only be approved for posting when the content is educational in nature. Materials will not contain advertisements for private companies or individuals unless materials relate to an approved co-sponsored event and are approved by the Office for Student Activities and Involvement.
- Persons defacing or removing approved, unexpired materials are subject to the disciplinary review process.
- Any student, group, or organization may hand distribute materials on the campus grounds outdoors with prior approval from the Office for Student Activities and Involvement. Distributed materials must not contain any obscenities or lewd implications.
- Advertisements from off-campus vendors and/or individual for-sale or service postings must be approved by the Office for Student Activities and Involvement and must be posted only on bulletin boards designated for this purpose. Bulletin board locations will be shared with vendors/individuals once postings are approved. Any off-campus soliciting groups are referred to the Vice President for Finance and Administration prior to any selling or solicitation, unless a co-sponsorship agreement has been shared or executed with the Director for Student Activities and Involvement.
- All materials to be distributed through the Midland University Mailroom must be no smaller than one-fourth sheet of paper or they will not be inserted into boxes. Any mass distribution by student organizations must be approved by the Office for Student Activities and Involvement. In addition, all materials must include a return address and the name of the individual or sponsoring organization distributing the material. Mass mailings will be distributed by mailroom staff or by student organization members under the supervision of the mailroom staff. Persons should allow two business days for on-campus mail to be delivered. Advertising from off-campus vendors must be approved by the Vice President for Finance and Administration prior to distribution through mailboxes.
- Sandwich boards may be reserved through the Office for Student Activities and Involvement by recognized student organizations or university departments or by organizations of particular interest to our community for distribution of information, approved fundraising activities, elections, or related campus event.

**Bulletin Boards**

Various bulletin boards around campus may be used for posting notices. In some cases, the bulletin boards have been assigned to departments and their permission should be obtained before posting material. Please post information on the appropriate board; for a complete listing, visit the Office for Student Activities and Involvement. Due to fire regulations, doors and windows in campus buildings are not to be used for announcements or posters.

All non-Midland University notices must be approved by the Office for Student Activities and Involvement or Student Development office. The university reserves the right to remove any inappropriate notices and items placed in inappropriate locations. All notices must meet the Standards of Design. Notices relating to an event meeting at a local establishment selling alcohol may not be posted.
Outdoor Displays and Chalking

- Recognized student organizations have a right to express themselves and their opinions at Midland University unless the expression adversely affects the University's educational mission or violates our Community Standards. Only recognized student organizations will be granted permission by the Office for Student Activities & Involvement to place displays or chalking on campus grounds. Certain obligations must be upheld by those who seek to use outdoor space on campus for displays or chalking purposes.
- Student organizations must register outdoor displays or chalking with the Office for Student Activities and Involvement. Registration includes submitting a full description or drawing of the display or chalking to the Director for Student Activities & Involvement or Assistant Director for Student Activities and Involvement for approval.
- The student organization will work with the Physical Plant staff to determine an appropriate outdoor space for the display.
- The display or chalking must clearly indicate the recognized student organization's name.
- The display may not infringe on the rights of other members of the university community through intentional obstruction, which may interfere with the freedom of safe pedestrian or vehicle traffic in the area of the display.
- The display or chalking must not be lewd, indecent, or obscene nor disrupt the academic activities or other normal operations of the university.
- The display must be removed by the sponsoring student organization immediately following the end of the approved display date.
- Chalking is allowed on sidewalk areas exposed to the weather so it can be washed away by rain. In the event that rain does not wash away the chalking at the end of the event, the student organization must work with the Physical Plant staff to clean up the display.
- Chalking and/or marking walls, brick, outdoor fixtures or the exterior on any building or the Cross at the Center of Campus and surrounding sidewalks is prohibited.

Raffles/Small Lotteries

Any student organization must receive approval from the Office for Student Activities and Involvement and the Advancement Office for any fundraiser, as well as the Athletic Director should the fundraiser be held at an athletic event. The organizations are responsible for complying with the Nebraska State Gaming Law when engaging in these activities. Procedures are available in the Office for Student Activities & Involvement and include these steps:

- Register your raffle with the Office for Student Activities and Involvement and the Business Office.
- Make sure that the proceeds will not exceed $1,000 and a percentage will be used for charitable or community betterment purposes.
- Determine sales tax on the prizes have been or will be paid.
- Purchase or print tickets that are validated; sequentially numbered; and the same size, shape, and weight.
- Return any remaining raffle tickets, and report amount of money collected to the Office for Student Activities and Involvement within one business day after you have finished your fundraiser.

If proceeds are expected to exceed $1,000, please contact the Business Office regarding the appropriate procedure.

Student Organization E-mails

Student organizations have the opportunity to request an organization email account to enable organizations to send out emails to other students about their events. If student organizations would like to request an organization email account, please contact the Information Technology department (ext. 6270). Student organizations are asked to send no more than one email per day and three per event. The Office for Student Activities and Involvement receives emails sent to students and will monitor e-mail usage.
Student organizations wanting information to be sent out to the campus community (faculty, staff, and students) can do so by sending information to the Office for Student Activities & Involvement via email to student.involvement@mlc.edu. The Office for Student Activities & Involvement will send out one campus event email every Monday during the academic year (except during holiday breaks) compiling all of the campus happenings for that week. To be included in that week’s event listing, the email must be sent to dvorak@mlc.edu the Friday before by 4:30 p.m. Information received after the requested deadline will not be guaranteed to be included in the weekly campus event email. The maximum number of weeks an organization can market their campus event information via this email is two. The Office for Student Activities & Involvement will not serve as proofreaders; however, they may change misspellings of the submitted information. If information is incorrect at the fault of the Student Development Office, another email will be sent out to the campus community. If the incorrect information is from the organization, the organization’s advisor is able to send an updated email to the campus community if needed and appropriate.

**Standards of Design Policy**
Organizations from time to time may choose to design their own apparel and publicity to use for functions, events, or group promotions. Midland University encourages organizations to use designs that are in good taste and portray a positive image of the student organization and the university. Organizations that choose to design clothing apparel or other merchandise must obtain written approval from their advisor prior to placing their order.

It is imperative to use good taste with all designs. The following guidelines have been established to prevent embarrassing or inappropriate designs. If questions arise or if more clarity is needed, please contact the Director for Student Activities and Involvement. The following is prohibited:

1. Nudity or references to nudity.
2. Alcohol containers such as kegs, party balls, glasses with foam, cans or bottles.
3. The use of profanity.
4. Any sexual innuendos.
5. Gang-related logos and/or symbols.

Failure to comply will result in disciplinary sanctions.
All members of the academic community have the responsibility to create and support an educational environment, which will reflect the core values and mission of Midland University.
The Midland University logo and athletic logo may not be used in any design without permission of the Associate Vice President of Communications Office.
ACADEMIC SUPPORT AND POLICIES

Academic Progress Requirements for Scholarships and Financial Aid
In order to receive or renew scholarships, federal and/or state financial aid, a student must meet certain academic requirements. These requirements are detailed in the Financial Aid Guide that was mailed with the student’s Award Letter.

It is the student’s responsibility to know, understand and comply with these requirements.

Refund and Withdrawal Policy
The U. S. Department of Education requires that institutions participating in Title IV federal financial aid programs must have a fair and equitable refund policy. Under these guidelines, the institution refunds unearned tuition, fees, room and board and other charges when a student withdraws or otherwise fails to complete the period of enrollment for which the federal aid was intended.

In the event that a student finds it necessary to cease enrollment at Midland University, the following policies respective to charges, credits, refunds and repayment apply. These policies may be revised at any time to comply with federal, state or institutional rules and regulations.

A refund refers to the reduction in charges for which a student is assessed. Students who cease enrollment at Midland University prior to the end of a semester or term may be entitled to a partial refund of those charges, depending on the date he or she ceases studies. The refund may be applied to an outstanding balance on the student’s account. If the refund results in a credit balance on the account, the credit will be refunded to the student.

Special Circumstances-Students called to active duty in the Armed Forces of the United States, or leaving the university because of illness or other causes beyond their control, may receive special consideration. Each case will be considered individually based upon the special circumstances involved. The university president may authorize tuition, room and board refunds on a pro-rata basis or such other adjustments as considered necessary in the circumstances. The decision of the president is final. (Such exceptions apply only to the refund of institutional charges and do not affect the outcome of the federally mandated recalculation of eligibility for recipients of federal financial aid.)

Voluntary Withdrawal-Students who withdraw voluntarily receive no refund of the application, matriculation, university or special fees. The first "week," as used for refund purposes, starts on the first day classes are held each semester.

Dismissal/Suspension-Students dismissed from the university for inattention to their studies or infringement of university rules are allowed no refunds of any kind, other than those provided by the withdrawal policy applicable to them. The student’s financial aid eligibility will be based on his/her last date of attendance and will be adjusted accordingly.

Incomplete Aid Processing-Any student not completing the financial aid process as of the last date of attendance may forfeit eligibility for financial assistance that otherwise might have been available during that period of enrollment.

Additional Charges-Students may incur other expenses for which they will be personally responsible and for which no refund is required. These may include, but are not limited to, any fines, unpaid telephone charges, insurance fees, damages, or charges for storage, shipping or incomplete checkouts. These charges are billed from the Student Billing Office.
Traditional Tuition and room refunds are determined as follows:

- Withdrawal within the first week (calendar days 1-7) – 100 percent refund
- Withdrawal within the second week (calendar days 8-14) – 60 percent refund
- Withdrawal within the third week (calendar days 15-21) – 40 percent refund
- Withdrawal within the fourth week (calendar days 22-28) – 20 percent refund
- Withdrawal after the fourth week (calendar after day 28) – 0 refund

Board charges are charged through the week of the last date of attendance and are pro-rated throughout the entire semester, depending on the meal plan chosen by the student.

Return of Federal Title IV, State and/or Institutional Funds
Federal regulations require institutions to determine what amount of federal funding a student has earned through the period of time he or she was enrolled. Midland University has adopted the same policy in regard to state and institutional funds awarded to pay for the enrollment period. In calculating the days enrolled, all calendar days in an enrollment term are used, except any scheduled breaks of at least five days in length.

8 Week Session Student Refund Schedule:
- Withdrawal prior to the start day through day 8 for the course (For example, Sunday if the start day is Friday) – 100 refund
- Withdrawal prior to the start day through the 9th day through the 15th day after the start of the class (For example, Monday of the 1st week through Monday of the second week if the start day is Friday) – 50% refund
- Withdrawal starting the 16th day (Tuesday of the 2nd week, if the start day is Friday) – 0% refund

Withdrawal before the Beginning of a Term
It is the responsibility of the student to register for and drop or withdraw from classes at Midland University in accordance with the policies and procedures outlined in the University Catalog and/or Student Handbook. If you do not attend classes, they will remain on your record and you will owe all tuition and fees for the courses. It is not the responsibility of the faculty or staff to drop students from classes. This is the sole responsibility of the student. If you register for classes and decide to attend another university or university you must drop the Midland University class before the 100% refund deadline or you will be responsible to pay the appropriate tuition and fees. No exceptions will be made. Students should follow the same procedure for a withdrawal before the beginning of the term as for withdrawals during the term by contacting Student Development.

The percentage of aid earned is determined by the following calculation:
\[
\frac{\text{Days attended in the period}}{\text{Total days in the period}}
\]

If the percentage completed exceeds 60%, 100% of the funds are determined to have been earned. If the percentage completed is less than or equal to 60%, the actual percentage completed is used to calculate the earned aid and any subsequent return of funds.

If the amount of aid disbursed exceeds the amount of earned aid, the unearned portion of the funds must be returned to the Title IV programs first in the following order:
- Unsubsidized Federal or Direct Stafford Loan
- Subsidized Federal or Direct Stafford Loan
- Federal Perkins Loan
• Federal or Direct PLUS Loan
• Federal Pell Grant
• Academic Competitiveness Grant (ACG)
• National SMART Grant
• Federal SEOG Grant
• TEACH Grant

Any additional refunds will be returned in the following order:
1. State funds
2. Institutional funds, such as scholarships and grants from the University
3. Outside scholarship programs
4. The student

Example 1. Willis Warrior began his classes August 20, 2008, and notified the Office of Student Development that he intended to withdraw on October 31, 2008. Willis’s aid for fall consisted of a Federal Pell Grant of $1,680, an Academic Competitiveness Grant (ACG) of $375, a Federal SEOG Grant of $50, and Midland University scholarships of $8,000. Based on the refund calculation, Willis was charged for 100% of his tuition and room, or $11,003 and $1,163, respectively, and for eleven weeks of board at an estimated charge of $902. By dividing the days attended by the total days in the enrollment period, we find that Willis earned 58.2% each of his federal and institution aid. Willis’s Pell Grant was reduced to $800.11 and his institutional aid was reduced to $4656. His SEOG and ACG grants were not reduced. Had Willis completed the entire semester, his portion of his educational costs would have been $3,456. However, after withdrawing, he would owe the university a total of $6,872.89 because of the adjustments to his awards.

Example 2. MiLisa Collins began classes on August 20, 2008, and notified the Office of Student Development that she was withdrawing on October 5. MiLisa’s fall semester aid included a Federal Subsidized Stafford Loan of $2,750 (net disbursement $2,227.50), a Federal Unsubsidized Stafford Loan of $1,000 (net disbursement $990), a Federal Perkins Loan of $2,000, and Midland University scholarships totaling $3,000. Based on the refund calculation, MiLisa was charged 100% of her tuition and room, or $11,003 and $1,163 respectively. Her meal plan charge of $1,395 was prorated based on eight weeks, for a total of $656. By dividing the days attended by the total days in the enrollment period, we find that MiLisa earned 42.7% each of her federal and institutional aid. MiLisa’s Unsubsidized Stafford Loan funds were returned to the lender, along with $1,999.63 of her Subsidized Stafford Loan funds. Her Midland University scholarships were reduced to $1,281. Her Perkins Loan was not adjusted. Had MiLisa completed the semester, her portion of her university costs would have been $4,343.50. However, after her withdrawal, MiLisa would owe a total of $5,313.87. She would also need to repay the $2000 Perkins Loan, and remaining $227.87 Subsidized Stafford Loan either during her grace period, or according to the payment schedule set up with the lender or servicer.

Withdrawal Process
Any student who intends to withdraw from all classes at Midland University shall notify the Student Development Office of his or her intent to do so, either in writing or orally. An exit review of the student’s enrollment at Midland University will be conducted, consisting of the reason for his or her withdrawal, the last date the student either attended classes or completed an academic-related activity, as determined by the faculty teaching the coursework, and a review of any unusual or extenuating circumstances that prevented the student from withdrawing officially. A review of any other financial obligations due to the University, such as library fines, or telephone charges, will also be conducted.

The official withdrawal date used for the recalculation of financial aid eligibility is the date that the student began the withdrawal process prescribed by the institution, or the date the student officially notified the institution, in writing or orally, of his or her intent to withdraw. This date is critical in determining the amount of funding the student has
earned from federal, state and institutional aid programs. Any remaining balance due from the student is determined by this date as well.

Students who unofficially withdraw may be charged for a greater portion of the semester than the time he or she was actually in attendance. Therefore, it is always in the student's best interest to go through the official withdrawal process starting with the Student Development Office.

**Outstanding Balance Due**
Any student leaving Midland University (for any reason) who owes an outstanding balance of any kind will not be issued a transcript and/or diploma until this balance is paid in full.

**Credit Balance Refunds**
Student account credit balance refund checks are printed each Friday morning in the Business Office and are available for student pick up after 1:00 p.m. The Business Office must be notified by noon on Thursday if they would like a credit refund check.

**Academic Concerns**
The President, Administration, faculty, and staff of Midland University maintain an open door policy and invite students to discuss issues of concern. The following information is provided to assist with identifying what specific individual or office may be the most appropriate for a specific issue or question. Reference to specific rights and responsibilities may also be helpful.

A student who has a complaint about an instructor should meet with that instructor to attempt to resolve the complaint. If that is unsuccessful, the student should first meet with his/her adviser, and then with the instructor’s division chairperson. In all cases, the objective is to resolve the problem at the lowest appropriate level with the goal of improving the educational process.

