

MEIER/BURMAN HANDBOOK 2008–2009

This handbook is an official document of Andrews University and Meier/Burman Residence Halls. Any portion of this document can be superseded at any time by revision and/or addition in various form of media. This document attempts to be thorough but is not exhaustive in its inclusions or limitations. Interpretation and enforcement is the right of Andrews University.

A MAN OF INTEGRITY

Our vision and our prayer is that you will choose to be a man of Integrity. To be God's man. To be a leader of your peers.

We want you to be a man of Integrity. A man of his word. A man who does what he says he will do. A man who can be trusted.

Integrity is character, ethics and morals. But it is also more, as the Oxford Dictionary and the history of the word integrity itself tells us:

1. The quality of being honest and having strong moral principles, moral uprightness. "He is known to be a man of integrity."
2. The state of being whole and undivided: "upholding territorial integrity and national sovereignty."
3. The condition of being unified, unimpaired, or sound in construction. "The structural integrity of the novel".
Internal consistency or lack of corruption in electronic data.

In the origins of the word we see the French and Latin meanings are intact, integrate, integral and entirety. The concept means that the "the whole thing is working well, undivided, integrated, intact, and uncorrupted." When we talk about integrity, we are talking about being a whole person, an integrated person, with all of our different parts working well and delivering the functions that they were designed to deliver. It is about wholeness and effectiveness as people. It is truly "running on all cylinders."

Dr. Henry Cloud on Integrity

With this foundation of integrity, we will encourage you to 'Step Up' to these qualities of leadership.

- The leader has **vision**
- The leader has **discipline**
- The leader has **wisdom**
- The leader has **courage**
- The leader has **humility**
- The leader is a **decision maker**
- The leader develops **friendships**
- The leader exercises **tact and diplomacy**
- The Leader develops **executive ability**
- The leader exudes **inspirational power**
- The leader is a **man of prayer**
- The leader lives in the shadow of the cross

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Welcome

We have anticipated this time and welcome your arrival, the beginning of a journey of success towards your academic goals. You will soon learn that college life offers more than academic challenges as the year unfolds. You will meet new men from around the world, you may have concerns about how to build a good relationship with your new roommate, or you just might have feelings of being homesick. Whatever your challenges may be, I am confident that someone on our staff will be willing and able to give you the guidance and assurance you need.

We, your residence hall staff, are prepared to help you transition. We are here to serve you. Reach out to us as you feel the need.

This handbook is your information guide to appropriate social behavior, accountability expectations as well as general information about residence hall living. If you read these pages carefully, you should have no difficulties in adjusting to the busy life-style of Andrews University. Our expectations of you are high, but we hope your expectations of yourself are higher. We will be praying for you to find fulfillment and real satisfaction as you integrate with our residence hall family. If you have any questions about anything you read in this book, please contact a staff member.

We are intentional in our efforts to help our residents come to the full realization that they have INCREDIBLE VALUE to their Heavenly Father, to their Parents, and to Us their residence hall staff...Step Up!

Here at Andrews University our residence halls have a long history of excellence, excellence in service, excellence in developmental programming, excellence in staffing. This year our theme and our challenge to you is Step Up! Step Up, to the INCREDIBLE VALUE that has been placed upon you by God and those who expect excellence from you.

We are so glad you are here, welcome, and together let us Step Up!

Sincerely,

Spencer Carter
Dean of Men

SERVICES AT A GLANCE

Deans:

Head Dean, Spencer Carter— ext. 3395

General management, resident counseling, substance abuse, loft inspection, check in/out.

Assistant Dean, Zachary Juniper— ext. 2757

Worship, safety, loft inspection, minor medical, check in/out.

Assistant Dean, A. Solomon McCullum— ext. 3393

Overnight leave, night check, curfew, loft inspection, security, front desk, check in/out, security.

Housekeeping—ext. 3531

Toilet paper, laundry services, furniture removal, mattress and mattress pad, cleaning supplies, carpet stains, carpet pads for lofts, bunk bed connectors.

Main Office— ext. 3397

Mail box combination, room key replacement, honor and grad status applications, copy and fax services, single occupancy requests, check in/out process, room charges and fines, address change, deposit release.

Maintenance—ext. 6172

Room repairs, plumbing and electrical problems, loft inspection.

Resident Advisor—see directory

Roommate issues, check in/out, hall supervision, noise control, hall worship, small groups.

Men's Residence Staff

Spencer Carter

Dean of Men

GENERAL SERVICES	Support and advising Short term counseling & referrals Crisis intervention Overnight leave approval and night check supervision Substance abuse prevention and accountability Worship speaking appointments Residence hall dean's workshop instructor as assigned RA training and supervision
RESIDENT ADVISORS/ ASSISTANTS	Supervision, training and hiring
HOUSING	Supervision Roommate negotiation
SCHEDULING	Dean's schedule Worships and RA schedule
FACILITY MANAGEMENT	Housekeeping and maintenance supervision Loft inspection Check in/out
MEIER OFFICE	Supervision
MEN'S CLUB	Sigma Phi Delta sponsor
PUBLICATIONS	TP Times, The Dean's Bulletin Board, The Dean's Door, Summer Letter
COMMITTEES	Deans' Council Student Life Council Professional Recommendations Substance Abuse Advisory Convention Service/HCPA Black History

A. Solomon McCullum

Assistant Dean of Men

GENERAL SERVICES	Support and advising Short term counseling & referrals Crisis intervention Overnight leave and night check supervision Substance abuse prevention and accountability Worship speaking appointments as assigned Residence hall dean's workshop instructor as assigned RA training and supervision
MEIER DESK SERVICES	Hiring, training, and supervision
SECURITY	Access system supervision
STUDENT DEANS	Supervision, training, and scheduling
DEVELOPMENTAL	General supervision , assessment of educational development, Academic support and advising
COMMITTEES	Deans' Council Student Success Campus Safety and Appeals

Zachary Juniper

Assistant Dean of Men

GENERAL SERVICES	Support and advising Short term counseling & referrals Crisis intervention Overnight leave approval and night check supervision Substance abuse prevention and accountability Worship speaking appointments as assigned Residence hall dean's workshop instructor as assigned RA training and supervision
WORSHIP	Structural planning, promotion and assessment Music coordination, guest speaker supervision, accountability
HEALTH CLUB	Supervision
SAFETY	Personal safety, fire prevention/drills, fire system
HOSPITALITY	Preview guests, new student and parent orientation
COMMITTEES	Deans' Council CERP

