



RESIDENCE HALL
HANDBOOK 2018-2019

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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

Mail

Full Name

Rm. # _____ Hall

and Street name

Berrien Springs, MI 49104-1200

Dean Directory and Division of Responsibilities

Jennifer Burrill, Director of Residence Life

Office: Lamson Hall

Email: burrillj@andrews.edu

Phone: 6601

- ✓ Administration
- ✓ Facility Management
- ✓ Financial Management
- ✓ Website

Spencer Carter, Dean of Meier Hall

Office: 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

Office: Meier Hall

Email: adormus@andrews.edu

Phone: 3393

- ✓ General Services, Counseling, Intervention, Worship
- ✓ Evening Accountability
- ✓ Noise Violation Accountability
- ✓ Housing Liaison
- ✓ Desk Supervision
- ✓ Health Club Supervision
- ✓ Dean Initiatives
- ✓ Social Programming

David Iwasa, Director of Guest and Convention Services, Dean of University Towers

Office: University Towers

Email: iwasa@andrews.edu

Phone: 3663

- ✓ General Services, Counseling, Intervention, Worship
- ✓ Administration
- ✓ Facility Management
- ✓ Convention Services Financial Management
- ✓ Social Programming
- ✓ AUGSA Sponsor

Donnie Keele, Associate Dean

Office: 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)
- ✓ Student Dean Leadership and Training
- ✓ Health Club Supervision

Rachel Keele, Associate Dean

Office: Lamson Hall

Email: rachelkeele@andrews.edu

Phone: 6603

- ✓ General Services, Counseling, Intervention, Worship
- ✓ Academic Success
- ✓ 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
- ✓ Corporate Communications

A'Lisa Lashley, Dean of Lamson Hall

Office: Lamson Hall

Email: alisa@andrews.edu

Phone: 6699

- ✓ General Services, Counseling, Intervention, Worship
- ✓ Administration
- ✓ Evening Accountability
- ✓ Resident Advisor Leadership and Training
- ✓ Student Dean Leadership and Training
- ✓ Honor Status Processing (all residence halls)

S. Renee Paddock, Assistant Dean

Office: 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
- ✓ Special Event and Recognition

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 9am-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 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 [ParkingLH](#), [ParkingMH](#), [ParkingUT](#))

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.

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 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.

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 resident has been involved in a more serious disregard of University expectations. Honor status will be removed. Further incident may lead to probation, suspension, withdrawal or dismissal. Parent(s) or legal 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 resident'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: 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 resident 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 resident'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 resident 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
- ✓ 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 approved 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, 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):
 - Sending obscene, abusive, or disrespectful message(s)
 - Communication in a disrespectful and slanderous manner in e-mails or online social communities
 - Falsifying the source of a message or email
 - Violating any code of student conduct
 - 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 Programming

The Andrews University Co-curricular Program seeks to holistically develop Andrews University students across mind, body, and spirit. Within this aim, Residence Life Co-curricular programming seeks to teach students to live well while living well with others. We design each engagement around the following values and outcomes:

- ✓ *Transferrable Skills* – From professional development to life hacks to adulting, we seek to prepare the student for daily life beyond formalized education.
- ✓ *Character Development* – More important than the question of what the student will become, we focus on who the student is becoming. Timeliness, integrity, respect – all are pieces of a moral code that we encourage residents to build piece by piece.
- ✓ *Relational Influence* – Earning chips one by one so they can be cashed in when it counts, we seek to create pockets of time and space as touchpoints between staff and student.
- ✓ *Living-Learning* – More than just a demonstration, we seek to transition the student from a passive observer to an active participant with the phrase, “Now you try!”
- ✓ *Service Engagement* – Learning to live well with others means learning to look for opportunities to serve others. We seek to connect our community with other communities through service.
- ✓ *Faith Activation* – How does the seeming stagnation of belief interact with the perpetual motion of daily life? We seek to help students build a framework of faith and use it as a guide for daily life.
- ✓ *Physical Purpose* – A cracked vessel doesn’t hold much. But more than becoming a holistic vessel, we seek to teach the student to value physical health as the pathway towards a greater purpose.
- ✓ *World View Awareness* – Is education meant to benefit the student or to prepare the student to benefit others? We seek to challenge students to think beyond themselves and ask the big questions as a part of their development.

