

No Contact Order Checklist:

What you need to know in order to adhere to your NCO

BASIC RULES

- You may not enter the other student's residence hall or stand directly outside the residence hall (i.e., on porch, outside window, outside door)¹
- You may not speak with the other student. This includes joining a group conversation that the other student is part of
- You may not interact with the other student via phone, email, social media, or any other mechanism
- You may not interact with the other student via a third party (i.e., asking another person to send a message to the student)

MOVING AROUND CAMPUS

- If you see the other student on campus, avoid eye contact and avert your path so that you do not move into close proximity. Consider yourself as a repelling magnet in relation to the other person.
- If you enter a room, office, common space, or other area and the other student is occupying that space, **you must leave immediately**
- It is **your responsibility** to pay attention **before you enter any space** to make sure that you are aware of whether the other student is present. This requires active attention and effort. Lack of attention is not a viable excuse for violating the NCO.

MANAGING DINING HALLS

- Dining halls are considered large spaces that both parties to an NCO can share, provided they are not in the same part of the building
- Students can be on **different sides** of Mission or Driscoll Dining Halls, but not on the same side. Do not enter the serving or tray return area while the other student is in these spaces; wait until they have left those areas before entering.
- Students can be in **different parts** of Pareksy dining space as well. If the other student is eating in Whitmans, you may get food at Whitmans (provided the other student is not in the serving area), **but you cannot eat in that space**. You can take your food to go, eat in Lee's Snack Bar area, or on the second floor. Similar rules apply to Lees. If the other student is eating in the snack bar area, you can get food there (provided the other student is not standing in line or in the counter area), **but you cannot eat in that space**. You can take your food to go, eat in Whitman's, or on the second floor.
- Keep in mind that you may not walk directly by the other student or move toward the student in order to access a different part of a dining area, even if you are trying to pass them to find a space further away. If there is no alternative hallway or stairwell that will allow you get to a different space, you must leave the space immediately.
- If the other student is working behind the counter, you cannot get food from that location. Choose another dining option. We can help you

¹ If you are not able to enter Mission residential spaces, you may still be able to use the dining hall at Mission if this has been approved by the Dean. In this case, you

will be assigned to a specific entrance/exit route, and will not be allowed to visit any spaces in Mission except the dining hall

determine days/hours when you can use this dining option.

MANAGING OTHER LARGE SPACES

- In libraries, you must sit **in a different room or floor from the other student**. If the other student is working behind the counter at the library, you may not approach the counter at that time. We can help you determine days/hours when you can approach the library desk.
- In fitness/athletic facilities, you may not enter the same room as the other student. You may use facilities **in a different room or on a different floor**.
- If the other student is working at the gym (behind a counter or in a fitness area), you may not use that space at that time unless there is an alternate hallway or stairway that gives you access to a separate room without moving toward or by them. We can help you determine days/hours when you can use the gym in this circumstance.
- In other large spaces (e.g., Chapin Hall, '62 Center, Paresky common areas), keep a wide berth from the other person. This includes sitting on the other side of an auditorium or moving to another room/floor whenever possible. Avoid eye contact.

MANAGING CLASSES, CLUBS, ACTIVITIES

- If you share a course with the other student, please let us know immediately so that we can develop a workable plan.
- If you share activities or organizations with the other person, please let us know immediately so that we can develop a workable plan.

WHO WAS THERE FIRST?

- It is your responsibility to scan an area before entering to make sure the other student is not already occupying that space. There may be situations, however, where this is hard to determine. For instance, if one student is sitting in the library or a dining hall and temporarily leaves that space (to go outside, use the restroom, etc.), the other student may arrive and reasonably believe that they are the first to enter. In these situations, it is important for the person who returns to the space to gather their belongings and move to another location in keeping with the NCO.

The context may not be fully known to you in the moment, so we encourage people to report all instances of perceived violations to CSS. Our Title IX team will make an initial assessment. Depending on the information determined in the assessments, the incident may be determined unintentional and not move forward for further investigation. In these instances, the Title IX team will meet with both parties to explain how the decision was made and offer support.

WHEN IN DOUBT

- If you are unsure of whether or not you can participate in an activity or enter a space, it is your responsible to contact Toya Camacho (ext. 3301) or Marlene Sandstrom (ext. 4261) before doing so.

I have read and understand all items on this checklist.

Signature:

DATE: