Gentlemen:

If you are reading this greeting most likely we are at the beginning of our school year, as this is the primary time that new students have questions and focus on our handbook. My name is Spencer Carter and I am the Dean of Undergraduate Men here in Meier Hall. It is my privilege to welcome you on behalf of our staff of deans, Dean Price and Dean Keele. Together we lead an outstanding team of student deans, resident advisors, office staff, front desk workers, housekeeping staff, maintenance and health club staff, who are all committed to providing you with quality service.

Take a few moments to review the contents of this book as you will find valuable information that will help to make your transition and adjustments to living in Meier Hall pleasant and easier.

As a staff we will strongly encourage you to TCOYT, which is take care of you today. We will spend time with you in dialogue one-on-one, and in group settings sharing how we take care of ourselves daily, and how we expect that you will do the same. We will focus on self-care in the following areas.

- Physically
- Academically
- Socially
- Spiritually

As a dean for the past twenty years I have found that individuals who have the right mindset and are intentional on a daily basis in these core areas, achieve their goals and have the success that they desire.

So again welcome and as you are now a part of our Meier Hall family I will invite you to take ownership and together let us maintain a community where everyone is their brother’s keeper and where all of us are safe and helpful.

May our Heavenly Father bless you and bless us all as we journey together.

TCOYT!

Dean Carter
MISSION STATEMENTS

Understanding our missions, our reasons for being, may help you understand why things are done as they are at Andrews.

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

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

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

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

Andrews University students will:

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

Affirm Faith as they nurture life in the Spirit through a personal relationship with Jesus Christ. Deepen their faith commitment and practice. Demonstrate personal and moral integrity. Embrace a wholesome way of life. Respect ethnic and cultural diversity.

Change the World as they go forth to cultivate the capacity for creative problem-solving and innovation. Commit to generous service through civic engagement. Create a caring culture of global leadership. Carry out the worldwide mission of the Seventh-day Adventist church.
# Meier Hall Staff Directory

<table>
<thead>
<tr>
<th>Office Location</th>
<th>Name</th>
<th>Phone</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Full Time Office Staff</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Main Lobby</td>
<td><strong>Spencer Carter</strong></td>
<td>3395</td>
</tr>
<tr>
<td>West Side</td>
<td>Head Dean of Men</td>
<td></td>
</tr>
<tr>
<td></td>
<td><a href="mailto:scarter@andrews.edu">scarter@andrews.edu</a></td>
<td></td>
</tr>
<tr>
<td>Main Lobby</td>
<td><strong>James Price</strong></td>
<td>3393</td>
</tr>
<tr>
<td>West Side</td>
<td>Assistant Dean of Men</td>
<td></td>
</tr>
<tr>
<td></td>
<td><a href="mailto:pjames@andrews.edu">pjames@andrews.edu</a></td>
<td></td>
</tr>
<tr>
<td>Main Lobby</td>
<td><strong>Donnie Keele</strong></td>
<td>2757</td>
</tr>
<tr>
<td>East Side</td>
<td>Assistant Dean of Men</td>
<td></td>
</tr>
<tr>
<td></td>
<td><a href="mailto:dkeele@andrews.edu">dkeele@andrews.edu</a></td>
<td></td>
</tr>
<tr>
<td>Main Lobby</td>
<td><strong>Alicia Boling</strong></td>
<td>3397</td>
</tr>
<tr>
<td>Center</td>
<td>Office Manager</td>
<td></td>
</tr>
<tr>
<td></td>
<td><a href="mailto:aboling@andrews.edu">aboling@andrews.edu</a></td>
<td></td>
</tr>
<tr>
<td>Ground Hallway</td>
<td><strong>William Colwell</strong></td>
<td>6172</td>
</tr>
<tr>
<td>South Side</td>
<td>Maintenance</td>
<td></td>
</tr>
<tr>
<td></td>
<td><a href="mailto:colwell@andrews.edu">colwell@andrews.edu</a></td>
<td></td>
</tr>
<tr>
<td>1st West</td>
<td><strong>Emma Tenorio</strong></td>
<td>3531</td>
</tr>
<tr>
<td>South Wing</td>
<td>Housekeeping</td>
<td></td>
</tr>
<tr>
<td></td>
<td><a href="mailto:etenorio@andrews.edu">etenorio@andrews.edu</a></td>
<td></td>
</tr>
<tr>
<td>Health Club</td>
<td><strong>Pohlmarc Lawrence</strong></td>
<td>3389</td>
</tr>
<tr>
<td></td>
<td>Health Club Manager</td>
<td></td>
</tr>
<tr>
<td></td>
<td><a href="mailto:meierhealthclub@andrews.edu">meierhealthclub@andrews.edu</a></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Student Office Staff</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Main Lobby</td>
<td><strong>Brandon Gabel</strong></td>
<td>6245</td>
</tr>
<tr>
<td>East Side</td>
<td>Head Student Dean</td>
<td></td>
</tr>
<tr>
<td></td>
<td><a href="mailto:gabel@andrews.edu">gabel@andrews.edu</a></td>
<td></td>
</tr>
<tr>
<td>Main Lobby</td>
<td><strong>Andrew Dormus</strong></td>
<td>6245</td>
</tr>
<tr>
<td>East Side</td>
<td>Student Dean</td>
<td></td>
</tr>
<tr>
<td></td>
<td><a href="mailto:dormusa@andrews.edu">dormusa@andrews.edu</a></td>
<td></td>
</tr>
</tbody>
</table>
STAFF DIVISION OF RESPONSIBILITIES

Spencer Carter, Head Dean of Men
General Services: Resident Support, Counseling, Crisis Intervention
Overall Program Administration and Management
Hiring & Training
Direct Supervision: 1st Floor

James Price, Assistant Dean of Men
General Services: Resident Support, Counseling, Crisis Intervention
Front Desk Supervisor
Evening Accountability
Direct Supervision: 2nd Floor

Donnie Keele, Assistant Dean of Men
General Services: Resident Support, Counseling, Crisis Intervention
Health Club Supervisor
Co-Curricular Programming
Fire Safety & Prevention
Direct Supervision: 3rd Floor

Brandon Gabel, Student Dean
General Services: Resident Support, Counseling, Crisis Intervention
Scheduling & Assignments, Evening Accountability Communications
R.A. Supervision

Andrew Dormus, Student Dean
General Services: Resident Support, Counseling, Crisis Intervention
R.A. Supervision, Monday Night Activities.
Special Projects

Alicia Boling, Office Manager
Meier Hall Housing, Honor Status Application, Payroll Manager, Special Events

William Colwell, Director of Maintenance
Facility Management
General Building & Room Repair

Emma Tenorio, Director of Housekeeping
General housekeeping services
Laundry Services
Facility Management

Pohlmarc Lawrence, Meier Health Club Manager
General Services: Health Club Membership information and service,
Desk Worker Supervision, Equipment Maintenance and Care.
MEIER HALL POLICIES

AUTO USAGE
Vehicles must be insured and have a current registration sticker from Campus Safety at a cost of $10 per vehicle. You can register your vehicle on line: Note markers for approved campus 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; this is reserved for guest services only. Occasionally the lots must be cleared for snow removal or construction: thank you for cooperating when you see this posted.