Students who wish to appeal academic decisions or who seek waiver of certain academic policies and standards may contact the Office of the Dean for assistance in filing an appeal to either the Curriculum Committee or the Committee on Academic Policies and Standards.

Also refer to the ADA policy in the Policy Section.

**Academic Integrity Policy**
Midland University seeks to provide a learning environment that enhances academic excellence and integrity. The following policy has been adopted to deter acts, which are counterproductive to the attainment of this goal. Academic dishonesty, the act of knowingly and willingly attempting to assist oneself or others in gaining academic success by dishonest means, is manifested in the following broad categories as enumerated by Gehring, et al:*

**Cheating:** Intentionally using or attempting to use unauthorized materials, information or study aids in any academic exercise. Examples include but are not limited to: looking at another student’s paper during an exam, using unauthorized, protean responses such as crib notes and computer disks, and/or stolen test materials; submitting someone else’s work as one’s own; allowing another person to complete an exam in one’s place; submitting a project that has been or is being used to satisfy requirements from another course without permission of both instructors; improper collaboration on projects beyond that permitted by the instructor; sharing information between exams in multiple sections of course; changing one’s grade(s) or marking(s) on an examination or in an instructor’s grade book or spread sheet.
Fabrication: Intentional and unauthorized falsification or invention of any information or citation in an academic exercise. Examples include but are not limited to: supplying fabricated data or altered data for an experiment or laboratory project; fabricating all or a portion of a bibliographic entry for a documented project.

Facilitating academic dishonesty: Intentionally or knowingly helping or attempting to help another person to commit an act of academic dishonesty. Examples include but are not limited to: allowing one’s own work to be submitted as another’s work for a course project; assisting a fellow student in committing an act of academic dishonesty; making threats or offers of compensation to others in order that those threatened or coerced will provide unauthorized aid for course projects; unauthorized acquisition, distribution, and/or possession of stolen test or project materials.

Plagiarism: Intentionally or knowingly representing the words or ideas of another as one’s own in any academic exercise. Examples include but are not limited to: purchasing a paper from a commercial or private source, using paper from an organization’s files, copying sections of chapters from reference works, or borrowing or stealing another’s paper and submitting it as one’s own work; failing to indicate a direct quote from a reference source; attempting to represent the work, words and ideas of another (paraphrasing) as one’s own without proper citation or documentation.


Students have a responsibility to avoid acts of academic dishonesty. They also have an obligation to report known or observed acts of academic dishonesty to the instructor and/or their academic adviser. If such acts occur, disposition of the case is the prerogative of the instructor. Penalties may range from rejection of the assignment with the request that the work be resubmitted to a grade of “F” in the courses. Instructors may recommend a more severe penalty, such as dismissal from the University, to the Dean of the University.

The instructor prepares a written report (an Academic Progress Report may be used) of the facts of the case and the action taken with copies provided to the student, the student’s academic adviser, and the Dean of the University. Students have the right to present an appeal of the instructor’s action to the Curriculum Committee. Guidelines and forms are available in the Office of the Dean.

Family Educational Rights and Privacy Act (FERPA)
The Family Educational Rights and Privacy Act of 1974, as amended, is a Federal law which states (a) that a written institutional policy must be established and (b) that a statement of adopted procedures covering the privacy rights of students be made available. The law provides that the institution will maintain the confidentiality of student educational records.

Midland University accords all the rights under the law to students who are declared independent. No one outside the institution shall have access to nor will the institution disclose non-directory information from students’ educational records without the written consent of students except to personnel within the institution, to persons or organizations providing students financial aid, to accrediting agencies carrying out their accreditation function, to persons in compliance with a judicial order, and to persons in an emergency in order to protect the health or safety of students or other persons. All these exceptions are permitted under the Act.

The institution may disclose educational records without written consent of students to parents of a student who have established the student’s status as a dependent according to Internal Revenue Code of 1954, Section 152.

The University routinely publishes material classified as directory information, which is acceptable within the Act. Examples include student directory, recipients of honors, lists of participants in student activities, and the like. Directory information may include majors, minors, dates of attendance, date of birth, email address, enrollment status (full-time or part-time) and date of graduation. Individuals may direct that their names not appear in directory information by notifying the Registrar in writing at the time of their registration.
Grade reports are available for students online through Campus Connect.

According to the 1998 Higher Education Amendments, postsecondary institutions are permitted to disclose to parents and legal guardians of students under the age of 21, information regarding a student's violation of laws or policies governing the use or possession of alcohol or a controlled substance.

**Accommodation for Students with Disabilities**
Section 504 of the Vocational Rehabilitation Act of 1973 and The Americans with Disabilities Act and Americans with Disabilities Act Amendments of 2008 (ADA) assure persons with disabilities equal opportunities for access. Midland University is committed to providing and accessible learning environment and willingly makes reasonable accommodation for individuals with documented disabilities.

The university strives to offer an environment where opportunities for learning and personal development are available to all students who meet admission criteria. Upon acceptance to Midland University, students seeking accommodation are responsible for notifying designates Academic Support Services staff. Appropriate written documentation of disability is required and any accommodation provided is based upon individual need and existing academic requirements. All accommodation must be consistent with established academic requirements and standards of Midland University, and a student with accommodation continues to be responsible for his/her education and personal needs.

Midland University supports each student’s efforts to become a self-sufficient learner and encourages any student needing accommodation to seek support as early as possible. For further guidelines on accommodation, please contact the Director of Academic Support Services.

The following guidelines are provided for students with disabilities who seek accommodation.

**Guidelines**
The student seeking academic accommodation is responsible for notifying designated Academic Support Services staff of the nature of his/her disability and the accommodation that may be sought. A student who is seeking accommodation(s) will continue to take responsibility for his/her education and personal needs throughout his/her academic career at Midland University.

- The student is strongly encouraged to contact Academic Support Services immediately upon admission to University.
- Accommodation is based upon reasonableness, appropriateness, individual need and request.
- Academic requirements may be altered as a matter of accommodation, but standards will not be lowered.
- Accommodation for one student will not impinge upon the rights of other students.
- Academic accommodation may include faculty choice of procedural guidelines.

**Definitions**
Self-Identify: The student who seeks accommodation must self identify, as having or believing to have a disability, to Academic Support Services.

Documentation: The student will typically be required to present acceptable documentation verifying an existing disability. Documentation is to be provided by a licensed/certified (testing or medical) professional agency and may include, but is not limited to, a written diagnosis of the disability, its perceived impact on learning and recommended or suggested accommodation.
Testing/Documentation Requirements: Testing and documentation may be required to have occurred within five years of formal request for accommodation.

Development of Accommodation Plan: Appropriate faculty and/or staff members will work with the student to identify appropriate and necessary accommodation regarding coursework and curriculum requirements. Appropriate faculty and staff may include, but are not limited to, the academic advisor, the Director of Academic Support Services, instructor(s), a University Counselor, and/or other staff members as mutually agreed upon by the Director of Academic Support Services and the student. Student responsibilities will be reviewed at this time.

**Plan Implementation**
The faculty and staff identified in the plan will work with the student to implement an accommodation in the following ways:

Assistance of the student in plan development and course choices will occur early enough to allow for accommodation to be made prior to the beginning of each semester. The exception will be the first semester of attendance for the student. Time and staff constraints may limit creation or implementation of a thorough plan for the first term of attendance at Midland University or for the first academic term the Director of Academic Support Services is contacted. This circumstance suggests urgency that the student contacts the Director of Academic Support Services as soon as possible following admission to the University.

Instructors may meet individually with the student to discuss accommodation and the responsibilities of the parties involved.

A staffing of involved parties will meet with the student to evaluate academic accommodation and adjustment as needed. The student, faculty or Academic Support Services staff may call this meeting.

**Problem Resolution**
A student who finds the accommodation unsatisfactory, or believes implementation is inadequate, is encouraged to discuss the matter with the faculty member or Academic Support Services staff.

If the student’s concern is not resolved, he/she may appeal to the President’s Council (see Appeal Process). The same appeal process and rights are also available to faculty members.