Emma Tenorio

Housekeeping Director

CUSTODIAL	Housekeeping management, student employee supervision
STORAGE	Management of student storage
LAUNDRY	Management of laundry services

Michele Trubey

Administrative Assistant to Dean Carter, Men's Housing Coordinator, Office Manager

GENERAL ACCOUNTING	Departmental accounting, records, payroll supervision
HOUSING	Records, assignments, charges, and registration
OFFICE MANAGEMENT	Daily office operations, key inventory/charges, facility management
MAIL	Supervision of mail clerk

William Colwell

Maintenance Director

MAINTENANCE	Residence hall maintenance and repairs, student employee supervision
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Marcus Frey

Guest & Convention Coordinator

Guest reservations for Meier, Burman, Lamson Halls and Student Center

MEIER/BURMAN DIRECTORY

DEANS

Name	Ext.#			E-mail
Dean Carter	3395			scarter@andrews.edu
Dean McCullum	3393			mccullum@andrews.edu
Dean Juniper	2757			juniper@andrews.edu

DEPARTMENTS

Departments	Ext.#			E-mail
Front Desk	3390			na
Health Club (Don Bishop)	3389			bishop@andrews.edu
Housekeeping (Emma Tenorio)	3531			etenorio@andrews.edu
Main Office (Michele Trubey)	3397			micheleb@andrews.edu
Maintenance (William Colwell)	6172			colwell@andrews.edu

STUDENT DEANS

Name	Ext. #			E-mail
Morgan Kochenower	6245			papahiram@gmail.com
James Price	6245			pjames@andrews.edu
Nathaniel King	6245			kingn@andrews.edu
Brandon Gabel	6245			gabel@andrews.edu

RESIDENT ASSISTANTS

Name	Phone #	Hall	Room #	E-mail
EAST				
Philip Byrd	8400	1 st . East	101	pbyrd@andrews.edu
Ernesto Sanchez HEAD	8529	1 st . East	136	ernesto@andrews.edu
Brian Ibanez HEAD	8409	2 nd . East	201	ibanez@andrews.edu
Kenneth Wilkins	8538	2 nd . East	236	kenneth@andrews.edu
Jose Gonzalez	8418	3 rd . East	301	gonzalej@andrews.edu
Trevor Smith HEAD	8547	3 rd . East	336	trevor@andrews.edu
WEST				
Horace Delisser	8463	2 nd . West	237	delisser@andrews.edu
David Baker	8592	2 nd . West	272	dbaker@andrews.edu
David Choi	8472	3 rd . West	337	choid@andrews.edu
Jonathan Leonor	8603	3 rd . West	372	leonorj@andrews.edu
BURMAN				
Pohlmarc Lawrence	8711	Burman	401	pohlmarc@andrews.edu
ALTERNATES				
Blake Martin ALT	8429	Meier	135	mblake@andrews.edu
Jose Alvarado ALT	8434	Meier	203	alvaradj@andrews.edu
Derrick Nelson ALT	8551	Meier	114	derrickn@andrews.edu
Clay Doss ALT	8497	Meier	339	clayd@andrews.edu
LNRA				
Daniel Brown LNRA	8739	Burman	318	daniel@andrews.edu
Nathaniel Collins LNRA	8778	Burman	17	collinsn@andrews.edu

Citizenship, Accountability, and Discipline

Disciplinary Actions

Andrews University has a system which informs you and your parents (or person to whom you are responsible) of violations of university policies, and the resulting consequences. Depending on the severity of the situation, any of these steps may be bypassed at the discretion of Student Services personnel. In general, however, the process is in this order:

A. Counsel/AWOL (Absent Without Official Leave)

Student Services personnel may inform you of violations of University regulations and give appropriate counsel. This communication may be verbal or in the form of a computerized card, memo, or letter. Parents are not usually notified at this stage.

B. Citizenship Probation

This status is enacted to help you overcome unwise social habits and carelessness or lack of respect for people, property, and established regulations. They are as follows:

1. Your membership is considered tentative, and additional lack of cooperation with University regulations may result in withdrawal or dismissal.
2. If you were on citizenship probation you would not be considered a viable example of the Andrews student, and you would not run for or hold public office in any University or student organization, and would not participate in special intramurals and off-campus public appearances which represent the University except as involved in class activities. On-campus appearances would be limited to an un-featured member of a large organization such as choir, band, orchestra, etc. You would be responsible for limiting your activities to those outlined above. Failure to do this may result in a suspension.
3. While on probation, you might forfeit the privilege of:
 - a) operating a motor vehicle
 - b) weekend leaves
 - c) and other privileges as seen appropriate by the University official writing the probation contract.
4. You would be required to consult regularly with a counselor.
5. If your behavior while on citizenship probation requires the sending of an additional disciplinary letter, a Letter of Suspension may be issued.
6. Other restrictions may be specified by the Vice President for Student Services or the residence hall deans as the need arises.
7. If you were placed on citizenship probation you would be asked to sign a contract, pledging to perform faithfully the terms of probation and agreeing to withdraw from the University upon failure to do so.

C. Code of Student Conduct

See the current Student Handbook, which is available at the office of Student Services, located in the Campus Center.

D. Dismissal

If you receive this letter, you are permanently separated from the University.

Note: For more detailed information see current Student Handbook.

E. Letter of Warning

This letter from a residence hall dean or the Vice President for Student Services indicates that you have been involved in a more serious disregard of University expectations. Further irresponsibility may lead to probation, suspension, withdrawal, or dismissal.

F. Removal of Privileges/Residence Hall Probation

This letter from a residence hall dean indicates that you have a serious disregard for our expectations. Your status is considered tentative. Further disregard of residence hall expectations may lead to suspension, withdrawal, or dismissal. Residence hall probation usually lasts for 10-15 weeks. During this time you may forfeit the privilege of any or all of the following:

1. Overnight leaves
2. Class status as it applies to privileges, Honor Status, or Graduate Status
3. Leaving the residence hall after room check
4. Use of television and/or sound equipment in your room
5. Other privileges as seen appropriate by the residence hall deans

G. Suspension

There are three types of suspension involving separation from the University:

- a) for a definite time
- b) for an indefinite time
- c) until a specified condition is met after which the student may apply for reinstatement.

At the discretion of the residence hall dean or the Vice President of Student Life, suspension involving separation from the University may be:

- a) to one's own home
- b) to an acceptable off-campus home
- c) on campus in the residence hall which usually is accompanied by "Residence Hall Probation" and "Community Service" work. Further disregard of University expectations could result in your being dismissed or asked to withdraw.

