

resident manual 2010-2011

andrews university
Lamson Hall



"Like newborn babies, ^{crave} pure spiritual milk, so that you may **GROW** up in your salvation..."
1 Peter 2:2

THEME TEXT AND SONG 2010-2011

1 Peter 2:2

“Like newborn babies, you must crave pure spiritual milk so that you will grow into a full experience of salvation. Cry out for this nourishment.”

-NLT

Come Just As You Are

Come just as you are
Hear the spirit call
Come just as you are
Come and know
Come and grow
Come and live forever
Come just as you are
Hear the spirit call
Come just as you are
Come and know
Come and grow
Come and live forever

Life everlasting
Strength for today
Taste the living water
And never thirst again

Come and know
Come and grow
Come and live forever

Life everlasting
Strength for today
Taste the living water
And never thirst again

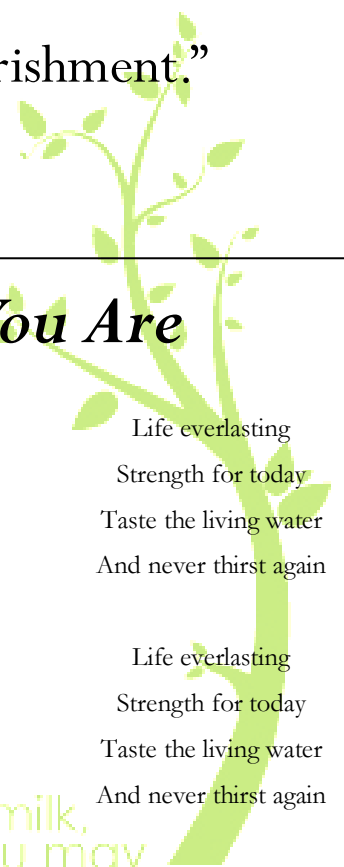
Life everlasting
Strength for today
Taste the living water
And never thirst again

Come just as you are
Don't you hear the spirit call?
Come just as you are

Come and know
Christ my king
Come and live forever more

“Like newborn babies, you must crave pure spiritual milk, so that you may grow up in your salvation...”
1 Peter 2:2

GROW up in your salvation...



MISSION STATEMENTS

Understanding our missions, our reasons for being, may help you understand why things are done as they are at Andrews. We pray that these missions resonate in your heart, too.

Lamson Hall Mission Statement

To love the Lord with all our hearts, and souls, and minds, and our neighbor as ourselves.

Division of Student Life Mission Statement

Student Life assumes an integral role in the development of Christian character and critical thinking consistent with the philosophy of Seventh-day Adventist education, which is designed to guide students to the Redeemer.

We support the mission of the University by nurturing students for:

- *Continuing growth in Christ*
- *Developing positive and rewarding relationships*
- *Accepting and appreciating diversity*
- *Developing personal integrity reflected in a balanced spiritual, mental and physical lifestyle.*

Andrews University Mission Statement

Andrews University, a distinctive Seventh-day Adventist Christian institution, transforms its students by educating them to **seek knowledge** and **affirm faith** in order to **change the world**. Andrews University students will:

Seek knowledge as they

- Commit to a mindset of intellectual discovery
- Demonstrate the ability to think clearly and critically
- Communicate effectively utilizing multiple media
- Understand the arts, letters and sciences from a Christian point of view
- Become competent to serve humanity in their chosen disciplines and professions
- Prepare for meaningful work in a complex, technological and global society

Affirm Faith as they

- Nurture life in the Spirit through a personal relationship with Jesus Christ
- Deepen their faith commitment and practice
- Demonstrate personal and moral integrity
- Embrace a wholesome way of life
- Respect ethnic and cultural diversity

Change the World as they go forth to

- Cultivate the capacity for creative problem-solving and innovation
- Commit to generous service through civic engagement
- Create a caring culture of global leadership
- Carry out the worldwide mission of the Seventh-day Adventist church

LAMSON STAFF DIRECTORY

OFFICE STAFF

LOCATION	NAME	PHONE
West Foyer	Jennifer Burrill Dean of Women burrillj@andrews.edu	6601
West Foyer	Esperanza Alvarez-Muñiz Assistant Dean of Women esperanz@andrews.edu	6699
West Foyer	June Madrigal Associate Dean of Women madrigal@andrews.edu	3437
West Foyer	Valerie Phillips Associate Dean of Women phil@andrews.edu	6603
Health Club	Elise Damron Health Club Manager edamron@andrews.edu	3448
West Foyer	Natalie Johnson Administrative Assistant marshaln@andrews.edu	6602

FACILITY MANAGEMENT STAFF

East Lobby	Griselda Guzman Custodial Supervisor guzmane@andrews.edu	6698
West Basement	Harold Schmidt Maintenance Supervisor schmidth@andrews.edu	6528
Basement/Laundry/Trunk Room	Ana Tasi	
1st Floor	Socorro Terrero	
2nd Floor	Nevena Slavujevic	
3rd Floor	Vicky Tiburcio	
Guest Rooms	Felissa Francisco	

STUDENT DEAN AND RA STAFF

HALL RESIDENT ADVISORS

Wing	Room	Name	Phone
1S	133	Kelli Register	8022
1N	183	Philesha Higgs	8041
2SE	215	Gisselle Adame	8053
2NE	265	Naudline Pierre	8080
3SE	315	Jacquelynn Ryba	8109
3NE	365	Meredith Chavez	8138
2SW	5221	Melanney Browne	8216
2NW	5259	Lonnie Kotanko	8236
3SW	5321	Thalia Stewart	8264
3NW	5359	Gabriella Fernandez	8284

RECONCILING RESIDENT ADVISORS

RRA	5159	Stacy-Ann Marsden	8195
ARRA	5121	Elaine Merle	8182

LATE NIGHT RESIDENT ADVISORS

LNRA	21	Kelli Maffett	6621
LNRA	33	Jasmine Webber	6633
LNRA	523	Tabatha Campbell	8158
LNRA	557	Ashleigh Walton	8166

STUDENT DEANS

Head SD	161	Chelsea Burrows	8298
SD	106	Johanna Estrada	8001
SD	206	Mariyan Montaque	8046
SD	521	Renee Ali	6521

STAFF DIVISION OF RESPONSIBILITIES

Jennifer Burrill, Dean of Women

- General services: support, counseling, crisis intervention, worship programming
- Lamson Hall administration
- Facility Management supervision
- RA leadership and training
- Health Club supervision
- Deans' Workshop coordination

Esperanza Alvarez-Muñiz, Assistant Dean of Women

- General services: support, counseling, crisis intervention, worship programming
- Evening accountability
- Corporate social programming / KPG sponsor
- Comprehensive room inventory coordinator
- Desk supervision and Mail: hiring, leadership, training
- Summer retention project coordinator

June Madrigal, Associate Dean of Women

- General services: support, counseling, crisis intervention, worship programming
- Spiritual programming
- Worship attendance records/communications
- SD leadership and training
- Annual theme coordinator, logo, special orientation planning
- Academic success coordinator
- Summer conference liaison
- Safety and security system/card access
- Graduation guest rooms for graduating LH residents

Valerie Phillips, Associate Dean of Women

- General services: support, counseling, crisis intervention, worship programming
- Lamson Hall Housing
- Graduate and honor status processing
- Corporate communications
- LNRA leadership and training
- Community consideration accountability
- Special event recognition coordinator

Elise Damron, Health Club Manager

- Staff Supervision
- Operations Management

Griselda Guzman, Custodial Supervisor

- Custodial supervision
- Resident room checkouts
- Trunk room supervision
- Non-food vending machines

Harold Schmidt, Maintenance Supervisor

- Maintenance supervision
- Repairs and repair supervision

Natalie Johnson, Administrative Assistant

- Correspondence
- Kitchenette & chapel reservations
- Financial records & billing
- Office equipment manager and network coordinator
- Payroll
- Rentals: micro-fridge, wedding brass
- Deans' coverage
- Student file maintenance

EVERYTHING YOU NEED TO KNOW FROM A-Z

WHY HAVE HOUSE RULES?

Every community needs guidelines to ensure that it continues to function and to be of optimum value to its members: Lamson Hall is no exception. Some residence hall guidelines exist to preserve and enhance the unique mission, message and life-style of the Seventh-day Adventist church. Some are here to enhance the educational environment so essential to achieving physical, spiritual and academic health. Others are simply here to assist in the smooth operation of a large and constantly changing community. Try to remember that policies which sometimes limit you may eventually benefit you as well. We encourage you to develop mature responses towards the following guidelines, and if you still have questions after reading this book, do bring your questions to a staff member!

AUTO USAGE

Vehicles must be insured and have a current registration sticker from Public Safety at a cost of \$10 per vehicle. *You can register your vehicle on line:* . Note markers for approved campus parking. All night parking for Lamson residents is only in the main Lamson or PMC lot. Angled parking in front of Lamson is for 15 minute parking only, expect to be ticketed and/or towed if you park there all night. Do not park in access lanes, driveways, sidewalks or grass even when loading or moving, at the risk of blocking a fire exit (and getting a ticket) or obstructing the pathway. Occasionally the lots must be cleared for snow removal or construction: thank you for cooperating when you see this posted.

BABY-SITTING

To preserve an environment conducive to sleep and study, and because this environment is not suited to the needs of children, they are not to be cared for in Lamson Hall. Overnight leaves to babysit in someone's home must be approved by your parent/s or legal guardian.

BICYCLES

Your bicycle must be registered at Public Safety and the registration sticker firmly affixed, both as a safety precaution in case of loss and as a means of indicating which bikes are abandoned. We are not responsible for your bicycle's safety, so be certain that it is locked and occasionally checked on when not in use. As a current resident, your bike can most safely be parked in Lamson's south courtyard, and you may place your bike in long-term storage in the trunk room.

Fire and safety regulations require that bikes not be parked in halls, stairwells, etc, nor outside any building entrance except in bike racks. Bikes deemed abandoned by lack of use, without registration sticker, or being parked in unapproved areas will be removed and bikes and chains disposed of, and the university is not responsible for any resulting costs.

CHANGE

In addition to the coin change machine in the basement by the mailboxes, we have small change available to assist with laundry and snack machines at the West Desk. Change in coin is limited to \$5, in bills to \$10.

CHECK-IN/OUT PROCEDURE AND ROOM CHANGES

The only room to which you have the right of access is your assigned room, the one you are paying for. Empty rooms need to stay in readiness for their next occupants, and are not to be considered an annex to your room. "Spreading" you or your belongings to the use of any room other than the one for which you pay rent will incur a serious fine resulting in up to the equivalent of "renting" both the rooms. Such "spread" items will be removed, with moving/damage/storage at the owner's cost.

Check-in/out Procedures: Whether changing rooms in-house or moving out, it is imperative that your room be properly checked out by RA, SD or housekeeper, and all paperwork completed as outlined on the checkout form on *the day of the move*. These procedures must be completed between 8:00 am and 10:30 pm, by sundown on Friday, and never on Sabbath. At no time are luggage “dollies” (carts) to be used in transporting your luggage in or out of the building, or on the stairs. If you check out but leave belongings anywhere in Lamson except in pre-paid trunk room storage, your rent will continue until they have been appropriately removed, or you will be charged an improper checkout charge, at the staff’s discretion.

During the busy end-of-year check-out times, staff members are assigned shifts to assist in check-outs, and you can call West Desk to have your name included on their check-out list. However, never call down to arrange for check-out until you have completed all your paperwork and carefully cleaned each item listed on the cleaning section of the check-out form. At other times of the year, arrange in advance with a Housekeeper or RA for a mutually convenient check-out time. From West Desk, secure a check-out packet including check-out form and inventory sheet, and follow all instructions as outlined. This check-out process helps you get your mail and telephone messages correctly after you move, AND will also save you a hefty improper check-out fee. Additional charges may be made for incomplete cleaning or damage. If the person responsible for damages or loss can not be determined, the cost will be divided between the room’s occupants. If the damage is caused by someone other than you, attach a note from the responsible person to your white inventory form. In this way, the costs of cleaning and repairs are charged to those responsible, not “absorbed” by all.

Students wanting to move off campus must be a graduate student, 22 years or older, or approved by the office of the Vice President for Student Life. Approval must be granted prior to moving out of the Residence Hall. Those who do not secure the needed approval before moving off campus will jeopardize their student status.

CITIZENSHIP RESPONSES

Disciplinary actions are consequences of your personal choices. When you choose to violate a policy of Andrews University or Lamson Hall, you should also consider and expect the associated consequence. Sometimes good people make bad choices; forgiveness is always available. But remember that even when forgiven, we all still bear the consequences of our personal choices.

When you receive notification to see a Dean, it’s essential that you respond promptly. If she is not available at that moment, leave word so she’ll know that you tried. In so doing, you may be able to take care of a situation so it doesn’t require the following steps! Depending on the severity of the situation, any of these steps may be bypassed at the discretion of Student Life personnel.

In general, however, the process is effected in this order: *Bear in mind that everything contained in a letter is applicable whether or not the recipient reads it! Know the terms of your citizenship response, read it carefully*

Counsel or Letter of Counsel: verbal or in the form of evening accountability or worship attendance memo/email, letter, etc. to inform resident of violation of University regulations and to give counsel. Parent/s or legal guardians are not generally notified at this point.

