2016-2017

OVERCOME
“So that in me you may have peace.” John 16:33

“I have told you these things, so that in me you may have peace. In this world you will have trouble. But take heart! I have overcome the world.”
John 16:33
Mission Statements

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

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

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.
# University Towers 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>David Iwasa</strong></td>
<td>3663</td>
</tr>
</tbody>
</table>
| Burman Side      | Director of University Towers  
|                  | Director of Guests & Conventions  
|                  | iwasa@andrews.edu     |
| Main Lobby       | **Teela Ruehle**      | 3664  |
| Damazo Side      | Associate Dean        
|                  | Assistant Director of Guests & Conventions  
|                  | teela@andrews.edu     |
| Main Lobby       | **Beverley Gray**     | 3661  |
| Burman Side      | Housing Coordinator & Administrative Assistant  
|                  | universitytowershousing@andrews.edu |
| Activity Center  | **Julie Furst**       | 6720  |
| Basement         | Custodian Supervisor  
|                  | furstj@andrews.edu    |
| Activity Center  | **David Mason**       | 6720  |
| Basement         | Custodian Assistant Supervisor  
|                  | davidma@andrews.edu   |
| Damazo Basement  | **Sharon Moore**      | 6720  |
|                  | Guest Services Housekeeper  
|                  | moores@andrews.edu    |
| Activity Center  | **Kevin Wooldridge**  | 6721  |
| Basement         | Maintenance            
|                  | wooldridge@andrews.edu |
| **Student Office Staff** |                   |       |
| Main Lobby       | **Murvin Camatchee**  | 3664  |
| Damazo Side      | Student Dean           
|                  | murvin@andrews.edu    |
| Main Lobby       | **Junie Saint-Clair** | 3664  |
| Damazo Side      | Student Dean           
|                  | saintclair@andrews.edu |
Staff Division of Responsibilities

David Iwasa, Director of University Towers and Residence Hall Dean of Burman and Damazo Halls
General services: support, counseling, crisis intervention, worship programming
University Towers administration
Facility Management supervision
SD leadership and training
Deans’ Workshop coordination

Teela Ruehle, Associate Dean / Guest and Convention Services
General services: support, counseling, crisis intervention, worship programming
Guest room reservations & Convention Services
Facility Management supervision
SD leadership and training

Beverley Gray, Housing Coordinator
General services: support, counseling, crisis intervention
Housing
Honor status processing
Supervision of front desk and mail

Sharon Moore, Guest Room Housekeeper
Guest room preparation and cleaning

Julie Furst, Custodian Supervisor
David Mason, Custodian
Burman & Damazo custodial services

Kevin Woolridge, Maintenance Supervisor
Maintenance supervision
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UNIVERSITY TOWERS POLICIES

THE UNIVERSITY TOWERS HANDBOOK AND POLICIES ARE NOT CONSIDERED TO BE A COMPREHENSIVE LIST OF GUIDELINES. CHANGES, DELETIONS, AND ADDITIONS WILL BE MADE AS NECESSARY AND NOTIFICATION GIVEN BY EMAIL TO THE CURRENT RESIDENTS AT THE TIME. THE POLICIES OF THIS HANDBOOK AND ANDREWS UNIVERSITY’S CODE OF STUDENT CONDUCT HAVE BEEN ACCEPTED BY EACH PERSON WHO ENROLLS AS A STUDENT AT ANDREWS AND LIVES IN UNIVERSITY TOWERS.

AUTO USAGE

Vehicles must be insured and have a current registration sticker from Campus Safety. You can register your vehicle on line: Note markers for approved campus parking. All night parking for University Towers residents is in the main Meier parking lot, the small parking lot west of the tennis courts, and on the west side of Burman. Do not park in the north parking lot of Damazo; 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 Damazo or Burman. Overnight leaves to babysit in someone’s home should be submitted for each time.

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 checked 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.

