RESIDENCE HALL HANDBOOK
2017 - 2018
A GUIDE TO LIVING IN RESIDENCE ON THE CAMPUS OF ANDREWS UNIVERSITY
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Andrews University Residence Hall Handbook

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

Division of SL 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.
Contact Information

Lamson Front Desk: 269.471.3446
Fax: 269.471.6182
8585 University Blvd. Berrien Springs, MI 49104

Meier Front Desk: 269.471.3390
Fax: 269.471.3671
8445 W Campus Circle Dr. Berrien Springs, MI 49104

University Towers Front Desk: 269.471.3360
Fax: 269.471.6659
8400 W Campus Circle Dr. Berrien Springs, MI 49104

Dean Directory and Division of Responsibilities

Jennifer Burrill, Director of Residence Life, Dean of Women
Lamson Hall
Email: burrillj@andrews.edu
Phone: 6601
✓ General Services, Counseling, Intervention, Worship
✓ Administration
✓ Facility Management
✓ RA Leadership and Training
✓ Financial Management (all Residence Halls)
✓ Website

Spencer Carter, Dean of Men
Meier Hall
Email: scarter@andrews.edu
Phone: 3395
✓ General Services, Counseling, Intervention, Worship
✓ Administration
✓ Facility Management
✓ RA Leadership and Training
✓ Academic Success (all male residents)

Andrew Dormus, Associate Dean
Meier Hall
Email: adormus@andrews.edu
Phone: 3393
✓ General Services, Counseling, Intervention, Worship
✓ Evening Accountability
✓ Noise Violation Accountability
✓ Housing Liaison
✓ Safety and Security
✓ Health Club Supervision
✓ Dean Initiatives and Significant Event Recognition
David Iwasa, Director of Guest and Convention Services, Dean University Towers
Email: iwasa@andrews.edu
Phone: 3663
✓ General Services, Counseling, Intervention, Worship
✓ Administration
✓ Facility Management
✓ Student Dean Leadership and Training
✓ Convention Services Financial Management
✓ Social Programming (all residence halls)

Donnie Keele, Associate Dean
Meier Hall
Email: dkeele@andrews.edu
Phone: 2757
✓ General Services, Counseling, Intervention, Worship
✓ Corporate Communications
✓ Co-Curricular Programming and Attendance Accountability
✓ International Student Support (all male residents)
✓ TFE Partnership/Ministry
✓ Student Dean Leadership and Training
✓ Health Club Supervision

Rachel Keele, Associate Dean
Lamson Hall
Email: rachelkeele@andrews.edu
Phone: 6603
✓ General Services, Counseling, Intervention, Worship
✓ Academic Success (all female residents)
✓ Co-Curricular Programming and Attendance Accountability
✓ Health Club Supervision
✓ Summer Conference Liaison/August Graduation Housing
✓ Desk Leadership
✓ Logo, Theme, and Orientation Planning
✓ Safety and Security

A’Lisa Lashley, Associate Dean
Lamson Hall
Email: alisa@andrews.edu
Phone: 6699
✓ General Services, Counseling, Intervention, Worship
✓ Evening Accountability
✓ Dean Initiatives and Significant Event Recognition
✓ Social Programming (all residence halls)
✓ Student Dean Leadership and Training
✓ International Student Support (all female residents)
✓ Honor Status Processing (all residence halls)
S. Renee Paddock, Assistant Dean
Lamson Hall
Email: stephaniep@andrews.edu
Phone: 3437
✓ General Services, Counseling, Intervention, Worship
✓ Housing (all residence halls)
✓ Retention (all residence halls)
✓ Room Charges (all residence halls)
✓ Noise Violation Accountability

Teela Ruehle, Associate Director of Guest and Conventions Services, Associate Dean
University Towers
Email: teela@andrews.edu
Phone: 3664
✓ General Services, Counseling, Intervention, Worship
✓ Noise Violation Accountability
✓ Convention Guest Services Group Reservations, Contracts, and Set-up
✓ Desk Leadership
✓ UT/Guest and Convention Services Key Management
EVERYTHING YOU NEED TO KNOW

The handbook and policies are not considered to be a comprehensive list of guidelines. Changes, deletions, and additions will be made as necessary. The policies of this handbook and Andrews University’s Student Code of Conduct have been accepted by each person who enrolls as a student at Andrews and those who live in the residence halls.

Administrative Assistant’s Office
The Administrative Assistant’s office is open Monday-Thursday from 9:00 am-5:00 pm and on Friday from 9-noon. Please plan your office business during these hours.

Auto Usage
Vehicles must be insured and have a current registration sticker on their vehicle from Campus Safety at a cost of $10 per vehicle. All night parking for residents is only in the residence hall lots noted by parking markers. Expect to be ticketed and/or towed if you park anywhere else 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 and/or announced. (See Parking)

Babysitting
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 the residence halls. Overnight leaves to babysit in someone’s home must be approved by your parent(s) or legal guardian.

Bed Bug Treatment
If you think that you may have bedbugs, please see a Dean or the Administrative Assistant. They can provide you with a treatment preparation list as well as chat with you about important factors concerning the issue.

Bicycles
Your bicycle must be registered at Campus 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. Therefore, be certain that it is locked and occasionally checked on when not in use.

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. The university is not responsible for any resulting costs.

Campus Safety
Security is everyone’s responsibility. Campus Safety officers provide valuable service to residents—helping in such diverse areas as reporting and investigating theft, marking and recording electronic equipment, providing on campus 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 Campus Safety escort, call 3321.

**Check In/Out Procedures and Room Changes**

Whether changing rooms in house or moving out, it is imperative that your room be properly checked out by an approved staff member. These procedures must be completed between 8:00am-10:30pm, by sundown on Friday, and never during Sabbath hours.

Room inventories will be sent to your e-mail upon check-in. You will have 24 hours to complete and edit your room inventory before it is considered final.

During the busy end of the year check out times, each resident will need to schedule an appointment to checkout of their room. Residents must have all of their personal items out of the residence hall and have their room clean and ready for inspection. Failure to meet your appointment time will require a resident to sign up at an additional time or wait until all other scheduled checkout appointments are finished. It is important that you are ready to be checked out at the appointment time you have made. This check-out process helps you get your mail and telephone messages after you move. It will also save you a hefty improper check-out fee. Additional charges may be made for incomplete cleaning or damages. If the person responsible for damages or loss cannot be determined, the cost will be divided between the room’s occupants. If the damage is caused by someone other than you, include a note from the responsible person to your online inventory form. In this way, the costs of cleaning and repairs are charged to those responsible, not “absorbed” by all.

Please make the proper arrangements if you need to change rooms or checkout during the school year.

Moving carts should never be stored in your room, in the stairs, or be transferred from floor to floor unless living in a building with elevators.

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.

**Christmas Closing**

Lamson and Meier Halls will be closed for a portion of the Christmas break. Please look out for flyers, emails, and announcements about closure times and expectations.

**Citizenship Responses**

Disciplinary actions are consequences of your personal choices. When you choose to violate a policy of Andrews University and/or the residence halls, you should also consider and expect the associated consequence. Sometimes good people make bad choices; forgiveness is always available. 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 they are not available at that moment, leave word so they'll know that you tried. In doing so, 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, it is processed in this order: *Bear in mind that everything contained in a letter is applicable whether or not the recipient reads it. Please read the terms of your citizenship response.*

**Counsel or Letter of Counsel:** verbal or in the form of evening accountability or co-curricular attendance memo/email, letter, etc. to inform resident of violation of University regulations and to give counsel. Parent(s) or legal guardians may be but 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 may 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 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 and student status may be placed. The student is responsible for limiting their activities in accordance with probationary guidelines or they must withdraw from the University. Future probationary actions may result in immediate suspension, withdrawal, or dismissal for those who have previously been on probation.

**Letter of Suspension:** This action may suspend 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 and may involve probationary guidelines 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 and student status may be placed.

**Letter of Dismissal:** This action results in permanent separation from the University. This action may be given for 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, etc. Parent(s) or legal guardians are notified.

If a student engages in any of the following activities, on or off campus, they 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 AU Student Handbook.

- Repeated or blatant disregard of residence hall policies (including late entrances, co-curricular 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 the opposite sex anywhere but in main lobbies
- Discriminatory language or behavior
- Pulling false alarms
- Tampering with a 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, 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, emails, 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 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. Sending obscene, abusive, or disrespectful message(s)
2. Communication in a disrespectful and slanderous manner in e-mails or online social communities
3. Falsifying the source of a message or email
4. Violating any code of student conduct
5. Entering into a file, transferring a file, or use of 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.
Co-Curricular Programs
The residence halls offer a rich learning environment that focuses on the mind, body, and spirit. It is meant to teach valuable life lessons and promote the whole person.

<table>
<thead>
<tr>
<th>Time</th>
<th>Title</th>
<th>Audience</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sunday</td>
<td>8:00 pm</td>
<td>Virtuous and Capable</td>
<td>Women</td>
</tr>
<tr>
<td>Monday</td>
<td>8:00 pm</td>
<td>Life After AU</td>
<td>Co-Ed</td>
</tr>
<tr>
<td>Monday</td>
<td>9:30 pm</td>
<td>Cultivate: Prayer</td>
<td>Women</td>
</tr>
<tr>
<td>Monday</td>
<td>9:30 pm</td>
<td>Cultivate: Scripture</td>
<td>Women</td>
</tr>
<tr>
<td>Monday</td>
<td>9:30 pm</td>
<td>Cultivate: Steps to Christ</td>
<td>Women</td>
</tr>
<tr>
<td>Tuesday</td>
<td>8:00 pm</td>
<td>Professors in Residence</td>
<td>Co-Ed</td>
</tr>
<tr>
<td>Wednesday</td>
<td>2-9 pm</td>
<td>Circuit</td>
<td>Men</td>
</tr>
<tr>
<td>Wednesday</td>
<td>7:30 pm</td>
<td>Grown</td>
<td>Co-Ed</td>
</tr>
<tr>
<td>Wednesday</td>
<td>9:30 pm</td>
<td>The Exchange</td>
<td>Co-Ed</td>
</tr>
<tr>
<td>Thursday</td>
<td>8:00 pm</td>
<td>Dean’s Worship</td>
<td>Co-Ed</td>
</tr>
<tr>
<td>Thursday</td>
<td>9:30 pm</td>
<td>Synthesis</td>
<td>Co-Ed</td>
</tr>
</tbody>
</table>

Credit for attendance requires that you:

- Present your own ID card
- Be at the scheduled meeting place on time & stay for the entire program
- Be dressed appropriately.
- Behave appropriately so that others aren’t distracted. We want you to get the full experience and therefore hope that you will refrain from studying, talking or texting on the cell phone or to others present, eating, etc. Your credit depends on it.

Campus Co-Curricular Choices and Changes
Please see the Andrews University handbook.

Computers and Computer Lab
Our computer labs and printers are available exclusively to residents who are checked in. Please use the lab in your specific residence hall. 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. The residence hall can’t be responsible for viruses or their results, as they are always caused by users’ infected flash drives. Please limit operating time to 2 hour blocks. Report equipment problems to the Administrative Assistant. The computer lab is open 24 hours a day. We’ve installed the card reader at the door to help secure the lab for the use of current residents only. You have every right to deny entrance to anyone without a card, and to report use by anyone who is not a current resident. Academic usage will always receive priority over non-academic. If you are e-mailing, checking Facebook, 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. Should your personal computer require upgrade/repairs, contact ITS (6016) for assistance. Please do not eat or drink in the labs.
Locations
Lamson Hall- East lobby across from the kitchen
Meier Hall- First floor of the east wing
University Towers-Main lobby, Damazo 1st-3rd conference rooms (printer on 2nd floor)

Curfews
The University observes a campus curfew of 11 pm, except Saturday when it is at midnight. Regardless of class curfew, Lamson and Meier residence hall room check begins at 11 pm, Sunday through Friday, and 1 am on Saturdays. If you live in Lamson or Meier Hall, regardless of curfew standing, please be prepared to present your AU ID at the front desk if you are entering, exiting or getting checked in for room check. If you do not have your ID card, please check in on the evening accountability sheet at the front desk. All students, (except those who live in a no curfew building or floor) are required to get checked in each night by your RA or by going to the front desk.

<table>
<thead>
<tr>
<th>Class Standing</th>
<th>Sun-Fri</th>
<th>Sat</th>
</tr>
</thead>
<tbody>
<tr>
<td>Freshman</td>
<td>11:00 pm</td>
<td>1:00 am</td>
</tr>
<tr>
<td>Sophomore (or 20)</td>
<td>12:00 am</td>
<td>1:00 am</td>
</tr>
<tr>
<td>Honor Sophomore</td>
<td>1:00 am</td>
<td>1:30 am</td>
</tr>
<tr>
<td>Junior (or 21)</td>
<td>1:00 am</td>
<td>1:30 am</td>
</tr>
<tr>
<td>Honor Junior</td>
<td>2:00 am</td>
<td>2:00 am</td>
</tr>
<tr>
<td>Senior</td>
<td>1:00 am</td>
<td>1:30 am</td>
</tr>
<tr>
<td>Honor 21/Senior</td>
<td>None</td>
<td>None</td>
</tr>
<tr>
<td>Honor 22</td>
<td>None</td>
<td>None</td>
</tr>
</tbody>
</table>

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, etc., will result in fines. 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 fine will be assessed for carpet damages caused by bleach.

Dean Availability
There is a dean on duty 24 hours, 7 days a week. If a Dean is not in their office, please check with the front desk, leave a note, email, or voicemail. Please see their scheduled hours.
**Decorations**
Do not apply tape, glue, nails, stick-ups or paste-on hooks on any surface, including the door, furniture and walls. 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. Due to fire safety, wrappings cannot cover more than 50% of your doors at any time including holidays and vacations.

**Desk Services**
We are happy to provide a number of services at our desk. Generally, desk operates 24 hours a day. 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.

What’s offered?
Lamson-vacuums, baking supplies, toilet paper for west residents, the daily newspaper, over the counter medical supplies, and games
Meier-vacuums and cleaning supplies
University Towers-vacuums, ironing boards and irons, cleaning supplies, and games

**Dining Services**
Dining Services is located in the Campus Center. The Terrace Café is on the second floor while the Gazebo is on the main floor. Undergraduate students are required to be on a meal plan. Petition forms for rare exceptions are available from the Dining Services office. Please call 3115 for the menu and hours of operation.

**Door Name Tags**
Each resident that lives in Lamson and Meier Hall must have a clearly printed name card in the holder on the outside of the 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**
Please refer to the Andrews University Handbook for this information.