Letter of Warning: indicates that a student has been involved in a more serious disregard of University expectations. Further incident may lead to Probation, Suspension, Withdrawal or Dismissal. Parent/s or guardians are notified.

Letter of Probation: This action indicates that Residence Hall expectations have been seriously disregarded, and places the resident on Probation for a determined amount of time. The student’s status is considered tentative and further disregard will lead to Suspension, Withdrawal or Dismissal. Restrictions and requirements will vary according to the situation, and are determined by Student Life personnel. These may include (but are not necessarily limited to) removal of: the privileges of honor status, class curfew, late entrances, overnight leaves, use of TV/VCR and sound equipment, as well as requiring: counseling, restitution, community service, writing papers on assigned educational topics, etc. Parent/s or legal guardians are notified and a HOLD on registration may be placed on her name. The student is responsible for limiting her activities in accordance with her probationary guidelines or she must withdraw from the University.

Letter of Suspension: This action suspends the resident from classes and work. Specific terms of suspension are determined by the nature of the violation and are at the discretion of the Student Life personnel. Suspensions are usually to the off-campus home of the resident and may involve probationary guidelines upon return to campus/ classes and/or mandatory counseling. A resident on an off-campus suspension should not return to campus or to the residence hall for any reason until the suspension is over. It is the student's responsibility to contact teachers and work supervisors. Should a Suspension be arranged on campus, any of the above probationary guidelines may apply during as well as following the suspension. Parent/s or legal guardian and a student's academic dean and advisor are notified and a HOLD for registration may be placed on her name.

Letter of Dismissal: This action results in permanent separation from the University. Results from a serious one-time offense, failure to complete terms of a suspension, failure to comply with substance abuse or drug testing codes, refusing to release such information to university officials, or failing a drug test. Parent/s or legal guardians are notified.

If a student engages in any of the following activities, on or off campus, she should expect a serious disciplinary response, up to and including dismissal from the University. The list is not comprehensive, but provides examples of matters the University takes seriously; for details on the appeal process and a more detailed listing of student expectations and disciplinary responses, see the A.U. Student Handbook.

- repeated or blatant disregard of Lamson Hall policies (including late entrances, worship absences, etc.)
- being "unaccounted for" (missing) overnight or most of the night
- alcohol/drug use, possession or paraphernalia
- dishonesty in any form, including telephone fraud, stealing, lying, false sign-ins, false OV information, etc.*
- theft of any kind (including identity theft)
- visiting with a man anywhere in Lamson Hall except in the lobby, or being in the men's Residence Halls anywhere but in their main lobbies
- discriminatory language or behavior
- pulling false fire alarms
- tampering with security access system
- using someone else's ID card or code to gain access to a building or information
- failure to respond in a timely fashion to a Dean's message
- participation in organizations that have not been registered with and approved by the Office of Student Life
- sexual misconduct including violations of biblical teaching of sexual morality that include pre-marital sexual activity and adultery, pornography and other internet sexual misconduct
- verbal, written, and physical abuse, as well as other forms of disrespectful, threatening, intimidating, harassing, obscene or stalking behavior which endangers the health or safety (mental, emotional, physical or spiritual) of any person; this includes phone calls, e-mails, and all forms of social network and cyber bullying
- no weapons of any kind are allowed on campus. The term "weapons" includes, but is not limited to, firearms, look-alike firearms, explosive devices, switchblades, knives, martial arts weapons, paint-ball guns, BB guns, "air-soft" guns, pellet guns, bows and arrows, and other dangerous weapons. These items, if found, may be confiscated and not returned. (Kitchen knives and other such culinary instruments may only be used for their designed purposes)
- violation of the Andrews University's Computers and Networks Usage Policy and abuse of computer network and time to (but not limited to):
 1. send obscene, abusive, or disrespectful message
 2. communicate in a disrespectful and slanderous manner in e-mails or on-line social communities
 3. falsify the source of a message or e-mail
 4. violate any code of student conduct
 5. enter into a file, transfer a file, or use another's identification and password without authorization

*In the event of a student making false statements/charges, expect fees to be assessed for the time involved in the process of investigation.

COMPUTERS AND COMPUTER LAB

Our Computer Lab is available exclusively to current Lamson residents. You provide supplies, including your own flash drive, as documents should not be saved on the hard drive. Be sure that your flash drives are virus-free: Lamson can't be responsible for viruses or their results, as they are always caused by users' infected flashdrives. Please limit operating time to 2 hour blocks. Report equipment problems to the Administrative Assistant. The computer lab is open 24 hours a day but Sabbath use is limited to e-mail. We've installed the card reader at the door to help secure the lab for the use of current Lamson women only; you have every right to deny entrance to anyone without a card, and to report use by anyone not a current Lamson resident. Academic usage will always receive priority over non-academic. If you are e-mailing, writing letters, etc., you must relinquish your space to someone needing the computer for academic work. If you are the person needing to complete academic work and find others not willing to move, contact a Dean or the Administrative Assistant and we'll see that it happens---because this is why we purchased the equipment and created the lab, to assist in our residents' academic success. Should your personal computer require upgrade/repairs, arrange for a female friend to assist you, or contact ITS (6016) for assistance.

CURFEWS

The University observes a campus curfew of 11 pm, except Saturday when it is midnight. Regardless of class curfew, residence hall roomcheck begins at 11 pm, Sunday through Friday, and 1 am on Saturdays. All students, even those who qualify for no curfew, are required to get checked in each night. Be prepared to present your AU ID.

Class	Regular	Saturdays	Honor Regular	Honor Saturdays
Freshman (0-24 credits)	11:00 pm	1:00 am		
Sophomore (20+ years or 25+ credits)	12:00 am	1:00 am	1:00 am	1:30 am
Junior (57+ credits)	1:00 am	1:30 am	2:00 am	2:00 am
Senior (87+ credits)	1:00 am	1:30 am	No curfew	No curfew
Graduate (22+ years or grad school)	No curfew	No curfew		

DAMAGES

Damage and repair costs anywhere in the building will be charged to the student responsible. Damage of an accidental nature that is promptly reported may avoid charges. Be especially careful to leave no disfiguring marks on walls, furniture and doors of your own room. Items posted other than with no-mar wall putty will be taken down and a fine levied. Damage to walls or walls, etc., will result in fines of \$10-\$200. Damaging stairs due to dragging heavy items or stairwell use of luggage dollies/carts will result in a serious fine as this also creates a safety hazard. Because of potential carpet damage caused by liquid bleach, only dry powder bleach is allowed: liquid bleach will be removed when discovered, and a \$5 fine assessed, and at least \$25-200 or more for carpet damages caused by bleach. Also see *Decorations*

DEANS' RESPONSIBILITIES AND AVAILABILITY

Each Dean's unique job responsibilities are outlined in the beginning pages of this handbook. Take a moment to become familiar with their responsibilities: it may save you time and frustration. Deans' schedules will vary as vacations, campus meetings, conferences, staff interviews, etc. occur, but the "typical" weekly Dean on Duty schedule is as follows:

DEAN SCHEDULE

Hours	Monday	Tuesday	Wednesday	Thursday	Friday
8:30 am— 1:00 pm	Madrigal Burrill (unless on weekend)	Madrigal Burrill	Madrigal Burrill	Madrigal Burrill	Madrigal Burrill (unless on weekend)
1:00 pm— 5:30 pm	Phillips Muñiz (unless on weekend)	Phillips Muñiz	Phillips Muñiz	Phillips Muñiz	Phillips Muñiz (unless on weekend)
5:30 pm— 7:00 pm	Madrigal (on call)	Burrill (on call)	Muñiz (on call)	Phillips (on call)	Weekend
7:00 pm— 12:30 am	Madrigal	Burrill	Muñiz	Phillips	Friday 5:30 pm til
12:30 am— 8:30 am Emergency call	Madrigal	Burrill	Muñiz	Phillips	Monday 8:30 am

Friday and Monday shifts change with weekend rotations, check with West Desk. Generally one or more Dean is on duty from 8:30 am till midnight.

To determine a Deans' availability:

- Refer to the Dean on Duty schedule in this handbook
- Check Desk or Administrative Assistant to see when the Dean will be in
- Leave a note or e-mail explaining what you need to see her about
- Leave a message on her voice mail or e-mail

Generally the Dean on duty will leave by midnight Sunday-Friday, and by 2:00 am on Saturday pm/Sunday am. After these scheduled times, Deans will not be available to you unless you are dealing with an emergency situation, in which case the Desk Receptionist will contact the Dean on emergency duty.

DECORATIONS

Bulletin boards and picture hangers are provided. Do not apply tape, glue, nails, stick-ups or paste-on hooks on any surface, including the door, furniture and walls. If your room is freshly painted and the nails not replaced, write out a Repair Report, or if you don't yet have 4 nails in your room, you may ask that Maintenance add nails, in places most practical for future residents' use, with a limit of 2 nails per wall. Any unapproved additional nails may result in a fine. Non-marring adhesive can be purchased from the bookstore and all items not fastened with this kind of adhesive may be taken down. Following occupancy, rooms are thoroughly checked for damage, and charges made for each disfiguring mark or sticker. Please leave the room in good shape. It is expected that the nature and taste of your activities and decorations (pictures, posters, etc.) will be in accordance with conservative, Christian values, and items considered inappropriate by a member of the residence hall staff will be removed: among items considered inappropriate and unacceptable are any that exploit sexuality, rock or drug culture, gambling or the occult.

DEPOSITS

Your room deposit must remain on file throughout occupancy and whenever you have a room reserved. At final checkout, you should request its release, after which the deposit is applied to your account--or if your bill is clear, mailed to you by the business office--and this action also cancels any room reservation.

Your deposit is forfeited:

- if you do not cancel your reservation by the posted dates
- if you fail to move in by the Fall after your deposit was paid
or for the semester for which a room was reserved
- if it is needed to cover the cost of cleaning or repairs

DESK SERVICES

We are happy to provide a number of services at our East and West Desks. Generally, West Desk operates 24 hours a day, and East Desk between 5-11 pm (Sat. till 12), except during the summer and vacations. West Desk provides the following, some of which will need to be exchanged for your ID card: vacuum, table games, toilet paper for West residents, wake-up call service (one per resident per day between 4 am –9 am, daily newspaper, over the counter medical supplies, and small change.

Though endeavoring to be of service, our Desk is not to be considered a “delivery/pick-up depot.” *Personally* return items to those from whom you borrow them. When you must depend on Desk as a drop-off place, remember this service is never for items or messages left for anyone not living in Lamson Hall. Use discretion in the items left at desk: neither Lamson Hall nor Andrews University will assume responsibility for these items.

DINING SERVICES

Campus dining services are located in the Student Center, the building adjacent to Lamson Hall. The Terrace Café is on the second floor, the Gazebo on the main floor. Undergraduate students are required to be on a meal plan. Petition forms for rare exceptions are available from the Food Service office. Call 3115 for the menu line and hours of operation.

DOOR NAME TAGS

Each resident must have a clearly printed name card in the holder on the outside of her room door, to aid in delivery of phone messages, notes, etc., and should be kept up-to-date: if your name card needs to be replaced, see your RA. Please do not put any additional decals or signs on your door, except using a non-marring adhesive: doing so will result in removal of the posted item and additional charges.

DRESS

Andrews University’s philosophy of dress is grounded in the Christian ideals lived and spoken by Jesus, the Seventh-day Adventist tradition articulated by its founders, and the high professional standards expected of a university. At Andrews University we aspire to glorify God and to show respect for self and others in our use of clothing and accessories. The specifics of the Andrews Look (as found in the AU Student Handbook) illustrate the fundamental principles of modesty, economy, simplicity, and appropriateness.

Lobbies and Hallways: Be fully dressed when in the main lobbies or offices, except after curfew when robes are appropriate. Remember that maintenance men, housemen and guests are in the building through the day.

Lamson Chapel: Come to worship services respectfully groomed for worship. Sleep clothes, curlers, tight-fitting/workout clothes (spandex), etc. are not considered respectful chapel wear.

Sabbath Attire: When dressing for Sabbath, attention should be carefully given to neatness and appropriateness. Shorts are not permitted in the cafeteria nor in Pioneer Memorial Church.

General Attire: Skirts, slacks or jeans, with T-Shirts, blouses, sweaters, and/or jackets or dresses are appropriate for most occasions. Examples of attire that is not appropriate are sheer blouses, tube tops, low necklines, bare midriffs, spaghetti straps or no straps, tank tops, short skirts, and two-piece bathing suits. Short shorts and biker shorts are appropriate only for athletic activities. When in a Lamson courtyard, swimsuit straps must be fastened--no topless tanning!

Accessories: Should be minimal and chosen after carefully considering the principles of simplicity, modesty, and economy. Examples of jewelry and accessories that are not appropriate at Andrews are ornamental rings and bracelets; necklaces and chains and piercings of all kinds. Modest symbols of a marital commitment, such as wedding and engagement rings, are acceptable.

Students found in violation of these standards of dress should expect to be asked to return to compliance. These values must be highly respected in the work place, leadership positions, and when taking an active role in on campus and off campus activities, representing Andrews University.

ELECTRICAL APPLIANCES

Hot plates, electric frying plans, oil popcorn poppers, toasters, halogen bulbs, space heaters, etc. are banned because of possible fire damage: discovery of these items and of any other unauthorized items will result in confiscation and fines.