The following procedures are presented in compliance with federal law, Section 504 of the Rehabilitation Act of 1973, the Rights of Individuals with Handicaps.

If a student believes he/she is being excluded from participating in, or being denied the benefits of, the education process based on his/her disability, and required appropriate and reasonable accommodation has not been provided, the student may appeal to a broader body.

If the outlined process and plan implementation was processed in accordance with the Midland University ADA guidelines, and if the accommodation, or lack thereof, is perceived by the student with disabilities as not satisfactory, the following recourse is available:

- The student is to inform Academic Support Services of the problem. The student is also encouraged to seek consultation and advocacy from the Academic Support Services staff.
- The student is to discuss the lack of accommodation with the person(s) perceived as the source of the problem. Resolution should be sought at the lowest level possible.
If no resolution is found, the student is to forward his/her request for an appeal to Academic Support Services. The designated staff will serve as an advocate for the student.

The request for an appeal will be forwarded to the President’s Council. The student and Academic Support Services staff will be provided an opportunity to present the request to the Administrative Council. The decision of the President’s Council is final.

**Campus Access Guidelines**
The Americans with Disabilities Act and Americans with Disabilities Act Amendments of 2008 (ADA) requires disabled persons to have reasonable rights and access to public buildings. The Act requires that the programs at Midland University be appropriately and reasonably accessible to non-exempt disabled persons, and that appropriate and reasonable modifications be made as necessary to allow for participation by individuals with such disabilities. A reasonable effort will be made to provide such adjustments for access in cooperation with the student. This may include such actions as relocating a class meeting space or making some adjustment in a residence hall.

**Procedure**
Students with disabilities who need special accommodation with classroom facilities or classroom equipment should contact the Academic Support Services.

Appropriate and reasonable accommodation is based on individual need and request.

The request for accommodation is to be presented in writing. In some cases the Vice President for Finance and Treasurer and the Director of the Physical Plant will review the request for such. Faculty or Residence Life staff will be consulted as needed.

**Problem Resolution**
If the accommodation is not satisfactory to the student, the student may appeal to the President’s Council. The request for such a needed adjustment must be in writing and filed with the Dean of Students. The student and the designated Academic Support Services staff, as an advocate, will be provided an opportunity to present the request to the Administration for consideration. The decision of the Administration will be final.
OTHER University POLICIES

Cancellation of Classes
Due to Inclement Weather
Since the majority of Midland University students reside on-campus, it is the general policy of the university to hold classes if at all possible. Members of the faculty, staff and commuting students are encouraged to make individual judgment as to whether or not they can safely reach the campus. In those rare instances when inclement weather forces cancellation of all university activities, notification is made via KHUB/KFMT (1340 AM, 105.5 FM) and other local and regional radio and television stations, along with the Midland University website.

Acquired Immunodeficiency Syndrome Policy
Purpose: To provide a comprehensive, institutional policy and procedure statement on the treatment of employees and students with AIDS, AIDS Related Condition (ARC), or positive Human Immunodeficiency Virus (HIV) tests and to provide a campus-wide, coordinated AIDS prevention and education program.

Policy: It is the policy of Midland University that students or employees who have AIDS (acquired immunodeficiency syndrome), ARC (AIDS related condition) or have a positive HIV (Human Immunodeficiency Virus) test, will be allowed normal classroom attendance and/or performance of regular duty assignments as long as they are physically and psychologically able. The university offers educational programs to students and employees to promote knowledge and prevention of AIDS, ARC and positive HIV tests.

Hereafter, when HIV positive is stated, we are referring to all immunodeficient conditions defined above.

Procedures relating to identification and treatment of students with AIDS, ARC or positive HIV tests.
- Screening prospective or current students and employees for positive HIV tests will not be done nor be a part of the regular admission or employment processes.
- In accordance with university policy, medical records, personnel files and educational records are confidential, including information related to AIDS.
- Current knowledge indicates that students or employees with any form of HIV infection do not pose a health risk to other students or employees in an academic setting. Students and/or employees who have positive HIV tests will be allowed the usual access to campus academic, social, and cultural activities. Access to common social areas such as the Olson Student Center, Dining Hall, Hopkins Arena, Event Center and other recreational facilities will not be restricted.
- Individuals with positive HIV tests participating in activities where an exchange of bodily fluids, such as blood, may occur (contact sports, education laboratory/clinical settings such as in the life sciences and health professions) are to follow physicians’ recommendations regarding the advisability of participation. The participant with a positive HIV test has the responsibility to inform other participants of the possibility of contamination.
- Individuals with positive HIV tests will not be restricted access to food service areas nor will food service workers be so restricted, unless they show evidence of another infection, condition, or illness for which there should be such restrictions. Supervisors of food service facilities shall assure access is not restricted.
- All food service workers should follow recommended standards and practices of sanitation and personal hygiene. Any food tainted with blood or other bodily fluids must be discarded whether or not the handler is infected with the AIDS virus. Any equipment contaminated by blood or other bodily fluids must be washed in soap or detergent and water and then disinfected with an appropriate chemical germicide (1:10 solution of household bleach or 70% isopropyl alcohol)
- Employees with positive HIV tests will be treated for all work related purposes in the same manner as persons who develop other kinds of illnesses. These guidelines are listed under sick leave and/or leave without pay: personal illness in the Personnel Handbook provided to employees by the university.

**Occupants of residence halls will not be advised that another occupant has a positive HIV test.**

1. Current medical information indicates there is no risk to sharing residence halls with infected individuals
2. There may be circumstances where those with a positive HIV test might be exposed to certain contagious diseases in a close living situation. Because of the medical need of these students to exercise greater control of their environment, they will be offered appropriate options based upon consultation with each individual’s personal physician. Health and housing officials may offer private rooms in order to protect the health of the immunodeficient student from exposure to infectious diseases
3. Any employee who works with or provides services for an individual who is known to have positive HIV test will be expected to carry out his or her normal work duties with proper precautions to not transmit disease.

Students or employees may contact the campus Student Health Service for information about HIV testing. Students or employees can also contact the campus Student Counseling Service for counseling, emotional support and/or information on HIV testing procedures. Students and employees requesting HIV testing may be referred to or may go to laboratories they prefer.

Midland University adopts safety guidelines as proposed by the United States Public Health Service for the handling of the blood and bodily fluids of all persons, not just those previously known to have HIV infection.

Surfaces contaminated by blood or other bodily fluids can be successfully cleaned and disinfected with commercial disinfectant solutions or with household bleach, freshly diluted in a 1:10 solution. This should occur as needed. Health Services shall use disposable, one-user needles and other equipment whenever such equipment will puncture the skin or mucous membranes of patients.

Laboratory courses requiring exposure to blood, such as biology courses, in which blood is obtained by a finger prick for typing or examinations, should use disposable equipment. No lancets or other bloodletting devices should be re-used or shared.

All contaminated equipment should be discarded in regulation sharps containers. The containers will be disposed of according to U.S. Public Health Service guidelines. Each department is responsible for establishing guidelines approved by the task force as to implementing the United States Public Health Service guidelines to ensure student/employee safety.

Incidents of harassment or abuse, either emotional or physical, toward students or employees, who are either known or suspected of being infected with HIV or threat or harassment of others by an individual of infection will not be tolerated. The harassment committee and/or Student Development will respond to all such harassment.

**AIDS prevention education program**

The University is to provide education and information on HIV conditions. Information is critical to impede the further spread of the disease.
**Communicable Diseases Policy Statement**

In dealing with communicable diseases upon diagnosis or known history, Midland University follows the principles of the Department of Health of the State of Nebraska and the American College Health Association. In cases of conflict, enforceable Nebraska law will be followed.

In the event of an epidemic, anyone not properly protected against the listed communicable diseases will be barred from being on campus until the epidemic is over.

**Procedure**

The disease is reported to the State Department of Health as required by Title 173, Chapter 1. Directions are then received from the Department concerning the physical treatment, e.g. isolation, etc.

In addition to the directions given by the State Department of Health, the guidelines outlined by the American College Health Association will apply.

In circumstances where a communicable disease is diagnosed by a physician and is not on the State of Nebraska's list of reportable diseases or addressed by the American College Health Association, the treatment will be as defined in Control of Communicable Diseases in Man, edited by Abram S. Beneson, and published by the American Public Health Association, 1985.