BURMAN FEMALE & MALE FLOORS

Men are not allowed on first floor with the exception of access to the elevator and as signs direct. Men should not enter 1st floor from the back stairwell and obey all signs designating female areas. First floor will be treated as the other women’s resident halls and any males trespassing will be considered in violation of the student code of conduct. Women are only allowed on first floor. Any female trespassing in other areas of Burman will also be considered in violation of the student code of conduct.

Female residents should use the Damazo laundry areas and the Activity Center kitchen will be made available for female use upon request of the dean on duty. Male and female residents should note University Towers employs employees who occasionally will need to be on opposite gendered floors to perform their normal work duties during the day, and that male and female deans will walk through in the late evenings to lock up at night. To avoid embarrassing situations modest cover ups should be worn to and from the restroom areas.

CAMPUS SAFETY

Security is everyone’s responsibility. 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.

See also the “Safety” section later in this handbook.
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” your belongings to the use of any room other than the one for which you pay rent will incure a serious fine resulting in up to the equivalent of “renting” both the rooms. Such “spread” items will be removed, with moving/damage/storage at the owner’s cost.

Check-in/out Procedures: Whether changing rooms in-house or moving out, it is imperative that your room be properly checked out by 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. At no time are luggage “dollies” (carts) to be stored in your room or on the stairs. If you check out but leave belongings anywhere in University Towers your rent will continue until they have been appropriately removed, or you will be charged an improper checkout charge, at the staff’s discretion.

During the busy end-of-year check-out times, staff members are assigned shifts to assist in check-outs, and you can call the housing office (ext. 3661) to have your name included on the check-out list. However, never call down to arrange for check-out until you have completed all your paperwork and carefully and completely cleaned your room. At other times of the year, arrange in advance with the housing coordinator for a mutually convenient check-out time. Secure your entrance inventory sheet from the Housing Office and carefully fill out the exit portion. This check-out process helps you get your mail and telephone messages correctly after you move, and will also save you a hefty improper check-out fee. Additional charges may be made for incomplete cleaning or damage. If the person responsible for damages or loss 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 he/she is not available at that moment, leave word so he/she will know that you tried. In so doing, you may be able to take care of a situation so it doesn’t require the following steps! Depending on the severity of the situation, any of these steps may be bypassed at the discretion of Student Life personnel.

In general, however, the process is 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 certain activities such as 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 serious disciplinary response, up to and including dismissal from the University. The list is not comprehensive, but provides examples of matters the University takes seriously; for details on the appeal process and a more detailed listing of student expectations and disciplinary responses. (See the Andrews University Student Handbook)

- repeated or blatant disregard of University Towers 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 Damazo or Burman except in the lobby, or by special approved visitation in the Damazo conference room or Burman recreation room.
- 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
- no weapons of any kind are allowed on campus. The term “weapons” includes, but is not limited to, firearms, look-alike firearms, explosive devices, switchblades, knives, martial arts weapons, paint-ball guns, BB guns, “air-soft” guns, pellet guns, bows and arrows, and other dangerous weapons. These items, if found, may be confiscated and not returned. (Kitchen knives and other such culinary instruments may only be used for their designed purposes)
- violation of the Andrews University’s Computers and Networks Usage Policy and abuse of computer network and time to (but not limited to):
  - sending obscene, abusive, or disrespectful messages
  - communicating in a disrespectful and slanderous manner in e-mails or on-line social communities
  - falsifying the source of a message or e-mail
  - violating any code of student conduct
  - 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**

Three 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.

**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.
   - **Tuesday/Thursday Chapel/Forum Minimum.** Students must attend a minimum of 15 Chapels/Forums each semester.
   - **Residence Hall Minimum.** Residents must attend a minimum of 8 Choices offered in any 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>Residence Hall Students</th>
<th>Community Students</th>
<th>Non-Traditional Students</th>
</tr>
</thead>
</table>

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<thead>
<tr>
<th>Chapel/Chapel</th>
<th>Minimum</th>
<th>Choice</th>
<th>Total</th>
</tr>
</thead>
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<tr>
<td>Res. Hall</td>
<td>No 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>15 programs</td>
<td>30 programs</td>
<td>10 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>
</tr>
</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.