Monthly Themes

Each month, Residence Life Co-Curricular programs will focus on a different area of living well with more detailed information about individual engagements delivered via email, signage, and an online calendar. The themes for the 2018-2019 school year are:

- ✓ September: Diversity & Inclusion
- ✓ October: Professional Development & Entrepreneurship
- ✓ November/December: Substances & At Risk Behavior
- ✓ January – Depression & Anxiety
- ✓ February – Faith in Living
- ✓ March – International Awareness
- ✓ April – Physical Fitness

Residence Life Requirement

Each semester, Andrews Students are asked to choose a minimum of 30 Co-curricular engagements to attend. Of this minimum, Residence Hall students must attend 6 Residence Life programs. For more information and details regarding the Andrews University Co-curricular Programming including requirements and options, please visit www.andrews.edu/life under *Involvement & Activities*.

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 halls are not 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. A card reader is installed 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.

Class Standing	Sun-Fri	Sat
Freshman	11:00 pm	1:00 am
Sophomore (or 20)	12:00 am	1:00 am
Honor Sophomore	1:00 am	1:30 am
Junior (or 21)	1:00 am	1:30 am
Honor Junior	2:00 am	2:00 am
Senior	1:00 am	1:30 am
Honor 21/Senior	None	None
Honor 22	None	None

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 in Lamson and Meier. 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. University Towers Dean is available during normal business 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 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 basement 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:



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 with contact information for verification.

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, Sororities, and Other Unauthorized Campus Clubs](#))

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 Sunday-Friday and 1 am on Saturday nights. *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 and going through or entering through these doors will result in discipline.

A fine along with a disciplinary letter will be given for anyone who bypasses the front desk. All letters will be placed on file and may be sent to parents or legal guardians.

- ✓ 1st offense- Letter, \$50 fine
- ✓ 2nd offense-Letter, \$100 fine, loss of honor status
- ✓ 3rd offense- Letter, \$150 fine, probationary contract
- ✓ 4th offense- Letter, \$200 fine, meeting with Student Life Deans' Council

University Towers' front entrance is unlocked from 5am – 11pm; and Saturday night until 1 am. Students with an active ID card can enter or exit from any of the entrances at any time.

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 on 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 on duty 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 at or 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 late entrances 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.

Extended Curfews: These 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 before the time of your class curfew. You may be asked to give the number from which you are calling and to provide 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 accurate (host, location, and dates, etc) 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 parents and/or legal guardian. 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 an 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.

Living In: 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: To gain approval for overnight leave requests, please consider the following. The full name of host family or person and the correct phone number must be indicated on OV request before it will be considered.

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 or to homes the university deems inappropriate, whether or not host or parent calls to express their consent, and regardless of honor status.

Lamson and Meier will generally approve leave requests if it is to a resident’s home, grandparents’ home, or family home, such as a roommate’s family or a home with a parent or married hosts.

Leave requests will generally be granted to juniors and Seniors to a single same sex home (age 22 minimum).

Freshmen and sophomores will need parental permission for requests to a single same sex home (age 22 minimum) within 30 miles of the University.

All class standings will need a phone call/email from the host/parent or guardian if your leave is to stay with:

- a) Opposite sex (including family members)
- b) Significant other (parent/guardian must be present through visit)
- c) Academies, colleges, universities, etc

All class standings will need a call or email from an approvable sponsor if it is a coed trip such as camping and overnight school trips.

For questions concerning overnight leave requests, please see a dean or student dean in advance.

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 on duty, 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 will follow accordingly with disciplinary letters mailed to parent(s) or legal guardians.

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 of Lamson and Meier may visit honor-senior/21 and honor-22 students on a regular 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.

A fine along with a disciplinary letter will be given for anyone who bypasses the front desk. All letters will be placed on file and may be sent to parents or guardians.

- 1st offense- Letter, \$50 fine
- 2nd offense-Letter, \$100 fine, loss of honor status
- 3rd offense- Letter, \$150 fine, probationary contract
- 4th offense- Letter, \$200 fine, meeting with Student Life Deans' Council

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

Bathroom Cleaning	\$50+
Broken Window, screen or rivet removal	replacement cost+
Bypassing EA procedures	\$varies
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+
If we have to pack/move your things	\$50+
Improper checkout	\$250+
Kitchen Cleaning	\$50+
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+
Mattress Pad Launder/Replacement	\$10+
Pets (other than fish)	\$50+
Wall/door damage (holes, stickers, tape, adding nails, etc)	\$10+
Tampering, disconnecting, damage, installation of a personal wireless access point	\$100+ (up to \$750)

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, 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, 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.