In unusual or sensitive situations that may arise, a committee consisting of the following may take individual cases under advisement:

- President of the University
- Dean of Students
- Student Health Director
- Attorney for the University
- Director of Residence Life

**Technology Use Policy**

Midland University provides a variety of technology to the campus community. Every student is provided with their own account on the Midland University network. This account gives access to Midland University computers, Internet, network storage, email, Blackboard and more. Individuals who are provided access to Midland University technology, labs, and services will assume responsibility for the appropriate use of these privileges. Please direct any questions or concerns related to technology, to the online computer Help Desk at helpdesk.mlc.edu.

**Student’s Technology Responsibilities**

Every student is given a username and password. It is the student’s responsibility to keep information secure (including passwords, personal data and files), respect the rights of others, value the integrity of the systems, act responsibly and exhibit ethical behavior. Failure to observe federal, state and/or campus technology regulations will subject the student to the appropriate penalties.

Examples of misuse include, but are not limited to:

- Use of a Midland University computer account other than your own
- Use of the Midland University network to gain unauthorized access to any other computer system
- Knowingly committing an act that disrupts others usage of Midland University technology resources
- Knowingly installing or propagating software that could result in network or system performance issues.
- Attempting to circumvent data protection and networking schemes
- Violating terms and stated software licensing agreements or copyright laws
- Use of campus technology resources for activities that are unrelated to campus productivity or are otherwise unauthorized by Midland University
- Masking the identity of an account or machine
- Use of the network to distribute information that violates laws or Midland University policies
- Attempting to monitor, tamper with, read, copy, change, or delete another user’s electronic communications, files or data without their explicit permission.

**Student-Owned Computers**
A student who uses their own computer in the residence halls, on wireless Midland University connections, or elsewhere on campus is expected to do the following:
- Register your computer within the Midland University network (this can be done online once your computer is connected to the network)
- Fully read and agree to the Midland University Technology Use Policy (available through the online network registration process)
- Perform operating system updates on your computer as they are available
- Install antivirus software; setup to do daily downloads of the latest virus definitions and daily scans of all files
- Install popup blocking software; setup to do daily downloads of the latest definitions and daily scans of all files
- Remove any peer-to-peer (P2P) download software (i.e. BitTorrent, eDonkey, Kazaa, LimeWire, Morpheus and WinMX) or Internet gaming software

If you are uncertain on any of these matters mentioned above, it is your responsibility to schedule an appointment with the Help Desk to have your computer checked. The Help Desk will generally (dependant upon operating system) be able to provide you with assistance, antivirus software, popup blocking software and updates at no charge.

**Midland University Provided Computers and Computer Labs**
There are several locations throughout campus where students are able to use computers provided by Midland University. Computer labs are located in Anderson, Clemmons, Fremont Hall, Luther Library, Olsen Student Center, Musbach Art Center, Swanson, Augustine Residence Hall, Beegle Residence Hall, Benton Residence Hall, Gunderson Residence Hall, and Mens Residence Hall, The hours for these labs can vary and should be posted near the lab door.

All the computers provided by Midland University have basic software installations (i.e. Internet Explorer and MS Office). Some lab computers also include specialized software for instructional use in the areas where they are located. Each lab is also equipped with a printer.

Always uphold normal standards of academic and business ethics and polite conduct when using computers or computer labs.

**Data and File Storage**
**WARNING:** Do not store data files on the Midland University computer hard drives. These computers are randomly cleaned, restored or even moved. If you save your files to these computers you are taking a risk that your files will be deleted. There are other alternatives for saving your files. Other alternatives include the following:
- An individual network ‘Home Directory’ or ‘H: Drive’ is available to every student when logged into the Midland University network. A ‘Home Directory’ is a secure storage area on a network server that only the individual user has access to when logged into the network. To use your Home Directory, open the ‘My Computer’ icon on the desktop and locate the H: drive. You can then use this drive just as you would any other drive on the computer.
- USB Flash drives are small self-contained drives that plug into the USB ports on the computers.
- CD-ROM discs are an excellent choice for backing up large volumes of data. Most Midland University computers are equipped with the ability to write CDs.
Floppy disks are still an option for storing data, but are far less reliable than the other options mentioned above. Every year we have several students that lose files due to a damaged floppy disk. We do not recommend using floppy disks unless you have copies of your files on other media.

Always remember to make a backup copy of your important files.

**Reporting Misuse**
It is to your advantage to report the misuse of the campus network or its labs. Damaged equipment and network slowness are usually caused by a few, but the affects are felt by many. It is the responsibility of the students to help maintain computer labs by properly using the equipment and reporting problems immediately to the Help Desk at x6270 or to the IT Director at x6005.

**Enforcement of Policies**
Network usage is monitored and regulated. Any excessive or abusive use will result in possible termination of network privileges until the issue is resolved. Failure to comply with any of the policies may result in the termination of the student’s Midland University network privileges. Midland University reserves the right to terminate any network connection without notice if it is determined that any of the policies are being violated.

**Help Desk**
A Help Desk for computer related issues can be reached through an online system at [helpdesk.mlc.edu](http://helpdesk.mlc.edu). If the online option is not appropriate, the Help Desk is physically located in the basement of the Swanson building. The Help Desk provides students with assistance for computer support issues and related purchases (hardware, software and media). The phone number for the Help Desk is 402-941-6270.

**Harassment and Discrimination Policy**
In situations of perceived harassment that are student to student, these issues are to be taken to the Dean of Student or his/her designee. If circumstances require disciplinary measures, appropriate action will be initiated.

In situations that are not resolved, or in situations that involve individuals of the university community other than student-to-student, the concerned party should initiate actions as outlined by the harassment policy.

**Part I. Statement Of Policy**
Midland University celebrates the diversity of its community, for we believe that learning to understand differences, as well as similarities, is an important dimension to education. To this end, we promote the values of tolerance, respect, understanding, and human dignity. Because of this, it is the policy of Midland University to prohibit sexual, racial, or ethnic harassment of its students, faculty, or staff, as well as harassment that victimizes persons on the basis of age, gender, religion, disability, or sexual orientation. Threats, intimidation, or creation of offensive academic, living, or work environment that grow out of slurs, epithets, derogatory comments, and unwelcome jokes related to a person’s gender, age, religion, disability, or sexual orientation are prohibited at Midland University.

**Part II. Definitions**
The term “racial harassment” refers to any unwelcome behavior, verbal or physical, that is derogatory or victimizes individuals on the basis of race, ancestry, creed, or national origin. Examples of behavior that may constitute racial harassment include, but are not limited to:

- Racial slurs or epithets
- Derogatory comments
- Unwelcome jokes
- Verbal or non-verbal threats
- Offensive racial graffiti, pictures, cartoons, drawings, or posters
• Threatening or offensive telephone calls, cards, notes, letters, or E-Mail or Fax messages

The term “sexual harassment” refers to unwelcome sexual advances, requests for sexual favors, or other physical or verbal conduct of a sexual nature.

Examples of behavior that may constitute sexual harassment include, but are not limited to:
• Subtle pressure for unwanted sexual activity
• Unnecessary brushes or touches
• Attempts to kiss or fondle
• Unwanted sexual teasing or jokes
• Disparaging remarks about one’s gender
• Sexist comments about one’s clothing, body, or sexual activities
• Pressure for dates
• Requests for sexual activity in exchange for grades, credits, promotions, or salary increases
• Offensive sexual graffiti, pictures, cartoons, drawings, or posters
• Obscene gestures
• Obscene or harassing messages by telephone calls, cards, notes, letters, or E-mail or Fax messages
• Physical contact by kissing, embracing, or groping

While harassment in any situation is reprehensible, it is particularly reprehensible when it exploits the educational dependence and trust between students and faculty or other relationships between persons of unequal power and authority. Persons in positions of authority (faculty/student; administrator/assistant; supervisor/employee; etc.) need to be sensitive to the fact that mutual consent is extremely questionable in such situations.