In-room cooking is permitted only with the use of microwaves, hot air poppers and water heaters with concealed coils. Use extreme caution in their use, and store all foods in sealed containers. Even approved appliances may need to be unplugged if too great a power drain. When the electricity goes off (if too many electrical appliances are being used in your area), give your room number to the Desk Receptionist, and immediately unplug anything not in use.

In-room refrigerators should be small, about 3-4 cubic feet capacity. Our electrical capacity won't permit air conditioners or electric heaters of any size. Irons should be used only in the ironing rooms on each floor; burned carpets will incur a fine of at least \$60. Use clip-on study lights with caution, as these can cause fires if left unattended. Halogen bulbs are not to be used.

E-MAIL

You will receive university information at your AU e-mail address, including course changes, room reservation process, Lamson Letter, news events, registration details, housing confirmations, even messages from a dean. You'll be held accountable for information shared via this address, so check it daily, and if you use a different e-mail, forward your AU messages there as well.

EMPLOYMENT OFF CAMPUS

Students working off campus are expected not to work during Sabbath hours, unless employed by a medical care facility. If your job regularly requires you to return after your class curfew, make arrangements in advance with the Dean by bringing a copy of your work schedule signed by your supervisor, including contact information should verification be needed.

ENTERTAINMENT

Andrews University expects its students to make conservative choices regarding entertainment. Seventh-day Adventist church guidelines interpret dancing, nightclubs, drinking, unapproved fraternities or sororities or social clubs, gambling, etc. as inappropriate choices. The Student Association, faculty-sponsored campus clubs, Student Activities, academic departments and residence halls schedule wholesome, enjoyable, entertainment options. Please consider these. (Also see FRATERNITIES AND SORORITIES).

ENTRANCES AND EXITS

Access by ID card

West: You may enter/exit the west door without ID card between 5 am and 11 pm, Saturday night till 1 am (at the time of the night's earliest class curfew). After the door locks for the night, you'll need your ID card to get in. After your curfew, you'll need Dean's approval to leave. The West exit is to be used as the only exit after the first class curfew each night. Should you choose to exit another exit or assist another resident in entry at these exits, even if it is not yet your (or the other resident's) curfew, you should expect a serious disciplinary response.

East: By using your ID card, you can enter via this door from 5 am till 5 pm. During Spring and Fall Semesters, it is unlocked between 5-11 pm (Saturday night till midnight). You may exit these doors between the hours of 5 am and 11 pm (midnight on Saturday). After these hours, use only West exit.

North and South: By using your ID card, you can enter/exit between the hours of 5 am and 11 pm (Saturday night till midnight). After 11 pm (12 am on Saturday), your card will not work on these doors. Please then use only West exit.

EVENING ACCOUNTABILITY

Though curfews vary by class standing, room check for all Lamson residents is at 11:00 pm Sunday-Friday, and 1:00 am Saturday night. At room check time you are required to register your presence in the residence hall. You may meet this requirement by checking in at West Desk or by contacting one of the RAs conducting a room-by-room check on the halls. If you are in the residence hall and have not seen an RA, you must go to the lobby and account for yourself to the staff person at desk. It is your responsibility to get checked in each night. (Also see CURFEWS)

Grace period: Because of the discrepancies between individual watches and clocks, and in the event that you run into a long line at the gatehouse, a grace period of 15 minutes beyond your curfew will be given.

Minor Late: Coming in after the grace period has expired but within an hour and a half of your curfew is considered a minor late. All residents are allowed 3 minor lates per semester without consequence. At a fourth late, the resident will need to meet with a dean to discuss her options and consequences.

Major Late: Coming in more than an hour and a half after your curfew is considered a major late. A resident must meet with a dean in this situation. Major lates may result in citizenship probation.

Unaccounted For: A resident who returns after 4 am or fails to account for herself at room check time will be considered unaccounted for. A resident must meet with a dean in this situation. Unaccounted fors may result in suspension.

Memos: When a resident receives an evening accountability memo to see a Dean, she must do so immediately, leaving written notice if she's not in.

Special Late Leaves: Special late leaves are given under extremely rare and special circumstances, and must be arranged in advance with a Dean. If a medical or auto emergency prevents your timely return, you should contact the Dean on duty (not the receptionist at Desk), before the time of your class curfew. You may be asked to give the number from which you are calling, and to provide repair receipts upon your return: the burden of proof will always be yours. We encourage you to plan your activities well and use your minor lates wisely.

Overnight Leaves, General: AU takes seriously the safety and well-being of its residents, and extends this concern to knowing where residents are any night they are not in the residence hall. When planning an overnight absence, all residents must submit an overnight leave (OV) for approval by a Dean or SD. Graduates, grad status and Senior/21 Honor status residents must submit an Overnight Leave (to an appropriate/host location) but need not wait for approval.

OV requests should be in at least 24 hours before leaving. After that time, you must speak directly with the Dean on Duty. Approval is NOT automatic, so do not leave campus until your leave has been approved. A copy is sent to the parent/s or legal guardians of all but graduate, grad stat & senior honor/21 honor status students. Thank you for respecting the Sabbath enough to make plans involving Sabbath hours in advance, and not seeking leave approval during those precious hours.

Approved OVs must be used to spend the entire night-till 5 am- at the location stated on the leave, not to be used in order to return to the Residence Hall past curfew: OVs are canceled at any time residents fail to go to the approved location or when they return to the Residence Hall during an OV. If plans change after an OV has been approved, such as going to another destination, arriving back earlier than anticipated or deciding not to go, the resident is responsible for notifying the Dean on duty to cancel OV or arrange a new OV. Deans may call or write to verify an OV or a student's safe arrival, or may send a copy of any leave to parent/s or legal guardians or hosts, especially if the request seems to indicate late or all-night travel, or other causes for concern.

Personal honesty is expected in this area, as in any other. Failure to get an OV approved, failure to go where indicated on OV, or any other misuse will result in a Letter of Warning, Residence Hall Probation, and/or Suspension, with copies to parent/s or legal guardians.

Parental Permission Forms: Parents may choose to complete a parental permission form outlining specific homes where they are ok with their daughter staying overnight. In this way, we may be able to approve locations that the university might not otherwise allow. Forms were in your entrance packet, and are available at the West Desk, and the parent-signed forms, once turned in to the deans, are also mailed home.

"Community" Women: If your family lives in town, but you rent a room in Lamson Hall, you are expected to actually "live" in Lamson Hall. Of course, occasional overnight leaves to home are expected, but **the resident will be expected to spend more than 50% of each week (excepting school vacations) in her Lamson Hall room.** All usual curfews, late entrances limitations, worship attendance requirements, etc. will apply. If you live here, you live here: you get all the benefits and all the responsibilities, too.

Overnight Leave Designations: The full name of host family (e.g. Dr. & Mrs. Paul Brown) and correct phone number must be indicated on OV request before it can be considered. OVs will normally be approved without additional invitation when going to a FAMILY HOME, and OVs to NON-FAMILY HOMES will generally require additional invitation or confirmation.

There are places to which Andrews University Residence Hall Deans will not approve your overnight leave request. For example, OVs will not be approved to the home of a single gentleman living apart from his family, whether or not host or parental calls express their ok, and regardless of your honor or graduate status.

A. FAMILY HOMES Overnight requests to family homes to will generally be approved without additional invitation (see exceptions below). A *family home* is considered to be one with adult supervision, and includes the following:

- Your own home
- A home with parent or married host/s present throughout visit.
- A home with responsible (no citizenship concerns) female 25 years of age or older present throughout your visit.

Exceptions: However, an invitation *from the host family* must be received by letter or phone, prior to departure, for each and every overnight leave requested when going to:

- The family home of a gentlemen friend: with parent/s or legal guardian present throughout your visit.
- Any other family home within 30 miles of the University.

B. NON-FAMILY HOMES Overnight requests to generally will be approved to *non-family homes* only with additional invitation/permission. A *non-family home* is considered to be one in which there is no adult supervision, or in which you will be in the company of a single, same-sex friend under 25.

- To gain approval to a non-family home, a resident must initiate her parent/s or legal guardians' permission, communicated to the Dean by letter or phone prior to departure, for each OV requested
- Since co-ed unsponsored trips falls under the category of NON-FAMILY HOME, co-ed trips will be approved only with a married or same sex staff/faculty sponsor present throughout the trip who has made appropriate prior arrangements with the Dean; it is the student's responsibility to have the sponsor contact the Dean in a timely fashion.

- Overnight visits to another campus' residence hall is considered a non-family home, and will require advance parental approval.
- Under no circumstance will a single male's home be approved for any female resident's overnight stay, for any resident, including graduate, grad status or 21-honor status.
- When "house-sitting" where the parent/s or legal guardians will not be at home, you'll need approval from your parent/s or legal guardians.

A parental permission slip was included in your Lamson registration packet. Have it filled out if you already know of a non-family home (including faculty homes) where you hope to spend some nights.

Room Check and Wellness Check: Room check begins at 11:00 pm Sunday through Friday and 1:00 am Saturday night. Each resident is checked for at this time, so please be in your room in order to facilitate the night census. **IT IS YOUR RESPONSIBILITY TO GET CHECKED IN!** Should you be in, but out of your room when the RA checks, you must present yourself to one of the following:

1. a Hall RA, Reconciling RA or Late Night RA
2. West Desk receptionist (if RAs are not available)
3. Student Dean or Dean on duty

Since every opportunity is made available by which you may be accounted for, failure to do so will be considered an un-excused all-night absence from the Residence Hall, and serious discipline, WHICH MAY BE A LETTER OF WARNING, PROBATION OR SUSPENSION, will follow accordingly, with copies mailed to parent/s or legal guardian.

Wellness Check: Students of some class standings or honor statuses don't have a set curfew, but they are still expected to use mature judgment in making their choices. Christian principals should be applied, taking into consideration the best use of time, and the amount of sleep and study time necessary for their optimal health and welfare. An RA/SD will visit honor senior and graduate status students on a nightly basis to see that they are well and to offer assistance.

Signing in and out: After lobby closing, all entrances and exits must be made via the West door only, and after that time all residents and visitors of every status who enter or leave are required to personally and accurately sign in/out, and must present a valid ID card. Failure to sign in honestly may result in probation/removal of privileges, and revoking of honor status. Residents should never leave Lamson Hall after their curfew without authorization. Emergency requests, even in the middle of the night, may be directed to the Dean on duty. Exiting any door, other than West, may result in a fine of up to \$500 and a citizenship response.

FAX

In Lamson's West Lobby, use your long-distance access code or a calling card. The fax number is 269-471-6182.

FINES for damage, cleaning, moving furniture, etc.

You are responsible for the condition of your room. You must sign an inventory regarding the condition of your room upon move-in and move-out with your RA or housekeeper: note the roommate who's responsible for any charges occurring during occupancy. In order to encourage excellent care of our residence hall, actions which cause or encourage damage or injury will incur the following fines:

Candles, incense, halogen bulbs, similar fire hazards (plus cost of damage)	\$25-\$50
Carpet damage (extreme dirt, stains, bleach, etc.)	\$25-\$100
Damage to stairs/steps (resulting from use of dolly, dragging heavy items, etc.)	\$25-\$100
Furniture removed from rooms (left in hallways, etc.)	\$10
Improper checkout (paperwork, cleaning, etc.)	\$200
Littering, in or out of the building, including personal trash	\$25 per item

Lobby furniture taken from lobby	\$10
Lofts installed without approval	\$25
Lofts not removed upon checkout (per day charge)	Daily room rate
Lost room key, involves lock change and new keys	\$75
Lost desk key	\$10
Pets (other than fish)	\$50
Screen removal/damage (or rivets removed)	\$50-\$100/replacement cost
Wall/door damage (holes, stickers, tape, adding nails, etc.)	\$10-\$100
Window broken	\$100 or replacement cost
If Lamson has to pack/move your things	\$50 or more

Items damaged to the point of needing replacement will result in fining for the total replacement cost, including the cost of labor.

FIREARMS AND OTHER WEAPONS

Firearms are strictly forbidden everywhere on campus. Possession or use of any weapon will result in severe discipline. Minimal consequences include restitution for damages and suspension, and may include dismissal and police involvement where necessary. Forbidden firearms/potential weapons include, but are not limited to, BB guns, paint ball guns, pellet guns, bow and arrow, knives, or any item that may be used as *or look like* a weapon.

FIRE SAFETY REGULATIONS

The following guidelines exist to preserve all Lamson's precious lives! Fire regulations require that stairways and halls be free of obstruction, and that doors in hallways and stairwells be closed at all times. Fire laws also will not permit storage of flammable liquids (propane, gasoline...), possession or use of incense, candles, potpourri pots, halogen bulbs, or such flammable decorations as untreated Christmas trees (fire-rated artificial trees are ok).

Upon moving into your room, refer to the fire map for exit instructions and seek all possible routes of escape from your room to the outside as indicated by exit lights and hall signage. State law requires that all residents participate in mandatory fire drills. If you detect smoke or evidence of fire, pull the nearest alarm station and/or notify the West Desk immediately! If you have a health challenge that could impact your safety while here, or impair your ability to evacuate the building in the event of an emergency, such as a hearing impairment, history of seizures, etc., please contact a Dean immediately upon reading this.

FIRE EVACUATION AND LIFE SAFETY CODES

Whenever the fire alarm sounds:

1. STOP whatever you are doing, wherever you are, and prepare to leave immediately by the nearest safe exit.
2. FEEL THE DOOR BEFORE OPENING IT. If it *doesn't* feel hot, open it slightly. Hold your head away, brace door with your foot, test heat of air with hand across opening. If the door *is* hot, the hallway is not safe-- remain in room, stop up any opening or cracks where smoke may enter using wet towels, sheets, blankets, etc. In rooms with window that opens, open window slightly and stay near it.
3. KEEP CALM, avoid hysteria. DO NOT JUMP OUT. Many lives have been saved by closing doors, sealing all openings against hot air and gases from hallway, calling for help, and calmly awaiting rescue.
4. IF THE HALLWAY SEEMS SAFE, put on your coat and shoes, leave the room, closing the door behind you, and go immediately to the nearest exit. Once you are outside the building, head to the Student Center, check in with your Resident Assistant, and then wait quietly till the alarm stops & you are motioned back in by fire personnel--then re-enter the building in an orderly manner.

Because Andrews University is committed to the safety of its students, possession and/or use of the following items or violation of the following codes will result in sanctions (including, but not limited to, monetary fines) that will be assessed by the Public Safety Department or Student Life Division. Additional state fines may be added.

Violations
<p>Tampering with fire safety equipment:</p> <ol style="list-style-type: none"> 1. Misuse of smoke detector 2. Inappropriate discharge of fire extinguisher 3. Removing or defacing posted fire regulations 4. Pulling fire alarm without just cause
<p>Willful disregard of fire safety rules and regulations:</p> <ol style="list-style-type: none"> 1. Obstructing hallways 2. Blocking fire exits 3. Propping doors open 4. Improper use of alarmed door 5. Smoking in the building 6. Leaving cooking pots unattended
<p>Noncompliance with officer's orders:</p> <ol style="list-style-type: none"> 1. Willful disregard and/or interference of orders of officer: fire, police, Public Safety, or residence hall personnel 2. Neglect/refusal to exit residence hall at sound of fire alarm
<p>Possession of incendiary devices:</p> <ol style="list-style-type: none"> 1. Matches, lighters 2. Incense 3. Candles 4. Halogen lamps 5. Fireworks, smoke bombs, flammable liquids 6. Space Heaters 7. Toasters 8. Open coil heating device, hot plates, etc.
<p>Use of incendiary devices:</p> <ol style="list-style-type: none"> 1. Matches, lighters 2. Incense 3. Candles 4. Halogen lamps 5. Fireworks, smoke bombs, flammable liquids 6. Space heaters 7. Toasters 8. Open coil heating device, hot plates, etc.

APPEAL PROCESS: Appeals must be submitted in writing within 5 business days of the incident.

FOOD DELIVERY

Restaurant food delivery orders will not be accepted during Sabbath hours.

FRATERNITIES, SORORITIES AND OTHER UNAUTHORIZED CLUBS

Due to the exclusivity of fraternities/sororities, and the fact that initiation activities and internal codes of performance and behavior are often in conflict with the standards, expectations, philosophy, and mission of Andrews University, such groups are not permitted on the Andrews University campus, and membership or attendance may result in major disciplinary action. This includes all fraternity or sorority activities, recruiting, and symbols. Student Life can give you information on how to establish a sanctioned campus organization.

FURNITURE

Room furniture is not to be moved out or dismantled, or moved from commons areas. Violators will be assessed a fine of at least \$10 per item. Both beds and dressers must remain in the room at all times, even if you room alone. If you would like the beds bunked or un-bunked, leave a repair slip at the West Desk, signed by both roommates and housemen will respond as quickly as possible: thank you for understanding that they will either bunk or un-bunk your beds ONCE, so be very certain how you want the furniture configured for the entire year before submitting the slip. At the beginning of the school year, the greater number of these requests means it takes longer to get to each work order, but they will work hard till are all completed. Beds may be used singly or bunked, but because of risk to life and property the following are not permitted and will result in fines of at least \$10:

- resting one end of frame on dresser or other furniture not made for this
- stilted or “trundled” underneath, unless designed to do so

Housekeeping will be happy to help you determine whether your clever suggestion is doable/safe. Lamson is gradually purchasing L-shaped loft beds, which are to remain in the rooms for which they were purchased.

Furnishings, sofa cushions, pictures, etc. removed from their place, whether taken to your room or elsewhere, is theft and will result in serious discipline and a fine. Removing these items from their proper places even for a short time limits their availability to others. Rooms may be checked at any time and these items will be returned to their proper location.

GENTLEMEN VISITORS

Andrews University’s residence halls are, quite intentionally, not co-ed. Gentlemen are welcome during Open Houses, in the main lobbies during posted hours, in the chapel for programs designated as co-ed, and in the first floor kitchenette when appropriately booked. Gentlemen found anywhere in Lamson Hall other than approved times and locations may be immediately suspended, as will be the young ladies in their company. Women found in any area of a men’s Residence Hall other than in at approved times and locations (till earliest curfew and in main lobby only) will be immediately suspended as will be the young men in their company.

Lamson’s North and South doors and foyers are for the convenience of Lamson residents only. Loitering and/or affectionate conduct at these entrances is inappropriate and inconsiderate. The area between the double doors at west is not a meeting room, either; please either visit with your friend in the lobby or outside the exit, depending upon the time of day.

Your guest may visit in the East or West lobbies, and must exit by 11:00 pm, 1 am (12 am—East) Saturday night. These lobbies are public places, so dress and act accordingly: no excessive public display of affection, music/sound equipment, night clothes, boisterousness or eating. Appropriate coed games are acceptable in the lobby.

GRADUATE STATUS

Following the submission of a Graduate Status application, those who are 22 or older are granted Graduate Status, a revokable privilege. Graduate status residents are expected to live by the same moral code as any other Christian woman, so refusal to comply with Andrews University and Lamson Hall guidelines will result (besides usual disciplinary responses) in revoking of graduate status, and may jeopardize your stay in Lamson Hall at Andrews University. You must reapply for graduate status at the beginning of every Fall semester.

Evening accountability: Graduate Status students are still expected to be in each night, but do not have a set curfew. They will be visited by their RA/SD for "Wellness check," must submit an overnight leave any night they will not be in, and are to sign in/out whenever leaving/entering Lamson Hall after door closing.

GUEST ROOMS

Parents of current Lamson residents are welcome to visit in campus guest rooms, as space allows, at 50% of the room's usual rental rate. Stays are always limited to a stay of less than a week, and to two days at fall check-in time. To reserve a campus guest room, call 3360 in advance.

In concern for resident safety, male guests will be housed in the men's residence halls or the Campus Center, not in Lamson Hall.

As space allows, current Lamson Hall residents are allotted one vacated student room for their graduation weekend use. Of course, once a resident has checked out of Lamson Hall, she is no longer entitled to these or other resident privileges.

GUESTS IN YOUR ROOM

Guests staying in your room overnight must register at West Desk; those who fail to register a guest may be charged for their guests' stay. Registered guests may stay in the room of friends without charge for a total of three days/nights per semester, and will be charged the daily resident rate for each additional day of their stay. Children are not permitted as overnight guests and aren't to be babysat here, both to preserve an environment conducive to sleep and study, and in concern that this environment is not suited to the needs of children.

HAIR CUTTING AND DYING

Hair is not to be cut or dyed in Lamson's kitchenettes or lobbies. When doing hair care in your room, be sure to clean up thoroughly, being especially careful when dying hair, as dyes can cause lasting damage for which you will not want to pay! Cutting a gentleman friend's hair? Arrange to do so at a home in the community.

HEALTH AND WELLNESS PROTOCOL

At Andrews University the health and well-being of students and of our campus community is of primary importance and therefore the University retains the right to intervene as deemed necessary to help protect health and safety.

Observations of behaviors and activities that appear to jeopardize, threaten or endanger the health or safety of a student or others will be carefully evaluated. Such observations may include a suicidal ideation or gesture, self-injurious actions, aberrant or dysfunctional behavior or other health and mental health conditions that may compromise the health and safety of the student or others.

When these behaviors are observed by any member of the campus they should share it with the vice president for Student Life and/or the University Student Intervention Team (USIT) via usit@andrews.edu or established communication channels. If there is a direct or imminent threat the observation should be directed to Emergency Services (911) or to the Office of Public Safety (471-3321).

The vice president for Student Life and/or the University Student Intervention Team (USIT) will carefully review, investigate and substantiate the observations in the context of the student's comprehensive record for the purpose of evaluating the current level of risk or dysfunction. The USIT may consult with relevant University personnel to identify intervention strategies and/or to implement the intervention plan. This plan may lead to both voluntary or involuntary intervention processes and a voluntary or involuntary medical leave that includes the following protocol:

- The University will utilize standard care to ensure the student's safety, removing objects that may cause

harm from his/her possession and facilitate a plan to provide protective care for the student until an evaluation can take place and/or treatment is initiated

- University Medical Specialties and/or the Counseling & Testing Center may be consulted. This consultation may include a determination of whether the student should be taken to the nearest emergency room for an immediate evaluation. (In some emergency cases, as deemed necessary, students may be transported by ambulance directly to a local emergency facility following a 911 call)
- The student may be required to consent to the release of pertinent reports and corroborative information from previous health care providers and educational institutions to the health care professional providing the current evaluation in order to provide a comprehensive view in determining the best intervention plan
- Parents, legal guardians, spouse or family designee (as reflected in the student's emergency contact records) generally are notified and asked to share relevant information and to provide care during the evaluation process. The University strongly recommends that students remain in the care of the local emergency health care facility until the parents of the student transfer the care to the student's caregiver
- Residence hall students may not be able to reside in the residence hall during the evaluation process or medical leave—unless their parents are present to provide their care or have designated a caregiver to provide their care. The residence hall staff is not able to provide the necessary level of care
- The student may be asked to obtain a psychological assessment from a licensed, doctoral-level psychologist
- The student will be asked to sign a release of information consent form
- The student is responsible for all fees related to assessments required to determine their readiness to return to the classroom and campus environment
- The student may be required to request that a written report of the findings of the psychological assessment (including a Student Readiness Report Form) and recommendations related to the student's readiness to return to the rigors of campus life and for ongoing care be submitted to the vice president for Student Life and/or the USIT
- The vice president for Student Life and/or the USIT will review all corroborative information, professional evaluations and recommendations to determine the student's readiness to return to the rigors of the classroom and campus environment
- The medical leave is generally one semester and may be extended as deemed necessary by the vice president for Student Life and/or the USIT, following review of all relevant information. Students or legal guardians may also request further extensions of the medical leave with appropriate documentation
- In determining the duration and extension of the medical leave the vice president for Student Life and/or the USIT may require from the health care provider/psychologist providing the care, documentation of a sustained period of stability
- Students authorized to return to the classroom and campus environment are required to participate in any aftercare treatment program prescribed by their health care provider/psychologist to maintain their status as a student
- The continuing status of the student will require the fulfillment of this protocol. Failure to follow a directive of a University official is a violation of the Code of Student Conduct and will jeopardize the status of the student

HEALTH CLUB

Lamson Health Club is located in Lamson's West basement. Membership entitles you to the use of Treadmills, Stairmaster, Elliptical Fitness Cross-trainers (EFX), Lifecycles, Nordic Track trainers, over 1,000 pounds in free weights, a variety of Nautilus machines, dry sauna, spa, body fat analyzer, etc. Aerobics classes meet in the aerobics room adjacent to the Health Club. Massage Therapy and selected aerobics classes are available at additional fees. For rates, schedules and info call 3449.

HEALTH INSURANCE

Students are charged an automatic and non-refundable charge for student insurance. Contact Human Resources if you have questions or for information about how to opt out of this plan.

HEALTH SERVICES

Residents can count on 24 hour-a-day access to medical professionals who are “on call” for emergency campus needs, and access to the University Medical Center during their usual hours of operation. Should you need to see the doctor during usual office hours, call for an appointment, at the same time making it known if you’ll need transportation to the Medical Center. Ask them for a written note of confirmation while there, in case teachers need it to determine excuses. If you leave for more than a weekend due to ill health, be sure to notify Dean Muñiz so she can adjust your evening accountability records.

Should you feel the need to go to the hospital emergency room, first contact the Dean on duty. She will call the doctor/ER with you and help assess that the trip is necessary. Should a medical or psychological emergency require intervention, a “University treatment team” (doctors, counselors, deans, etc.) will pool their insights and observations in order to make the wisest possible decision. Parents will be notified, and teachers advised that the student is not intentionally skipping classes. Costs arising from the assessment and treatment of such an emergency will be assumed by the student and/or her family, just as would have been the case had her family intervened at home.

If you have a health challenge that could impact your safety while away from home, or impair your ability to evacuate the building in the event of an emergency, such as a hearing impairment, history of seizures, etc., please contact a Dean immediately upon reading this.

University Medical Center	473-2222
Lakeland Hospital, St. Joseph	983-8300
Lakeland Hospital, Niles	683-5510

HONOR STATUS

Students having completed their freshman year may qualify for additional privileges by applying for Honor Status. Contracts outline specifics, and are available at the West Desk. Those applying must have lived in Lamson Hall for at least one full semester prior to application, and have had an excellent citizenship record (as defined in the contract) for at least the preceding semester. You must reapply for honor status at the beginning of every Fall semester.

The criteria for each class follows:

- Senior/21 Honor Status: must have earned at least 87 credits or be at least 21 years of age, have a cumulative GPA of at least 3.0
- Junior Honor Status: must have earned at least 57 credits and have a cumulative GPA of at least 3.0.
- Sophomore Honor Status must have earned at least 25 credits and have a cumulative GPA of at least 3.0

All honor status residents are expected to fulfill and exceed expectations for appropriate, modest, and truthful lifestyles.

HOUSING

Room Assignments

Incoming Students: Incoming students who request to live in Lamson Hall must have completed a room application and paid the \$200 deposit before a room assignment can be considered, and the deposit must remain on file until final checkout. The Housing coordinator, Dean Phillips, makes all room assignments and is responsible for approving or denying room and roommate changes and consolidating vacancies. Assignments will normally be made on the basis of two students per room. Rooms are to be occupied only by the students assigned to them. A student’s right to occupy a room may not be transferred by the student.

Walk Ins: Students who apply after permanent assignments have been made, who have not completed an appli-

cation form and/or not submitted a deposit, may be placed in supplemental housing. Supplemental housing is a temporary placement with one or more roommates, or in a converted lounge or guest room space. As cancellations are received, students in supplemental housing will be assigned to a permanent space.

Returning Students: During Spring Semester, continuing residents who have chosen a roommate and have paid a housing deposit will have the opportunity to secure their room assignment for the following school year. A student's class standing will determine the selection order. Students can request a specific roommate, and must have a roommate in order to reserve a specific room. While consideration is given to roommate preference requests, it may not be possible to grant requests received after June 1: though every effort will be made to honor specific roommate/room/hall requests, such requests are never guaranteed. Room Assignments are considered annual contracts for both semesters of the academic year. More information about this reservation process will be given during the school year. It is the policy of the University to assign roommates without regard to race, color, national origin, age, or handicap

Consolidation: Housing reserves the right to consolidate rooms to ensure full capacity, and may move students to another room when such consolidation becomes necessary. All room changes must be completed within five (5) school days after notification to consolidate. All residents who have not contracted for a single room, and who do not have a roommate, must either find another roommate or be assigned to live with another resident. If a resident's roommate moves out of the room, and another roommate is not assigned to the room, the student may have the option of entering into a single room agreement and will therefore be charged the single room rate. This provision is offered as long as the roommate moved out of the room through no fault or cause of the student remaining in the room. However, it is important to bear in mind that Housing retains the right to assign another roommate to that room, should it be deemed necessary. If you are alone but have not requested to be you may:

- find a roommate
- expect to be assigned a roommate, and keep room in readiness
- expect the room to be used to house visiting groups (music festival, college days, etc.)
- residents who refuse roommates, who make use of both sides of the room, or whose 'cleaning' practices or 'welcomes' make others unwilling to room with them may be automatically assessed the single occupancy fee or be required to move.

Single occupancy: Housing in Lamson Hall is double-occupancy, that is, two residents per room. Since rooming alone limits availability of space for both new residents and for those wishing to change rooms, single housing is not always available. But when it is, you will pay a single housing charge (an additional 75% of the double rent rate) if you wish to live alone. In each year that space allows, a single room drawing is held giving students of every class standing an equal opportunity to apply for single housing.

Roommate mediation process: We are committed to roommate mediation as our dispute resolution process. Roommate mediation is an assisted dispute resolution process in which you discuss your concerns with your roommate in a controlled and respectful manner in the presence of your RA.

We feel strongly that disputing roommates should make an honest and sincere attempt to reach a resolution, including participation in roommate mediation, believing this will teach life skills. We will not simply arrange for a room switch as a solution for disputants. Since disagreements often arise from a lack of communication, we have learned that discussion facilitated by a residence hall staff member is a process with proven positive results.

"If matters of difficulty between (roommates) were not laid open before others, but frankly spoken of between themselves in the spirit of Christian love, how much evil might be prevented! How many roots of bitterness, whereby many are defiled, would be destroyed, and how closely and tenderly might the followers of Christ be united in His love." Thoughts From the Mount of Blessing, p.59. So before talking with others about your roommate, talk things over with her.

If your attempt to reconcile your differences is still not successful, contact your RA to obtain a 'Room Change Request Form.' Please note that your RA will NOT hand you a Room Change Request form if you have not completed a Roommate Agreement Form and gone through the steps of the Mediation Process. Participating in the room change process does NOT guarantee a new room assignment, except in cases involving Mutual Trades.

Room changes: Room changes are permitted for students if and when roommates are having adjustment

problems and for other special circumstances. Prior to a room change being approved, students are expected to have made a good faith effort toward resolving the roommate situation. This includes completing a Roommate Agreement Form, discussing the situation with the RA or professional staff member, going through the mediation process, and completing a roommate conference if requested.

Four basic criteria must be met for a change to occur:

1. Students involved have done their best to resolve roommate situation
2. Vacant space is available
3. Students affected have each consented to the change
4. The Housing coordinator has approved the change

Room Freeze Period

Room changes are available after a two-week room freeze from the beginning of each semester.

Room Change Period

Students may apply for a room change during the three week room change period that follows the room freeze. Any room change initiated after this time will come into effect only in the following Semester. After this period, only mutual trades will be granted for the current semester. Residents are welcome to initiate and apply for a room change for the following semester.

ROOM CHANGE FEE

Room changes other than Mutual Trade changes may incur a fee. This will help to defray administrative costs involved with the process: payment must be paid in cash or check prior to the move.

ROOM CHANGE FREQUENCY

Only one room change can be granted for any given school year, as repeated moves are tough on students, roommates, and administrative staff records.

MUTUAL TRADES

These can happen any time of the school year and do not incur a room change fee. A mutual trade is when all residents of two rooms agree to switch rooms and roommates. Each person obtains a Room Change Request Form from their RA, and completed forms must be handed in personally to the Housing Coordinator. Due to the nature of this type of request, all parties must be in absolute agreement, without a hint of embarrassment or intimidation!

Room care

To foster good relations and mutual respect, roommates and suite mates share the responsibilities of room and bathroom care. In fact, if house-keeping must specially clean your shower during or after your residency, you will be charged for this additional cleaning. Extreme uncleanliness may jeopardize your status as a residence hall student. Rooms may be spot-checked for cleanliness, appropriateness and fire/safety hazards, and changes/charges implemented as needed.

To foster cleanliness, and make final checkout more pleasant for student and housekeeping staff alike, Lamson will conduct suite room shower checks at the middle and end of each term. We're hoping these will encourage you to keep your showers clean, both for your own daily benefit and to avoid the resulting charges if you decide not to.

Room charges

Residence Hall 'Package' Plan for Fall and Spring Semesters:

Rent	\$1,835.00	each, per roommate, 2 to room
	\$3,215.00	single occupancy

Semesters are figured as being about 105 days each. If arriving early, or staying later, the daily rental rate is charged as follows: \$18.00/day (double occupancy) and \$31.00/day (single occupancy).

Meals: Undergraduate residents younger than 22 will be on the meal plan.

Lamson Hall exists to house *currently* registered Andrews University students. If you are not financially cleared for a semester you will not be permitted to move into the residence hall.

If at any time during the school year you are unable to register, rent cannot continue to be billed to your account, and you must move out. Exceptions will be made only for those with excellent citizenship records and after securing the signatures of departments indicated on a petition slip obtained from a Lamson Dean or from Student Services, and should be returned to Student Services within 7 working days.

Residence hall rent is based on double occupancy, which means that each resident should plan on having a roommate. Your rent includes a number of services: keep in mind that once you've moved out of Lamson Hall, you no longer have access to these services: they are exclusively for the use and benefit of those whose current rent makes them possible. Your rent includes: rent; electricity; water; trash removal; monthly phone line charges; unlimited free local calls; reduced rate at Lamson Health Club; access to low-cost laundry facilities; use of the Lamson Hall computer lab; 50% off current rate for your parent's guest rooms; free room for your graduation guests; basic cable access; access to residence hall treats such as cookie days, soup nights, etc; limited health services, on-call physician services, limited services at University Medical Specialties; and daily wake-up service via Desk.

Summer charges: student housing lengths vary widely, so it's best to figure out your housing charge based on per-day charges. Multiply the number of days you'll be here by the daily rate to find the amount you'll be paying. If you are here for summer, you'll see one charge on your statement from the day you arrived till June 30 (the end of the fiscal year) a second charge for July 1 to either the length of your stay or through summer graduation, and another charge from August graduation weekend to summer's end.

Between sessions: If you live in Lamson Hall fall semester, and return to live in Lamson Hall for spring semester as well, there is no additional charge for the time between fall and spring semesters. However, if you aren't returning to Lamson spring, you are to move out of residence at the end of fall semester final exam week. If you choose to move out of Lamson following or during the break; you will be charged for each additional day after the package plan ended for the previous semester: transfer students need to move in during this time. Since you have not paid for these additional days, you are not being penalized for the extra time, but charged for time for which you have not yet paid. Those living in Lamson during spring semester who are not spring graduates, and aren't staying for summer, must move out by the night of their last test. If you have late day exams, contact the Housing Coordinator. Those living in Lamson for the summer but who are not staying in Lamson for fall must move out at the end of summer session, or at least by the end of August graduation weekend. At that point, our priority has to turn to those who'll next be registered for classes, not those who no longer are.

IDENTIFICATION CARDS

ID cards are needed for access to Lamson Hall entrances, checking in for worship attendance, signing in and out of the residence hall at curfew and roomcheck, checking in/out for work, charge privileges, vending machines and for personal identification on campus. Please comply whenever a Public Safety office or any other staff person requests presentation of your ID. If you lose your ID see Food Service. If you experience door access difficulty with your ID, sign the ID access list at West Desk: if that doesn't resolve the problem, see Dean Madrigal during her hours on duty or the Administrative Assistant Monday through Thursday, between 8:30 am –3:00 pm.

INSURANCE, RENTER'S

Check with your parent/s or legal guardians to see if you are covered under their *homeowner's insurance* or if you can be. If not, we recommend that you personally take out renter's/personal property insurance.

INTERNATIONAL STUDENTS

Andrews University feels itself to be blessed in having so many students from other countries and cultures, and don't want to lose them through lack of adherence to immigration laws. Remember that the Immigration Naturalization Services (INS) has very specific guidelines for maintaining your status. Among them are specifics regarding class hours necessary and work hour limitations. Full-time class enrollment is required in every semester

you are authorized to attend. Be sure not to drop below the minimum credits except for medical emergency or academic emergency justified by a letter from your advisor. INS permits F-1 students to work on campus only up to 20 hours per week during the school year. Vacation periods allow full time work.

If you are an international student finding it difficult to understand a Lamson Hall memo, policy, or publication, we want to help. Let us know!

KAPPA PHI GAMMA

Kappa Phi Gamma is the women's club in Lamson Hall. Keep your eyes open for social activities sponsored by KPG. Share with the Lamson women's club officers or Dean Muniz your ideas and interests, and let them know how you'd like to have an active role in KPG this year! Officers this year include:

President:	Anabel Dominguez
Social Vice-President:	Rhiannan Francis
Spiritual Vice-President:	Jharony Fernandez-Heredia
Secretary:	Stephanie Lerner
Treasurer:	Stephanie Murphy
Public Relations:	Danika Gallatin
Music Coordinator:	Tonya-Mae Ross

KEYS

After your initial check-in, room keys may be obtained from the West Desk. Because lost keys jeopardize the security of future residents, key replacement cost is \$75 for each room key and \$10 for each drawer key lost or not turned in at end of residency. It is essential that you take your keys with you at all times, since the University is not responsible for loss of personal property. It's in your best interest to develop the habit of taking your key with you: there won't always be someone available to open your door.

Checking out a temporary key: Should you occasionally, temporarily misplace your key, you may check out another key to your own room at the West Desk. You will need to confirm your identity by bringing your ID card, and must return the key promptly. Understand that if you don't return it quickly, you can expect a major fine, and/or to assume the cost of having your room re-keyed, a safety precaution for future residents of that room.

KITCHENETTES

Kitchenettes are located on 1st, 2nd & 3rd east and in the southwest basement. They are closed from 12:30am—7 am, and briefly during the daytime for cleaning. Only the 1st East kitchenette may be used for co-ed use, and such use is limited to weekdays from 5-11 pm, and Sabbaths, each with prior reservations only at the Administrative Assistant's office: use of this facility does not include use of the lobby. (Also See REFRIGERATORS)

Cooking or baking left unattended can start fires! And has. You just cannot leave cooking items unattended: if this happens, expect a HEFTY fine. And if your action results in a fire, even though you didn't do so on purpose, you'll be accountable for all the damages and repairs caused by your neglect....the safety of all is worth our caution: please, be careful!

Personal trash is never to be deposited in kitchenettes: if you leave other than cooking-generated trash there, we will charge you for the dumpster 'take-out' service. You are responsible for any additional posted regulations. Most kitchenette refrigerators are locked for your food's safe keeping. You may rent a key from The Administrative Assistant for a \$10.00 refundable deposit and a \$10.00 rental fee per semester. Food stored in the refrigerators is placed there at your own risk and must be clearly marked with your name and the date left. Unmarked, old or otherwise offensive food may be discarded by the housekeeper at her discretion. If you are providing your own meals, it's best to bring/rent a refrigerator for your room. See the Administrative Assistant Monday through Thursday between 8:30-12 and 1-3 for micro fridge rental information.

During the Summer: During the summer the 3rd East and the West Basement kitchenettes are exclusively for the use of female Lamson residents. 2nd East Kitchenette is available for use by male and female convention guests housed in Lamson, and you may use the 1st East kitchenette as needed, reserving it for coed groups with the Administrative Assistant.

LAMSON GYM

This area, in the East Basement next to the Health Club, offers space for scheduled Health Club aerobic classes, personal study, instrumental practice, etc. To protect the aerobic flooring, no chairs, food or drink is allowed.

LAMSON LETTER

This e-mail newsletter for Lamson residents includes not only news and program updates, but schedule changes and policy updates printed nowhere else: since policies discussed or introduced through the Lamson Letter are as officially binding as is this Handbook, plan to read each issue carefully. Submit any Lamson Letter information or suggestions to Dean Phillips by Tuesday at 1 pm. And check your AU e-mail often.

LAUNDRY FACILITIES

Coin operated facilities are available on each floor, and are closed daily from 2-7 am. The cost is the lowest around, as your rent already subsidizes overhead costs; so only current Lamson residents are allowed to use these facilities. Should you encounter others doing so, notify a Dean or Housekeeping. Laundry supplies are available from the vending machines located by the mailboxes. In preparation for Sabbath, laundry rooms are closed one hour before sundown and unlocked after sundown Saturday night. The East Basement laundry room is reserved mornings by Lamson Housekeeping, and is not available at all during the summer.

Please exercise good judgement as you launder. Don't overload a machine, and don't wash blankets or bedspreads except in larger, commercial size machines: there's not enough room for the agitator to work safely. Check the machines for dyes used by the last person, and check pockets for pens, tissues, etc, as Lamson cannot take responsibility for damage caused by such things. If out of order, please post an "out of order" sign on the machine and notify Housekeeping, and contact the Administrative Assistant for refunds.

LOBBIES AND LOUNGES

Floor lounges in Lamson are exclusively for the quiet use residents, intended as places of talk and study, and not to be used for eating, watching tv, etc.

You may visit with your gentlemen friends in the main East and West lobbies when they are open to the public. During summer and during long vacations, the East lobby is closed to all gentlemen. To keep these areas attractive, food and drink are not allowed there. Please monitor your volume, especially at night. Be fully dressed in these lobbies, as housemen/guests may be in the halls during the day. In the 2nd and 3rd floor lounges, robes and pajamas are fine for night wear, but as guest rooms are adjacent to 1st floor lounges, bath robes are recommended. The lobby couches are for sitting, not sleeping, since they cannot be routinely laundered.

You are welcome in the Meier or Burman Hall main lobby from 5:30 am till the earliest curfew, and never to be in other areas of the mens' residence halls unless there for a public function, such as a worship service or open house.

Use of personal equipment for playing music or for viewing videos/dvds is permitted only with the use of headphones. Double headphone jacks and headphones may be borrowed from West Desk in exchange for an ID card. Please remember that videos and movies must be in keeping with conservative Christian values. If you are viewing questionable material, you will be asked to shut down your equipment or change material immediately.

LOFTS

Though we do not encourage the building of lofts, students may choose to acquire them if they adhere to rigorous guidelines and specifications designed to maximize the safety of the room occupants. Guidelines and applications may be obtained from West Desk and approved prior to building. Failure to obtain a building permit before construction will result in a \$50 fine, and if it doesn't meet safety codes, the loft will be dismantled. Both roommates must agree to want a loft and must take all responsibility for its cost, construction, and for making sure it is completely disassembled, removed, and beds reassembled before checkout, and all must be removed before summer. If you sell your loft, the new owner must obtain a loft contract of her own, and you are still responsible for the loft till it leaves your room. If a loft is not disassembled prior to checkout, and Lamson staff need to do that work, the owner will be charged for the labor, and may forfeit the loft. For additional information regarding loft construction, pick up the loft specifications guidelines and contract at West Desk.

LOST AND FOUND ITEMS

Items 'found' in Lamson Hall should be taken to the Custodial Supervisor's office. Items not claimed within one month will be disposed of. If you believe your "lost" item may have been stolen, report it to Public Safety and/or the Berrien Springs Police Department.

MAIL

Outgoing mail is collected at about 10 am, from the mail slot at West Desk. Incoming mail is distributed to the west basement mail boxes by mid-afternoon; because weekend and holiday mail is not delivered to campus on weekends, an exceptional amount of mail is delivered on Mondays, and so it may take longer to pass out mail on Mondays. Express mail is held at West Desk; bring a picture ID when you pick it up. Also check your mailbox daily for messages and announcements. Federal law requires that all mailboxes remain closed and locked. Should mail be incorrectly delivered to your box, please slip it into the slot beside the mail room door. Because announcements, flyers, memos, package slips may be in your mailbox, it's important that you check/empty it daily even if you aren't expecting mail, and check it one final time before final checkout.

A full address, including your room number, will insure most efficient service. If you change rooms, it is your responsibility to notify your loved ones and business contacts immediately.

Get change of address forms from the post office, or change your address online at MoversGuide.usps.com Once you move out of Lamson, **mail cannot be held for you**, and will be forwarded. If you experience difficulty with your mailbox or with mail service, see Dean Muñiz.

Limit your mailings to materials that are in accordance with conservative Christian values. Things of a sexually explicit nature, pertaining to alcohol or other drugs, etc., are not accepted.

NOISE

We know that these small rooms are your "home away from home," and truly want you to feel at home in them. We know that friends, music, etc are part of that 'being at home' feeling. Yet, at some point, your music and conversation can become unwelcome noise to other resident. And at some point, that noise stops being annoying and begins to be perceived of as lack of respect (and may well be). Understanding this will help you to see why it is seen as such a serious issue in residence hall settings. Living in close quarters with hundreds of others it is essential that each one's noise not interfere with the study or sleep of another student.

We suggest responding to noise concerns in the following ways:

- First, kindly approach the responsible party yourself.
- If that is not effective, alert your RA at the time the noise is occurring and let her know this is not the first time.
- If the noise continues, contact the SD or Dean on duty at the time the noise is occurring, letting her know the noise history to date.

In general, every time a resident is spoken with by a staff person, the contact is reported and documented, and residents can expect to receive written confirmation of these conversations. Because the University is committed to

providing an atmosphere conducive to quiet study and mutual respect among women, violations will be documented, and violators will receive these consequences (serious offenses may skip response steps):

First and Second Incident: Verbal counsel by Lamson personnel, followed by documentation.

Third Incident: Verbal counsel by Lamson personnel, followed by documentation, **plus** a Letter of Warning, with copy mailed home.

Fourth Incident: Letter of Residence Hall Probation, (copy mailed home) including any of the following; confiscation of sound equipment, stereo or TV/VCR; being moved (at Deans' discretion) to another room with or without present roommate; no visitors allowed; being banned from visiting other rooms; having a curfew after which friends may not enter your room; referral to the Vice President for Student Life. Parent/s or legal guardians informed, copy of letter mailed home.

Additional Violations: Letter of Suspension. Parent/s or legal guardians informed, copy of letter mailed home. On Quiet Halls, even more respectful behavior is expected. If those on Quiet Hall cannot self-monitor their noise or that of their visiting friends, they will need to move from quiet hall, and/or cannot reserve a room on Quiet Hall the next semester.

If you think this is being taken way too seriously, you obviously are not someone whose sleep and study have been compromised by neighbors. Lamson Hall is committed to doing whatever it takes to make these halls conducive to academic success and inter-resident respect.

PERSONAL DEVOTIONAL LIFE

We hope you chose Andrews University because of your desire to be a fully-educated Christian woman. We believe that the strength to live such a life is possible only through an ongoing, personal relationship with God. We believe corporate worship to be an important component of that relationship, but know that it alone does not provide adequate spiritual nourishment. Take and make the time for personal meditation and study. We'd be delighted to assist you in establishing your own devotional program, so feel free to talk (and pray) with a Lamson staff member or Chaplain.

PETS

Animals are not allowed in Lamson Hall, fish in small tanks being the only exception. *And if you go away on vacations, it is entirely your responsibility to arrange for their care and feeding.* If any animal/bird other than a fish is found in your room, in addition to removing the creature, you will incur a \$50 fine. If you love these pets, you won't put them in jeopardy by bringing them to a place where they are not welcomed, where their presence may trigger a student's allergies, and where their discovery will require that you immediately find them a new home.

PUBLIC DISPLAY OF AFFECTION

You'll be expected to maintain appropriate decorum in all Lamson lobbies and entrances, remembering that these are public gathering places. Inappropriate behaviors include lying or sitting on each other, sleeping or stretching out on the couches or on the floor, etc. It has to do with modesty, with keeping private things private, about knowing how to be not only a woman but a lady, and having some respect for yourself and for others. In fact, you are responsible not only for your own behavior, but for that of your gentleman friend as well. Any staff member may address you if your behavior is out of line, and may ask you to leave if no change is evident. You're better than this, and deserve to be treated-and to treat others-with respect.

PUBLIC SAFETY

Security is everyone's responsibility. Public Safety officers provide valuable service to Lamson Hall residents, helping in such diverse areas as reporting and investigating theft, marking and recording electronic equipment, providing security escorts, and aiding in medical emergencies. Their role on campus is needed and deserves your respect and cooperation: failure to cooperate will result in disciplinary action. For information on a Public Safety escort, call 3321.

RESIDENT ADVISOR

Resident Advisors (RAs) live on Lamson's halls, and are involved in coordinating programs to meet the academic, physical, social and spiritual needs of their residents. They try to get to know their residents, and work to create a sense of community as they invite people to become involved with projects, community service, worships, educational seminars, etc. If you have concerns about your hall, a class, roommate or friend, your RA is a good person to go to.

As your RA strives to keep this environment conducive to sleep, study and growth, she may sometimes ask you to make less noise, stop talking in worship, etc. It's not easy for her to be a student and represent residence hall/ University policies. Please respect what she says to you: then if you have concerns about what or how it was said, share these with a Dean.

REFRIGERATORS

Residents may bring their own small refrigerators as long as they are a maximum of about 3-4 cubic feet, or you can rent them from Lamson Hall.

Lamson Hall rents Micro-Fridge units containing both a refrigerator and microwave. These units can be rented from the Administrative Assistant's office only, and only during these hours: 8:30 am -12pm and 1pm—3 pm Monday through Thursday. We also make several large refrigerators available for residents' communal use, see the Administrative Assistant for information on renting a key.

REPAIR REPORTS

If something in your room needs repair, fill out a repair report at West Desk. Work orders are called in to Plant Service by the Dean on Duty or Facility Management Maintenance: please do not call Plant Service yourself, they can't respond to a call unless an official work order is made. It's your responsibility to notify Lamson Maintenance if your repair is not completed in a timely fashion: we want to know if a problem persists!

If you are requesting something that affects both you and your roommate, such as asking that beds be bunked or un-bunked, please either put both signatures on the work order, or indicate that you room alone.

RIGHTS OF ACCESS

The University reserves the right of residence hall deans, authorized representatives, or an administrative officer of the University to enter and inspect a student's room whenever deemed necessary. This includes, but is not limited to, the right to inspect the contents of any locked containers and inspection for illegal substances, firearms, alcohol, tobacco, fire and safety hazards, cleanliness, and orderliness. The student, by accepting a room in one of the residence halls, acknowledges and authorizes this procedure. Decorations such as calendars, pictures, posters, or drawings not in harmony with the ethical and moral standards of the University may be removed by residence hall staff. In addition, it is sometimes necessary for University staff members to enter student rooms for the purpose of fulfilling maintenance and repair requests or to insure the observance of basic safety and health procedures, including checking smoke detectors and window screens, and conducting nightly roomcheck. While fulfilling their administrative responsibility to enforce University regulations, members of the Student Life staff may enter student rooms when deemed necessary.

SABBATHS

Seventh-day Adventists observe Sabbath from sundown Friday to sundown Saturday. Discover the rich blessings awaiting you at the numerous Sabbath Schools and church services at Pioneer Memorial Church, New Life Church, and other local churches, and we hope you'll also plan to participate in outreach programs.

During Sabbath hours, residents are expected to honor the commandment, "Remember the Sabbath day, to keep it holy." In particular, we'll thank you to choose not to watch secular tv or play secular music during Sabbath hours. Understand that our strong Adventist values mean that if you choose to do otherwise, a staff person will need to follow through, which could mean losing the right to the use of tv or sound equipment. Your off campus employment is to respect Sabbath values as well.

SAFETY

Security policies are created out of concern for your welfare. You can help maintain your own safety by following all Public Safety guidelines and by using common sense safety practices. Advance planning can help keep you and your belongings secure. (also see PUBLIC SAFETY)

Safety at night:

- Avoid traveling or walking alone after dark
- Stay away from isolated areas
- Try to stay/walk/park near street lights
- Hold your purse tightly, close to your body
- Dress sensibly
- Respect campus curfew (11 pm Sun-/Fri, 12 Sat)

If you're being followed:

- Cross the street, change directions, or seek a busier street
- Keep looking back so the person knows you can't be surprised
- Go to a well-lighted area, such as store, restaurant, gas station, house, residence hall, classroom-anywhere there are people
- Notice and remember as much as possible about the person so you can later give a description

If you're held up:

- Don't resist: no amount of money is worth risking your life
- Notify Public Safety or Police immediately, giving description of approximate height, weight, and details on hair, clothing, jewelry, scars or tattoos-anything that is noticeable

If you're out with someone and it goes wrong:

- Make your wishes clearly known, verbally
- If they're not respected, ask to go to a public place, such as a 24-hour store or gas station, and refuse to get back into the car. Call Public Safety or a Dean to get you home safely.
- On a date, always carry a cell phone, the numbers of Desk and Public Safety, and change, in case you need to use a land phone.

Wherever you live:

- Keep track of your keys
- Don't let strangers in
- Don't leave door unlocked even for short periods, even for someone coming by later or for a roommate who's lost her keys: why put your belongings at risk?
- Keep blinds/shades pulled at night
- Don't use your name on your answering machine

Protect personal and University property:

- Lock the door if you're the last person out of a room
- Engrave valuables (contact Public Safety for details)
- Never leave belongings unattended in laundry rooms, library, hallways, classrooms, etc.

- Lock bike securely on bike rack
- Don't keep large amounts of money in your room: open a local bank account. Keep personal papers and valuables (such as telephone access code) locked in your security drawer. Even in your room, don't leave your purse out in plain sight
- Shred papers with social security or account numbers

In a car:

- Keep doors locked even while driving
- Don't hitch-hike or pick up hitch-hikers
- Lock valuables in trunk
- If car is disabled, remain in car with doors locked, and open the door only for the police
- Park in well-lighted areas, and remember where you park!
- Before school breaks or moves, don't pack car till you're ready to go
- Always lock your car and take the keys!
- Have keys in hand as you approach the car/parking lot
- Notice area around (and in) car before you get in
- Personal alarms may be purchased at the Lamson Health Club.

Campus Walking Escorts: If you are anxious about your walk from your car to Lamson, tell the officer at the gatehouse that you want a walking escort from the PMC lot to Lamson.

Crime Reporting: In caring communities, folks "keep an eye out" for each other. If you notice vandalism, something suspicious, or a potential safety hazard, call it to the immediate attention of the Dean or to Public Safety. If you have been the victim of any kind of crime, or have observed a crime being committed, it should be reported immediately. Although Lamson personnel cannot assume responsibility for your belongings, provide reimbursement, or conduct an investigation, they will assist you in reporting all crimes to Public Safety (3321) and/or the Berrien Springs Police Department.

Tornados: Be aware that mid-March through October is tornado season in Michigan. Andrews University is equipped with an early warning system, located on the top of the Science Complex, which is tested the first Friday of each month at about 3:00 pm. A tornado *watch* is put in effect when the National Weather Service deems conditions favorable for a tornado. A tornado *warning* means that a tornado has been seen, whether it's touched the ground or is still in the air: The siren will sound for the three minutes and then shut off, however, it may go off again if the tornado threat is still present. If you hear the siren, tune into your local TV or radio station. WAUS 90.7 FM will broadcast tornado locations. Each level of all on-campus buildings is equipped with floor plans that indicate tornado shelters within that building.

SCREENS AND WINDOWS

Window screens and rivets are not to be loosened, removed or tampered with for any reason, and are not to be used as an exit or entrance for anyone or anything from the window. Each and any of the above will result in a fine of at least \$50 plus full repair/replacement costs. And be prepared, in addition, for a possible room change and/or suspension. Notify a Dean if you notice any torn or missing screen, because it could mean a security risk for all of us. If your window or screen needs repair, it is your responsibility to report it in a timely manner, and to see that it's resolved: otherwise, expect a charge. Don't keep food between the screen and window: resulting damage (friendly squirrels, for example) will be your responsibility.

SECRETARY OFFICE

The Administrative Assistant's office is open Mon-Thur from 9 am—5.00 pm. Please plan your office business (fridge keys and rental, wedding brass rental, reserving the chapel or kitchenettes, arranging ID access, etc.) during these hours.

SELLING

We know that residence halls are “sitting ducks” for every local and in-house person wanting to sell just about anything. To protect you from constant sales attacks, selling door to door is prohibited. Advertising may be posted only on designated bulletin boards at the exit doors.

STUDENT DEANS

Student Deans are students working as part-time Residence Hall staff. Hours are 5:30-8 and 8:30-11:30 pm, except Fridays when they're on 5:30-8:30 pm. When on duty, they are available to counsel, approve overnight leaves, help you sort out your worship or evening accountability records, pray with you, etc. They are an extension of the Deans' staff: please give them your cooperation and respect.

SUBSTANCE USE, POSSESSION, ABUSE

Andrews University is committed to providing a drug-free environment for learning and working. Such a commitment led the University to establish a Drug-Free Policy which outlines clearly the University's zero-tolerance position and strives to educate its student body on the advantages of a drug-free lifestyle. The University also helps chemically dependent students find resources to aid in their recovery.

A student enrolled at Andrews is expected to remain drug-free while at Andrews. Drug-free means abstaining from the use of alcohol, tobacco and other mind-altering drugs. It also means refraining from the misuse and/or abuse of prescription drugs. The University also upholds all laws which prohibit the possession, use, manufacturing or distribution of controlled substances. The possession of drug paraphernalia and use of “look alike” or designer drugs are also prohibited and considered an offense of the Drug-Free Policy.

Voluntary Referral

All students can choose to voluntarily seek assistance in remaining drug- and alcohol-free. Faculty members, Counseling & Testing or Student Life personnel are available for consultations. No disciplinary action will typically be taken if the student initiates (without prior knowledge by University representatives) a voluntary effort to seek assistance and is faithful in following the plan established for personal growth.

Substance Use/Abuse Counseling is available from the Counseling & Testing Center. Limited services include the following:

- Professional substance abuse assessment
- Individual counseling
- Support groups for chemical dependency

Mandatory Referral

If students are found in violation of the policy, the University will activate the following response.

A first substance use offense will result in a suspension from the University. To be eligible to regain and/or continue student status, the student must fulfill the following protocol:

- Review and reaffirm commitment to a re-entry contract with a Student Life representative

- Sign a release of information consent form with a Student Life representative
- Serve a suspension from classes and all organized campus activities for a minimum of three class days
- During the suspension and prior to returning to classes the student must:
 - * Make an appointment with the Counseling & Testing Center within three days to begin the process to obtain a Substance Abuse Assessment and make arrangements to accept responsibility for fees related to the assessment
 - * Request that the Counseling & Testing counselor submit to the referring entity a summary report with recommendations for ongoing care
 - * Submit verification of compliance with all recommended appointments for ongoing counseling sessions and care
 - * Complete with the Counseling & Testing Center an educational course and related assignments which includes attendance of six sessions as outlined with the course counselor
 - * Complete an exit interview with the course counselor
 - * Submit documentation of the completion of a minimum of 12 hours of community service
- Complete a 10-week citizenship probation that includes the removal of privileges

Violations related to illegal substances or to the responsibility of planning and/or hosting events where alcohol and illegal substances are served will result in a more major suspension. To be eligible to regain and/or continue student status the student must fulfill the following protocol:

- Review and reaffirm commitment to a re-entry contract with a Student Life representative
- Sign a release of information consent form with a Student Life representative
- Serve a suspension which may be a minimum of one semester, during which time the student will be separated from the campus and all campus activities
- Expect that a report will be made to the appropriate legal authorities if the student has violated laws regarding illegal drugs and controlled substances
- Prior to returning to classes the student must:
 - * Make an appointment with a licensed community Substance Abuse Counselor to obtain an assessment and accept responsibility for fees related to the assessment
 - * Sign a release of information consent form with the community Substance Abuse Counselor
 - * Request that the Substance Abuse Counselor submit a summary report of the assessment, with recommendations for ongoing care and verification of compliance with all recommendations, to the vice president for Student Life
 - * Submit documentation of the completion of a minimum of 20 hours of community service

Upon returning and registering for a future semester the student must:

- Complete with the Counseling & Testing Center an educational course and related assignments which includes attendance of six sessions as outlined with the course counselor
- Complete an exit interview with the course counselor
- Complete a minimum 10-week citizenship probation that includes the removal of privileges

Students who have used alcohol or illegal substances or who have appeared to linger in close proximity to illegal substances or drug paraphernalia should be prepared to participate in random, on-demand alcohol and drug screening.

A second substance use offense will result in a minimum suspension from the University for the remainder of the current semester and the ensuing semester during which time the student will be separated from the campus and all campus activities. A request for reinstatement will first require reapplication to the University.

SUICIDAL GESTURE/INTENT (see Health and Wellness Protocol)**SUMMER AND HOLIDAYS**

Lamson houses students 365 days a year, including summer and vacations, so all house rules apply at all times. Since summer students stay a variety of lengths of time, summer housing is based on daily charges. If you are here for summer, you'll see one charge on your statement from the day you arrived till June 30 (the end of the fiscal year) then additional charges for other portions of the summer.

Students remaining for summer may need to move to another area of the residence hall to allow blocks of rooms for the University's summer conference program. If you know in advance that you will need to remain in residence for the summer, you may want to consider arranging a room on a hall used for summer, from which you will not need to move for summer session.

If you accept responsibility for holding someone else's loft, boxes, stereo, etc., full responsibility is yours. If that person does not return, you will assume all costs (and energy) involved in mailing/moving/storing those items. And, holding items for someone else cannot interfere with your ability to provide adequate and fair space for a roommate.

Summer residents not remaining for Autumn semester must check out of Lamson Hall after summer session in order for each room to be made ready for its fall occupants. Residents needing to remain longer will need to make personal arrangements with Dean Phillips.

TELEPHONE

Each room is equipped with telephone service, and you provide your own telephone. In order to place outgoing calls you need to press 9 + number.

Already included in your rent is the cost of your line's monthly service charge and unlimited local calls. Phone fraud (which includes unauthorized use of a long distance calling card/code) is illegal and will result in disciplinary action including Suspension, restitution and possible legal action.

If you are the victim of a prank call, while the caller is still on the line, quickly depress and release switch hook (flash button if hand held), then dial *83, and hang up. Then, call Public Safety (3321), and tell them you've dialed the *83 and need the call traced. They will later retrieve a report from ITS (during office hours). In addition, you may choose to complete a report (available at the West Desk), and take it to Public Safety. It may help you recall and document important details of the call.

In consideration of your roommate and hallmates, please talk quietly and limit late night calls. If you feel you must talk in the hall, please speak near a whisper, so you won't be asked to terminate your call. If you have voice mail, be sure to discontinue service before moving.

TELEVISION AND VCR/DVD PLAYER

A resident wishing to have a TV or VCR/DVD player in her room must obtain agreement from her roommate: Her right to not have one in the room overrides your right to have one. Those with TV/VCR/DVD must also self-monitor noise level, content, and company enjoying your tv too. We expect you to choose programs and videos in keeping with conservative Christian values. Our expectation for Sabbath TV viewing is limited to what is acceptable to traditional Adventist values (e.g. Christian Broadcasting Stations or Christian videos) Violations (either with your own or borrowed equipment) may result in a disciplinary response which will include confiscation/bringing TV/VCR/DVD to Dean's office by midnight of the day it is required of you, and future TV/VCR/DVD privileges being withheld. Basic cable access is included in your rent. Contact Telecommunications for extended cable service.

TRANSPORTATION

The Transportation Department provides service to local airports, bus and train stations to facilitate students' travel to and from home. Reservations must be made in advance, by calling 3519 or 3512. No Sabbath hour runs will be arranged. If you need transportation to the University Medical Center, tell the Medical Center receptionist at the time you make your appointment.

TRASH AND TRASH ROOMS

Trash rooms are located on each floor, from which housemen will carry your trash to the dumpsters. If trash cans are full, please notify Housekeeping, and deposit your trash in the outdoor dumpsters. Restrooms, hallways, laundry rooms, etc, are not your personal trash room, and trash left there negatively affects everyone using those areas; if your personal trash is deposited anywhere except the trash disposal rooms or dumpsters (located at the south and north of the building), a fine of at least \$25 per item will be charged, and trash may be returned to your room.

Pride in our campus home, courtesy regarding shared communal spaces, and a concern for the environment should mean littering doesn't occur in or out of campus buildings. When noted, a \$25 fine per item will be assessed. Thanks for doing what you can to keep this campus clean.

During key weeks of each school year, the trash rooms can't accommodate the larger volume of trash; during these times the rooms are not available and your trash must be carried directly out to the dumpsters.

TRUNK ROOM

As space allows, trunk room storage is available to current Lamson residents, Lamson women who are away for the summer with plans to return in the fall, Lamson women who are Student Missionaries/Taskforce workers/ at Adventist Colleges Abroad, and to Lamson women temporarily away on clinicals/student teaching.

Stored items must be securely boxed and taped, and labeled with your name, room number and home address, ready for shipping, and we suggest you first secure your belongings in a heavy duty plastic storage bag before boxing. Be sure they are secured in the trunk room before you leave: items left in the hallway outside the trunk rooms will either be disposed of or stored at your expense, at the discretion of the attendant.