Flyers

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

Food Delivery

Residents are asked not to 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 all are 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 front 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% off 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

Residence hall students may be eligible for limited health care (ie office visits/doctor consults) with UMS if their insurance can be billed for the visit. Please refer to the Student Insurance Office for the types of insurance that are not accepted (such as out of state Medicaid, international insurance, etc.). Students should plan on bringing their insurance information when they visit UMS in order to avoid receiving a charge for the visit.

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. 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 they can adjust your evening accountability records.

If you have an emergency after regular Medical Center hours, feel free to call and speak with the on-call doctor who can help to assess your need.

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 or legal guardians 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.

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

Other nearby options for care include:

Southwestern Medical Clinic 429-9677, 5515 Cleveland Ave, Stevensville, MI 49127
MedExpress Urgent Care 269-934-8550, 1803 M-139, Benton Harbor, MI 49022

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.

If you switch rooms during the semester, please notify the evening accountability dean so that your honor status (if already approved) can be entered into the system again.

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 in Lamson and Meier are still expected to be in each night, but do not have a set curfew. Residents are still 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.

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 Dean 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.

Services for Students with Disabilities: All requests for housing accommodations should be made no later than July 1 (for Fall semester), November 15 (for Spring semester), and March 15 (for Summer semester). After these dates, housing accommodations will be granted as space allows.

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 resident 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 the housing department 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:

- ✓ Students involved have done their best to resolve roommate situation
- ✓ Vacant space is available
- ✓ Students affected have each consented to the change
- ✓ 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 and Meier Halls

Package' Plan for fall and spring semesters:

Rent

\$2,389.00 each, per roommate, 2 to room

\$3,584.00 single occupancy (if space is available)

If arriving early, or staying later, the nightly rental rate is charged as follows:

\$33.00/night single daily rate

\$22.00/night double daily rate

Room charges for University Towers

'Package' Plan for fall and spring semesters:

Rent

Burman Hall

\$1,195.00 each, per roommate, 2 to room

\$2,389.00 single occupancy (if space is available)

If arriving early, or staying later, the nightly rental rate is charged as follows:

\$22.00 single daily rate

\$11.00 double daily rate

Damazo Hall

\$2,639.00 each, per roommate, 2 to room

\$5,278.00 single occupancy (if space is available)

If arriving early, or staying later, the nightly rental rate is charged as follows:

\$48.00 single daily rate

\$24.00 double daily rate

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 parents' guest rooms, 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 resident will then be given a campus safety sticker to attach to the board.

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 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 Wi-Fi 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 renters'/personal property insurance. The university carries no insurance on any resident's personal belongings. University Towers is not liable for loss or damage to personal property. It is recommended that a renter's insurance policy be purchased by each resident to cover their personal belongings.

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. Please refer to the online 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 lobbies, 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 other 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. 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/legal guardians. 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.

Peer Abuse

Abuse of any sort and under any circumstance is strictly forbidden. Please see the University Student Handbook for more information under the code of student conduct.

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 (Social Decorum)

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 emails 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 say 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 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, our residence halls observe the Sabbath by spending special time with Christ through vespers, church, bible study, Christian television, music, nature, etc and refraining from normal, everyday activities such as laundry, secular music and television, and certain types of work. We hope you to choose to keep Sabbath hours and get some well needed rest. Understand that our Adventist values mean that if you choose to do otherwise, a staff person may approach you to have a conversation. It may also mean losing the right to the use of the television or sound equipment.

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
- ✓ On a date, always carry a cell phone, the numbers of desk and Campus Safety, and change, in case you need to use a landline.

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 or wallet 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 and 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.

Tornados: Be aware that mid-March through October is tornado season in Michigan. Andrews University is equipped with an early warning system, located on the top of the Science Complex. 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 disciplinary action.

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.

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 <http://www.republicsharps.com>.

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 things, 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 speak 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. The residence halls televisions will remain off during Sabbath hours. We hope that in your private rooms, you to choose programs and videos in keeping with Christian values.