Part III. Actions
Anyone who believes he/she has been a victim of harassment or has knowledge of harassment has the right to report such behavior and obtain redress through the informal and formal procedures outlined herein. Violation may result in disciplinary action, including discharge from employment or dismissal from attendance at the University.

Part IV. Procedures for Dealing with Harassment
In order to react to situations, which involve allegations of harassment, Midland University has established both informal and formal procedures for handling concerns and complaints.

A. INFORMAL PROCEDURE
Individuals who believe they have been harassed or discriminated against are encouraged to seek the assistance of a supervisor or the Dean of Students. The individual or individuals who are contacted may convene the committee or contact one or more of the members of the committee as deemed advisable. The individual, individuals, or committee, as relevant, shall advise the complaining individual of rights and procedures and offer general advice as deemed advisable. If the individual determines to proceed with a complaint, one of the designated persons shall promptly proceed as follows:

Obtain by taped or signed statement all details of the incident from the complainant as to what was said or done that is believed to have constituted harassment and details as to any document or other physical evidence and names of witnesses supporting the complaint.

Confront the person accused of the harassment and offer the accused person an opportunity to respond and to provide a similar taped or signed statement.
If necessary, interview and take statements from witnesses or others have knowledge of the incident.
If it is determined by the person, persons, or committee taking the foregoing steps 1-3, that harassment has occurred, again visit with the complainant and make an effort to resolve the issue in a manner satisfactory to the complainant and to reasonably assure no future similar actions.

If it is determined by the person, persons, or committee taking the foregoing steps 1-3, that harassment occurred, assure the complainant and advise the person charged that there must be no future harassment and that there may be no retaliation of any type by reason of the complaint and any action resulting there from.

Insofar as possible, retain confidentiality of the incident and the persons involved in the informal process. In the event it is determined by the individual, individuals, or committee taking the foregoing steps 1-3 that the allegations of harassment are false, the matter shall be referred to the Harassment and Discrimination Committee, and if the Committee is of the opinion that the allegations of harassment are false, the matter shall be referred to the appropriate disciplinary committee or person for such disciplinary action as deemed advisable by the appropriate disciplinary committee or person.

All complaints relating to a student and faculty relationship or other relationship between persons of unequal power and authority, or matters involving physical contact beyond incidental brushing, touching, or embracing, and all complaints relating to relationships of faculty, administration, and staff that do not involve a student shall be administered by formal procedure.

The Committee may convene at any time upon the request of any member and may advise and direct the investigation and handling of any report, including determinations and involvement in an effort to meet the intent of paragraph A4. If the Committee determines that the remedy should be suspension or termination of student, faculty, or staff relationship with Midland University, it shall make such recommendation to the President who shall proceed pursuant to formal procedure.

The President shall receive prompt notice of all complaints, but other than as specifically stated herein shall not become involved in investigation or determination at the informal level.

Upon resolution of any complaint at the informal level, the entire file, including the complaint and all investigative matters, correspondence, and memorandum relating thereto shall be delivered to the President’s office, where the file shall be maintained in a secured and confidential status until such time as both parties involved in the complaint no longer have involvement with the University as a student or member of faculty or staff, at which time such file shall be destroyed.

**B. FORMAL PROCEDURE**

Formal procedure shall be initiated at any time the complainant or accused is not satisfied with the results of the informal procedure, when the complaint is as described in paragraph A8, or when recommendation is made as described in paragraph A10.

Any person designated in paragraph A who receives complaint as described in paragraph A8 or, in the absence of a complaint, anyone with knowledge of an incident of that nature shall promptly transmit to the President’s office all known details and the results of any investigation. Upon receipt of such complaint or recommendation as described in paragraph A10, the President will direct an immediate investigation affording both the complainant and the accused an opportunity to examine the results of such investigation and to present his/her case in person, and through documents and witnesses in hearing before the President.

The President shall be authorized to take immediate action as is deemed reasonably necessary to protect the complainant and accused, and the best interest of the University. The complainant and accused shall have the right to a
hearing not later than ten days after receipt of the complaint. In the event of the absence or inability of the President, the President shall designate a person to stand in the President’s stead who shall have all duties and authority not fulfilled by the President because of absence.

At the conclusion of the investigation, the President shall determine the validity of the complaint, the nature of the incident, and by negotiation or otherwise, decide the disciplinary action, if any, to be taken. Such action may include counseling, sensitivity training, suspension, dismissal, expulsion, termination, or any other action deemed advisable.

The confidentiality of all persons involved during and after the formal proceedings will be maintained as reasonably possible.

In the event the President proceeds pursuant to an appeal from a decision made by the Harassment and Discrimination Committee, his/her decision shall be final.

In the event the President’s decision is made as the initial decision pursuant to complaint as described in paragraph A8 or recommendation as described in paragraph A10, either party shall have the right of appeal to the Chairman of the Board of Trustees. Such appeal shall be made by written notice, delivered or mailed, to the Chairman not later than one week after the decision has been delivered or mailed to the appealing party.

In the event the President determines, as an initial decision, involving an incident described in paragraph A8, that a dishonest allegation has been made, the President shall refer the matter to the appropriate disciplinary committee or person for such disciplinary action as deemed advisable by the appropriate disciplinary committee or person.

In the event the University President is the complainant or the subject of a complaint, the complaint shall be made to the Chairman of the Board of Trustees, who shall proceed as would otherwise be required of the President. Either party shall have the right to appeal from any action by the Chairman of the Board of Trustees to the Board of Trustees without participation by the Chairman.

The University procedures are not exclusive and the individual complainant shall be advised of the right to obtain legal counsel and the right to file a formal complaint with the Office of Civil Rights (OCR), United States Department of Health, Education, and Welfare, Washington, DC.

**Parking Regulations**

All vehicles parked on Midland University property are required to display a valid Midland University parking permit. To receive the permit, you must register your vehicle with the Student Development Office on the 2nd floor of the Olson Student Center. Permits are **MANDATORY**, and issued at no additional cost. Permits may be obtained from 8 a.m. to 4:30 p.m., Monday through Friday. Permits should be displayed in the back window of your passenger side.

Please observe the marked areas and be considerate of other drivers. Maps are available in the handbook or through the Midland University website. While parking on campus, please keep your vehicle locked and do not leave personal property or valuables in plain sight. Visible items in a vehicle’s interior serve as invitations to theft and damage.

Midland University works to keep parking restrictions to a minimum. There are, however, several areas throughout the campus where restrictions apply. The Midland University Safety and Security staff enforce these rules. Sanctions include warnings, fines and/or towing to an impound lot. Students, faculty and staff are expected to obey the restrictions. The rules may be enforced whether or not a complaint has been received. Be also cognizant of special parking restrictions. Yellow, red or blue lines/curbs and X’s signify no parking, and any spaces not designated parking with white lines may constitute a violation and/or fine from Midland University. The best assurance is to park only within the white lines (obvious as on-campus parking) and follow general guidelines for city parking along city streets. If you have any questions, do not hesitate to contact Student Development or Campus Safety & Security.
1st Parking Violation: You will receive a Warning.

2nd Parking Violation: Your vehicle will be towed. Owner of the vehicle is responsible for towing costs, storage charges and any incidental damage causing by the towing or storage. Midland University is not responsible for any personal property left inside a vehicle including radios, stereos, clothing etc.

Much of the parking at Midland University is on Fremont city streets. Parking in these areas is enforced by the Fremont Police Department, often without prior warning. Some of the major regulations are as follows:

1. Parking on city streets is limited to 18 hours without moving the vehicle, except for weekends (12:01 a.m. Saturday to 12:00 a.m. Sunday) when there is no limit. The city enforces the 18-hour parking regulation especially when a complaint is received or the car is disabled (flat tire, looks like it can't be moved, etc.). Many of Midland University's neighbors are sensitive to long term parking in front of their homes. Please be considerate.

2. Fremont Police have agreed to make allowance for student parking on Logan between 8th and 10th Streets and on 8th Street just south of Men's Memorial Hall (indented parking, but under city jurisdiction), as long as the car is operable, licensed, and legally parked.

3. Parking in a fire zone (red zone), handicap, “no parking” areas, blocking sidewalks, driveways, or loading areas improperly parked (i.e., more than 18” from the curb or parallel in a diagonal area or vice versa, no valid plates, etc.) are enforced by the Fremont Police whether or not a complaint has been received.