**Worship Decorum, and Conditions for Receiving Worship Credit**
University Towers’s chapel is dedicated to the worship of God. Doors will only be unlocked at your request for your personal study and prayer needs. Reservations for rehearsals and meetings should be made with the Guest and Convention Services during office hours.

**Credit for attendance requires that you:**
Present only your own ID card
Be at the scheduled meeting place on time & stay for entire program
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 University Towers staff member must address you about behavior during worship, you will receive no attendance credit for that program.

**Co-Curricular Meetings offered in University Towers**
Monday nights at 9:30 pm, Deans Workshop – Auditorium or Activity Center
Thursday nights at 8:00 pm Deans Worship in the Auditorium

**CURFEWS**
The University observes a campus curfew of 11 pm, except Saturday when it is 1:00 am. Regardless of class curfew, residence hall room check begins at 10 pm, Sunday through Friday, and 1 am on Saturdays. Be prepared to present your AU ID. (Also see EVENING ACCOUNTABILITY)
<table>
<thead>
<tr>
<th>Class</th>
<th>Regular</th>
<th>Saturdays</th>
<th>Honor Regular</th>
<th>Honor Saturdays</th>
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<tbody>
<tr>
<td>Freshman (0-24 credits)</td>
<td>11:00 pm</td>
<td>1:00 am</td>
<td></td>
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</tr>
<tr>
<td>Sophomore (20+ years</td>
<td>12:00 am</td>
<td>1:00 am</td>
<td>1:00 am</td>
<td>1:30 am</td>
</tr>
<tr>
<td>or 25+ credits)</td>
<td></td>
<td></td>
<td></td>
<td></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</td>
<td>No curfew</td>
<td>No curfew</td>
<td></td>
<td></td>
</tr>
<tr>
<td>or in grad school)</td>
<td></td>
<td></td>
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</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-$250. Damaging stairs due to dragging heavy items or stairwell use of luggage dollies/carts will result in a serious fine as this also creates a safety hazard. Because of potential carpet damage caused by liquid bleach, only dry powder bleach is allowed: liquid bleach will be removed when discovered, and a $5 fine assessed, and at least $25-250 or more for carpet damages caused by bleach. Also see *Decorations*.

**DAMAZO FEMALE AREAS**

Damazo Hall is a female residence. Damazo hallways and 4th floor conference room is female areas only. Males found trespassing in these areas will be in violation of the student code of conduct. Males are only allowed to use the 1st, 2nd, and 3rd floor conference rooms after signing in at the front desk, and leaving an ID.

**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. For an up to date schedule of on duty hours for each dean or student dean please refer to the printed schedule posted outside the Director’s office.

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/her about.
-Leave a message on their voice mail. Head Dean ext. 3663, Assistant Dean or Student Dean ext. 3664.
-Generally the Dean on duty will leave by midnight Sunday-Friday, and by 1:00 am on Saturday pm/Sunday am. After these scheduled times, Deans will not be available to you unless you are dealing with an emergency situation, in which case the Desk Receptionist will contact the Dean on emergency 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. Due to fire safety, door wrappings cannot cover more than 50% of your doors, even during the holiday season.

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 SFS for disbursement) and this action also cancels any room reservation.

Your deposit is forfeited:
• if you do not cancel your reservation by the posted dates
• if you 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 3670) 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.” Borrowed items, gifts, etc., should be delivered to residents personally. When you must depend on Desk as a drop-off place, remember this service is never for items or messages left for anyone not living in University Towers. Use discretion in the items left at desk. Neither University Towers nor Andrews University will assume responsibility for these items.

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 and hours of operation.

DOOR NAME TAGS
Burman Hall and residents of Damazo Hall will not receive printed name tags. Please do not put any additional decals or signs on your door, except using a non-marring adhesive. Doing so will result in removal of the posted item and additional charges.

DRESS
Residents of University Towers 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 of opposite genders at any time; modesty is appreciated.

ELECTRICAL APPLIANCES
Burman Hall: 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. In-room cooking is permitted only with the use of microwaves, hot air poppers and water heaters with concealed coils.

In-room refrigerators should be small, about 3-4 cubic feet capacity. Our electrical capacity won’t permit air conditioners of any size. Irons should be used only in the laundry rooms on each floor; burned carpets will incur a fine of at least $60.

Damazo Hall: Residents may use electric cooking appliances in kitchen area only. Irons should be used in the laundry room only. Halogen lights are not permitted.

Both Halls: Electric/portable heaters cannot have an exposed heating element or a metal screen/heating element cover. They also, must have an automatic shutoff capability. They also must be approved by UL labeled with the following symbol:

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

EMPLOYMENT OFF CAMPUS
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. University policies prohibit dancing, nightclubs, drinking, unapproved fraternities, sororities, or social clubs, gambling, etc. The Student Association, faculty-sponsored campus clubs, Student Activities, academic departments and residence halls schedule wholesome, enjoyable, entertainment options. Please consider these. (Also see FRATERNITIES AND SORORITIES).

ENTRANCES AND EXITS
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 front main exit is the only exit that should be used after 11pm 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.

North, South, and West 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)
Andrews University’s residential community is committed to implementing accountability initiatives to promote whole-person education for success and safety.
Though curfews vary by class standing, room check for all University Towers 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 front desk worker. **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.

**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.

**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 OV's 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: OV's 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 University Towers, you are expected to actually live in University Towers. 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 University Towers 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. OV's will normally be approved without additional invitation when going to a FAMILY HOME, and OV's 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 with a curfew is required to check in at the front desk to facilitate the night census. IT IS YOUR RESPONSIBILITY TO GET CHECKED IN!

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

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 or who qualify for no curfew)*

Students 22 or older or in a graduate program do not have an evening curfew and will not be accounted for or checked in during the evening check in process.

**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 269-471-6659

**FINES** *(damage, cleaning, moving furniture, etc.)*

You are responsible for the condition of your room. You must submit an inventory regarding the condition of your room within 24 hours upon move-in. 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>Fine Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Lobby furniture taken from lobby or other commons areas</td>
<td>$25</td>
</tr>
<tr>
<td>Lofts installed without approval</td>
<td>$25</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/replace cost</td>
</tr>
<tr>
<td>Wall/door damage (holes, marks, stickers, tape, adding nails, etc.)</td>
<td>$25 or more</td>
</tr>
<tr>
<td>Window broken</td>
<td>$100 or replacement cost</td>
</tr>
<tr>
<td>If University Towers has to pack/move your things</td>
<td>$50 or more</td>
</tr>
<tr>
<td>Tampering, disconnecting, damage, or installation of a personal wireless access points</td>
<td>$100-$750</td>
</tr>
<tr>
<td>Matches, Lighters, 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-$250</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 N, S, E door after door closing</td>
<td>$250-$500</td>
</tr>
<tr>
<td>Furniture removed from rooms (left in hallways, etc.)</td>
<td>$25</td>
</tr>
<tr>
<td>Improper checkout (paperwork, cleaning, etc.)</td>
<td>$25-$250</td>
</tr>
<tr>
<td>Littering, in or out of the building, including personal trash</td>
<td>$25 per item</td>
</tr>
<tr>
<td>Mattress Pad Launder or Replacement</td>
<td>$10 - $25</td>
</tr>
<tr>
<td>Bathroom Cleaning (Damazo Apartments)</td>
<td>$50 or more</td>
</tr>
<tr>
<td>Kitchen Cleaning (Damazo Apartments) including appliance, floors, and cabinets</td>
<td>$50 or more</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.

Excessive cleaning including odors in rooms may result in fines up to the total amount of room your deposit.

For more detailed instructions for move out or move in processes speak to the housing coordinator.

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

**FIRE SAFETY REGULATIONS**

The following guidelines exist to preserve all University Towers’ precious lives! Fire regulations require that stairways and halls be free of obstruction and that doors in hallways and stairwells be closed at all times. Fire laws also will not permit storage of flammable liquids (propane, gasoline...), possession or use of incense, candles, potpourri pots, halogen bulbs, or such flammable decorations as untreated Christmas trees (fire-rated artificial trees are ok). Paper-wrapped doors are not permitted at any time, even during the holiday season.

Upon moving into your room, refer to the fire map for exit instructions and seek all possible routes of escape from your room to the outside as indicated by exit lights and hall signage. State law requires that all residents participate in mandatory fire drills. If you detect smoke or evidence of fire, pull the nearest alarm station and/or notify the 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, meet in the small parking lot across the road from the front entrance and then wait quietly until you are motioned back in by fire personnel--then re-enter the building in an orderly manner. Do not reenter the building even if the alarm goes off until you are motioned back in by an authorized fire personnel.

5. In the event of a large fire or the need to seek shelter the Meier Hall Chapel will be set up as a temporary shelter until other arrangements can be made.

6. 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.

<p>| Violations |</p>
<table>
<thead>
<tr>
<th>Tampering with fire safety equipment:</th>
</tr>
</thead>
<tbody>
<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>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Willful disregard of fire safety rules and regulations:</th>
</tr>
</thead>
<tbody>
<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>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Noncompliance with officer’s orders:</th>
</tr>
</thead>
<tbody>
<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>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Possession of incendiary devices:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Matches, lighters</td>
</tr>
<tr>
<td>Incense</td>
</tr>
<tr>
<td>Candles</td>
</tr>
<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>

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<tr>
<td>Space heaters</td>
</tr>
<tr>
<td>Open coil heating device, hot plates, toasters and toaster ovens, etc.</td>
</tr>
</tbody>
</table>

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

**FOOD DELIVERY**
Restaurant food delivery orders will not be accepted by the University Towers building on behalf of a resident. If you request a food delivery please be in the lobby to receive it as it arrives.
Residents are asked to not have restaurant food delivery during Sabbath hours.
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. If you would like the beds bunked or un-bunked, leave a repair slip at the Front Desk, signed by both roommates and staff will respond as quickly as possible; thank you for understanding that they will either bunk or un-bunk your beds ONCE, so be very certain how you want the furniture configured for the entire year before submitting the slip. At the beginning of the school year, the greater number of these requests means it takes longer to get to each work order, but they will work hard till are all completed. Beds may be used singly or bunked, but because of risk to life and property the following are not permitted and will result in fines of at least $10:

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

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

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

MIXED GENDER VISITORS

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

See also Lobbies and Conference Rooms for more information.

GUEST ROOMS

Parents of current residents are welcome to visit in campus guest rooms, as space allows, at 25% of 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 University Towers Hall, s/he is no longer entitled to this or other resident privileges.

University Tower’s 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 University Towers’ 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 damage charges.

HEALTH AND WELLNESS PROTOCOL
University Towers 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 ACCESS TO LAMSON AND MEIER
University Tower's residents qualify for the student rates for the Health Clubs in Meier and Lamson Halls.

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

Residents who have special health issues that require special medical waste disposal will be required to supply their own bio-hazard containers and dispose of them at approved bio-hazard waste facilities. Bio-hazard containers should not be placed in University recycle or waste bins.

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

Other Options for Care include:
**HONOR STATUS**

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

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.

**HONOR 22 (age 22 and older)**

Residents who are 22 or older are granted Honor 22 status, a revocable privilege. Honor 22 status residents are expected to live by the same moral code as any other Christian men & woman, so refusal to comply with Andrews University and University Towers guidelines will result (besides usual disciplinary responses) in a loss of their honor status, and may jeopardize your stay in University Towers at Andrews University.

*Evening accountability:* Honor 22 Status students are still expected to be in each night, but do not have a set curfew. They are asked to submit an overnight leave any night they will not be in.

**HOUSING**

**Room Assignments**

**Incoming Students:** Incoming students who request to live in University Towers must have completed a room application and paid the $250 deposit before a room assignment can be considered. The deposit must remain on file until final checkout. 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.

**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.

**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 Burman is double-occupancy, that is, two residents per room. Since rooming alone limits availability of space for both new residents and for those wishing to change rooms, single housing is not always available. But when it is, you will pay a single housing charge (an additional 50% of the double rent rate) if you wish to live alone. Damazo spaces are more likely to be filled, but if availability allows single housing, it will be at double the usual Damazo Hall rent. Neither facility is likely to be able to confirm single housing until all student housing requests have been confirmed.

Roommate mediation process: University Towers 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 in the presence of a dean housing coordinator.

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 the housing coordinator, and completed forms must be handed in personally to the Housing office. 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 University Towers share the responsibilities of room and bathroom care. In fact, if housekeeping must specially clean your shower during or after your residency, you will be charged for this additional cleaning. Extreme uncleanliness may jeopardize your status as a residence hall student. Rooms may be spot-checked for cleanliness, appropriateness and fire/safety hazards, and changes/charges implemented as needed.

To foster cleanliness, and make final checkout more pleasant for student and housekeeping staff alike, University Towers may conduct suite room shower checks throughout the semester.

**Room Charges**
Residence Hall ‘Package’ Plan for Fall and Spring Semesters 2016-2017:

- **Burman Rent**
  $2,321.00 each, per roommate, 2 to room/semester
  $3,482.00 single occupancy/semester

- **Damazo Rent**
  $2,571.00 each, per roommate, 2 to room/semester
  $5,142.00 single occupancy/semester

Semesters are figured as being about 120 days each. If arriving early, or staying later, the nightly rental rate is charged as follows: Burman $20.00/night (double occupancy) and $30.00/night (single occupancy);

- Damazo $21.50/night (double occupancy) and $43/night (single occupancy)

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

University Towers 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 University Towers Dean or from Student Life, and should be returned to Student Life within 7 working days.

Residence hall rent is based on double occupancy, which means that each resident should plan on having a roommate. Your rent includes a number of services: keep in mind that once you've moved out of University
Towers, 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 Lamson & Meier Health Clubs; access to laundry facilities; 25% off current rate for your parent's guest rooms; basic cable access; access to residence hall treats such as cookie days, soup nights, etc.; limited health services, on-call physician services, and limited services at University Medical Specialties.

**Summer charges:** student housing lengths vary widely, so it's best to figure out your housing charge based on per-day charges. Multiply the number of days you'll be here by the daily rate to find the amount you'll be paying. If you are here for summer, you'll see 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 University Towers 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 University Towers 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 University Towers 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 University Towers 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 University Towers 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 University Towers 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**
A kitchenette is located in the basement of Burman Hall and in each room of Damazo Hall. 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.

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

**Laundry Facilities**
Facilities are available in the basement floor which are only to be used by University Towers residents. Damazo laundry facilities are for women and Burman laundry facilities are for men. Should you encounter non-resident students or opposite genders using the wrong facility, please notify a Dean or Housekeeping. 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 University Towers will not assume responsibility for damaged clothing.

**Lobbies and Conference Rooms**
University Towers’ main lobby is open to the public from 8 am – midnight, and is open to residents 24 hours a day. Both Burman and Damazo Halls contain conference rooms which are to remain gender specific unless special permission is obtained from the dean on duty. Out of respect for others, please clean up after yourself when finished using one of these areas. Damazo conference rooms on 1st, 2nd, & 3rd floors will be made accessible for co-ed study and visitation between the hours of 1:00pm-11:00pm. Male visitors must check in and out at the front desk. At least one resident from Burman or Damazo must be present to “host the party”. Damazo 4th floor conference room will be designated as females only. 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.

**Locked Out**
Students who get locked out of their room will need to pay a $1.00 fine to have their door unlocked. The fines collected by the staff will be donated to a local charity chosen by the Dean at the beginning of each school year.

**Lofts**
Lofts are not permissible in University Towers. Residents found with lofts will have 48 hours to dismantle and remove loft materials from the building.

LOST AND FOUND ITEMS
Items found in University Towers 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 mail boxes by mid-afternoon; because weekend and holiday mail is not delivered to campus on weekends, an exceptional amount of mail is delivered on Mondays, and so it may take longer to pass out mail on Mondays. Express and normal packages will be held at the front desk. Students must pick these types of packages up personally with a photo ID. Packages that have been sent certified, registered, or insured must be picked up at the Andrews University Post Office. A post office package notification will be sent to each student who has received these special packages and must be taken to the post office for retrieval of these special packages.

Please 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. # University Towers
8400 W Campus Circle Dr
Berrien Springs, MI 49104-0980

Get change of address forms from the post office, or change your address online at MoversGuide.usps.com

Once you move out of University Towers 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.

MOVE IN/OUT
Detailed instructions and forms are found on the University Towers web page.
www.andrews.edu/life/living/housing/towers/housing

Scan the QR code to be taken directly there

NOISE
University Towers is committed to academic success and inter-resident respect. Noise pollution can be a serious hinderance 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 University Towers personnel, followed by noise memo documentation.
Third Incident: Verbal counsel by University Towers 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.

PERSONAL DEVOTIONAL LIFE

University Towers believes a personal devotional life is essential to wholistic success. If you would like help establishing a personal devotional program, the on-duty deaning staff will be happy to assist you.

PETS

Animals are not allowed in University Towers, fish in small tanks being the only exception. Please remember it is your responsibility to arrange for their care and feeding during any absence. 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 University Towers lobbies and entrances, remembering that these are public gathering places. Inappropriate behaviors include lying or sitting on each other, sleeping or stretching out on the couches or on the floor, etc. 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 or scan the QR code to the right. Work orders are called in to Plant Service by the Dean on Duty or University Towers 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 University Towers 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. If a student room fails to meet reasonable cleanliness standards the student will be notified and given a specific amount of time to clean for another inspection. If the room fails the inspection housekeeping may be sent into the room to clean the room and charges will be billed to the student.

**SABBATHS**

University Towers 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 and students are encouraged to remember the Sabbath and keep it holy in all their activities. Discover the rich blessings awaiting you at the numerous Sabbath Schools and church services at Pioneer Memorial Church, New Life, One Place and other local churches.

**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 University Towers, tell the officer at the gatehouse that you want a walking escort from the Damazo Lot to University Towers.

*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 University Towers 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. Students are encouraged to sign up for the AU Alert system to receive timely alerts and warnings from the University.

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

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

**SCREENS AND WINDOWS**

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

SHARPS CONTAINERS
All students with a preapproved medical treatment that requires the use of sharp objects such as needles must notify a dean. These medical instruments should be kept in a locked area. Sharp containers are required for the disposal of all needles. University Towers is not an authorized drop off site for sharp containers. To find an approved drop off sight please visit www.berriencounty.org/recycle/medicalwaste

STUDENT DEANS
Student Deans are students working as part-time Residence Hall staff. When on duty, they are available to counsel, approve overnight leaves, help you sort out your co-curricular or evening accountability records, pray with you, etc. They are an extension of the Deans’ staff and should be recognized as such.

SUBSTANCE USE, POSSESSION, ABUSE
University Towers 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 University student handbook.

SUICIDAL GESTURE/INTENT
Please see University student handbook section on Health and Wellness Protocol.

SUMMER AND HOLIDAYS
University Towers 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.

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 University Towers 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.

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, BLURAY AND DVD PLAYER**

A resident wishing to have one of these items in his/her room must obtain agreement from his/her roommate: His/her right not to have one in the room overrides your right to have one. Rooms with these devices must also self-monitor noise level, content, and company enjoying your equipment 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.

Basic cable access is included in your rent. Contact Telecommunications at www.andrews.edu/go/telecom for extended cable service.

Violations (either with your own or borrowed equipment) may result in a disciplinary response which will include confiscation/bringing TV/DVD to Dean’s office by midnight of the day it is required of you, and future TV/DVD privileges being withheld.

**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.

**WIRELESS SERVICES**

Andrews University ITS department oversees and manages the wireless access points in the residence halls. Tampering with, disconnecting or damaging a wireless device will be subject to a fine and or replacement of a damaged device. Installation of a personal Wi-Fi router will not be allowed in the residence halls due to interference of the University devices. Installation of a personal WiFi device could be subject to a fine. See fines for more details.

**VACATIONS**

Before leaving on vacation, be sure to arrange an approved leave if required. 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 University Towers during a vacation, plan to practice all usual University Towers 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 University Towers for the next semester as well, there is no additional charge for the time between these semesters. However, if you move out of University Towers 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
University Towers 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 University Towers for the summer but who are not staying in University Towers 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 fall 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.
Frequently Asked Questions

I have questions about my curfew and evening accountability record.
Talk with the Dean on Duty to answer any questions regarding evening accountability. A dean schedule is posted by each office.

I have questions about my chapel and residence hall worship attendance record.
Speak to the Head Dean or Assistant Dean for assistance.

My neighbors are noisy and disturbing my sleep & study, what can I do?
Your first step is to talk with your neighbors yourself. If this does not work, contact the Dean on Duty for assistance. If you are unable to find a Dean at the time of the disturbance, please contact the Front Desk so another staff member can intervene on your behalf.
Please feel free to share about the incidents of noise you are experiencing at ANY time with Dean Iwasa by emailing him at iwasa@andrews.edu. Please include details of the incident (i.e. location, time, and what you’ve done to address it so far) so that we can provide assistance and document any issue.

My roommate and I aren’t getting along, what should I do?
Your first step is to talk things over with the housing coordinator. They will arrange mediation between you and your roommate. If the problem is still not resolved, you may seek additional help from the Dean on duty.

Whenever I go to see the dean that I need to see, he/she is not there! How do I contact them?
Each University Towers dean is committed to responding to your messages via phone, email, or notes on their office door. Please leave a message that you are trying to talk with them. In addition, the front desk staff is always willing to call the dean on duty to locate them for you.

I'm sick and missing class/work appointments. How do I get an excuse?
First check your teachers' attendance policy and/or contact your teacher yourself. If a written excuse is needed, you must contact the University Medical Center in order to see a medical professional who will then determine the length of excuse needed. Please note, you are not charged any additional fees for a doctor consult at our University Medical Center; it is included in your rent package. Additionally, they will arrange transportation for you if you let them know you need it when you call to make an appointment.

I need something repaired in my room. What do I do?
Repair requests are available and can filled out online or at the Front Desk. Our Maintenance Supervisor, Kevin Woolridge, collects these several times a day. If you find that the problem is not resolved in a timely or appropriate manner, you may contact Dean Iwasa 3664 or iwasa@andrews.edu.

I have compliments/concerns about the cleanliness of University Towers, who do I contact?
Feel free to talk with any of the housekeeping staff to share your appreciation. Concerns may be addressed to Dean Iwasa at 3664 or iwasa@andrews.edu.

What do I do if I have questions or concerns about my mail delivery service and/or the service I am receiving at the University Towers Desks?
Talk with UT Housing Coordinator/Administration Assistant about your mail issues.

How do I get involved in University Towers Hall programs?
We welcome your ideas and involvement in all areas of University Towers Hall Life! If you’d like to get involved in our worship committee, see one of the Deans.