BABY-SITTING
To preserve an environment conducive to sleep and study, and because this environment is not suited to the needs of children, children are not to be cared for in Meier Hall. Overnight leaves for childcare in someone’s home should be submitted on a case-by-case basis.

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, so be certain that it is locked and occasionally check when not in use.
Fire and safety regulations require that bikes not be parked in halls, stairwells, etc. Nor should they be parked outside any building entrance except in bike racks. Bikes deemed abandoned by lack of use, without registration stickers, or parked in unapproved areas will be removed and bikes and chains disposed of; the university is not responsible for any resulting costs.

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

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

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

Check-in/out Procedures: Whether changing rooms in-house or moving out, it is imperative that your room be properly checked out by a dean, student dean, or other adult staff, and all paperwork completed as outlined on the checkout form on the day of the move. These procedures must be completed between 8:00 am and 10:30 pm, by sundown on Friday, and never on Sabbath. If you check out but leave belongings anywhere in Meier Hall, your rent will continue until they have been appropriately removed, or you will be charged an improper checkout charge at the staff’s discretion.
During the busy end-of-year checkout times, staff members are assigned shifts to assist in checkouts, and you can call the Main Office (ext. 3397) to have your name included on the checkout list. However, never call down to arrange for check-out until you have completed all your paperwork and carefully and completely clean your room. At other times of the year, arrange in advance with a Housekeeper or RA for a mutually convenient check-out time. Secure your entrance inventory sheet from the Main Office and carefully fill out the exit portion. This checkout process helps you get your mail and telephone messages correctly after you move, AND will also save you an improper checkout fee. Additional charges may be made for incomplete cleaning or damage. 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, attach a note from the responsible person to your inventory form. In this way, the costs of cleaning and repairs are charged to those responsible, not “absorbed” by all.

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

CITIZENSHIP RESPONSES

When you receive notification to see a Dean, it’s essential that you respond promptly. If a dean is not available at that moment, leave a message so it is known that you stopped by. Depending on the severity of the situation, any of these steps may be bypassed at the discretion of Student Life personnel.

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

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

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

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

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

Letter of Dismissal: This action results in permanent separation from the University. It results from a serious one-time offense, failure to complete terms of a suspension, failure to comply with substance abuse or drug testing codes, refusing to release such information to university officials, or failing a drug test. Parent/s or legal guardians are notified.
If a student engages in any of the following activities, on or off campus, he/she should expect a 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 Andrews University Student Handbook)

- Repeated or blatant disregard of Meier Hall policies (including late entrances, co-curricular absences, etc.)
- Alcohol/drug use, possession or paraphernalia
- Dishonesty in any form, including telephone fraud, stealing, lying, false sign-ins or OV information, etc.*
- Theft of any kind (including identity theft)
- Visiting with a person of opposite gender anywhere in Meier Hall except in the lobby without dean authorization.
- Discriminatory language or behavior
- Pulling false fire alarms
- Tampering with security access system
- Using someone else’s ID card or code to gain access to a building or information
- Failure to respond in a timely fashion to a Dean’s message
- Participation in organizations that have not been registered with/approved by the Office of Student Life
- Sexual misconduct including violations of biblical teaching of sexual morality that include pre-marital sexual -activity and adultery, pornography and other internet sexual misconduct
- Verbal, written, and physical abuse, as well as other forms of disrespectful, threatening, intimidating, harassing, obscene or stalking behavior which endangers the health or safety (mental, emotional, physical or spiritual) of any person; this includes phone calls, e-mails, and all forms of social network and cyber bullying
- Possession of a weapon anywhere on campus. The term “weapon” includes, but is not limited to, firearms, look-alike firearms, explosive devices, switchblades, knives, martial arts weapons, paint-ball guns, BB guns, “air-soft” guns, pellet guns, bows and arrows, and other dangerous weapons. These items, if found, may be confiscated and not returned. (Kitchen knives and other such culinary instruments may only be used for their designed purposes)
- Violation of the Andrews University’s Computers and Networks Usage Policy and abuse of computer network and time to (but not limited to):
  o Sending obscene, abusive, or disrespectful messages
  o Communicating in a disrespectful and slanderous manner in e-mails or on-line social communities
  o Falsifying the source of a message or e-mail
  o Violating any code of student conduct
  o Entering a file, transferring a file, or using another’s identification and password without authorization
- Being “unaccounted for” (missing) overnight or most of the night**

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

**Curfew regulations usually apply to undergraduate students age 21 and younger.

**CO-CURRICULAR PROGRAMS**

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

Five types of co-curricular programs are offered:

1. Chapels and Forums. Held Thursdays at 11:30 a.m., Chapels gather the University community to explore and celebrate faith. Forums bring noted leaders and authors to campus for Christian dialogue. These occur once a month in the same time slot.

2. Choices. Smaller groups of students gather each week for a variety of Choices programs that focus on personal, spiritual, professional and leadership development. Many of these choices are available on Tuesdays at 11:30 a.m., on Friday evenings and daily in the residence halls.

3. Changes. Students can earn co-curricular credit for experiential learning outside of class. Experiences must involve at least 10 hours of work in a student organization, campus ministry, workplace, church, etc. and be supervised by an advisor (pastor, club sponsor, work supervisor, etc.). Participants must initiate a Learning Contract before the September or January deadlines and will earn five credits upon completion of a Learning Assessment. Please contact Student Life for more information.

4. Resident Hall Programming. Each resident hall runs a weekly line-up of programs for Co-Curricular credit. A brief

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

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

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

Chapel/Forum Minimum. Students must attend a minimum of 12 Chapels/Forums each semester.

Residence Hall Minimum. Residents must attend a minimum of 10 Choices offered in their residence hall each semester. Community students are also welcome to attend these programs for credit.

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

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

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

Recording Attendance

Attendance at co-curricular programs is recorded by scanning ID cards with a handheld optical scanner. Students MUST have their ID card with them in order to receive credit. You will not receive credit without an ID card. Some smaller programs may utilize a manual sign-in system.
Requirements at a Glance

<table>
<thead>
<tr>
<th></th>
<th>Residence Hall Students</th>
<th>Community Students</th>
<th>Non-Traditional Students</th>
</tr>
</thead>
<tbody>
<tr>
<td>Chapels/ Forums</td>
<td>12 minimum</td>
<td>12 minimum</td>
<td>No minimum</td>
</tr>
<tr>
<td>Res. Hall Choices</td>
<td>8 minimum</td>
<td>No minimum</td>
<td>No minimum</td>
</tr>
<tr>
<td>Choices/ Changes</td>
<td>No minimum</td>
<td>No minimum</td>
<td>No minimum</td>
</tr>
<tr>
<td>Total</td>
<td>30 programs</td>
<td>30 programs</td>
<td>15 programs</td>
</tr>
</tbody>
</table>

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

<table>
<thead>
<tr>
<th>Completion Level</th>
<th>Programs Short</th>
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</thead>
<tbody>
<tr>
<td>Pass (Excellent Attendance)</td>
<td>0</td>
</tr>
<tr>
<td>Pass (Good Attendance)</td>
<td>1-6</td>
</tr>
<tr>
<td>Pass (Low Attendance)</td>
<td>7-12</td>
</tr>
<tr>
<td>Fail (Co-Curricular Probation)</td>
<td>13+</td>
</tr>
</tbody>
</table>

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

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

Attendance Monitoring. Students are responsible for keeping track of their attendance throughout the semester. To access your attendance record, visit www.andrews.edu and click on “Current Students.” Then click on “Chapels and Choices.” If programs you have attended do not show up on your record within a week, use the “missing programs” link in your attendance record to report the discrepancy. This must be done within 21 days of the missing program.

Credit for attendance requires that you:

- Present only your own ID card
- Be at the scheduled meeting place on time & stay for entire program
- Be dressed appropriately-no curlers, PJs, etc., please.
- Behave appropriately and quietly, don't detract from the service or disturb others-don't bring reading material, food, cell phones, no studying or talking. If a Meier Hall staff member must address you about behavior during worship, you will receive no attendance credit for that program.

Co-Curricular Meetings offered in Meier Hall
Meier Hall offers a weekly variety of co-curricular options which are designed to train and equip students
for a practical life of service. Some options will focus on Spiritual growth while others will focus on Social growth & Christian Community, Health & Wellness, and Practical Life Skills. The schedule is as follows*:

<table>
<thead>
<tr>
<th>Day</th>
<th>Time</th>
<th>Activity</th>
<th>Location</th>
<th>Spiritual Development</th>
<th>Bible Teaching, Hymns, Prayer</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sunday</td>
<td>10:00 PM</td>
<td>Dean’s Worship</td>
<td>Meier Chapel</td>
<td>Spiritual Development</td>
<td>Bible Teaching, Hymns, Prayer</td>
</tr>
<tr>
<td>Monday</td>
<td>10:00 PM</td>
<td>Hall Activity</td>
<td>Hall Lobbies</td>
<td>Community &amp; Relationships</td>
<td>Hall Meetings, Activities, Food, Devotionals</td>
</tr>
<tr>
<td>Tuesday</td>
<td>11:40 AM</td>
<td>Life 101 (Fall Semester) Bucket List (Spring Semester)</td>
<td>Meier Chapel</td>
<td>Life Skills Life Goals</td>
<td>Practical Skills and Goal Setting for the Christian Man.</td>
</tr>
<tr>
<td>Wednesday</td>
<td>09:30 PM</td>
<td>Synthesis</td>
<td>Meier Chapel</td>
<td>Spiritual Development</td>
<td>Co-ed Worship program. Contemporary music and media.</td>
</tr>
<tr>
<td>Thursday</td>
<td>2:00 – 9:00 PM</td>
<td>Circuit</td>
<td>Meier Health Club</td>
<td>Personal Fitness</td>
<td>Complete the 30 – 45 minute circuit for credit.</td>
</tr>
</tbody>
</table>

*Note: Other Co-Curricular program options may become on a TBA basis.

**COMPUTER LAB**

Meier Hall’s computer lab is located on the first floor of the East wing and is accessible 24 hours a day to building residents via their student ID card. It is to be used for email, homework, and leisure surfing. Free printing is also available pending that paper and toner are not grossly wasted. Please be respectful of others while using the computer lab by using headphones for music and printing only necessary documents.

**CURFEWS**

The University observes a campus curfew of 11 pm, except Saturday when it is 1 am. Regardless of class curfew, residence hall room check begins at 11 pm, Sunday through Friday, and 1 am on Saturdays. All students, even those who qualify for no curfew, are required to get checked in each night. Be prepared to present your AU ID. If you enter the building after building curfew, you MUST sign in at the front desk. Failure to do so may result in advancement in the Evening Accountability process. Class Curfews are as follows: (Also see EVENING ACCOUNTABILITY).
<table>
<thead>
<tr>
<th>Class</th>
<th>Regular</th>
<th>Saturdays</th>
<th>Honor Regular</th>
<th>Honor Saturdays</th>
</tr>
</thead>
<tbody>
<tr>
<td>Freshman (0-24 credits)</td>
<td>11:00 pm</td>
<td>1:00 am</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Sophomore (20+ years or 25+ credits)</td>
<td>12:00 am</td>
<td>1:00 am</td>
<td>1:00 am</td>
<td>1:30 am</td>
</tr>
<tr>
<td>Junior (57+ credits)</td>
<td>1:00 am</td>
<td>1:30 am</td>
<td>2:00 am</td>
<td>2:00 am</td>
</tr>
<tr>
<td>Senior (87+ credits)</td>
<td>1:00 am</td>
<td>1:30 am</td>
<td>No curfew</td>
<td>No curfew</td>
</tr>
<tr>
<td>Graduate (22+ years or in grad school)</td>
<td>No curfew</td>
<td>No curfew</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**DAMAGES**

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

**DEANS’ RESPONSIBILITIES AND AVAILABILITY**

Each Staff person’s unique job responsibilities are outlined in the beginning pages of this handbook. Take a moment to become familiar with them: it may save you time and frustration. Schedules will vary as vacations, campus meetings, conferences, staff interviews, etc. occur. To find the dean on duty please contact the front desk worker.

If the dean on duty is not readily available:
- Check with the Front Desk to ask for the Dean on duty or see when the Dean will be in.
- Leave a note or e-mail explaining what you need to see him about.
- Leave a message on their voice mail. See front of handbook for Dean/Student Dean phone extensions.
- Generally the Dean on duty will leave by 11:30 pm Sunday-Friday, and by 1:00 am on Saturday pm/Sunday am. After these scheduled times, Deans will be available only for emergency situations, in which case the Desk Receptionist will contact the Dean on emergency call.

**DECORATIONS**

Do not apply tape, glue, nails, stick-ups or paste-on hooks on any surface, including the door, furniture and walls. Unapproved/additional nails may result in a fine. Non-marring adhesive can be purchased from the bookstore and all items not fastened with this kind of adhesive may be taken down. Following occupancy, rooms are thoroughly checked for damage, and charges made for each disfiguring mark or sticker. Please leave the room in good shape. It is expected that the nature and taste of your activities and decorations.
(pictures, posters, etc.) will be in accordance with conservative, Christian values, and items considered inappropriate by a member of the residence hall staff will be removed: among items considered inappropriate and unacceptable are any that exploit sexuality, rock or drug culture, gambling, or the occult.

**DEPOSITS**

Your room deposit must remain on file throughout occupancy and whenever you have a room reserved. At final checkout, you should request its release, after which the deposit is applied to your account (contact Student Financial Services for disbursement). Please be aware that this action will cancel any room reservation.

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

**DESK SERVICES**

Besides housing Conventions and Guest Services, the front desk (ext. 3390) provides a number of services for you and is staffed 24 hours a day. Some services (i.e. vacuum, iron) will need to be exchanged for your ID card.

Though endeavoring to be of service, our Desk is not to be considered a “delivery/pick-up depot.” ‘Drop offs’ will not be accepted for residents. Borrowed items, gifts, etc., should be delivered to residents personally.

**DINING SERVICES**

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

**DOOR DOLLARS**

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

**DOOR NAME TAGS**

Meier Hall residents will be provided with printed name tags for each room. Tags are to remain as assigned and free of writing or other marking.

**DRESS**

Residents of Meier Hall must adhere to general university guidelines as found in the student handbook’s Philosophy and Principles of Dress section. Please remember that deans, maintenance, and custodial staff can be present in the hallways at any time; modesty is appreciated.

**ELECTRICAL APPLIANCES**
In-room cooking is permitted only with the use of microwaves. Residents may not use hot plates, electric frying plans, oil popcorn poppers, toasters, toaster ovens, halogen bulbs, etc. as a fire safety precaution. Discovery of these items and of any other unauthorized items will result in confiscation and fines. Personal space heaters and irons must have an automatic shutoff capability and be in compliance of fire safety standards as defined by the department Campus Safety.

In-room refrigerators should not exceed 3-4 cubic feet capacity. Our electrical capacity will not permit air conditioners of any size. Irons should be used with caution and not left unattended; damage caused by irons will incur a fine upon checkout.

E-MAIL
You will receive university information at your AU e-mail address, including course changes, room reservation process, fire alarm updates, news events, registration details, housing confirmations, and messages from a dean. You will be held accountable for information shared via this address. If you use a different e-mail, a mail-forwarding feature is available.

EMPLOYMENT OFF CAMPUS
If your job regularly requires you to return after your class curfew, please make arrangements in advance with the Dean by bringing a copy of your work schedule signed by your supervisor, including contact information, in case verification is needed.

ENTERTAINMENT
Andrews University expects its students to make wise choices regarding entertainment. Activities that violate the University’s Code of Student Conduct will result in discipline and should be avoided. The Student Association, faculty-sponsored campus clubs, Student Activities, academic departments and residence halls regularly schedule entertainment options that comply with AU standards and guidelines. (Also see FRATERNITIES AND SORORITIES).

ENTRANCES AND EXITS
*Front Entrance:* You may enter/exit the front door without ID card between 5 am and 11 pm, and Saturday night till 1 am (at the time of the night’s earliest class curfew). After the door locks for the night, you’ll need your ID card to get in. After your curfew, you’ll need a Dean’s approval to leave. The main exit is the only exit that should be used after 11 pm Sunday-Friday or 1 am on Saturday. Should you choose to exit another exit or assist another resident in entry at these exits, even if it is not yet your (or the other resident’s) curfew, you should expect a $250-$500 fine for each occasion, along with a citizenship response.

*Wing Entrances:* By using your ID card, you can enter/exit between the hours of 5 am and 11 pm (Saturday night till 12pm). After 11 pm (12pm on Saturday), your card will not work on these doors. Please then use the front entrance outside of these hours.

EVENING ACCOUNTABILITY (Residents under 22 years of age or who qualify for evening curfews)
Though curfews vary by class standing, room check for all Meier Hall residents under the age of 22 is at 11:00 pm Sunday-Friday, and 1:00 am Saturday night. At room check time you are required to register your presence in the residence hall with the RA conducting check. If you are in the residence hall and have not seen an RA, you must go to the lobby and account for yourself to the staff person at desk. **It is your responsibility to get checked in each night.** (Also see CURFEWS)

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

*Late Entrance:* Coming in after the grace period has expired but within an hour and a half of your curfew is
considered late. A memo will be sent to each student who is late. A student returning later than an hour and half will be considered late again and will receive another late memo up to 4am.

Unaccounted For: Residents who return after 4 am or fail 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. Residence hall staff will ask for and utilize your cell phone numbers in instances in which you are not located on a given night. 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. An “Unaccounted For” may result in suspension, $100 fine, and/or interruption of ID card activation for Meier Hall entrances/exits.

Memos: When a resident receives an evening accountability memo to see a Dean, they must do so immediately, leaving written notice if the dean is not in.

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

<table>
<thead>
<tr>
<th>Late</th>
<th>*Memo/Letter of Response</th>
<th>Documentation &amp; Letters</th>
<th>RH Staff Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>#1</td>
<td>Memo of Counsel</td>
<td>Email and On-line record</td>
<td></td>
</tr>
<tr>
<td>#2</td>
<td>Memo of Counsel</td>
<td>Email and On-line record</td>
<td></td>
</tr>
<tr>
<td>#3</td>
<td>Memo of Counsel</td>
<td>Email and On-line record</td>
<td></td>
</tr>
<tr>
<td>#4</td>
<td>Memo of Counsel</td>
<td>Email and On-line record</td>
<td></td>
</tr>
<tr>
<td>#5</td>
<td>Memo of Counsel</td>
<td>Email and On-line record</td>
<td></td>
</tr>
<tr>
<td>#6</td>
<td>Memo of Counsel</td>
<td>Email and On-line record</td>
<td></td>
</tr>
<tr>
<td>#7</td>
<td>Letter of Counsel</td>
<td>On-line record &amp; hard copy letter to student</td>
<td>Resident must have conversation with SD or Dean, informed of late limit and L of C will follow</td>
</tr>
<tr>
<td>#8</td>
<td>Letter of Warning</td>
<td>On-line record &amp; hard copy letter to student, VP, parents</td>
<td>Resident must have conversation with SD or Dean, informed of exceeding late limit, L of W will follow, 1 more violation brings RHP</td>
</tr>
<tr>
<td>#9</td>
<td>Letter of RHP</td>
<td>On-line record &amp; hard copy letter to student, VP, parents</td>
<td>Resident must See Dean to discuss terms of probation &amp; sign probation contract</td>
</tr>
<tr>
<td>#10</td>
<td>Letter of Suspension (option to extend RHP and/or provide creative discipline once)</td>
<td>On-line record &amp; hard copy to letter to student, VP, parents, Academic Dean and Advisor</td>
<td>Resident must See Dean to discuss broken probation etc.</td>
</tr>
</tbody>
</table>

*We do not publish what type of letter the residents will receive for the number of lates accrued. Rather we state residents can receive 6 lates without penalty. At the 7th “late” seventh, however, a resident should expect to communicate with a Student Dean or a dean and receive a follow-up letter.
Overnight Leaves, General: AU takes seriously the safety and well-being of its residents, and extends this concern to knowing where residents are any night they are not in the residence hall. When planning an overnight absence, all residents must submit an overnight leave (OV) for approval by a Dean or SD. Graduates, Grad Honor status and Senior/21 Honor status residents must submit an Overnight Leave (to an appropriate/host location) but need not wait for approval.

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

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

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

“Community” Residents: If your family lives in town, but you rent a room in Meier Hall, you are expected to actually live in Meier Hall. Of course, occasional overnight leaves to home are expected, but the resident will be expected to spend more than 50% of each week (excepting school vacations) in their Meier Hall room. All usual curfews, late entrances limitations, co-curricular attendance requirements, etc. will apply.

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

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

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

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

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

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

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

- To gain approval to a non-family home, a resident must initiate her parent/s or legal guardians’ permission, communicated to the Dean by letter or phone prior to departure, for each OV requested.
- Since co-ed unsponsored trips falls under the category of NON-FAMILY HOME, co-ed trips will be approved only with a married or same-sex staff/faculty sponsor present throughout the trip who has made appropriate prior arrangements with the Dean; it is the student’s responsibility to have the sponsor contact the Dean in a timely fashion.
- Overnight visits to another campus’ residence hall are considered a non-family home, and will require advance parental approval.
- Under no circumstance will a single opposite gendered home be approved for any resident’s overnight stay, for any resident, including graduate, senior/21-honor status.
- When “house-sitting” where the parent/s or legal guardians will not be at home, you’ll need approval from your parent/s or legal guardians.
- A parental permission slip is available at the front desk. Have it filled out if you already know of a non-family home (including faculty homes) where you hope to spend some nights.

Room Check: 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 building, but out of your room when the RA checks, you must present yourself to a RA, Front Desk Receptionist, or Dean on Duty. Since every opportunity is made available by which you may be accounted for, failure to do so will be considered an un-excused all-night absence from the Residence Hall, and discipline, which may be a Letter of Warning, Probation, or Suspension will follow accordingly, with copies mailed to parent/s or legal guardian.

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

**EVENING ACCOUNTABILITY** (Residents 22 years of age and older)
Even though residents over the age of 22 have no evening accountability requirements, Meier Hall still requires them to check in as mandated by the building fire safety protocol.

Overnight Leaves: Students 22 and older or in a graduate program are strongly encouraged to fill out an overnight leave notification on the Andrews web page. This information is used for emergency and safety only. Please let us know if you will not be staying in the residence hall overnight.

**FAX**
Faxing services are available at the front desk pending you have a long-distance access code or a personal calling card. The fax number is 269.471.3671.

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

<table>
<thead>
<tr>
<th>Description</th>
<th>Fine</th>
</tr>
</thead>
<tbody>
<tr>
<td>Lobby furniture taken from lobby or other commons areas</td>
<td>$10</td>
</tr>
<tr>
<td>Items not removed upon checkout (per day charge)</td>
<td>Daily room rate</td>
</tr>
<tr>
<td>Lost room key, involves lock change and new keys</td>
<td>$75</td>
</tr>
<tr>
<td>Pets (other than fish)</td>
<td>$50</td>
</tr>
<tr>
<td>Screen removal/damage (or rivets removed)</td>
<td>$50-$100</td>
</tr>
<tr>
<td>Wall/door damage (holes, stickers, tape, adding nails, etc.)</td>
<td>$10-$100</td>
</tr>
<tr>
<td>Window broken</td>
<td>$100 or replacement cost</td>
</tr>
<tr>
<td>If Meier Hall has to pack/move your things</td>
<td>$50 or more</td>
</tr>
<tr>
<td>Candles, incense, halogen bulbs, similar fire hazards (plus cost of damage)</td>
<td>$25-$50</td>
</tr>
<tr>
<td>Carpet damage (extreme dirt, stains, bleach, etc.)</td>
<td>$25-$100</td>
</tr>
<tr>
<td>Damage to stairs/steps (resulting from use of dolly, dragging heavy items, etc.)</td>
<td>$25-$100</td>
</tr>
<tr>
<td>Exit / Entrance from all doors except Main after door closing</td>
<td>$250-$500</td>
</tr>
<tr>
<td>Furniture removed from rooms (left in hallways, etc.)</td>
<td>$10</td>
</tr>
<tr>
<td>Improper checkout (paperwork, cleaning, etc.)</td>
<td>$200</td>
</tr>
<tr>
<td>Littering, in or out of the building, including personal trash</td>
<td>$25 per item</td>
</tr>
</tbody>
</table>

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

**FIREARMS AND OTHER WEAPONS**

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

**FIRE SAFETY REGULATIONS**

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

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

**FIRE EVACUATION AND LIFE SAFETY CODES**

Whenever the fire alarm sounds:

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

2. FEEL THE DOOR BEFORE OPENING IT. If it doesn’t feel hot, open it slightly. Hold your head away, brace door with your foot, test heat of air with hand across opening. If the door is hot, the hallway is not safe. Remain in room and stop up any openings or cracks where smoke may enter using wet towels, sheets, blankets, etc. In rooms with window that opens, open window slightly and stay near it.

3. KEEP CALM, avoid hysteria. DO NOT JUMP OUT. Many lives have been saved by closing doors, sealing all openings against hot air and gases from hallway, calling for help, and calmly awaiting rescue.

4. IF THE HALLWAY SEEMS SAFE, put on your coat and shoes, leave the room, closing the door behind you, and go immediately to the nearest exit. Once you are outside the building, GO TO UNIVERSITY TOWERS AND AWAIT INSTRUCTION.

5. 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.

<table>
<thead>
<tr>
<th>Violations</th>
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</thead>
<tbody>
<tr>
<td>Tampering with fire safety equipment:</td>
</tr>
<tr>
<td>Misuse of smoke detector</td>
</tr>
<tr>
<td>Inappropriate discharge of fire extinguisher</td>
</tr>
<tr>
<td>Removing or defacing posted fire regulations</td>
</tr>
<tr>
<td>Pulling fire alarm without just cause</td>
</tr>
<tr>
<td>Willful disregard of fire safety rules and regulations:</td>
</tr>
<tr>
<td>Obstructing hallways</td>
</tr>
<tr>
<td>Blocking fire exits</td>
</tr>
<tr>
<td>Propping doors open</td>
</tr>
<tr>
<td>Improper use of alarmed door</td>
</tr>
<tr>
<td>Smoking in the building</td>
</tr>
<tr>
<td>Leaving cooking pots unattended</td>
</tr>
<tr>
<td>Noncompliance with officer’s orders:</td>
</tr>
<tr>
<td>Willful disregard and/or interference of orders of officer: fire, police, Campus Safety, or residence hall personnel</td>
</tr>
<tr>
<td>Neglect/refusal to exit residence hall at sound of fire alarm</td>
</tr>
<tr>
<td>Possession of incendiary devices:</td>
</tr>
<tr>
<td>Matches, lighters</td>
</tr>
<tr>
<td>Incense</td>
</tr>
<tr>
<td>Candles</td>
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<tr>
<td>Halogen lamps</td>
</tr>
<tr>
<td>Fireworks, smoke bombs, flammable liquids</td>
</tr>
<tr>
<td>Space Heaters</td>
</tr>
<tr>
<td>Toasters</td>
</tr>
<tr>
<td>Open coil heating device, hot plates, etc.</td>
</tr>
</tbody>
</table>
Use of incendiary devices:
Matches, lighters
Incense
Candles
Halogen lamps
Fireworks, smoke bombs, flammable liquids
Space heaters
Open coil heating device, hot plates, toasters and toaster ovens, etc.

FIRE FINE APPEAL PROCESS: Appeals must be submitted in writing within 5 business days of the incident/discovery of incendiary device(s).

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

FOOD DELIVERY
Restaurant food delivery orders will not be accepted by the Meier Hall building on behalf of a resident. If you request a food delivery please be in the lobby to receive it as it arrives.

FRATERNITIES, SORORITIES AND OTHER UNAUTHORIZED CLUBS
Participation in fraternities, sororities, and other unauthorized clubs is not permitted and subject to discipline as outlined in Andrews University’s Code of Student Conduct found in the student handbook.

FURNITURE
Room furniture is not to be moved out or dismantled, or moved from commons areas. Violators will be assessed a fine of at least $10 per item. Both beds and dressers must remain in the room at all times, even if you room alone. Beds may be used singly or bunked, but because of risk to life and property the following are not permitted and will result in fines of at least $10:

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

Furnishings, sofa cushions, pictures, etc. removed from their place, whether taken to your room or elsewhere, is theft and will result in 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.

MIXED GENDER VISITORS
Meier Hall welcomes mixed gender visits in the main lobby only. 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.
GRADUATE HONOR STATUS
Following the submission of a Graduate Honor Status application, those who are 22 or older are granted Graduate Honor Status, a revocable privilege. Graduate Honor status residents are expected to live by the same moral code as any other Christian men & woman, so refusal to comply with Andrews University and Meier Hall guidelines will result (besides usual disciplinary responses) in the revocation of graduate honor status. You must reapply for graduate honor status at the beginning of every fall semester.

Evening accountability: Graduate Honor Status students are still expected to be in each night, but do not have a set curfew. They are asked to submit an overnight leave any night they will not be in, and are to sign in/out whenever leaving/entering Meier Hall after door closing.

GUEST ROOMS
Parents of current residents are welcome to visit in campus guest rooms, as space allows, at 25% off the room’s usual rental rate (75% of what other guests pay). Stays are always limited to a duration of less than a week, and to two days at fall check-in time. To reserve a campus guest room, call 3360 in advance. Once a resident has checked out of Meier Hall, he is no longer entitled to this or other resident privileges.

Meier Hall residents are not to visit with opposite gendered single guests in guest rooms. These guests should be entertained in the campus co-ed environments.

GUESTS IN YOUR ROOM
Guests staying in your room overnight must register with the dean on duty; those who fail to register a guest may be charged for their guests’ stay. Registered guests may stay in the room of friends without charge for a total of 5 days/nights per semester, and will be charged the daily resident rate for each additional day of their stay. Children are not permitted as overnight guests and aren’t to be babysat here, both to preserve an environment conducive to sleep and study, and in concern that this environment is not suited to the needs of children.

HAIR CUTTING AND DYING
On our campus, hair care is not considered appropriate for a public commons area. Hair is not to be cut or dyed in the Meier Hall lobby or conference rooms. 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 that will result in partial or full loss of room deposit.

HEALTH AND WELLNESS PROTOCOL
Meier Hall adheres to the general Health and Wellness protocol of the university. A detailed outline of the health and wellness policies and procedures can be found in the student handbook.

HEALTH CLUB
Meier Hall operates a health club facility as a service to its residents as well as members of the local community. It is equipped with Olympic free weights, machine weights, exercise bands, and fitness balls (with instruction DVD’s). The health club also has three treadmills, three spinner bicycles, one recumbent bike, one upright cardio bike, and two elliptical trainers. The desk workers are well trained to provide basic fitness instruction and to help spot members through their workouts. The club also has a tanning bed, temporary lockers, and showers. Membership is available to residents at the discounted rate of $10 per month and is billed to student accounts on a semester basis. Visitors may purchase a guest pass from the Health Club desk. To contact the Health Club call #3389.
HEALTH INSURANCE
Students are charged an automatic and non-refundable charge for student insurance. Contact Human Resources if you have questions or for information about how to opt out of this plan.

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

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

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

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

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

The criteria for each class follows:

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

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

HOUSING
Room Assignments - Incoming Students: Incoming students who request to live in Meier Hall must have completed a room application and paid the $200 deposit before a room assignment can be considered. The deposit must remain on file until final checkout. The Housing coordinator makes all room assignments and is responsible for approving or denying room and roommate changes and consolidating vacancies. Assignments will normally be made on the basis of two students per room. Rooms are to be occupied only by the students assigned to them. A student’s right to occupy a room may not be transferred by the student.
**Room Assignments - Walk Ins:** Students who apply after permanent 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, or in a converted lounge or guest room space. As cancellations are received, students in supplemental housing will be assigned to a permanent space.

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

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

- Find a roommate
- Expect to be assigned a roommate, and keep room in readiness
- Expect the room to be used to house visiting groups (music festival, college days, etc.)

Residents who refuse roommates, who make use of both sides of the room, or whose ‘cleaning’ practices or ‘welcomes’ make others unwilling to room with them may be automatically assessed the single occupancy fee or be required to move.

**Single occupancy:** Housing in Meier Hall is double-occupancy, that is, two residents per room. Since roaming alone limits availability of space for both new residents and for those wishing to change rooms, single housing is not always available. It is unlikely to confirm single housing until all student-housing requests have been confirmed.

**Roommate mediation process:** Meier Hall is 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.

We feel strongly that disputing roommates should make an honest and sincere attempt to reach a resolution, including participation in roommate mediation. 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 student dean to obtain a ‘Room Change Request Form.’ Please note that the student dean will NOT hand you a Room Change Request form if you have not completed a Roommate Agreement Form and gone through the steps of the Mediation Process. Participating in the room change process does NOT guarantee a new room assignment, except in cases involving Mutual Trades.

**Room changes:** Room changes are permitted for students if and when roommates are having adjustment problems and for other special circumstances. Prior to a room change being approved, students are expected to have made a good faith effort toward resolving the roommate situation. This includes completing a Roommate Agreement Form, discussing the situation with the RA or professional staff.
member, going through the mediation process, and completing a roommate conference if requested. Four basic criteria must be met for a change to occur:

- 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**

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

**Room Change Period**

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

**Room Change Fee**

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

**Room Change Frequency**

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

**Mutual Trades**

These can happen any time of the school year and do not incur a room change fee. A mutual trade is when all residents of two rooms agree to switch rooms and roommates. Each person obtains a Room Change Request Form from their RA, and completed forms must be handed in personally to the Housing Coordinator. Due to the nature of this type of request, all parties must be in absolute agreement.

**Room care:** To foster good relations and mutual respect, roommates and suite mates in Meier Hall share the responsibilities of room and bathroom care. 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, Meier Hall may conduct suite room shower checks throughout the semester.

**Meals:** Undergraduate residents younger than 22 are required to select a meal plan.

**Student Status:** Meier Hall only houses currently registered Andrews University students. If you are not financially cleared for a semester you will not be permitted to move into the residence hall.

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

**Services:** Your rent includes a number of services: keep in mind that once you’ve moved out of Meier Hall, you no longer have access to these services. Your rent includes: rent; electricity; water; trash removal; monthly phone line charges; unlimited free local calls; reduced rate at Meier Health Club; access to low-cost laundry facilities; 25% off current rate for your parent’s guest rooms; basic cable access; resident hall programming and food events; 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 one charge on your statement from the day you arrived till June 30 a second charge for July 1 to either the length of your stay or through summer graduation, and another charge from August graduation weekend to summer's end.

Between sessions: If you live in Meier Hall for the fall semester, and return for spring semester as well, there is no additional charge for the time between fall and spring semesters. However, if you aren't returning to Meier Hall 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 Meier Hall during spring semester who are not spring graduates, and aren't staying for summer, must move out by the night of their last test. Those living in Meier 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, not those who no longer are.

IDENTIFICATION CARDS
ID cards are needed for access to Meier Hall entrances, checking in for co-curricular attendance, signing in and out of the residence hall at curfew and roomcheck, checking in/out for work, charge privileges, vending machines and for personal identification on campus. Please comply whenever a Campus Safety office or any other staff person requests presentation of your ID. If you lose your ID see Dining Services. If you experience door access difficulty with your ID, sign the ID access list at Front Desk: if that doesn't resolve the problem, see the Housing Coordinator.

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

INTERNATIONAL STUDENTS
Andrews University feels itself to be blessed in having so many students from other countries and cultures, and don't want to lose them through lack of adherence to immigration laws. Remember that the Immigration Naturalization Services (INS) has very specific guidelines for maintaining your status. Among them are specifics regarding class hours necessary and work hour limitations. Full-time class enrollment is required in every semester you are authorized to attend. Be sure not to drop below the minimum credits except for medical emergency or academic emergency justified by a letter from your advisor. INS permits F-1 students to work on campus only up to 20 hours per week during the school year. Vacation periods allow full time work.

If you are an international student finding it difficult to understand a Meier Hall 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. It is essential that you take your keys with you at all times, since 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.
KITCHENETTES
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 cooking-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. Unmarked, old or otherwise offensive food may be discarded by the housekeeper at their discretion.

MEIER HALL NEWSLETTER
This e-mail newsletter for Meier Hall residents includes not only news and program updates, but schedule changes and policy updates printed nowhere else: since policies discussed or introduced through the Meier Hall Letter are as officially binding as is this Handbook, plan to read each issue carefully. Submit any Meier Hall Letter information or suggestions to the Head Student Dean by Tuesday at noon.

LAUNDRY FACILITIES
Coin operated facilities are available in the basement floor which are only to be used by Meier Hall residents. 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 Saturday night. Check the machines for dyes/bleach before use as Meier Hall will not assume responsibility for damaged clothing.

Laundry Service: As a service to our residents, laundry can be washed, dried and flat folded for only $0.90 per pound. To use this service, simply take your soiled laundry to Laundry Services and speak with the person on duty to know when your laundry will be ready for pickup. Laundry Services is located on the first floor of Meier Hall across from the mailboxes.

LOBBIES AND CONFERENCE ROOMS
The Main Lobby is open to the public from 8 am – 11 pm, and is open to residents 24 hours a day. Conference rooms are available for meetings or studying but are not open to mixed gender company.

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 Christian values. If you are viewing questionable material, you will be asked to shut down your equipment or change material immediately.

LOFTS
Lofts are not permissible in Meier Hall. Residents found with lofts will have 48 hours to dismantle and remove loft materials from the building.