4. All handicap parking spaces are within the City of Fremont’s jurisdiction even if located on private property. Parking violations in these designated areas are handled by the Fremont Police.

5. Tenth Street between Clarkson and Bell is a snow emergency route. Cars parked here may be towed without warning by the city in the event of a snowstorm. Be alert to winter weather conditions.

6. The Fremont Police have agreed to consider giving first time warning tickets for violations immediately adjacent to campus during the first and last week of school. Other than during this time, or as so designated, all city rules regarding parking apply.

**Wheeled Transportation Items**
Midland University allows wheeled-transportation items on campus (i.e. bicycles, skateboards, long boards, scooters, etc.) for traveling to the various buildings. The uses of these items are not permitted in any campus building. Items may be carried into campus facilities (residence halls, dining services, academic classrooms) to store them appropriately. Any student, faculty, staff, or visitor misusing their item may have it confiscated until the end of the academic year. Examples of this behavior include, but are not limited to:

- Performing tricks on campus grounds.
- Vandalizing university property.
- Being disrespectful to pedestrians.
- Utilizing the item for anything but transportation.

**Smoke-Free Policy**
The Midland University campus buildings are smoke free. This includes all academic buildings and residence halls. For residence hall regulations, see the Residence Life Section. Smoking will only be allowed outside of campus buildings.
Smokers are asked to be considerate and dispose of their cigarettes, cigars, tobacco, and ashes in appropriate receptacles.

**Emergency Response & Evacuation Procedures**

Midland University has a communication system designed to give students, faculty and staff immediate access to emergency announcements, notifications and updates.

Called “Midland Alert,” this new university-wide communication system is the result of a partnership with Send Word Now, the leading provider of on-demand alerting and response services for both emergency and routine communication. The campus alert system is administered by the Offices of Information Technology and Communications; however, several Midland University departments are involved in the project. Only authorized representatives can activate the system.

The university has pre-enrolled the email address of all Midland University community members with the service, plus a cell phone contact if that already existed in our database. Individuals will be able to provide additional points of contact so that they can receive messages at their e-mail addresses or on their cell phones, text pagers, BlackBerrys or wireless PDAs. The messages can cover a range of topics, including security or safety threats, evacuations, weather-related announcements, site/building closures and delayed or early closings. Those registered for the service will automatically receive all university emergency notifications.

Midland University is committed to providing a safe learning, living, and working environment for students, faculty and staff and recognizes the importance of quick and effective communication during an emergency situation. While the University would utilize multiple communication outlets in an emergency situation, the widespread prevalence of cellular technology offer a means of communicating quickly and broadly to the campus population. Even if only one person in a classroom receives a text message alert, he/she can notify an entire classroom of the situation.

Many universities and businesses nationwide are using this system on a daily basis. Midland University will announce a day and time in which the system will be tested with those students and employees who signed up on campus.

Individuals can change and/or remove most of their contact points in the Midland Alert system, but individual’s Midland University email address and the primary cell phone number provided to the university will automatically remain enrolled in the Midland Alert system. No opt out provision is being made. The Midland Alert database is updated every two weeks from Midland University’s primary data systems. Students and employees who leave the university will be removed from the Midland Alert system at the next scheduled update of the Midland Alert database.

The other primary method of communicating about safety-related emergencies will be the Midland University web site (www.midlandu.edu). Depending on the situation, various communication outlets are used, including, but not limited to, email, voicemail, website postings, radio and television broadcasts, and personal contact. In an emergency, a variety of these outlets, as well as the text message alert system, will likely be used.

Parents will be notified in a timely manner of an emergency situation on campus through website updates. The main university website will be the primary source of follow-up information during an emergency. Please visit www.midlandu.edu for details about an emergency. It is imperative to keep telephone lines open during an emergency situation. As soon as additional information is available, it will be reflected on the university web site.

Although university campuses are usually safe places, emergencies and disasters do occur. Individual preparedness is the cornerstone of emergency preparedness and response. Every individual should have an emergency kit and emergency plan, which includes a family communication plan. The plan should be tested periodically.
Missing Student Notification

Every on-campus resident will be given the opportunity to register a confidential person to contact in case they would be deemed missing by the University in conjunction with local law enforcement officials.

If an individual believes a student has been missing for 24 hours, he/she should notify Campus Safety & Security at 402.941.6444. Any received missing student statement will be referred immediately to both Midland University Campus Safety & Security department and the Fremont Police Department. If there are various circumstances warranting the implementation of this protocol to be sooner than 24 hours, the University will make this decision in conjunction with local law enforcement officials.

Every student residing on campus has the option to register a confidential contact person to be notified in the case that the student is determined to be missing and that only authorized campus officials and law enforcement officers in furtherance of a missing person investigation may have access to this information. Law enforcement officers will be contacted for all missing person investigations regardless if the particular student registered a contact person with the Student Development Office. For students under the age of 18 and not emancipated, parents/guardians will be notified immediately.

Once a missing student report has been filed with the Campus Safety & Security, the university will contact the appropriate officials including local law enforcement, confidential contact person registered (if applicable), and parents/guardians.

If the missing student resides on-campus, the University will work with local law enforcement to determine if the incident occurred on campus. If law enforcement professionals believe the incident occurred on campus, an all-campus email will be sent out notifying the campus of the current situation and the safety precautions members should take to protect themselves and the community. The University will then work with local law enforcement to provide a secure presence of safety and security officials. If law enforcement professionals have information or determine the missing student was abducted away from the university campus and there are no direct correlation to the University, notification will still be sent; however, safety procedures and practices will be determined depending on the individual case.
CITY OF FREMONT

Hotel Directory

*Denotes discount for persons affiliated with Midland. Must show Student I.D. to receive discount.

*Clarion Inn
1220 E 23rd St
(402) 727-1110
Reg. Room $69.95+tax

Holiday Inn Express
2415 N Lincoln
(402) 753-3850
*15% off

*Luxury Inn & Suites
1250 E 23rd St
(402) 727-4445
Single bed-$40.69
Double bed-$43.69

*Sleep Inn
120 W Cathy St
(402) 721-8400
Reg. Room $58.00+tax

Church Directory

Bluffs Trinity Lutheran Church
1693 Co Rd 17
(402) 727-1766

Calvary Baptist Church
904 N Bell St
(402) 721-0825

Calvary United Methodist Church
2438 E 12th St
(402) 721-4426

Christ Our Savior Ev. Lutheran Church (Wis.)
430 N Cedar
(402) 727-5366

Church of Christ
3969 N Broad
(402) 721-1655

Church of Jesus Christ of Latter-day Saints
1160 N Garden City Rd
(402) 727-4381

Church of the Nazarene
960 N Johnson Rd
(402) 727-645

Evangelical Free Church
2050 N Lincoln Ave
(402) 727-9601

First Baptist Church
505 N “C” St
(402) 721-1265

First Christian Church
1041 N Nye
(402) 721-4813

First Congregational Church
1550 N Broad
(402) 721-6818

First Lutheran Church
3200 E Military Ave
(402) 721-2959

First United Methodist Church
815 N Broad
(402) 721-0817

Fremont Alliance Church
1615 N Lincoln Ave
(402) 721-5180

Fremont Berean Bible Church
406 E 3rd St
(402) 721-2175
<table>
<thead>
<tr>
<th>Church Name</th>
<th>Address</th>
<th>Phone</th>
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<tr>
<td>Fremont Westside Church</td>
<td>1640 W Military Ave</td>
<td>(402) 721-3755</td>
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<td>Good Shepherd Lutheran Church</td>
<td>1440 E Military Ave</td>
<td>(402) 721-8412</td>
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<tr>
<td>Kingdom Hall of Jehovah’s Witnesses</td>
<td>2530 Old Hwy 8</td>
<td>(402) 727-6410</td>
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<td>Living Word FCF</td>
<td>1520 W 23rd St</td>
<td>(402) 721-2068</td>
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<td>Pohocco Lutheran Church</td>
<td>2363 Co Rd 11</td>
<td>(402) 727-6640</td>
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<td>Presbyterian Church</td>
<td>520 W Linden</td>
<td>(402) 721-7904</td>
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<tr>
<td>Reorganized Church of Jesus Christ of Latter-day Saints</td>
<td>1420 N Lincoln Ave</td>
<td>(402) 721-1941</td>
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<td>St. James Episcopal Church</td>
<td>301 E 5th St</td>
<td>(402) 721-3327</td>
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<td>St. Patrick’s Catholic Church</td>
<td>3400 E 16th St</td>
<td>(402) 721-6611</td>
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<tr>
<td>St. Timothy Lutheran Church (ELCA)</td>
<td>538 W 16th St</td>
<td>(402) 721-3643</td>
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<tr>
<td>Salem Lutheran Church (ELCA)</td>
<td>401 E Military Ave</td>
<td>(402) 721-6158</td>
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<tr>
<td>Salvation Army Church</td>
<td>707 N “I” St</td>
<td>(402) 721-0930</td>
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<td>Seventh Day Adventist Church</td>
<td>906 E 1st St</td>
<td>(402) 727-9187</td>
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<tr>
<td>Sinai Lutheran Church (ELCA)</td>
<td>950 E 8th St</td>
<td>(402) 721-1665</td>
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<tr>
<td>Trinity Lutheran Missouri Synod</td>
<td>1546 N Luther Rd</td>
<td>(402) 721-5536</td>
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<tr>
<td>United Pentecostal Church</td>
<td>401 N “I” St</td>
<td>(402) 727-6760</td>
</tr>
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**Places to Eat**

*Denotes discount for persons affiliated with Midland. Must show Student I.D. to receive discount.

<table>
<thead>
<tr>
<th>Place</th>
<th>Address</th>
<th>Phone</th>
</tr>
</thead>
<tbody>
<tr>
<td>Applebee’s Neighborhood Grill</td>
<td>3420 Elk Ln</td>
<td>(402) 753-0010</td>
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<tr>
<td>Arby’s</td>
<td>2040 N Bell St</td>
<td>(402) 727-6266</td>
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<tr>
<td>Brass Wok</td>
<td>330 W 23rd St</td>
<td>(402) 721-3688</td>
</tr>
<tr>
<td>Burger King</td>
<td>204 W 23rd &amp; 2005 E 23rd St</td>
<td>(402) 721-8283/727-6406</td>
</tr>
<tr>
<td>*Coffee Pot Café</td>
<td>3225 N Broad St</td>
<td>(402) 721-4897</td>
</tr>
<tr>
<td>*Dairy Queen</td>
<td>2222 N Broad St</td>
<td>(402) 721-5126</td>
</tr>
</tbody>
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10% Off
Fremont Big Red Keno  
2323 LaVerna St  
(402) 721-8545  
10% Off Food Only

Gambino’s Pizza  
1440 W Military Ave  
(402) 727-1300

Godfather’s Pizza  
1851 E 23rd St  
(402) 727-6262

Gringo’s Cantina  
1950 N Bell St  
(402) 727-6811

Happy Inn Restaurant  
207 S Bell Ave  
(402) 721-4711

*Hero Deli/Gambino’s Pizza  
1900 E Military Ave  
(402) 727-1333  
Accepts Warrior Bucks

Imperial Palace Express  
860 E 23rd St  
(402) 721-6801

*Irv’s Deli  
345 N Main St  
(402) 721-4787  
10% Off

*J’s Steakhouse  
406 N Main St #1  
(402) 727-6100  
50 cents off any drink  
$1.00 off Appetizers

Jimmy John’s  
3220 Elk Lane #500  
(402) 721-0995

*Kentucky Fried Chicken  
707 E 23rd St  
(402) 721-7720  
10% Off

Martini’s  
250 E 5th St  
(402) 721-0101

McDonald’s  
435 E 23rd St  
(402) 3818

Nifty Fifties  
1743 E Military Ave  
(402) 3750

Outpost Grille & Steakhouse  
1220 E 23rd St  
(402) 941-0041

*Pizza Hut  
1781 E 23rd St  
(402) 721-1212  
10% Off

*Rumor Mill  
406 N Main St  
(402) 721-8688  
15% Off

*Runza  
640 N Park Ave * 1201 E 23rd St  
(402) 721-8444/727-8766  
10% Off

San Anna’s Mexican  
1945 E Military Ave  
(402) 721-6146

Sonic Drive-In  
2860 E Elk Ln  
(402) 941-1122

*Subway  
549 E 23rd St & Wal-Mart Location  
(402) 727-7827  
10% Off

Taco Bell  
1540 E 23rd St  
(402) 727-4097
USA Steak Buffet
830 E 23rd St
(402) 721-4422

Valentino’s Pizza
1680 E 23rd St
(402) 727-7889

Village Inn
1110 E 23rd St
(402) 727-8880

Whiskey Creek Steakhouse
1624 E 23rd St
(402) 1131

Wendy’s
2230 N Bell St & 4260 N Broad
(402) 727-4490/721-6422

*Wooden Windmill
1155 S Broad St
(402) 727-4444
20-25 Off

Entertainment

Bowling:
Plaza Lanes
520 W 23rd St
(402) 721-0300

*30 Bowl
1205 E 23rd St
(402) 721-6644

Movie Theatres:
Main Street 7
Fremont Mall
866 E 23rd St
Movie Info: (402) 727-9036

Water Park:
Splash Station
Includes:
Water slide, Wave Action Pool, Splash Grounds and More!
3908 E Fremont Dr

Shopping:
Fremont Mall
860 E 23rd

Includes:
Gordman’s
JC Penney
Bath & Body Works
Claire’s
Maurice’s
The Buckle
*Schweser’s
15 Off
Amy’s Hallmark
RadioShack
Nebraska Sports
Main Street 7 Theatre
Imperial Palace Express
GNC
Nail Trix

Historic Downtown Fremont:
Antique Alley
105 E 6th St
(402) 727-9542

Blue Bottle Coffeehouse
508 N Main St
(402) 941-2583

Dime Store Days
109 E 6th St
(402) 727-0580

Grandma’s China Closet
544 N Main St
(402) 727-5772

Lou’s Sporting Goods
523 N Main St
(402) 721-6040

*Sampter’s
517 N Main St
(402) 727-1531
10 Off
**Schweser’s Department Store**  
114 E 6th St  
(402) 721-1700  
*15% Off*  

**Uncle Sam’s**  
123 E 6th St  
(402) 721-4774  

**Yankee Peddler West**  
141 E 6th St  
(402) 721-7800

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**Health Services**

**Fremont Area Medical Center**  
450 E 23rd St  
(402) 721-1610  

**Prairie Field Medical Center**  
350 W 23rd St  
Milo V. Anderson, M.D. 721-8800  
Matthew A. Beacom, M.D. 721-7077  
Thomas A. McKnight, M.D. 721-7077  
Monty R. Sellon, M.D. 721-5727  
Thomas A. Wolf, M.D. 721-7077  

**Urgent Care**  
415 E 23rd St  
(402) 727-7191  

**Walgreens Pharmacy**  
1525 E 23rd St  
(402) 721-8870  

**Hy-Vee Pharmacy**  
840 E 23rd St  
(402) 753 2460  

**Wal-Mart Pharmacy**  
3010 E 23rd St  
(402) 727-8772

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**Hair Salons**  
* Denotes discount for persons affiliated with Midland.  
Must show Student I.D. to receive discount.

**Cost Cutters**  
2712 E 23rd St.  
(402) 727-6770  
* *10% Off*  

**Jerry’s Salon**  
1833 N Bell St  
(402) 721-6117

**Style Masters**  
1455 N Bell St  
(402) 727-9332  
* *20% OFF*  

**The Parlor**  
1900 E Military #236  
(by Gambino’s)  
(402) 721-9596

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**Tanning Salons**  
* Denotes salons that give a discount with a current  
Midland student ID card

**American Tan Stand**  
1900 E Military #276  
(by Gambino’s)  
(402) 721-1818

**Hot Spot**  
1604 N Clarkson St  
(402) 721-1004

**Sunscape**  
2822 E 23rd St  
(402) 727-1122

**Tropical Island**  
1135 E 19th St  
(402) 753-0475