H. Withdrawal

A student, who is consistently irresponsible in regard to University policies, is insubordinate, or who is involved in a single major misbehavior may be asked to withdraw. A student who willingly withdraws may be considered for readmission after absence of one quarter. Refusal to withdraw may result in formal dismissal.

Dress Code

Campus attire should reflect principles of modesty and appropriateness. Shorts may be worn provided they are "boxer" style. A suit and tie is always the desired attire for vespers or church. Note that the cafeteria requires the wearing of a shirt, acceptable shorts or pants, and appropriate footwear for all meals.

Evening Accountability

Curfew times are based on class standing. Temporary curfew extensions will be granted for emergency or approved circumstances. Students are expected to be in by their designated curfew time. If you miss night check, you are still required to sign-in at the front desk. Signing-in after curfew does not excuse you, but it will keep you from being counted as absent for the entire evening. Please note: Residence hall probation will affect curfew requirements.

Undergraduate

1. All undergraduates must be accounted for at all night checks according to policy.
2. No restrictions on the number of overnight leaves per quarter.

Graduate

1. Can be granted by meeting the requirements.
2. Graduate status students must submit an overnight leave when leaving the residence hall overnight. This need not be pre approved by a dean.
3. Room check for Graduate-status students will be made nightly. Although there is no specific curfew, a record will be kept of the pattern of late entrances.
4. You may apply for Graduate Status in the Meier main office.

Class Standing	Sunday-Friday	Saturday
Freshman (0-24 Credits)	11:00 pm Honor Status: none	Sun 1:00 am
Sophomores (25-56 Credits)	12:00 midnight Honor Status: 1 am	Sun 1:00 am Honor Stat.: Sun 1:30 am
Juniors/Seniors (57-86)(87+)	11:00 am Honor Status: 2 am	Sun 1:30am Honor Status: Sun 2 am
Honor 21	None	None
Graduate Status (In graduate school or 22+ years of age)	None	None

Female Visitors

All female visitors must obtain permission from the dean on duty to visit Meier/Burman living areas. Permission is granted based on Deans discretion. Guest must obtain and wear a pass at all times or mandatory suspension will apply. The female visitor must be accompanied by a Dean, Student Dean, or Resident Assistant. Violation of this policy will result in discipline.

Fighting/Harassment

Whether on or off-campus, physical abuse, assault, verbal threats, or conduct which endangers the health or safety of another, including but not limited to harassment, obscene gestures, or inappropriate telephone calls, will result in discipline.

Firearms and Weapons

FIREARMS and WEAPONS are FORBIDDEN anywhere ON CAMPUS.

- In the State of Michigan a Firearm is "any weapon which has a rifled barrel and is propelled by spring, air, or explosives."
- Possession of martial arts weapons, paintball guns, air soft guns, BB guns, pellet guns, bow and arrow, hunting or fighting knives, or any other item that may be used as a weapon may result in major discipline.
- For More information on Campus Weapons Police review the Department of Public Safety Vehicle Code booklet, pages 9 and 20.

IF THE DEANS, CAMPUS SAFETY or THE POLICE CONFISCATE ANY OF THE ABOVE ITEMS YOU WILL NOT GET THEM BACK.

Identity Theft

Identity theft is the wrongful use of personal identifying information. "Personal identifying information" means a name, number, or other information that is used for the purpose of identifying a specific person. Use of such information without permission to commit fraudulent or criminal acts constitutes theft. Any student found in violation of identity theft will be subject to discipline by Andrews University which may include citizenship probation, suspension, or expulsion. The state of Michigan may also impose a \$25,000 fine and five year sentence.

Legal Awareness

As an adult, the consequences for breaking the law become more serious. Many infractions, both on and off university property, may involve legal action by civil authorities. Michigan is a zero tolerance state when it comes to alcohol possession

in motor vehicles. For your information and protection, the following partial lists of felonies and misdemeanors are provided. This is not an exhaustive list.

Felonies:

1. Any crime punishable by more than one year in prison.
2. Sexual assault
3. Rape / Date Rape
4. Breaking and entering
5. Theft over \$100
6. Larcenies
7. Aggravated assault with intention to do bodily harm short of murder; assault with a weapon of any kind.
8. Second or third offense of a misdemeanor.
9. Bad checks over \$100
10. Forgery
11. Embezzlement
12. Illegal use of explosives

Misdemeanors:

1. Possession or use of marijuana
2. Simple assault with no weapon
3. Theft under \$100
4. Retail fraud (shoplifting)
5. Trespassing
6. Reckless driving (third time becomes a felony)
7. Bad checks under \$100
8. First-offense drunk driving
9. Disorderly conduct
10. Open intoxicants in a motor vehicle

Male Visitors

All male visitors must have permission from a Dean and an overnight visitor pass.

Night Check

Night check is at 11:00 PM, Sunday through Friday and at 1:00 AM (Saturday Night) on Sunday morning. When room check is taken, you are expected to be accounted for or to sign-in at the front desk or other designated areas. It is your responsibility. If you are not on your floor or area and don't have an authorized overnight leave or late pass, an administrative RA will try to locate you. If he cannot find you or if you are late and do not sign in, you will be counted as absent from room check. Discipline will result from irresponsibility in this area.

Late Entrances: Any resident who returns to the residence hall after curfew up to 1 hour and 30 minutes after curfew will receive a Letter of Counsel stating he has

a Late Entrance. If he chooses to dispute the Letter of Counsel he should see the Student Dean the following day.

AWOL's: Any resident, who returns to the residence hall 1 hour and 30 minutes past their published curfew until 4 am, will receive a Letter of Counsel stating he has AWOL and must see a Dean within 24 hours. Every student who is warranted an AWOL will receive a letter of warning from the dean. If the AWOL is excusable no Letter of Warning will be given but, the discussion concerning the AWOL will be documented and placed in the students file as with all other meetings with the students regarding accountability issues.

Overnight AWOL's: AWOL residents who return after 4 am, or who have not been accounted for the entire night, will face disciplinary action that may result in suspension. Every student who has been unaccounted for will receive a letter from a dean. If a resident accrues one AWOL, he forfeits the possibility of accruing 3 Late Entrances without penalty. In other words, he automatically moves to the level in which he will receive a letter of Warning.

Late Entrance #1	Letter of Counsel		See Student Dean
Late Entrance #2	Letter of Counsel		See Student Dean
Late Entrance #3	Letter of Warning	AWOL #1	See Dean / SD
Late Entrance #4	Letter of Counsel		See Dean
Late Entrance #5	Letter of RHP	AWOL #2	See Dean
Late Entrance #6	Letter of Suspension	AWOL #3	See Dean

Noise Pollution

Noise Courtesy 24hrs. 7 Days a week. Especially Quiet 10p.m.-6a.m.