Semester and summer storage fees is accepted in **cash only**, and are \$60 per space per person. The dimensions of the space are: 36" high x 29" wide x 34" deep. (Note: Standard tall refrigerators will not fit in Lamson's storage facilities. You will need to find other storage arrangements for items of this size or larger.) Only one person's belongings is to be placed in each space. Students who do not return at the end of the semester should arrange payment for an extension of storage privilege or to ship belongings home. All unmarked containers and items left without paid arrangements will be disposed of. Though your belongings are stored at your own risk, a clerk will record items checked in and out, and you will need your receipt in order to check an item out. Trunk rooms are opened upon request (Desk will page housekeeper) during the following times only:

Sunday 10 am to noon & Wednesday 1-3 pm.

Requests to open the trunk rooms other than during posted hours will only seldom be granted, and then only if it is convenient for staff to do so, and even then at a cash cost of \$10 per person per opening. To help you at extra busy times of the school year, additional openings are posted for beginning and end of the semester.

VACATIONS

Before leaving on vacation, be sure to arrange an approved leave. Leave your window closed, food stored, lights off, door locked. Make arrangements for plants to be watered, fish to be fed, etc. If you are planning to remain in Lamson during a vacation, plan to practice all usual Lamson policies. See Andrews calendar for University holidays.

Because there's never a day, year round, when someone isn't living here, all 'house rules' continue during vacations/breaks.

Between Fall and Spring semesters, if you return to live in Lamson for the next semester as well, there is no additional charge for the time between semesters. However, if you move out of Lamson following or during a break, you will be charged for each additional day after the package plan ended for the previous semester. Transfer students need to move in during this time. You are not being penalized for the extra time, but charged for time for which you have not yet paid. Those living in Lamson during spring semester, who are not May graduates, and aren't staying for summer, must move out by noon of the day of their last final. Those living in Lamson for the summer but who are not staying in Lamson for fall must move out at the end of summer session, or at least by the end of August graduation weekend. At that point, our priority has to turn to those who'll next be registered for classes, not those who no longer are.

VACUUM CLEANERS

Vacuums are provided in each RA and DA's room, and at the West Desk and may be checked out by presenting your ID card. If vacuum is not working well, report it immediately to the RA/DA or Desk. "Wandering" vacuums will be sought and seized, and there will be consequences for the resident housing it, since she has inconvenienced others. Vacuums may not be checked out/used before 8 am or after 10 pm, or during Sabbath hours.

VENDING MACHINES

Machines offering soda, juice, snacks, micro-wave popcorn, laundry supplies, stamps, and feminine hygiene products are located in the West Basement near the mailboxes, and in the 2nd North West ironing room. Refund requests for snack machines should be reported to Food Service, at 3161. Refunds for the other items should be reported to the Administrative Assistant.

WORSHIP

Andrews University offers a rich learning environment inside and outside the classroom. Classes required for a student's academic curriculum are complemented by a number of required co-curricular programs each semester. Together they deliver the whole-person education at the heart of Andrews University's mission.

Co-Curricular Programs. There are three types of co-curricular programs offered:

- **Chapels and Forums.** Held Thursdays at 11:30 a.m., Chapels gather the University community to explore and celebrate faith. Forums bring noted leaders and authors to campus for Christian dialogue. These occur once a month in the same time slot.
- **Choices.** Smaller groups of students gather each week for a variety of Choices programs that focus on personal, spiritual, professional and leadership development. Many of these choices are available on Tuesdays at 11:30 a.m., on Friday evenings and daily in the residence halls.
- **Changes.** Students can earn co-curricular credit for experiential learning outside of class. Experiences must involve at least 10 hours of work in a student organization, campus ministry, workplace, church, etc. and be supervised by an advisor (pastor, club sponsor, work supervisor, etc.). Participants must initiate a Learning Contract before the September or January deadlines and will earn five credits upon completion of a Learning Assessment. Please contact Student Life for more information.

Co-Curricular Fee. A co-curricular fee is assessed at the end of each semester. This fee is cumulative, based on nonattendance. Students are charged \$25 for the first program that falls short of the required number and \$11 for every program short thereafter. A maximum of \$344 may be charged to traditional students and \$179 to non-traditional students per semester. This fee can be minimized or completely eliminated by attending programs.

Attendance Requirement. Attending co-curricular programs is part of earning an Andrews degree. These programs should receive the same weight as classes when planning work schedules and overall academic load.

Traditional Undergraduates. All traditional undergraduates are required to attend 30 co-curricular programs a semester, meeting one or two minimums (below) as part of the total requirement.

- **Chapel/Forum Minimum.** Students must attend a minimum of 12 Chapels/Forums each semester.
- **Residence Hall Minimum.** Residents must attend a minimum of 10 Choices offered in their residence hall each semester. Community students are also welcome to attend these programs for credit.

The remainder of the requirement can be fulfilled by attending other Choices programs, as well as by participating in the Changes program.

Non-Traditional Undergraduates. Students 25 years and older or who are parents with a child in their care are identified as non-traditional. Non-traditional undergraduates are required to attend only 15 programs a semester, drawn from any of the available programs. They also have the option of viewing Chapels online and submitting a report in lieu of physical attendance. Parents under the age of 25 must present a copy of their child's birth certificate to the Student Life office in order to receive non-traditional status.

Exempted Undergraduates. Marital status or work conflicts do not exempt students from attendance. However, if an undergraduate student is registered for 7 or fewer credits, pursuing a second bachelor's degree or has earned 120 credit hours or more by the beginning of the semester, the student is welcome but not required to attend programs. Earned credit hours can be viewed using the University Academic Record link on the iVue page. Do not use the CAPP program to figure earned credit hours.

Requirement at a Glance

	Residence Hall Students	Community Students	Non-Traditional Students
Chapels/ Forums	12 minimum	12 minimum	No minimum
Res. Hall Choices	10 minimum	No minimum	No minimum
Choices/ Changes	No minimum	No minimum	No minimum
Total	30 programs	30 programs	15 programs

Pass/Fail System. Traditional undergraduates must complete at least 60% of the co-curricular requirement in order to pass for the semester. Students who fall short of the pass level will be placed on co-curricular probation. Letters will be issued at the end of the semester as follows:

Completion Level	Programs Short
Pass (Letter of Commendation)	0
Pass (Letter of Acknowledgement)	1-6
Pass (Letter of Low Attendance)	7-12
Fail (Letter of Co-Curricular Probation)	13+

Co-Curricular Probation and Registration Hold. Students placed on co-curricular probation at the end of a semester will be allowed to continue their studies the following semester. However, a hold will be placed on future registration until the pass level is achieved in the new semester. A continued pattern of failing attendance will result in the withholding of registration privileges for a period of one semester.

Absences due to occasional field trips, medical appointments, illness or family emergencies will not be excused. Students should plan to offset these conflicts with attendance at other programs. However, those who miss Thursday Chapels for one of these reasons may have the option to view a missed program online and file a report. Please contact the Student Life office within one week of your absence to discuss this option.

Attendance Monitoring. Students are responsible for keeping track of their attendance throughout the semester. To access your attendance record, visit www.andrews.edu and click on “Current Students.” Then click on “Chapels and Choices.” If programs you have attended do not show up on your record within a week, please immediately e-mail ccattend@andrews.edu. Provide your name and ID number along with the date, time and description of the program you attended, and the matter will be looked into.

Worship Decorum, and Conditions for Receiving Worship Credit

Lamson’s chapel is dedicated to the worship of God. It is not meant to be a short-cut between East & West. Doors will only be unlocked at your request for your personal study and prayer needs. Reservations for rehearsals and meetings should be made with the Administrative Assistant during her office hours.

Credit for attendance requires that you:

- Present only your own ID card
- Be at the scheduled meeting place on time & stay for entire program (bells ring as reminders to you of worship times, but you are responsible for being at worships on time)
- Be dressed appropriately-no curlers, PJ’s, etc., please.
- Behave appropriately and quietly, don’t detract from the service or disturb others-don’t bring reading material or food, don’t talk. If a Lamson staff member must address you about behavior during worship, you will receive no attendance credit for that program.

Locations of Monday Evening RA Wing Worships

Monday nights at 10pm, your hall’s residents will meet for their own wing worship, coordinated by your RA. Locations are listed here:

Hall	Location
Basement	Prayer Room
1st North and South	Living Learning Center (LLC)
2SW and 2NW	2NW Lobby
2SE and 2NE	2nd Middle East Lobby
3SW and 3NW	3NW Lobby
3SE and 3NE	3SW Lobby

Residence Hall Worships Options, Locations and Times

A schedule of residence hall program offerings, locations and times has been placed on the bulletin board in each student room. Additionally, you may check on the Lamson Hall Homepage under “Worship Records.”

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FREQUENTLY ASKED QUESTIONS

I have questions about my curfew and evening accountability record.

Talk with Dean Muñiz. She works most afternoons as well as Wednesday night.

I have questions about my chapel and residence hall worship attendance record.

Talk with Dean Madrigal. She works most mornings as well as Monday night.

My neighbors are noisy and disturbing my sleep & study, what can I do?

Your first step is to talk with your neighbors yourself. If this does not work, contact your RA for assistance. If you are unable to find your RA at the time of the disturbance, please contact the West Desk so another staff member can intervene on your behalf.

Please feel free to share about the incidents of noise you are experiencing at ANY time with Dean Phillips by emailing her at phil@andrews.edu. Please include details of the incident (i.e. location, time, and what you've done to address it so far) so that we can provide extra staffing on your hall should these incidents create a pattern of disturbance.

My roommate and I aren't getting along, what should I do?

Your first step is to talk things over with your RA. She will arrange a mediation between you and your roommate. If the problem is still not resolved, you need to talk with Dean Phillips. She works most afternoons as well as Thursday night.

Whenever I go to see the dean that I need to see, she's not there! How do I contact her?

Each Lamson dean is committed to responding to your messages via phone, email, or notes on her office door. Please leave her a message that you are trying to talk with her. In addition, it would be wise to check the on-duty schedule to make sure you don't miss her. Besides her morning or afternoon shift, each dean works one late night a week. If your daytime schedule conflicts with her on-duty schedule, you may want to make sure to see her the night she works.

I'm sick and missing class/work appointments. How do I get an excuse?

You should first check your teachers' attendance policy and/or contact your teacher yourself. If a written excuse is needed, you must contact the University Medical Center in order to see a medical professional who will then determine the length of excuse needed. Please note, you are not charged any additional fees for a doctor consult at our University Medical Center; it is included in your rent package.

I need something repaired in my room. What do I do?

Repair requests are available and can be turned in at West Desk. Our Maintenance Supervisor, Harold Schmidt, collects these several times a day. If you find that the problem is not resolved in a timely or appropriate manner, you may contact Mr. Schmidt at #6528 or Dean Burrill at #6601.

I have compliments/concerns about the cleanliness of Lamson, who do I contact?

Feel free to talk with any of the housekeeping staff to share your appreciation. Concerns may be addressed to our Custodial Supervisor, Griselda Guzman, at #6698 or Dean Burrill at #6601.

What do I do if I have questions or concerns about my mail delivery service and/or the service I am receiving at the Lamson Desks?

Talk with Dean Muñiz. She works most afternoons as well as Wednesday night.

How do I get involved in Lamson Hall programs?

We welcome your ideas and involvement in all areas of Lamson Hall Life!

If you'd like to get involved in our women's club, Kappa Phi Gamma, contact Dean Muñiz.

If you'd like to get involved in our worship committee, Breakthrough Ministries, contact Dean Madrigal.

If you'd like to be an RA, you can talk with any of the RAs or Deans and/or download an application from the Lamson website. Dean Burrill supervises the RA Team and welcomes any questions you may have about what it takes to serve in this capacity.

Come Just As You Are

Come just as you are

Hear the spirit call

Come just as you are

Come and know

Come and grow

Come and live forever

Come just as you are

Hear the spirit call

Come just as you are

Come and know

Come and grow

Come and live forever

Life everlasting

Strength for today

Taste the living water

And never thirst again

Come and know

Come and grow

Come and live forever

Life everlasting

Strength for today

Taste the living water

And never thirst again

Life everlasting

Strength for today

Taste the living water

And never thirst again

Come just as you are

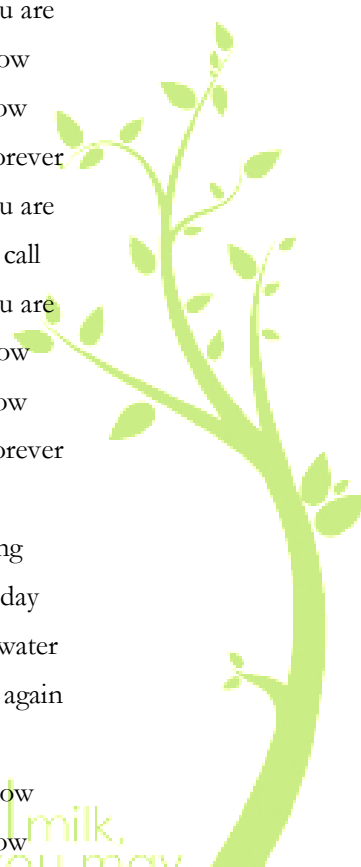
Don't you hear the spirit call?

Come just as you are

Come and know

Christ my king

Come and live forever more



“Like newborn babies, crave pure spiritual milk, so that you may grow up in your salvation...”
1 Peter 2:2

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