LOST AND FOUND ITEMS
Items found in Meier Hall should be taken to the Front Desk. Lost items will then be taken to the university custodian department or campus safety for expensive items. 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 mailboxes by mid-afternoon; because weekend and holiday mail is not delivered to campus on weekends, an exceptional amount of mail is delivered on Mondays, and so it may take longer to pass out mail on Mondays. Express mail is held at Front Desk; bring a picture ID when you pick it up. Also check your mailbox daily for messages and announcements. Federal law requires that all mailboxes remain closed and locked. Should mail be incorrectly delivered to your box, please take it to the Front Desk. Because announcements, flyers, memos, package slips may be in your mailbox, it's important that you check/empty it daily even if you aren't expecting mail, and check it one final time before final checkout.

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

Name  
Rm. # Meier Hall  
8445 W Campus Circle Dr  
Berring Springs, MI 49104-0900

Get change of address forms from the post office, or change your address online at MoversGuide.usps.com. Once you move out of Meier Hall mail cannot be held for you, and will be forwarded. If you experience difficulty with your mailbox or with mail service, see the Assistant to the Dean. Limit your mailings to materials that are in accordance with Christian values. Things of a sexually explicit nature, pertaining to alcohol or other drugs, etc., are not accepted.

**NOISE**

Meier Hall is committed to academic success and inter-resident respect. Noise pollution can be a serious hindrance to the study and sleep patterns of others and will not be tolerated. Please be considerate of others when playing music or watching movies in your room. Noise complaints should be resolved by:

- Approaching responsible party
- If that is not effective, contacting resident hall staff (SD or Dean on duty)

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):

**First and Second Incident:** Verbal counsel by Meier Hall personnel, followed by noise memo documentation.

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

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

Additional Violations: Loss of ability to choose room, roommate and a letter of Suspension. Parent/s or legal guardians informed, copy of letter mailed home. (See also SUBWOOFERS)

**PETS**
Animals are not allowed in Meier Hall, fish in small tanks being the only exception. *Please remember it is your responsibility to arrange for their care and feeding during any absense.* If any animal/bird other than a fish is found in your room you will incur a $50 fine and the animal will be removed.

**PUBLIC DISPLAY OF AFFECTION**
Appropriate decorum is expected in all Meier Hall lobby 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. Any staff member may address you if your behavior is out of line, and may ask you to leave if no change is evident.

**REFRIGERATORS**
Residents may bring their own small refrigerators as long as they are a maximum of about 3-4 cubic feet.

**REPAIR REPORTS**
If something in your room needs repair, fill out a repair report at Front Desk. Work orders are called in to Plant Service by the Dean on Duty or Meier Hall 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 Meier Hall Maintenance if your repair is not completed in a timely fashion: we want to know if a problem persists!
If you are requesting something that affects both you and your roommate, such as asking that beds be bunked or un-bunked, please either put both signatures on the work order, or indicate that you room alone.

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

**SABBATHS**
Meier Hall joins the rest of Andrews University’s campus in observing a seventh-day Sabbath from sunset on Friday through sunset on Saturday as outlined in the University Handbook under *Seventh-Day Adventist Faith and Values* section. During this time laundry rooms will be closed and the lobby television will remain off.

**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. (also see CAMPUS SAFETY)

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

Crime Reporting: If you notice vandalism, something suspicious, or a potential safety hazard, call it to the immediate attention of the Dean or to Campus Safety. If you have been the victim of any kind of crime, or have observed a crime being committed, it should be reported immediately. Although Meier Hall 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's touched the ground or is still in the air: The siren will sound for the three minutes and then shut off, however, it may go off again if the tornado threat is still present. If you hear the siren, tune into your local TV or radio station. WAUS 90.7 FM will broadcast tornado locations. Each level of all on-campus buildings is equipped with floor plans that indicate tornado shelters within that building.

SELLING
To protect residents from constant sales attacks, selling door to door is prohibited. Advertising may be posted only on designated bulletin boards at the exit doors.

STUDENT DEANS
Student Deans are students working as part-time Residence Hall staff. 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 and should be recognized as such.

SUBWOOFERS
Built in the 1960’s, Meier Hall does not contain sound deadening materials. Sound from subwoofers easily travels through walls disturbing sleep, studying, and regular activities. As such SUBWOOFERS ARE NOT ALLOWED IN THE BUILDING. Residents who bring a subwoofer into their room will be cited for a noise violation and asked to remove the speaker from the building. Failure to do so may result in further response including confiscation of materials. (See also NOISE)

SUBSTANCE USE, POSSESSION, ABUSE
Meier Hall adheres to the general policies and procedures of the university when coming in contact with substance use, possession, and abuse. A detailed outline of the policies and procedures can be found in the student handbook.

STORAGE
Meier Hall does not have any available space for the storage of personal items. Upon check-out, your room is to be completely empty. There are several storage facilities along M-139 that are available to house your possessions for a monthly fee.

SUICIDAL GESTURE/INTENT
Please see Health and Wellness Protocol.
SUMMER AND HOLIDAYS

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

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

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

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

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. Long distance calls require a prepaid phone call. To find out your room's extension, inquire at the Front Desk any time.

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 (available at the West Desk), and take it to Campus Safety. It may help you recall and document important details of the call.

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

TELEVISION AND DVD PLAYER

A resident wishing to have a TV or DVD player in his/her room must obtain agreement from his/her roommate: His/her right to not have one in the room overrides your right to have one. Those with TV/DVD must also self-monitor noise level, content, and company enjoying your tv too. We expect you to choose programs and videos in keeping with Christian values.

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

TRANSPORTATION DEPARTMENT

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

Trash rooms are located on each floor, from which 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 (located at the south and north of the building), a fine of at least $25 per item will be charged, and trash may be returned to your room.

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

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

VACATIONS

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

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

Between Fall and Spring semesters, if you return to live in Meier Hall for the next semester as well, there is no additional charge for the time between semesters. However, if you move out of Meier Hall following or during a break, you will be charged for each additional day after the package plan ended for the previous semester. Transfer students need to move in during this time. You are not being penalized for the extra time, but charged for time for which you have not yet paid. Those living in Meier Hall during spring semester, who are not May graduates, and aren't staying for summer, must move out by noon of the day following their last final. Those living in Meier Hall for the summer but who are not staying in Meier Hall 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.

VACUUM CLEANERS

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

VENDING MACHINES

Machines offering soda, juice, and snacks are located in the lobby near the mailboxes. Refund requests for snack machines should be reported to Dining Services, at 3161, as these machines are owned and serviced by Dining Services.