Noise & Sound is to be confined to your room. If loud conversation or activity is unavoidable please use the lobby outside the Meier Chapel, or Front Desk. Violation of this policy will result in **Discipline & Documentation**. Repeated violations may result in suspension. **Remember... Noise Pollution applies to inside as well as outside of your room.**

Overnight Leaves, (OV)

All Overnight Leaves (OV) must be authorized by the Dean on Duty, Student Dean or designated person, before you leave campus. OV requests must be submitted online by **Wednesday at 11:00 p.m.** If your OV is not submitted by Wednesday you must find a Student Dean or Dean to approve and submit an emergency leave. Remember, it is your responsibility to make sure your OV has been

authorized before you leave campus. Leaving before an OV is approved or any OV misuse will result in disciplinary action and removal of overnight leave privileges. If plans change after an OV is approved, it is your responsibility to notify the Dean on duty to cancel or arrange a new approved OV. A record of your OV's are available on line. Overnight leaves are normally approved if you are going to; your home, a home with parents or married host couple present, and/or a home with an adult male over 25. The dean must receive an invitation (by letter, phone or fax) from host families, other than your own home. When requesting to go to a non-family home (single, male friend under 25) you must provide parental permission to a Dean, which can be kept on file for future reference. You can fill out your OV online line by entering the Andrews website. Enter the Vault and click on Residence Hall Occupancy.

Personal Property

The best way to prevent the problem of theft is for each man to be responsible for his own possessions. Do not store large amounts of money in your room. You are responsible for securing your possessions. We recommend that your possessions be properly marked and insured. Please do not bolt or attach anything to walls, floors or any other Residence Hall equipment. Lock your room/bathroom when you leave or sleep. Remember to lock your car, your bicycle or motorcycle. *We will not be responsible for loss of equipment or theft of items. All Students are encouraged to purchase renters insurance to protect valuables.* **Report all losses to the dean on duty and Campus Safety at once.** In case of theft of items valued over \$100, we expect your full cooperation to prosecute.

Room and Vehicle Searches

The University reserves the right for a residence hall dean, authorized representative, or an administrative officer of the University to enter and inspect a student's room or vehicle at any time as deemed necessary. This includes, but is not limited to locked containers. **The student, by accepting a room in Meier/Burman Hall, acknowledges and agrees to this procedure.**

Sabbath

Andrews University is a Seventh-day Adventist institution that honors the Sabbath hours of sunset Friday to sunset Saturday. Recognizing that Sabbath observance in a community living setting may differ from a personal choice, Meier/Burman halls has established the following standards for a corporate environment. The laundry facilities, computer labs, and recreation room will close 30 minutes prior to sunset. Vacuums, and recreational items will not be checked out during the Sabbath hours.

General Information

Auto Repair

For the non-mechanic, there are several garages in the immediate vicinity where you can have your automobile repaired. If you have the expertise to do the job yourself, feel free to do so in the parking lot area behind the tennis court. Be sure to clean up and do not start a job that you cannot finish in the same day. Autos should not be left in pieces or up on stands overnight. Do not plan any major overhauls or major paint jobs in this area.

Please dispose of your used automobile oil in a responsible manner or take it to transportation and they will show you where to dispose of it. Do not put it in dumpsters, pour it down storm sewers, or dump it on the ground.

Do not take auto or motorcycle parts into your room or any part of the residence hall.

Auto Use & Parking

Auto use on campus is a privilege and must be treated as such. The Campus Safety Department coordinates this area with the full cooperation of the residence hall. Remember to use common sense in driving. Help keep this campus safe for pedestrians. Parking is provided in the area behind Meier Hall for both Meier and Burman residents. The lot behind Burman and at the west end of the tennis courts is for Burman residents. Do not park in access lanes or in areas posted 'reserved' or 'no parking'. Any vehicle you bring onto campus must be registered at the Campus Safety Office. All vehicles parked in campus parking lots must be in operating condition and have a valid license plate and insurance.

Bicycles

Always lock your bicycle, even if you are leaving it only briefly. Remember to ride safely on campus sidewalks. You will appreciate the same consideration as you walk on campus. Fire regulations require us to keep the stairwells, lobbies and halls clear of obstructions. Do not leave your bicycle in these areas. Many people keep their bicycle in their room or locked in the bike racks that are provided outside of the residence halls and classroom buildings. Bicycles are not to be ridden in the buildings. Offenders will have their bicycles confiscated. Further questions on bicycles and policies should be directed to the Campus Safety Department, ext. 3321. It is strongly encouraged that your bicycle be registered with Campus Safety.

Commons Area

The commons area of the men's residence halls consists of the desk area and main lobbies. These areas are open for guest visitation until the regularly scheduled curfew. Electronic equipment, musical instruments, etc., are not to be played in these areas. Exceptions will be determined by the dean-on-duty. The Student

Deans will supervise these areas during the evening hours. Proper clothing (including shirts) be worn in lobby areas.

Burman Lobby is closed to visitors 11:00 p.m. Sunday- Friday, and is closed at 1:00 a.m. Saturday night. Burman Lobby is open to visitors at 5:30 a.m. The Main Lobby is closed to female guests at 11:00 pm Sunday - Friday, and at 1:00 am on Saturday night.

The Commons Areas are officially closed to residents at 2:00 am. Individual exception may be made by the dean on duty for study groups or other legitimate group activities. Gentlemen remember you are responsible to maintain the Dignity, Integrity, and Reputation of your guest.

Computer Ethics

The use of computer resources at Andrews University is a privilege to be used responsibly. The following inappropriate uses of a computer network connection include, but are not limited to:

1. Illegal actions such as:
 - a. Attempting to gain unauthorized access to data, computer accounts or systems.
 - b. Illegally copying or distributing licensed or copyrighted software. Malicious attempts to damage data, software or hardware.
2. Using the computer or network in such a way as to intentionally impede the computing activities of other users (off-topic or blanket posting to news groups or list servers, excessive mail, filling all disk space, tying up computer re-sources for excessive game playing, etc.)
3. Using derogatory or profane language in emails.
4. Harassment of other users through email.
5. Using computer accounts other than those assigned to the user.
6. Giving a computer account password to another person or enabling others to have unauthorized access to a computer system. Refer to Computer and Networks Usage Policy of which a copy may be secured in the Meier hall office

Copy and Fax Services

Available at the Meier Hall office for a fee:

Photocopies - \$0.10 per copy

Fax: **International:** \$2.00 1st page, \$1.00 additional pages

Domestic: \$1.00 1st page, \$0.50 any additional pages

Incoming: \$0.10 per page received

Electrical Appliances

Electrical appliances may be used only if the wiring can adequately handle the current demands. If an appliance causes a circuit to overload, please notify the Meier Desk at ext. 3390, or your Resident Advisor so that he can reset the circuit breaker.