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/. 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 reported 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

Life More Abundant

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, schmidth@andrews.edu, 6528

Luisa Castillo, Housekeeper

Nevena Slavujevic, Housekeeper

Ana Tasi, Housekeeper

Socorro Terrero, Housekeeper

Student Deans, 3439

Judith Mendoza, Head Student Dean, mendozaj@andrews.edu

Tara Thona, maryand@andrews.edu

Alexy Gatica, alexyc@andrews.edu

Kate Carbaugh, kathrync@andrews.edu

Resident Advisors

Rachel Manuel, Head RA, Room 5172, Ext 6572

Delaneira Kuntoria, Assistant Head RA, Room 5136, Ext 6136

Heidy Beras, Head Desk RA, Room 555, Ext 6555

Nathaly Manrique, Hall 1S, Room 133, Ext 8022

Kristen Kramer, Hall 1N, Room 183, Ext 8041

Ivy Cooper, Hall 2SE, Room 215, Ext 8053

Autumn Bange, Hall 2NE, Room 265, Ext 8080

Shekinah Dosunmu, Hall 2SW, Room 5221, Ext 8216

Autumn Zurek, Hall 2NW, Room 5259, Ext 8236

Lisa Nyange, Hall 3SE, Room 315, Ext 8109

Victoria Carmona, Hall 3NE, Room 365, Ext 8138

Alex Wiist, Hall 3SW, Room 5321, Ext 8264

Leilani Luva, Hall 3NW, Room 5359, Ext 8284

Friday Night Light

September 7- John 10:10 NKJV

The thief does not come except to steal, and to kill, and to destroy. I have come that they may have life, and that they may have *it* more abundantly.

September 14- Philippians 4:19 NIV

And my God will meet all your needs according to the riches of his glory in Christ Jesus.

September 21- Romans 12:2 NLT

Don't copy the behavior and customs of this world, but let God transform you into a new person by changing the way you think. Then you will learn to know God's will for you, which is good and pleasing and perfect.

September 28- Psalm 86:5 World English Bible

For You, Lord, *are* good, and ready to forgive, and abundant in mercy to all those who call upon You.

October 12- Ephesians 3:20-21 ESV

Now to him who is able to do far more abundantly than all that we ask or think, according to the power at work within us, to him be glory in the church and in Christ Jesus throughout all generations, forever and ever. Amen.

October 19- Exodus 14:14 NIV

The LORD will fight for you; you need only to be still.

October 26- James 1:17 NLT

Whatever is good and perfect comes down to us from God our Father, who created all the lights in the heavens. He never changes or casts a shifting shadow.

November 2- 1 Timothy 6:18-19 ESV

They are to do good, to be rich in good works, to be generous and ready to share, thus storing up treasure for themselves as a good foundation for the future, so that they may take hold of that which is truly life.

November 9- 2 Timothy 1:7 NLT

For God has not given us a spirit of fear and timidity, but of power, love, and self-discipline.

November 16- 1 Corinthians 6:19-20 NIV

Do you not know that your bodies are temples of the Holy Spirit, who is in you, whom you have received from God? You are not your own; you were bought at a price. Therefore honor God with your bodies.

November 30- Isaiah 40:31 NIV

But those who hope in the Lord will renew their strength. They will soar on wings like eagles; they will run and not grow weary, they will walk and not be faint.

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 Keele

Monday and Friday, 1-5pm,
Tuesday & Thursday, 9am-2pm,
Wednesday, 12-5pm
Thursday 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
Monday 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

Weekends on duty are from Friday at 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- Judith Mendoza

Tuesday nights, 5-midnight (on call till 9am)

Student Deans

Saturday-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 those hours, you'll need your ID card to swipe in or out. After your curfew, you'll need Dean's approval to leave. The West exit is to be used as the *only* exit after 11 pm Sunday-Friday and 1am on Saturday nights. 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 1am). After 11 pm (1 am on Saturday), your card will not work on these doors. Please use the west doors only.

Gentlemen Visitors

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 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. 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. Since policies discussed or introduced through the Lamson Letter are as officially binding as is this Handbook, plan to read each issue carefully.

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

Belonging

Staff Directory and Division of Responsibilities

Office Staff

Evy Lawson, Administrative Assistant, Oversight of Safety and Security, Significant Events, evangeli@andrews.edu, 3397

Jamie Ricketts, Health Club Manager, ricketts@andrews.edu, 3389

Facility Management Staff

Emma Tenorio, Housekeeping, etenorio@andrews.edu, 3531

Student Deans, 6245

Jamie Ricketts, ricketts@andrews.edu

Taylor Bartram, bartram@andrews.edu

Ben Curet, curet@andrews.edu

Joseph Capeles, capeles@andrews.edu

Resident Advisors

Matthew Agard, Team Captain, Room 147

David Sherman, Room 163

Noah Bishop, Room 247

Michael Moroney, Room 263

Josiah Everett, Room 347

Luis Gomez, Room 363

Juan Burdick, Team Captain, Room 111

Darrell Ezell II, Room 127

Theard Pierre, Room 211

Michael Cuke, Room 227

Daniel Self, Room 311

Ryan Owiti, Room 327

EVERYTHING YOU NEED TO KNOW

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.