**Electrical Appliances**
Hot plates, electric frying pans, 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. Residents may use other approved electrical cooking appliances in kitchen areas only. 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 of any size. Irons should only be used in the assigned laundry room. Burned carpets will incur a fine. Use clip-on study lights with caution, as these can cause fires if left unattended. Halogen bulbs are not to be used. Electric/portable heaters cannot have an exposed heating element or a metal screen/heating element cover. They also must be approved by UL (i.e. labeled with the following symbol:  

![UL symbol]

**E-Mail**

You will receive university information at your AU e-mail address, including course changes, room reservation process, news events, registration details, housing confirmations, and messages from a dean. You’ll be held accountable for information shared via this address, so check it daily. 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. (See Fraternities and Sororities)

**Entrances and Exits**

All exits in Lamson and Meier Hall (except the front) are automatically locked and must be accessed with your ID card between the hours of 5am-11pm. At 11pm, Sunday-Friday and 1 am on Saturday nights, the front desk is the *only* exit or entrance you should use. Please make sure to sign in and out during those times. All other exits will be alarmed at this time. Going through or entering through these doors could result in a fine and letter of discipline.

In University Towers, the front entrance can be assessed between 5 am and 11 pm, and Saturday night till 1 am. After the door locks for the night, you’ll need your ID
By using your ID card, you can enter/exit at the north, south, and west entrances. Guests and other visitors should use the front entrance.

**Evening Accountability**
Andrews University’s residential community is committed to implementing accountability initiatives to promote whole-person education for success and safety. Though curfews vary by class standing, room check for all Lamson and Meier 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 the front 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 front desk and account for yourself with the receptionist. It is your responsibility to get checked in each night. (See Curfews)

**Late Entrances:** Coming in after the grace period has expired but within an hour and a half of your curfew is considered a late entrance. All residents are allowed 6 late entrances per semester without consequence. You may accumulate more than one late entrance per night, **up to 4 am, at which point you will be counted absent for the night.** At a seventh late, the resident will need to meet with a dean to discuss their options and consequences.

**Unaccounted For:** A resident who returns after 4 am or fails to account for themselves at room check time will be considered unaccounted for. A resident must meet with a dean in this situation within 24 hours. Should you not make contact within a 24 hour time period, you can expect parents, roommates, and friends to be notified in order to determine your safety. Being unaccounted may result in suspension.

Residence hall staff will ask for and utilize your cell phone numbers in instances in which you have accumulated more than your allotted number of lates or you are not located on a given night.

**Memos:** When a resident receives an evening accountability memo to see a Dean, they must do so immediately, leaving notice if the dean is 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 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 stay out of the dorm, all residents must submit an overnight leave (OV) for approval by a Dean or SD. Graduates, Honor-22 status and Honor-Senior/21 status residents are expected to submit an Overnight Leave (to an appropriate/host location) but need not wait for approval.
OV requests are recommended to be submitted 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. 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 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 the 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 child staying overnight. In this way, we may be able to approve locations that the university might not otherwise allow. Parent-signed forms, once turned in to the deans, are also mailed home.

**50% + Rule**: If you rent a room in the residence hall, you are expected to actually “live” in the residence hall. Of course, occasional overnight leaves to home are expected, but **residents will be expected to spend more than 50% of each week (excepting school vacations) in your residence hall room.** All usual curfews, late entrances limitations, co-curricular attendance requirements, etc. will apply. If you live here, you get all the benefits and all the responsibilities as well.

**Overnight Leave Designations**: The full name of host family (e.g. Mr. & 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 opposite sex living apart from their family, whether or not host or parental calls express their ok, and regardless of your honor status.

**A. FAMILY HOMES** Overnight requests to family homes 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) approvable person, 25 years of age or older present throughout your visit.

Exceptions: However, an invitation from the host family must be received by e-mail or phone, prior to departure, for each and every overnight leave requested when going to:
✓ The family home of an opposite sex 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 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 their 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 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 same sex home be approved for any resident’s overnight stay, for any resident, including graduate, senior/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.

Room 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 the residence hall, but out of your room when the RA checks, you must present yourself to a Hall RA, the Desk Receptionist currently at desk, the 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 unexcused 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 principles 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 may visit honor-senior/21 and honor-22 students on a nightly basis to see that they are well and to offer assistance.

**Signing in and out:** All entrances and exits must be made via the front door only. 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 the residence hall after their curfew without authorization. Leaving after your curfew, even if you were checked in before, will result in lates accumulated or unaccounted for depending on what time you exited and reentered. Emergency requests, even in the middle of the night, may be directed to the Dean on duty. Exiting any door, other than the front, may result in a fine of up to $500 and a citizenship response.

**Fines**
You are responsible for the condition of your room. You must fill out an inventory regarding the condition of your room upon move-in. In order to encourage excellent care of our residence hall, actions which cause or encourage damage or injury will incur fines.

**Specified Fines**
- Broken Window, screen or rivet removal replacement cost+
- Candles, incense, halogen bulbs, etc (plus cost of damage) $25+
- Carpet damage $25+
- Damage to stairs/steps $25+
- Exit/Entrance door after closing $250+
- Furniture removed from rooms (or left in hallway) $10+
- Improper checkout $250+
- Littering, in and out of the building including personal trash $25+ per item
- Lobby furniture taken from lobby/common areas $10+
- Lofts installed $50+
- 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) replacement cost+
- Wall/door damage (holes, stickers, tape, adding nails, etc) $10+
- If we have to pack/move your things $50+
- Tampering, disconnecting, damage, installation of a personal wireless access point $100+ (up to $750)
- Mattress Pad Launder/Replacement $10+
- Bathroom Cleaning $50+
- Kitchen Cleaning $50+

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 when necessary. Forbidden firearms/potential weapons include but aren’t 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 Evacuation and Life Safety Codes**
Whenever the fire alarm sounds:

STOP whatever you are doing, wherever you are, and prepare to leave immediately by the nearest and safest exit.

**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 any opening or cracks where smoke may enter using wet towels, sheets, blankets, etc. In rooms with windows that open, keep open window slightly and stay near it.

**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.

**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 designated spot, check in with your Resident Advisor and then wait quietly till the alarm stops & you are motioned back in by fire personnel. You may then re-enter the building in an orderly manner.

**Designated Spots**
Lamson Hall- Student Center
Meier Hall- University Towers Chapel and Activity Center
University Towers- Small Parking lot across the street from main entrance

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 Campus Safety Department or Student Life Division. Additional state fines may be added.

**Violations**
Tampering with fire safety equipment: Misuse of smoke detector, inappropriate discharge of fire extinguisher, removing or defacing posted fire regulations, pulling fire alarm without just cause.

Willful disregard of fire safety rules and regulations: Obstructing hallways, blocking fire exits, propping doors open, improper use of alarmed door, smoking in the building, leaving cooking pots unattended, leaving ovens unattended.

Noncompliance with orders: Willful disregard and/or interference of orders of officer: fire, police, Campus Safety, or residence hall at sound of fire alarm.

Possession/Use of incendiary devices: Matches, lighters, incense, candles, halogen
lamps, fireworks, smoke bombs, flammable liquids, space heaters (except approved heaters), toasters, open coil heating device, hot plates.

Failure to exit during an alarm or drill may result in a fine and a letter of discipline, etc.
1st offense- $150.00
2nd offense-$300.00
3rd offense-$500.00

Note that the number of offenses does not reset and will stand against an individual regardless of academic year.

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

Fire Safety Regulations
The following guidelines exist to preserve all 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). Paper-wrapped doors are not permitted at any time, even during the holiday season.

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 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.

Food Delivery
Residents are asked to not have restaurant food delivery during Sabbath hours. Orders will not be accepted at any time on behalf of a resident. If you request food delivery, please be in the lobby to receive it when it arrives.

Fraternities, Sororities, and Other Unauthorized Campus 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. 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, dismantled, or moved from commons areas. Violators will be assessed a fine per item. Beds, dressers, and desks must remain in the room at all times, even if you room alone. If you would like the beds bunked or un-bunked, please fill out a request online. Maintenance workers 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. Mid-semester bed change requests may take up to 2 weeks to get 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.

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

Maintenance will be happy to help you determine whether your clever suggestion is doable/safe.

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.

Guests in your Room
Guests staying in your room overnight must register at the desk. Those who fail to register a guest may be charged for their guests’ stay. Registered guests may stay in the residence hall for a limited time. Please see the guest registration form for more information. 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.

Guest Rooms
Parents of current residents are welcome to stay in campus guest rooms, as space allows, at 25% 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 Guest Services at 3360 in advance. Once a resident has checked out, a parent is no longer entitled to this or other privileges. Residents are not to visit with guests of the opposite sex in guest rooms. Please entertain those guests in the campus co-ed environment.

Haircutting and Dying
Hair is not to be cut or dyed in 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 friend’s hair? Arrange to do so at a home in the community or ask the Dean for an approved location.
**Health and Wellness**
Please refer to the Andrews University Handbook.

**Health Club**
Lamson and Meier Hall have health clubs in their basements available for resident and community use. For more information on costs, classes, and hours, please see the residence hall website.

**Health Insurance**
Students are charged an automatic and non-refundable charge for student insurance. Contact Human Resources at 3302 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 and from the Medical Center. You should bring your personal health insurance information to all appointments. Ask the doctor 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 a dean 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. They 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 their family, just as would have been the case had their 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. If you have visited a health care facility and special care is needed after you have been given a medical diagnosis, please contact the dean on duty so that they are aware and can accommodate as warranted.

General visits to the University Medical Center are part of the residence hall package. Additional tests, etc will charged to your Andrews account.

- University Medical Center--473-2222
- Lakeland Hospital, St. Joseph--983-8300
- Lakeland Hospital, Niles--683-5510
Other options for care include:

**Southwestern Medical Clinic** 429-9677, 5515 Cleveland Ave, Stevensville, MI 49127

**Urgent Care Medical Walk-In** 925-6600, 1850 Pipestone Rd. Benton Harbor, MI 49022.

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**Honor Status**

Students having completed their freshman year may qualify for additional privileges by applying for Honor Status. Contracts outline specifics and are available online. Those applying must have lived in a residence 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. Receiving any Letter of Warning will result in the loss of honor status.

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 and 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 applicants must have completed 80% or 24 credits or higher of their co-curricular requirements.

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

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**Honor 22**

Following the submission of an Honor-22 Status application, those who are 22 or older are granted Honor-22 Status, a revocable privilege. Honor-22 status residents are expected to live by the same moral code. Refusal to comply with Andrews University and residence hall guidelines will result (besides usual disciplinary responses) in revoking of honor-22 status, and may jeopardize your stay in the residence halls at Andrews University.

**Evening accountability:** Honor-22 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,” expected to submit an overnight leave any night they will not be in, and are to sign in/out whenever leaving/entering the residence hall after door closing.

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**Housing**

**Room Assignments**

**Incoming Students:** Incoming students who request to live in a residence hall must have completed a room application and paid the $250 deposit before a room assignment can be considered. The deposit must remain on file until final checkout. Your deposit will be applied to your account--or if your bill is clear, mailed to you by the business office. This action also cancels any room reservation.

Your deposit is forfeited if it is needed to cover the cost of cleaning or repairs.
The Housing Coordinator 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.

The Community Residential Application deadline for fall semester is June 1 and November 1 for the spring semester.

**Walk Ins:** Students who apply after room assignments have been made, who have not completed an application form and/or not submitted a deposit, may be placed in supplemental housing. Supplemental housing is a temporary placement with one or more roommates. 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 request 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 August 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.

Students will receive room assignment notification during the month of July for the upcoming fall semester.

**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 or have you move to another 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 (keep room in readiness for a roommate)
- expect to move to another room with an assigned roommate

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.

**Single occupancy:** Since rooming alone limits availability of space for both new residents and for those wishing to change rooms, single housing is not always available. When it is, you will pay the single housing cost if you wish to live alone. In each year that space allows, we will accept single housing requests.

**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, Student Dean or Dean.

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 your attempt to reconcile your differences is still not successful, contact a staff member to obtain a ‘Room Change Request Form.’ Please note that a staff member 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 a 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**
There is a two-week room freeze from the beginning of each semester and at the end of each semester where students will not be able to switch rooms.

**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. 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 suitemates share the responsibilities of room and bathroom care. In fact, if housekeeping 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, the residence halls 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 for Lamson, Meier, and Burman Hall**
Residence Hall 'Package' Plan for fall and spring semesters:
Rent $2,389.00 each, per roommate, 2 to room
     $3,584.00 single occupancy

Semesters are figured as being about 105 days each. If arriving early, or staying later, the nightly rental rate is charged as follows: $20.00/night (double occupancy) and $30.00/night (single occupancy).

**Room charges for Damazo Hall**
Rent $2,639.00 each, per roommate, 2 to room
     $5,278.00 single occupancy

Semesters are figured as being about 105 days each. If arriving early, or staying later, the nightly rental rate is charged as follows: $22.00/night (double occupancy) and $44.00/night (single occupancy).

**Meals:** Undergraduate residents younger than 22 will be on the meal plan.
The residence halls exist to house currently registered Andrews University students. If you are not financially cleared for the 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, you must move out of the residence hall. 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 Student Life, and should be returned to Student Life 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, 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, access to low-cost laundry facilities, use of the
computer lab, 25% 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, and limited services at University Medical Specialties.

**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 the charges on your statement. Note: Charges may show up on different statements depending on beginning and end date of occupancy.

**Between sessions:** If you live in the residence hall for the fall semester and return to live there for the spring semester as well, there is no additional charge for the time between fall and spring semesters. However, if you aren’t returning in the spring, you are to move out of residence at the end of fall semester final exam week. If you choose to move out 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 the residence halls during spring semester who are not spring graduates, and aren’t staying for summer, must move out by the day following their last final. If you have late day exams, contact the Housing Dean. Those living in the residence hall for the summer but who are not staying for fall must move out no later than the end of August graduation weekend. At that point, our priority has to turn to those who’ll next be registered for classes. Please notify the Housing Dean if your plans are to stay longer than the expected move out day as stated previously.

**Hover Boards**
All hover boards must be registered with campus safety. For them to be registered, the owner must provide proof that the hover board is certified by a nationally recognized testing laboratory. The hover board will then have a campus safety sticker affixed to it.

**Identification Cards**
ID cards are needed for access to entrances, checking in for co-curricular attendance, signing in and out of the residence hall at curfew and room check, checking in/out for work, charge privileges, vending machines, for coming in and going out of campus when gates are closed, and for personal identification on campus. Please comply whenever a Campus Safety officer or any other staff person requests presentation of your ID. Please make sure not to lend your ID card or use another’s ID for entering or exiting campus. Additionally, do not use someone else’s ID card for any other reason without permission from the owner. If you lose your ID, see Dining Services. If you experience door access difficulty with your ID, see the front desk receptionist, a Dean, or the Administrative Assistant during their office hours.

**Information Technology Services (ITS) Support Center**
The ITS Support Center site can be found at www.andrews.edu/itscc. On it, you can find various ways to get technical help, information on how to get devices connected to the internet while on campus, solutions for common computing issues, how to connect to email and wifi on campus, resources for academic productivity and much more.
Insurance, Renters
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. Make sure you learn what these specific limitations are in consultation with the International Student Services Office. If you are an international student finding it difficult to understand a memo, policy, or publication, we want to help. Let us know!

Keys
After your initial check-in, room keys may be obtained from the front 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’s in your best interest to develop the habit of locking your room door and taking your key with you. There will not always be someone available to open your door if you are locked out. The University is not responsible for loss of personal property.

Checking out a temporary key: Should you occasionally, temporarily misplace your key, you may check out another key to your own room at the front 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.

Kitchenette Rules
Cooking and baking may not be left unattended at any time due to fire risk and will result in a fine if found. Personal trash is never to be deposited in kitchenettes. If you leave other than kitchen generated trash there, we will charge you for the dumpster “take out’ service. You are responsible for any additional posted regulations. Food stored in the refrigerators is placed there at your own risk and must be clearly marked with your name and the date left on it. Unmarked, old, or otherwise offensive food may be discarded by the housekeeper at their discretion.

Laundry Facilities
Machines are available with ID access into the laundry rooms. Please refer to the laundry guide given for specific instructions for use. Unlimited usage is included in your rent package.

Laundry rooms are closed during Sabbath hours. Only current residents are allowed to use these facilities. Should you encounter others doing so, notify a Dean or Housekeeping. In preparation for Sabbath, laundry rooms are closed one hour before sundown and unlocked after sundown on Saturday night. Please exercise good judgement as you launder. Check the machines for dyes used by the last person, and check pockets for pens, tissues, etc., as the residence halls cannot take responsibility
for damage caused by such things.

**Locations**
Lamson Hall - 1st, 2nd, and 3rd SW hallway
Meier Hall - 2nd East and 2nd West Middle of the hall
University Towers - Basement

**Lobbies and Lounges**
Lounges are intended as places of quiet talking and studying. To keep all lobby areas attractive, food and drink are only allowed with permission. Please monitor your volume, especially at night. Be fully dressed in these lounges, as maintenance, guests, parents, etc may be in the halls during the day. The lobby couches are for sitting, not sleeping, since they cannot be routinely laundered. You are welcome in another residence hall’s lobby when open for guests, and never to be in any restricted areas unless there for a public function, such as a co-curricular program or open house. Use of personal equipment for playing music or for viewing videos/dvds is permitted only with the use of headphones. 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.

Please abide by all main lobby opening and closing times. If you are unsure of times, please see the front desk receptionist.

**Lofts**
Lofts are not permitted in the residence halls.

**Lost and Found Items**
Items ‘found’ in the residence halls should be taken to the Custodial Supervisor’s office or the front desk. Items not claimed within one month will be disposed of. If you believe your “lost” item may have been stolen, report it to Campus Safety and/or the Berrien Springs Police Department.

**Mail**
Outgoing mail is collected at about 10 am. Incoming mail is distributed to the 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. Therefore, it may take longer to pass out mail on Mondays.

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 bring it to the front desk receptionist.

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. You will be electronically notified via e-mail and/or text message when you have a parcel or package that will not fit into your mailbox. You may at that point bring a picture ID to the desk to receive your package. Packages that are certified, insured, registered or express mail will be received by the Andrews University Post Office. You will receive notification of a package and will need a picture ID to receive the package.
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. The address is to be written as follows:

Name  
Rm. # ______ Hall  
# and Street name  
Berrien Springs, MI 49104-1200

Get change of address forms from the post office, or change your address online at [www.MoversGuide.usps.com](http://www.MoversGuide.usps.com). Once you move out, **mail cannot be held for you**, and will be forwarded. If you experience difficulty with your mailbox or with mail service, see the Desk Supervisor.

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.

**Mixed Gender Visitors**

Personal living spaces are to remain gender specific at all times. Special permission for exceptions can be acquired from the dean on duty on a case by case basis. The main lobby is an appropriate area for mixed gender company. Please refrain from excessive displays of affection in this area.

**Noise**

We know that these 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 residents. At some point, that noise stops being annoying and begins to be perceived of as lack of respect. To aid in the endeavor of a quiet atmosphere, **we do not allow subwoofers in the residence halls**. 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/SD at the time the noise is occurring and let them know this is not the first time. If the noise continues, contact the SD or Dean on duty at the time the noise is happening, letting them 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, violations will be documented, and violators will receive these consequences (serious offenses may skip response steps). Noise warning incidents and documentation are calculated through the entire school year.

**First through Third Incidents**: Verbal counsel by residence hall personnel, followed by noise warning documentation and an email warning.
Fourth Incident: Verbal counsel by residence hall personnel, followed by noise warning documentation and a Letter of Warning with copies sent to the resident, Student Life, and parents. Residents who receive Letters of Warning will not be able to choose their room for the following year and will be considered ineligible for honor status.

Fifth Incident: Verbal counsel by residence hall personnel, followed by noise warning documentation and a Letter of Residence Hall Probation with copies sent to the resident, Student Life, and parents. Confiscation of sound equipment, stereo or TV will also be removed.

Additional Violations: Any additional violations will result in serious consequences which may include suspension. If you think this is being taken way too seriously, you obviously are not someone whose sleep and study have been compromised by neighbors. The residence halls are 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 individual. 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. Feel free to talk and pray with a staff member.

Pets
Animals are not allowed in the residence halls. Fish in small tanks are the only exception. 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 another student’s allergies, and where their discovery will require that you immediately find them a new home.

Emotional support animals must be approved and registered with the office of disabilities, and conform to the University emotional support animal policies.

Public Displays of Affection
You’ll be expected to maintain appropriate decorum in all 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. You are responsible not only for your own behavior, but for that of your significant other 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.
**Repair Requests**
If something in your room needs repair, fill out a repair request online. If you do not get a response within 48 hours with your requests, please see a Dean.

Work orders are called in to Plant Service by the Dean on Duty or by 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 a dean if your repair is not completed in a timely fashion. We want to know if a problem persists. Please note that maintenance requests are tackled by priority.

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. (See FURNITURE)

**Resident Advisor**
Resident Advisors (RAs) live on the halls in Lamson and Meier, 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, co-curricular programs, 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, they may sometimes ask you to make less noise, stop talking in co-curricular programs, etc. It’s not easy for them to be a student and represent residence hall/University policies. Please respect what they to you. Then, if you have concerns about what or how it was said, share these with a Dean.

**Rights of Access**
The University reserves the right as 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 room check. 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, One Place, and other local churches.
During Sabbath hours, residents are expected to honor the commandment, “Remember the Sabbath day, to keep it holy.” In particular, we hope you to choose not to watch secular television 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 the television 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 Campus Safety guidelines and by using common sense safety practices. Advance planning can help keep you and your belongings secure. (See Campus 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 belongings close to your body
- Dress sensibly
- Respect campus curfew (11 pm Sun-/Fri, 12 am 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-lit area, such as store, restaurant, gas station, house, residence hall, or anywhere with 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 Campus Safety/Police *immediately*, giving description of approximate height, weight, etc

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 don’t get back in the car. Call Campus Safety or a Dean to get you home safely.
- On a date, always carry a cell phone, the numbers of desk and Campus 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 has 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 Campus 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 instead. Keep personal papers and valuables (such as telephone access code) locked. 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-lit 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

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

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 Campus 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 personnel cannot assume responsibility for your belongings, provide reimbursement, or conduct an investigation, they will assist you in reporting all crimes to Campus Safety (3321) and/or the Berrien Springs Police Department.

Tornadoes: 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. 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 has 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.

Medical: Students are encouraged to speak confidentially with a residence hall dean if they are diagnosed by a medical professional with a communicable disease that may put the residence hall community at risk. They may authorize their medical
professional to share any helpful information with the deans.

**Medications:** Students with prescription medication should keep their medications in the original pharmacy packaging for easy identification and verification.

**Screens and Windows**
Window screens and rivets are not to be loosened, removed or tampered with for any reason. They 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 plus full repair/replacement costs. Be prepared, in addition, for a possible room change and/or suspension. Notify a Dean if you notice any torn or missing screen. 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.

**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. Student Life approved advertising may be posted only on designated bulletin boards at the exit doors.

**Sharps Containers**
If you require needles as a preapproved medical treatment to be kept in your room, please notify a dean immediately. These medical instruments should be kept in a locked desk drawer or in a safe. Sharps containers are required for the disposal of all needles. To find a drop off site for your containers, please visit [www.berriencounty.org/recycle/medicalwaste](http://www.berriencounty.org/recycle/medicalwaste).

**Student Deans**
Student Deans are students working as part-time Residence Hall staff. When on duty, they are available to counsel, approve overnight leaves, help you sort out your co-curricular 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**
Please refer to the Andrews University Handbook for this information.

**Suicidal Gesture/Intent**
Please refer to the Andrews University Handbook for this information.

**Summer and Holidays**
The residence halls house students during the summer and for most vacations. All house rules apply at all times. Since summer students stay a variety of lengths of time, summer housing is based on daily charges. 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 programs. If you know in advance that you will need to remain in residence for the summer, you will need to arrange a room on a hall used for summer, from which you will need to move for summer session. Please fill out a room request online.
If you accept responsibility for holding someone else’s boxes, stereo, etc., full responsibility is yours. If that person does not return, you will assume all costs (and energy) involved in mailing/moving those items. Holding items for someone else cannot interfere with your ability to provide adequate and fair space for a roommate.

Summer residents not remaining for fall semester must check out 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 the Housing Dean.**

**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 Campus 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 with Campus Safety. It may help you recall and document important details of the call.

In consideration of your roommate and hall mates, please talk quietly and limit late night calls. If you feel you must talk in the hall, please speak near a whisper so that you won’t be asked to terminate your call or go to a nearby lobby.

**Television, Blu Ray, or DVD Player**
A resident wishing to have one of these items in their room must obtain agreement from their roommate. The right to not have one in the room overrides your right to have one. Residents must also self-monitor noise level (no surround sound), content, and company enjoying your television. 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 content). Violations (either with your own or borrowed equipment) may result in a disciplinary response which will include confiscation/bringing TV/DVD to Dean’s office by midnight of the day it is required of you, and future TV/DVD privileges being withheld. Basic cable access is included in your rent. Contact Telecommunications at [www.andrews.edu/go/telecom](http://www.andrews.edu/go/telecom) 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 by going online to [www.andrews.edu/services/transportation/](http://www.andrews.edu/services/transportation/). No Sabbath hour runs will be arranged. If you need transportation to and from the University Medical Center,
tell the Medical Center receptionist at the time you make your appointment.

**Trash and Trash Rooms**

Trash rooms are located in each building, from which housemen or housekeepers 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, a fine of at least $25 per item will be charged, and trash may be returned to your room.

Should you have a medical condition that requires the usage of needles, we ask that you supply your own container and dispose of it appropriately.

Pride in our campus home, courtesy regarding shared communal spaces, and a concern for the environment should mean that littering doesn’t occur in or out of campus buildings. When noted, a 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.

**Vacations**

Before leaving on vacation, be sure to arrange an approved leave. Leave your window closed, food stored, lights off, and your door locked. Make arrangements for plants to be watered, fish to be fed, etc. If you are planning to remain in the residence hall during a vacation, plan to practice all usual policies. Please review the Andrews calendar for University holidays. All ‘house rules’ continue during vacations/breaks.

Between semesters, there is no charge for living in the residence halls. However, if you move out following or during a break, you will be charged for each additional day after the package plan ended for the previous semester. You are not being penalized for extra time but charged for time for which you have not yet paid. Move outs must be done by the day after their last final. August graduates must move out no later than graduation weekend.

**Vacuum Cleaners**

Vacuums are provided at the front desk and some RA rooms and may be checked out by presenting your ID card. If a vacuum is not working well, report it immediately to the Dean or the desk receptionist. Wandering vacuums will be sought and seized and there will be consequences for housing it since you have inconvenienced others. Vacuums may not be checked out or used before 8 am and after 10 pm, or during Sabbath hours.

**Vending Machines**

Machines offering soda, juice, and snacks are located in each residence hall. Refund requests for these machines should be report to Dining Services at 3161 as these machines are owned and serviced by Dining Services.
**Location**
Lamson- first floor on the Southeast hall
Meier- off the first floor lobby
University Towers- lobby near the mailboxes.

**Visitors**
The residence halls welcomes mixed gender visits in specified lobbies. Unauthorized mixed gender visits discovered in any other area of the building are a violation of the Andrews University Code of Student Conduct and are subject to discipline including suspension and expulsion. All guests, including parents, must register themselves with the building upon arrival.

**Wireless Service**
Wireless service is provided. Personal access points/routers are not allowed as they may conflict with the university provided equipment and disrupt wireless services. Residents may be fined if an unauthorized access point is found. Some rooms contain wireless access points which provide services for individuals in multiple rooms. If these are damaged or disconnected, it will disrupt wireless services. Damaging, tampering, disconnecting or theft of the wireless access point will incur the following fines:

**Specified Fines**
- Tampering or disconnecting a wireless access point $100
- Unauthorized wireless access point $100
- Replacement of wireless access point due to damage or theft $750
Lamson Hall

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

Theme
Encounter God, Experience Growth, Create Memories

Staff Directory and Division of Responsibilities

Office Staff
Elise Damron, Health Club Manager, edamron@andrews.edu, 3448
Natalie Johnson, Administrative Assistant, marshaln@andrews.edu, 6602

Facility Management Staff
Griselda Guzman, Custodial Supervisor, guzmane@andrews.edu, 6698
Harold Schmidt, Maintenance Supervisor, schmidt@andrews.edu, 6528
Luisa Castillo, Housekeeper
Nevena Slavujevic, Housekeeper
Ana Tasi, Housekeeper
Socorro Terrero, Housekeeper

Student Deans, 3439
Tatiana Correa, Head Student Dean, tatianac@andrews.edu
Alexy Gatica, aley@andrews.edu
Anna Kim, kanna@andrews.edu
Tara Thona, maryand@andrews.edu

Resident Advisors
Sarah Henry-Saturne, Head RA, Room 5172, Ext 6572
Amanda Bange, Assistant Head RA, Room 5136, Ext 6136
Heidy Beras, Head Desk RA, Room 555, Ext 6555
Alexandra Wiist, Hall 1S, Room 133, Ext 8022
Kristen Kramer, Hall 1N, Room 183, Ext 8041
Leilani Luva, Hall 2SE, Room 215, Ext 8053
Rachel Manuel, Hall 2NE, Room 265, Ext 8080
Jessica Stelfox, Hall 2SW, Room 5221, Ext 8216
Michelle Marsollier, Hall 2NW, Room 5259, Ext 8236
Shekinah Dosunmu, Hall 3SE, Room 315, Ext 8109
Nayeli Moretta, Hall 3NE, Room 365, Ext 8138
Delaneira Kuntoria, Hall 3SW, Room 5321, Ext 8264
Autumn Zurek, Hall 3NW, Room 5359, Ext 8284
**Friday Night Light**

**Encounter God**

**September 8**- Lamentations 3:22-24
The faithful love of the Lord never ends! His mercies never cease. Great is his faithfulness; his mercies begin afresh each morning. I say to myself, “The Lord is my inheritance; therefore, I will hope in him!”

**September 15**- Jeremiah 33:3
Call to me and I will answer you, and will tell you great and hidden things that you have not known.

**September 22**- Deuteronomy 4:29
But from there you will seek the Lord your God and you will find him, if you search after him with all your heart and with all your soul.

**September 29**- John 14:27
I am leaving you with a gift—peace of mind and heart. And the peace I give is a gift the world cannot give. So don’t be troubled or afraid.

**Experience Growth**

**October 13**- Matthew 11:28-29
Then Jesus said, “Come to me, all of you who are weary and carry heavy burdens, and I will give you rest. Take my yoke upon you. Let me teach you, because I am humble and gentle at heart, and you will find rest for your souls.

**October 20**- Philippians 4:6-7
Don’t worry about anything; instead, pray about everything. Tell God what you need, and thank him for all he has done. Then you will experience God’s peace, which exceeds anything we can understand. His peace will guard your hearts and minds as you live in Jesus Christ.

**October 27**- Philippians 4:12-13
I know how to live on almost nothing or with everything. I have learned the secret of living in every situation, whether it is with a full stomach or empty, with plenty or little. For I can do everything through Christ, who gives me strength.

**November 3**- Colossians 3:13
Make allowance for each other’s faults, and forgive anyone who offends you. Remember, the Lord forgave you, so you must forgive others.

**Create Memories**

**November 10**- Isaiah 43:19
For I am about to do something new. See, I have already begun! Do you not see it? I will make a pathway through the wilderness. I will create rivers in the dry wasteland.

**November 17**- 2 Corinthians 5:17
This means that anyone who belongs to Christ has become a new person. The old life is gone; a new life has begun!

**December 1**- Philippians 3:13
No, dear brothers and sister, I have not achieved it, but I focus on this one thing; Forgetting the past and looking forward to what lies ahead...

**December 8**- Luke 2:17-19
After seeing him, the shepherds told everyone what had happened and what the angel had said to them about this child. All who heard the shepherds’ story were astonished, but Mary kept all these things in her heart and thought about them often.
EVERYTHING YOU NEED TO KNOW

**Aerobics Room**
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.

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

**Deans’ Schedule and Availability**
There is always a Dean or Student Dean on duty. Deans’ schedules will vary as vacations, campus meetings, conferences, staff interviews, etc occur, but the typical Lamson Dean on duty schedule is as follows:

**Dean Burrill**
Monday and Wednesday 9am-5pm, Tuesday and Thursday 9am-3pm, Friday, 9am- 1pm

**Dean Keele**
Monday and Friday, 1-5pm, Tuesday-Thursday, 12-5pm, Monday night, 7pm-midnight (on call till 9am)

**Dean Lashley**
Monday and Friday, 9am-1 pm, Tuesday-Thursday, 9am-2pm, Wednesday night, 7pm-midnight (on call till 9am)

**Dean Paddock**
Monday and Friday, 1-5 pm, Tuesday-Thursday, 12-5pm, Thursday nights, 7pm-midnight (on call till 9am)

Generally, the dean on duty will leave around midnight Sunday-Friday, and around 2 am on Saturday night. 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 duty.

**Weekends on duty**
Friday from 5pm-Monday at 9 am. If a Dean is not in her office, please contact desk to get a hold of her.

Regular Monday shifts change with weekend rotations. The dean will not work her usual Monday morning/afternoon shift if she worked the previous weekend. Please check with the front desk receptionist if you need clarification.

**Head Student Dean-Tatiana Correa**
Tuesday nights, 5-midnight (on call till 9am)
**Student Deans**
Sunday-Thursday, 5-11pm
Friday, 5-8pm

Need to contact a dean? Please feel free to leave a note on her door, email, voicemail or come see her during her office hours. If you are unsure of when a dean works, please refer to the schedule above or contact the front desk receptionist.

**East Rooms**
Those who live in the east rooms should open their room windows for 10-15 minutes per day to allow for fresh air to enter the environment since it’s a self-contained system.

**Entrances and Exits**

**Access by ID card**

**West:** You may enter/exit the west door without an ID card between 5 am and 11 pm Sunday-Friday and until 1 am on Saturday night. 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/exit at these exits, even if it is not yet your (or the other resident’s) curfew, you should expect a $250-$500 fine for each occasion along with a citizenship response. If you accidentally exit an alarmed door, immediately report the incident to the dean on duty with all involved individuals in order to avoid a fine and citizenship response.

**East, 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 use the West doors only.

**Flyers**
Only Lamson staff can put flyers on the interior doors. All resident flyers (personal or club) need to be approved and stamped by Student Life. Those posters are to be placed on the exit bulletin boards.

**Gentlemen Visitors**
Andrews University’s residence halls are, quite intentionally, not co-ed. Gentlemen are welcome during Open Houses, in the main lobby during specified hours, in the chapel for programs designated as co-ed, and in the first floor kitchenette when appropriately reserved. 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) may 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. 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 West lobby when they are opened for gentlemen. 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.

**Health Club**
Lamson Health Club is located in Lamson’s West basement. Membership entitles you to the use of Treadmills, Elliptical Fitness Cross-trainers (EFX), Lifecycles, over 1,000 pounds in free weights, a variety of weight machines, dry sauna, spa, etc. Aerobics classes meet in the aerobics room adjacent to the Health Club. Massage Therapy and selected aerobics classes are available at additional fees.

**Kitchenettes**
Kitchenettes are located on 1st, 2nd & 3rd east and in the southwest basement. They are closed from 12:30-7 am, and briefly during the daytime for cleaning. Only the 1st East kitchenette may be used for co-ed use. Use of this facility does not include use of the lobby.

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

**Lamson Letter**
The Lamson Letter is a weekly publication to all Lamson residents. It includes news, student profiles, fun facts and pictures, relevant issues and activities in our world today, program updates, schedule changes, policy updates, etc. 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 Lashley by Wednesday at 5 pm each week. She will carefully consider your requests and put them into the letter as warranted.

**Parking**
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. (See Auto Usage)

**Prayer Room**
Our 2nd floor prayer room is for your devotional and prayer use. Any other use of this area is strictly prohibited.

**Study Rooms**
Study rooms are located in the east basement. To reserve one of these rooms, please see the desk receptionist.
Meier Hall

Mission Statement
Finding success through faith, integrity, and belonging.

Theme
Belong

Staff Directory and Division of Responsibilities

Office Staff
Evy Lawson, Administrative Assistant, Desk Supervisor, evangeli@andrews.edu, 3397
Daniel Duran, Health Club Manager, francyd@andrews.edu, 3389

Facility Management Staff
Emma Tenorio, Housekeeping, etenorio@andrews.edu, 3531
William Colwell, Maintenance, colwell@andrews.edu, 6172

Student Deans, 6245
EJ Fernandez, eliasf@andrews.edu
J. Murdock, murdock@andrews.edu
Jamie Ricketts, ricketts@andrews.edu

Resident Advisors
Jonathan Yoon, Team Captain, Room 147, Ext 8454
Darrell Ezell II, Room 163, Ext 8583
Cameron Phillpotts, Room 247, Ext 8463
Matthew Agard, Room 263, Ext 8592
Raymond Bennett, Room 347, Ext 8472
Jan Pagunsan, Room 363, Ext 8603
Jonathan Ringer, Team Captain, Room 111, Ext 8400
Carlan Cogen, Room 127, Ext 8529
David Sherman, Room 211, 8409
Marlon Jenkins Jr., Room 227, Ext 8538
Ben Lee, Room 311, Ext 8418
Juan Burdick, Room 327, Ext 8547
EVERYTHING YOU NEED TO KNOW

**Change**
In Meier, a coin change machine is located adjacent to the entrance of 1st East. Change in coin is limited to $5, $10 or $20 bills.

**Deans’ Schedule and Availability**
There is always a Dean or Student Dean on duty. Deans’ schedules will vary as vacations, campus meetings, conferences, staff interviews, etc occur.

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*Unless working the weekend

**Weekends on duty**
Friday from 5pm-Monday at 9 am. If a Dean is not in his office, please contact desk to get a hold of him.

**Door Dollars**
Should you lock yourself out of your room and your roommate and/or suitemates are not available to let you in, you may contact an RA, Student Dean, or Dean to unlock your door for a $1 fee. This provides incentive for you to not rely too heavily on this service as well as sponsors a child through the Maranatha Program.

**Flyers**
Flyers for clubs, events, job/housing/business opportunities must be approved and posted only on designated bulletin boards. Flyers that have not been approved or have been posted inappropriately will be removed.

**Lobby TV**
The lobby TV is to be used exclusively for viewing sports and news unless special permission is obtained from the dean on duty.

**Parking**
Overnight parking for Meier Hall residents is available in the following places: Meier Hall Main Lot Meier Hall West Lot, Tennis Court West Lot, and Burman Hall Lot. Do not park in the north parking lot of Damazo as this is reserved for guest services only.
University Towers

Mission Statement
To create a Christ-like loving community for graduate and older students of Andrews University.

Theme
Return
When you are in tribulation, and all these things come upon you in the latter days, you will return to the Lord your God and obey his voice. – Deuteronomy 4:30, ESV

Staff Directory and Division of Responsibilities

Office Staff
Julie Furst, Custodian Supervisor, furstj@andrews.edu, 6720
David Mason, Custodian Assistant Supervisor, davidma@andrews.edu, 6720
Sharon Moore, Guest Services Housekeeper, moores@andrews.edu, 6720
Kevin Wooldridge, Maintenance, wooldridge@andrews.edu, 6721

Student Deans, 3664
Murvin Camatchee, murvin@andrews.edu
Junie Saint-Claire, saintclaire@andrews.edu
EVERYTHING YOU NEED TO KNOW

**Burman Guest Student Floors**
Male students will not be allowed on the first or third floor with the exception of access to the elevator as signs direct. Male students should not enter 1st or third floor from the back stairwell and obey all signs designating guest areas. The first floor will be treated as guest halls and any male student trespassing will be considered in violation of the student code of conduct. Any female trespassing in other areas of Burman will also be considered in violation of the student code of conduct. Male residents should note that University Towers employs employees who occasionally will need to be on opposite gendered floors to perform their normal work duties during the day, and that male and female deans will walk through in the late evening to lock up at night. To avoid embarrassing situations, modest cover ups should be worn to and from the restroom areas.

**Damazo Female Areas**
Damazo Hall is a female residence. Damazo hallways and the 4th floor conference room are female only areas. Males found trespassing in these areas will be in violation of the student code of conduct. Males are only allowed to use the 1st-3rd floor conference rooms after signing in at the front desk and leaving an ID.

**Deans’ Schedule and Availability**
There is always a Dean or Student Dean on duty. Deans’ schedules will vary as vacations, campus meetings, conferences, staff interviews, etc occur. Please see their office doors for specific hours. When a Dean is on for the weekend, they are on duty from Fridays at 1 pm to Mondays at 9 am.

**Evening Accountability**
Students 22 or older or in a graduate program do not have an evening curfew and will not be accounted or checked in during the evening check in process. Even so, students are strongly encouraged to fill out an overnight leave notification found on the residence hall page. This information is used for emergency and safety only.

**Kitchenettes**
A kitchenette is located in the basement of Burman Hall and in each room of Damazo Hall.

**Laundry Facilities**
Facilities are available to be used by University Towers’ residents. Damazo laundry facilities are for women and Burman laundry facilities are for men. Should you encounter non-resident students or opposite genders using the wrong facility, please notify a Dean or housekeeping.

**Lobbies and Conference Rooms**
University Towers’ main lobby is open to the public from 8 am- midnight, and is open to residents 24 hours a day. Both Burman and Damazo Halls contain conference rooms which are to remain gender specific unless special permission is obtained from
the dean on duty. Out of respect for others, please clean up after yourself when finished using one of these areas.

Damazo conference rooms on 1st, 2nd, and 3rd floor will be made accessible for coed study and visitation between the hours of 1pm and 11 pm. Male visitors must check in and out at the front desk. At least one resident from Burman or Damazo must be present to “host the party”. Damazo 4th floor conference room is designated for females only.

Locked Out
Students who get locked out of their room will need to pay a $1 fine to have their door unlocked. The fines collected by the staff will be donated to a local charity chosen by the Dean at the beginning of each school year.

Mixed Gender Visitors
Even though University Towers facility houses both genders, personal living spaces are to remain gender specific at all times. Special permission for exceptions can be acquired from the dean on duty on a case by case basis. University Towers’ main lobby is an appropriate area for mixed gender company. However, as University Towers also functions as a housing facility for visitors (and out of respect for others in general), please refrain from excessive public displays of affection while in the lobby.

Newsletter
The email newsletter includes not only news and program updates, but schedule changed and policy updated printed nowhere else. Policies discussed or introduced in the newsletter are as binding as the handbook. Plan to read each newsletter carefully. Submit any letter information or suggestions by Tuesday at 1 pm.

Parking
All night parking for University Towers residents is in the main Meier parking lot, the small parking lot west of the tennis courts, and on the west side of Burman. Do not park in the north parking lot of Damazo as this is reserved for guest services only.
Frequently Asked Questions

I have questions about my evening accountability records. Who do I speak to?
- Dean Dormus for Meier Hall
- Dean Lashley for Lamson Hall

I have questions about residence hall co-curricular options. Who do I speak to?
- Dean (Mr.) Keele for Meier and Burman Halls
- Dean (Mrs.) Keele for Lamson Hall and Damazo Halls

My neighbors are being noisy and disturbing my sleep and study. What can I do?
Your first step is to talk with your neighbors yourself. If this does not work, please contact your RA, SD, or Dean on duty and supply as much information as possible.

Who takes care of noise violations?
- Dean Paddock for Lamson Hall
- Dean Dormus for Meier Hall
- Dean Iwasa for University Towers

My roommate and I aren’t getting along. What should I do?
Your first step is to talk with your roommate. If the problems continue, please see the housing Dean. They will arrange a mediation between you and your roommate. If she is not on duty at the time of the incident, please see the Dean on duty.

I’m sick and missing class and work appointments. How do I get excused?
Please check your syllabus for your teacher’s attendance policy and contact the teacher yourself. You can also make an appointment to see the Medical Center and they can give you a doctor’s note if warranted. Please let the receptionist know if you would like transportation to your appointment.

I need something repaired. What should I do?
Please fill out a repair request online. See a dean if the issue isn’t resolved in an appropriate time frame.

Who do I speak to if I have questions or concerns about mail or desk service?
- Dean Ruehle for University Towers
- Dean Keele for Lamson Hall
- Administrative Assistant for Meier Hall

Whenever I go to see a Dean in their office, they are not there! What should I do?
The deans are committed to responding to messages left via phone, email, or notes on their office doors if they aren’t in when you swing by. Just like you are not always in your room, we can’t always be in our offices due to meetings, being off duty, conferences, etc. However, we will do our very best to respond to your messages as soon as possible and to be in our office during our normal office hours.

How do I get involved in residence hall programs?
Please see any dean. Depending on what you’re interested in, we can lead you to the appropriate dean for the information you need.