- Halogen lamps are not permitted in your room.
- Hot plates, toaster/toaster ovens, electric frying pans or appliances with open heating elements are **not allowed**.

If you need a space heater, it must be an approved UL (Underwriters Laboratories) space heater. Housekeeping can provide a space heater if necessary. They must be used safely. Don't leave your room with the heater on. Failure to comply may result in loss of the heater.

Entrepreneurial Selling

Residence halls prohibit the selling of food or beverages from your room. All other entrepreneurial selling must be approved by the dean.

Facilities—Meier Chapel, Burman Auditorium and Activity Center

In Meier Hall, the assembly room where group worships are held is called the "Meier Chapel". It is located directly above the main lobby area and may be reached by going to second floor east or west. This facility is used for spiritual programs only.

In Burman Hall, the Auditorium is located on the main floor behind the desk area. The Activity Center is on the lower level, directly beneath the Auditorium.

The Meier Chapel, Burman Auditorium and Activity Center are available for authorized use only. Please make a reservation with Meier Hall Office at ext. 3397 before scheduling any activities in these areas. Unauthorized use will result in fines and/or disciplinary actions.

Food and Kitchen Use

Please remember that the preparation of meats, poultry, and fish is not allowed in the residence halls. Those who store food in their room are responsible for maintaining proper storage conditions and cleanliness. All food is to be prepared and cooked in the kitchen.

Kitchens are available for your use in the following locations:

- Burman, G18—for Burman residents
- Meier Hall, 355—for Meier residents

Please keep these areas clean and remember to turn the stove off when you are finished. Please remember that these facilities are not to be used for the preparation of fish, poultry, or other meats. Clean up when you are finished.

All cooking must be monitored by someone who remains physically in the kitchen as long as anything is in the oven or on the stove. Kitchens will be locked at 11:00 p.m.

Please do not use this area to cut hair.

Front Desk Services

We are happy to provide a number of items for your convenience. Many items can be borrowed for a short time in exchange for an ID card.

- Irons
- Vacuum cleaners
- Basketballs

Please note that vacuums are not checked out during the Sabbath hours.

Graduate, Honor/Honor 21 Status

Graduate Status

Undergraduates age 22 or older, and in good standing may apply for graduate status. There will be a periodic "friendliness" check for Graduate Status residents.

Honors Status

1. Must have lived in the residence hall one full semester.
2. Must have a clear citizenship record the previous semester.
3. Must maintain a minimum cumulative G.P.A. of:
Sophomores - 3.25
Juniors - 3.0
Seniors - 2.5
4. Must have the following academic achievement:
Senior Honor Status: Senior (87 credits) or 21 years old.
Junior Honor Status: Junior (57 credits) or 21 years old.
Sophomore Honor Status: Sophomore (25 credits) or 21 years old.

This status is a privilege, and may be revoked. Apply at the Meier Main Office.

Health Club

Located in the basement of Meier Hall, the health club is a facility for students and community members to have a great workout, reduce stress in our steam room or sauna, and look and feel better about your self as you work hard toward the completion of your degree program. The health club is equipped with Olympic free weights, machine weights, exercise bands, and fitness abdominal balls (with instruction DVD's). The health club also has three treadmills, three spinner bicycle trainers, one recumbent bike, one upright cardio bike, and two elliptical trainers as a part of our cardio theatre. The desk workers are well trained to provide basic fitness instruction and to help spot members through their workouts. The club also has a tanning bed, temporary lockers, and showers. Club hours are posted inside and outside. Questions about memberships can be answered by calling the club at 471-3389.

Ice

Ice is sold at the Meier Hall front desk for \$1.50 per bag.

Laundry

There are coin-operated washing machines in the basements of Meier and Burman. These machines are for residents only. You will find ironing closets provided at the end of each floor. (Caution: Hot irons are a fire hazard and will melt carpet. A minimum charge of \$75 will be charged to your account if you damage the carpet.) The residence hall will not be responsible for items stolen from these areas. You need to stay by your laundry at all times. If the laundry machines require maintenance, please notify the main office (#3397) immediately.

Laundry Service

Laundry can be washed, dried and flat folded for only \$0.45 per pound for sorted clothes and \$0.90 per pound for unsorted clothes. Laundry service is located on the first floor of Meier Hall just across from the mail boxes.

Mail

Please inform your contacts of your proper address to ensure prompt delivery.

Your proper address is:

your name
(Burman OR Meier Hall) (Room #) (if Meier, indicate A or B)
Berrien Springs, MI 49104-0900.

Mail boxes are assigned according to room number. Each resident will receive his mail box combination upon check in. If you forget your combination, the main office staff can tell you what it is. If you move to a different room, be sure to indicate your new address on the check in/out sheet so your mail can be properly delivered to you.

Mail will be delivered Monday through Friday. Outgoing letters may be deposited in the slot at the Meier front desk. Intercampus envelopes are available at the Main Office, for on-campus communications.

Remember to indicate your forwarding address on the check out sheet when checking out of Meier/Burman Hall. Failure to do so may result in long delays in receiving your mail, or mail being forwarded to an incorrect address.

We cannot hold your mail once you move out of the residence hall. To hold mail students must make arrangements with the Campus Post Office which is located next to the bookstore.

If you encounter problems with the mail service, please direct your concerns to the Main Office.

Packages are delivered to the front desk of Meier Hall. Residents will receive a notice in their mailbox which must be presented, with an ID, to the front desk worker when picking up a package.

Music and Sound Equipment

Amplified equipment or musical instruments are not to be played in the public areas of the residence halls. Exceptions to this rule will be determined by the deans. Amplified equipment or musical instruments are not permissible in the residence halls unless the sound is confined to the room. Violation of the above may result in loss of the equipment. *Do not bring Sub Woofers or Amplifiers into your rooms for use.*

Ombudsperson

If you have a problem that you cannot resolve in any area on campus, you can contact the ombudsperson Ann Gibson at ext. 3214, or James North at ext. 3244. Further information may be obtained from the Student Labor or Human Resources Offices in the Administration Building on Campus.