	Monday	Tuesday	Wednesday	Thursday	Friday	Weekend
Morning	Carter	All	Dormus	Carter	Carter/Dormus*	See schedule
Afternoon	Carter	Keele	Keele	Keele	Carter/Keele*	See schedule
Evening	Carter	All/SD	Dormus	Keele	See schedule	See schedule
On-Call	Carter	SD	Dormus	Keele	See schedule	See schedule

*Unless working the weekend

Weekends on duty

Weekends on duty are from Friday at 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.

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.

Staff Directory and Division of Responsibilities

Office Staff

Kelly Gabriel, Asst Director of Convention and Guest Services, gabrielk@andrews.edu 3664

Julie Furst, Custodian Supervisor, furstj@andrews.edu, 6720

Sharon Moore, Guest Services Housekeeper, moores@andrews.edu, 6720

Kevin Wooldridge, Maintenance, wooldridge@andrews.edu, 6721

Administrative Assistant 3661

Lyshll Prudente utassistant@andrews.edu

Josh Hong utassistant@andrews.edu

EVERYTHING YOU NEED TO KNOW

Burman Guest Student Floors

Burman 1st floor is designated a female student floor. Males are not allowed on 1st floor at any time. Any male trespassing on 1st floor and their female host will be considered in violation of the university's code of student conduct.

Burman Ground, 2nd, 3rd, & 4th floors rooms are designated male student areas only. Any female entering a male student room along with their male host will be considered in violation of the university's code of student conduct.

Burman Ground, 2nd, 3rd, & 4th floor center conference rooms will be open for co-ed visitation and study between the hours of 1:00pm and 12:00am each day. Female visitors must check in with the front desk worker before entering these areas

All residents should note that University Towers have employees who occasionally will need to be on opposite gendered floors to perform their normal work duties. Male and female staff members will walk through all hallway and conference room areas. To avoid embarrassing situations, modest cover ups should be worn in the common areas and while walking to the restroom areas.

Burman ground floor kitchen and laundry rooms are co-ed areas for residents of University Towers.

Damazo Female Areas

Damazo ground floor is designated as a male student floor. Female students are not allowed to enter the card ID access doorway at any time. Any female trespassing on ground floor will be considered in violation of the university's code of student conduct.

Damazo 1st floor is designated as a guest floor. Students are not allowed to enter the card ID access doorway unless invited by a guest currently staying in a guest room.

Damazo 2nd, 3rd, & 4th floors are designated as female student floors. Males are not allowed to enter the card ID access doorway at any time. Any male trespassing along with their female host will be considered in violation of the university's code of student conduct.

Damazo 1st, 2nd, & 3rd floor conference rooms will be open for co-ed visitation and study between the hours of 1:00pm and 12:00am each day. Male visitors must leave an ID with the front desk worker before entering these areas

Damazo 4th floor conference room is designated as a female area only. Any male trespassing as well as their female host will be considered in violation of the university's code of student conduct.

Damazo laundry room is a co-ed area for residents of University Towers only.

Director's Schedule and Availability

The Director of University Towers and support staff will be available during business hours Monday – Thursday and Friday mornings.

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. Should you encounter non-resident students using the facility, please notify a desk worker immediately.

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.

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

Residents who get locked out of their room can get assistance from the front desk. Repeated assistance may be charged a nominal fee.

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 changes 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
- ✓ Dean (Mrs.) Keele for Lamson Hall
- ✓ Dean Iwasa for University Towers

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 in Lamson or Meier and supply as much information as possible. University Towers' noise complaints should be filed with the director or administrative assistant office during normal business hours.

Who takes care of noise violations?

- ✓ Dean Paddock for Lamson Hall
- ✓ Dean Dormus for Meier Hall

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. She 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 in your building.

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. Let the receptionist know if you would like transportation to your appointment. Please check online for the insurance types the Medical Center takes.

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 Keele for Lamson Hall
- ✓ Administrative Assistant for Meier Hall and University Towers

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.