Outdoor Recreation Facilities

All recreational facility regulations are listed in the Social Recreation office. There are a variety of outdoor recreational facilities on campus. These include football and soccer fields, softball diamonds, tennis, basketball, and volleyball courts, and a quarter-mile track,. Basketball, volleyball, and tennis courts are located north of Meier Hall. Courts are closed 30 minutes before sundown on Friday, and until 30 minutes beyond sundown on Saturday night. Amplified sound equipment may not be used in these areas. If you plan on using the lighted fields at night, field lights must be turned off by midnight. The lower track lights may be used for jogging. All facilities close one-half hour before Sabbath. Bicycles, skateboards, roller blades/skates are prohibited from the tennis and basketball courts. In any recreational area, visitors are welcome to use the facilities as long as they do not interfere with any scheduled class or activity. Visitors are also expected to abide by posted school regulations.

Overnight Guests

All overnight guests must get approval from a Dean and a guest pass before they stay in the residence halls. They must also carry with them their guest pass to show upon request. You may have a registered guest in your room for up to three days per semester. After that you may be charged for each day that the guest is in your room unless you have made special arrangements with the Deans.

Pets

Animals are not allowed in the Residence Halls, **fish in small tanks are the only exceptions**. If any animal other than a fish is found in your room, in addition to removing the creature, you will incur a \$50.00 fine.

Sigma Phi Delta

The **Men's Club** of Meier and Burman is responsible for planning a variety of social activities and programs throughout the school year. Officers include a president, vice president, religious affairs chairman, social affairs chairman, and secretary/treasurer. To find out more about this club or it's leaders, contact Dean Carter.

Telephones

A private telephone line is supplied to each room, however, we do not supply telephones. You may apply for a personal long-distance or international access code from the Telecommunications office at ext. 3455. Questions regarding phone line problems should be directed to Telecommunications at ext. 3499.

If you are dialing an off-campus number, you must first dial '9' to access an off-campus line.

Remember that any attempt to defraud the telephone company may subject the violator to criminal prosecution as well as discipline from Andrews University. Keep your number only for your own use.

Televisions, VCRs and DVDs

The television in the lobby area is available for news, certain sporting events, and special programming by permission of the Deans. Televisions, VCR's, and DVD's are permitted in the Residence Hall rooms. Having a television constitutes a willingness to abide by the regulations below.

1. Noise from your television must be confined to the room.
2. Spectator noise must also be confined to the room.
3. Secular programming will discontinue one-half hour before sundown on Friday to one half hour after sundown Saturday night.
4. Discipline and possible confiscation of the television, VCR, and DVD may result from violation of this policy.
5. Private satellite TV dishes are not permitted.

Trash/Garbage

Please help us keep our Men's Residence Halls clean by placing garbage in the proper containers.

In Meier Hall— trash cans are provided on each floor in the room next to the drinking fountain. In Burman, they are provided on the south end of each floor. If you have an exceptionally large amount of garbage, please take it to the parking lot dumpsters.

If you throw trash out your window or are discovered littering or dumping garbage on the grounds of the University, you will be subject to discipline. This may be no less than one hour of cleaning or picking up garbage around/in the Residence Hall. Garbage rooms will be locked one week before finals week at spring quarter.

Please take garbage to the dumpsters outside of the residence hall. Individuals who move out and leave garbage/belongings will be fined.

Vending Machines

You will find vending machines in Meier and Burman. These machines are stocked with a variety of snacks and soft drinks for your convenience. The Terrace Cafe stocks and maintains all vending machines on campus.

If you loose money in a vending machine and would like a refund, you must obtain a voucher from the Meier Front Desk that can be redeemed at the cafeteria office. You may redeem your Michigan soda can deposit at the Gazebo.

What Not To Bring

Subwoofer/Amplifiers

Reptiles, birds, mammals.

Toasters, Hotplates, toaster ovens, heaters with an open coil.

Air soft guns, Pellet Guns, Squirt Guns, fake toy guns, Knives, fake toy knives, anything that is a weapon or modeled after a weapon will be confiscated and not returned. modeled after a weapon will be confiscated and not returned.

Matches, lighters, fireworks of any type, incense, candles, and incendiary devices or products or flammable material will be confiscated and not returned.

Narcotics, Alcohol, Tobacco, all drugs must have a prescription if they are not over the counter.

Halogen lights

Hunting equipment

Pornography, suggestive material of any kind

What To bring

Two changes of bedding, including blankets and pillows

Laundry supplies

Shower supplies

Heavy clothing for the winter, including a heavy jacket

An iron (ironing boards are provided)

Personal necessities

Residence Hall Rooms

Accommodations

Meier Hall: residents under the age of 22.
Two rooms (a suite) share a bathroom between the rooms.

Burman Hall: residents 22 and older.
Sink in the room, with community bathrooms on each hall.

Residents of age 21 with a residence hall good citizenship record, may choose to live in either Meier or Burman.

Room Dimensions:

Meier: 18' 7" long x 9' 7" wide x 9' high; window is 3' 4" wide x 6'4" tall

Burman: 16' 1" long x 10' 1" wide x 8' 7" high; window is 3' 8" high x 3' 10" wide.

Beds

Beds are standard twin size. You may request an extra long mattress if necessary. Bed must have feet and end caps on at all times. All mattresses must be off the floor. Please use the springs that are provided. If your springs are too soft, contact Housekeeping. All bed parts must remain in your room. Waterbeds are allowed only on the ground floor.

If you want to bunk your beds, take the extra feet and end caps to the Housekeeping department to exchange for bunk bed connectors.

Check in/out Procedure

Forms provided at the Main Office must be used to check in and out. It is your responsibility to verify the details on the form at both times.

Upon checking in, out, or changing rooms, your room must be checked by a Resident Advisor, Student Dean or Dean on duty. **Failure to be responsible in this area will result in fines.**

When you check out, everything should be as clean as if you were the last one to leave. Plan cleaning details with your room/suite mates to avoid fines.

Damages/charges

Charges will apply for room damage that has occurred during your occupancy. If your room or bathroom is damaged by someone other than you or your roommate, be sure to inform an RA, Dean, or the Main Office immediately so you will not be charged at checkout time.

Decorations

Double-sided tape should not be used on the walls. Nails or screws are not to be driven into the walls. Pictures, posters, etc., may be placed on the walls with tape or poster putty. Please see the Maintenance Supervisor if you want a heavy item hung on the wall. Remember, you are responsible for cleaning your walls upon checking out of the Residence Hall. Do not put decals on your door.

It is expected that all room decorations will be in keeping with Christian standards. Posters or decorations that emphasize alcohol, drug and rock culture, the occult or the exploitation of sexuality, or any display not in keeping with Christian standards may not be displayed and will be removed by a Dean, Student Dean, or RA.

Note that fire regulations call for clear floor space under windows and the doors must be able to open fully.

Door Name Tags

We require that all residents have a clearly printed card (listing the occupants) in the space provided on the outside of each room door. Tags are needed for fire and safety purposes. Failure to display a card will result in a \$10 fine.

Keys

Your room key is assigned to you at check in. Please know that there will be a \$75 charge if you;

- Loose your key
- Do not return your key at check out time
- Change rooms without returning your key

If you loose your key, come to the Main Office in Meier Hall to get a replacement. The lock cylinder will be changed and new keys will be issued.

Lofts

Only modified lofts or stilted beds are permissible. The basic structure of the room must not be changed or defaced by any modification. All structures must meet the regulations that are listed in the building code. You can get a copy of the building code from the Meier Main Office. Before you begin construction, you must have approved plans, and permission from Maintenance. If you start construction before receiving approval of plans, you may be asked to remove the structure and any damage to the room will be charged to your account.

Carpet pads (available from Housekeeping) need to be placed at any point where your loft structure contacts the wall, ceiling or floor. If the need arises to store any of your furniture outside of your room, contact housekeeping.

Failure to comply may result in discipline and/or loss of the privilege of having a loft.

Repairs

Damage of an accidental nature that is promptly reported will be charged at replacement costs. Unreported damage will be treated as vandalism. Any person or persons involved in unreported damages will be charged the cost of the item(s) and labor and possibly face discipline. Call ext. 6172 to report all damage, or email colwell@andrews.edu

Room Care and Inspection

Your (Meier) bathroom should be cleaned regularly. It is advisable to stay ahead of the mildew in your bathroom by leaving the bathroom door open as often as possible. Rooms that do not maintain an acceptable level of cleanliness will receive a cleaning fine and may face fines related to fire and safety hazards.

Housekeeping will clean spots caused by liquid or food spills at no cost to you if you contact them immediately. Remember, the sooner you call, the better the cleaning results will be.

Please remember that inspection of your room by authorized persons for cleanliness, orderliness, appropriateness and fire and safety hazards may be conducted at any time, even if you are not present.

Cleaning Supplies

You are responsible for supplies necessary to keep your room and bathroom clean. Do not use liquid bleach in the Residence Halls

Room Changes

After a two week-period at the beginning of each semester we will allow changes if there is a legitimate need to move to another room or change roommates. All room and/or roommate changes must be approved by a Dean and the Men's Housing Coordinator.

Check in and out procedures must be followed. See the housing coordinator for details.

Room Deposit

A \$200.00 room deposit is required when you apply to live in the Men's Residence Halls at Andrews University. This \$200.00 deposit is refundable after you properly check out and if you don't plan to return to Meier/Burman for future semesters. The \$200.00 deposit will be credited to your account upon request made to the Men's Housing Coordinator at meierburmanhousing@andrews.edu or 269.471.3397.

Room Inventory

Housekeeping keeps a detailed inventory of room contents. Please do not move furniture or residence hall equipment from another area into your room or remove any of the furniture from your room. This includes all bed parts (unless given permission from housekeeping). Furniture removed from other areas and used in your room may cause both occupants of the room to incur a \$25 per day rental fee.

Room Reservation

Current students should check your Andrews e-mail account often as you will receive notices regarding the room reservation schedule for current students and other important housing information. Schedules to reserve your room for the upcoming school year will be posted and emailed in the preceding spring semester. It is advisable to choose a roommate and have him enter his reservation at the same time to ensure room availability.

You may reserve your room by going to <https://vault.andrews.edu/dormapp>

If you have questions about Men's Housing, you may email meierburmanhousing@andrews.edu for assistance.

Rooming Alone (Single Occupancy)

Single occupancy will be granted as space is available, by seniority, and upon approval from student finance. There is a 75% additional charge for single occupancy. Single occupancy permission must be arranged with the Men's Housing Coordinator.

Should you lose your current roommate we encourage you to choose another roommate. We can provide suggestions, but if you are unwilling to move, you will be charged the single occupancy rate.

Summer Rooms

All residents staying for the summer sessions will live in Burman Hall. If you plan to stay for the summer term, please reserve a summer room in Burman Hall and plan to move immediately following graduation weekend. Summer room reservations do not carry over to the fall semester. Fall reservations should be secured in advance through the Men's Housing Coordinator.

Spiritual Growth:

The choices for a University education are numerous. Your choice to attend a Christian campus provides you with an intentional program for your spiritual growth as a part of your education. You are encouraged to participate in a wide spectrum of programs and resources provided for your personal growth. This takes the form of personal devotions, corporate worship, bible studies, vespers, church, and additional programming.

We, as a team, desire that you will take the opportunity that has been given you to develop a real and personal relationship with your Creator.

Substance Abuse

Andrews University is committed to providing a drug-free environment. 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 assists chemically dependent students in finding resources for their recovery.

A student attending Andrews is expected to remain drug free. Drug free means abstaining from the use of alcohol, tobacco, mind altering drugs, and any abuse of chemicals or prescription drugs. The university also upholds all laws which prohibit the possession, use, manufacture, or distribution of controlled substances. The possession of drug paraphernalia and use of "look alike" or designer drugs are also prohibited and considered a violation of the drug-free policy.

Voluntary Referral—HELP IS AVAILABLE

All students have the choice of voluntarily seeking assistance in remaining drug-free. Faculty members, Counseling and Testing, or Student Services personnel are available for consultations which are kept confidential. Disciplinary action will be mitigated if the student initiates a voluntary effort to seek assistance.

Theft

It is important that the doors remain locked at all times. If you see an exit door propped open please un-prop the door and inform the front desk of the doors status. It is also important that you keep the doors to your suite locked. Meier and Burman Hall are not responsible for items stolen due to negligence. If you would like to protect your possessions while you live here it is recommended that you purchase the renters insurance provided. You may receive coverage by filling out the application at the Meier Hall Front desk or by applying online at www.nssinc.com.

SAFETY and EMERGENCY

Fire Drills

Fire drills are required by both the University and the State of Michigan. Participation is REQUIRED; failure to participate can result in fines by the University and/or the State of Michigan. Fire drill procedure will be announced during orientation.

Fire Equipment

Fire extinguishers, hoses, and fire alarms are for fires only. False alarms can result in fines and/or imprisonment by the State of Michigan. The University may also assess its own fine for false alarms or the improper use of fire equipment.

Fire Prevention

Rooms:

The door of each room should be able to open completely.

Do not block windows.

Only UL (Underwriters' Laboratories) approved electrical appliances may be used in rooms.

Do not overload outlets. The use of surge protectors is recommended.

NO halogen lights.

NO hot plates, electric skillets, or any device with an exposed heating element including toaster ovens.

NO candles or incense.

NO flammable materials including but not limited to gas, lighter fluid, kerosene, etc. may be stored in the residence hall. (If you have these items for camping or other valid reasons, please see a dean, who will make arrangements for the safe storage of these items for you,

Building:

Doors cannot be propped open.

Hallways and stairwells must be kept clear at all times.

In the Event of an Alarm

In the event of a fire or fire alarm, follow the following procedure.

1. Stop whatever you are doing immediately.
2. Exit the building using the posted route as appropriate
 - a. When exiting, feel the door before opening it. If hot- do not open
If cool- brace foot against door, open it partially feeling for hot air.
 - b. If hallway is unsafe, cover any cracks/openings around doorway with wet towels, sheets or blankets.

c. Throw objects out of window to aid rescue personnel in determining your location. Wait by window, covering mouth & nose with wet cloth.

3. If smoke is present stay low to the ground.

If hallway appears safe use designated exit.

Do not use elevator.

Move to designated area and check in with RA or Dean.

Do not re-enter building unless instructed to do so by University personnel.

Personal Protection

Learn fire drill procedure, and check-in location.

Familiarize yourself with escape routes, fire extinguisher locations, and alarm locations.

Count number of doorways between your room and exit in case of low visibility.

Smoke Detectors

Smoke detectors have been placed in each room for your safety and must not be tampered with. In Meier, if the smoke detector starts to beep (the beep indicates a slow battery), notify Meier Maintenance (x6172) for a replacement battery or repairs. If you tamper with or damage the smoke detector in your room you may be charged the replacement and labor costs. Additional discipline may also occur.

FIRE SAFETY SANCTIONS

VIOLATIONS	SANCTIONS	
<p>Tampering with fire safety equipment</p> <p>Misuse of smoke detector Inappropriate discharge of fire extinguisher Pulling fire alarm without just cause</p>	<p>Up to \$500 fine plus related costs including but not limited to those assessed by AU \$500 fine \$500 and up to 1 year imprisonment</p>	
<p>Willful disregard of fire safety rules and regulations</p> <p>Obstructing hallways, blocking fire exits, propping doors open, smoking in residence hall, improper use of alarmed exit door, leaving cooking pots unattended.</p>	<p>(\$50 - \$500) plus related costs as determined by the Residence Hall director and/ or Campus Safety department.</p>	
<p>Noncompliance with office orders</p> <p>Willful disregard of interference of office's (fire, police, campus safety, or residence hall personnel) orders</p>	<p>\$500 fine, and letters of warning or suspension as deemed appropriate by the Residence Hall director</p>	
<p>Use of incendiary materials</p> <p>Matches, lighters, flammable liquids, fireworks, smoke bombs, incense, candles, halogen lamps, space heater, open coil heating device i.e. hot plates</p>	<p>\$50 fine plus related costs Destruction of AU property will be dealt with according to the policy</p> <p>\$25- \$50 fine as determined by Residence Hall deans, University Housing, &/or Academic Administration</p>	
<p>Possession of incendiary materials</p> <p>Matches, lighters, flammable liquids, fireworks, smoke bombs, space heater, open coil heating device</p>	<p>\$25- \$50 fine Items will be confiscated</p>	<p>Appeal Process: Appeals to the appropriate VP must be submitted in writing no more than five business days after the charge is made.</p>

WORSHIP

Accountability

Residents must attend the indicated number of worships per week as a minimum requirement.

1st session of semester (before mid term) – 1st 7 weeks

2nd Session of Semester (after mid term)

2nd Session attendance will start from a 'fresh' 0 points

Absence	Letter	Consequences	Deadline
-3	Warning		
-5	Probation (RHP)	8 hrs of community service, or \$50 fee	by the following Sunday
-7	Suspension	24 hrs of community services or \$100 fee	by the 2 nd Sunday

Worship Record-Keeping & Notification System

Absence	Letter	Consequences	Deadline
-3	Warning		
-5	Probation (RHP)	8 hrs of community service, or \$50 fee	by the following Sunday
-7	Suspension for 2 days from classes	16 hrs of community services	by the 2 nd Sunday

- Weekly worship credits accumulated by a student will be compared to the weekly requirements. For example: A freshman's worship requirement is 3 credits per week. Freshmen attend one worship each day (Monday to Friday) accumulating 6 worship credits which is three more than the requirement. (Thursday night worships count for 2 credits.) The record will show +3.
- Attending the minimum worships required will not change your total of credits. It will stay the same as the previous week. Going to less than your weekly requirement will bring your worship record down.
- If you don't attend your minimum requirement, you should expect a disciplinary response.
- Each resident should regularly check his current attendance total online.
- If a resident's total goes below zero, the resident is not asked to "make those worships up" but to go faithfully from that point on.
- Although residents' records are reset to zero at the beginning of each midterm and semester, *disciplinary responses are cumulative.*

Small Group Worships

We encourage you to take advantage of witnessing and sharing Christ in small groups. Tuesdays are reserved primarily for those who would like to have a small group. You will need to formulate your own groups of four to six persons from your hall. Contact your RA or a Dean for information.

Worship Decorum

Credit for attendance requires the following:

Swipe only your own card upon entrance and exit.

Be in the scheduled meeting place by the posted time and stay awake for the entire program. No cards will be swiped after the scheduled starting time.

3. Be dressed appropriately (no hats).

Behave appropriately and in a quiet manner that doesn't distract from the service .

You must leave all papers, books, and food, outside of the worship setting.

Worship Options

	<u>Time</u>	<u>Presenters</u>	<u>Location</u>
Sunday's	10:30 p.m.	Men's Club	Meier Chapel
Monday's	10:30 p.m.	RA's	Your floor
Tuesday's	7:00 a.m. Arranged	SS Lesson Small Groups	Conf. Room Arranged
Wednesday's (Coed Day)	7:00 p.m. 9:30 p.m.	Chaplains Office	PMC Meier Chapel
Thursday's	9:30 p.m.	Deans	Meier Chapel
Friday's	7:30 p.m. 8:30 p.m.	Vespers BSCF Vespers	PMC Burman

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