

## RESIDENCE LIFE EDUCATION AND HOUSING

### Future Students

The heart and life-blood of Abilene Christian University is community. Here, community exists in many forms: a diverse community of faith, an extraordinary academic community, and a vibrant residential community. ACU is steadfast in our commitment to a residential, co-curricular environment that enhances and deepens the academic and faith communities. In short, *residential living is an integral part of the ACU undergraduate experience.*

ACU's Residence Life Education and Housing staff and policies demand that each member of its residential community be treated with respect, dignity, integrity, and compassion, reflective of Christ's love. It is our mission that students will leave their residential community developed individuals, confident in their relationship with God, their leadership call to the world, and able to mediate and solve conflict in a complex and diverse global community.

Students arrive at ACU from every state and from over 60 nations worldwide, providing a diverse and radical life-altering experience. At its best, living in community encourages the collision of new ideas, student development, dialogues, and personal growth. Each ACU student is challenged daily to balance their personal heritages, life stories, experiences, and beliefs with those of other individuals and the greater community. It is here that students are pushed, stretched, moved, inspired, and called to the transformative life of following Christ in community. We take residential living and learning seriously: learning to respond to conflict with humility and maturity, developing integrity and taking responsibility for one's actions, balancing the strenuous demands of university life with inherent responsibilities from God, family, friends, and life, and through faith, overcoming adversity.

### Residence Life Staff

#### Resident Directors

Resident Directors (RD) are full-time, professional, live-in staff members. They mentor and lead the hall staff, oversee the building, work closely with the residents, and provide structure and guidance for the residential community. Additionally, Resident Directors lead hall crisis response, hall leadership development, student success, and conflict resolution.

#### Resident Assistants and Assistant Directors

The residence hall staff is an integral part of the residential community. Resident Assistants (RA) and Assistant Directors (AD) are student staff members and key ACU student leaders. Their primary responsibility is to assist and serve their residents in promoting a Christ-centered residential atmosphere of academic inquiry, personal development, and community involvement.

#### Student Desk Managers

Student office managers, who are responsible for supervising the front entrance of each hall, 24 hours a day, support all halls. Additionally, ACU Police Department officers regularly patrol campus facilities and are available 24 hours a day.

### Services, Community Expectations and Policies

#### Advertising, Solicitation, and Posting

Solicitation in the halls is restricted. Door-to-door soliciting is prohibited. ACU organizations wishing to post notices or sell items must have prior, written permission from the RD.

## **Appliances**

The following appliances are approved for residence hall use:

- Small, mini-fridge no more than 4.3 cubic feet (one per room)
- Microwave (one per room)
- Television / Game devices (may not be mounted)
- Stereos and stereo equipment (may not be mounted)
- Lamps / alternative lighting
- Coffee maker
- Blender
- Toaster
- Clock/radio
- Fan
- Hair dryers/curling irons
- Automatic shut-off iron
- Extension cords ~ used with caution ~ with one appliance plugged into the cord at a time.

## **Babysitting**

Babysitting is not permitted in the residence halls; this includes Treadaway Kids, Wildcat Kids and Big Brothers and Big Sisters. No one under the age of 16 is permitted in the residence halls without the consent of the Resident Director, except during Summer Leadership Camps or during pre-approved family open house times.

## **Bicycles**

Bicycles should be stored in individual rooms or locked in the bicycle racks near the residence halls, and not in hallways, common spaces, lobbies, or storage rooms. To prevent damage or theft, students are encouraged to take bicycles with them or store them in their room during extended student breaks. Students must provide their own bicycle lock. Bicycles left in or near residence halls over the summer will be removed and donated to a local charity.

## **Bunk Beds/Loft Kits**

A limited number of loft kits are available on a first-come, first-serve basis for rental. Loft Kit rentals require a rental fee of \$125. Due to labor costs, the rental is non-refundable and non-transferrable. For safety purposes, no alterations to beds or homemade lift kits (bed raisers, cinderblocks, etc.) are permitted.

## **Campus Emergency Response**

ACU has implemented ACU Alert, a text-messaging notification system that notifies students in the event of a campus emergency. ***It is expected that all students will participate in signing up for the ACU Alert service.*** More information is available at the ACU home page ([www.acu.edu](http://www.acu.edu)).

## **Check-In:**

When checking into a residence hall at the beginning of each year, each student must check in at the designated area. Students will be presented with several forms (including the Room Condition Form and Student Emergency Form), all of which must be completed before they will receive their keys. Proper check-in procedure is for the benefit of the student!

## **Check-Out:**

It is extremely important that each resident check-out with the appropriate staff member in the event of a room change or withdrawal, as well as at the end of the year. Students should schedule a time to inventory the condition of the room, sign the checkout form, return the keys, and vacate the room. Students who do not properly follow the check-out procedure will be fined. Additionally, students will be

held responsible for any room damages or custodial requirements not reported on the Room Condition Form during check-in. Proper check-out procedure is for the benefit of the student!

### **Computer Services**

All halls are equipped with wireless capabilities. All rooms are equipped with two Ethernet jacks that provide the highest internet speed available. All halls also feature spaces with computers for students' use; academic uses will always take priority over personal use. Students are asked to be responsible in their computer use and to respect the Christian community of which they are apart in refraining from visiting sexually explicit or inappropriate sites. Students with computer or technology issues should contact Team 55 (ext. 5555).

Computers are also available for student use in academic buildings, the Learning Commons, and in the Campus Center.

### **Curfew**

ACU takes a developmental approach to residential curfew. As members of the residential community, freshmen residents will all have curfew. Specific times are posted in each residence hall. Students who violate residential curfew will be subject to fines, community service, and eventual expulsion for repeat offenders. Sophomore residents do not have curfew, except for those sophomores who pledge a social club. Their curfew will be posted in sophomore halls.

It is expected that sophomore residents will spend the majority of their nights in the residence hall. If a sophomore RD is notified that a resident has been absent several nights in a row, the RD will contact the resident and may prohibit them from spending the night out of the hall, at their discretion.

### **Damages and Repairs**

Students are expected to respect their residence rooms as their home. For purposes of sanitation and safety, students are encouraged to regularly clean their bathrooms, rooms, and linens.

Damage and repair charges to residence halls or ACU property will be charged to individual students, including labor, repair, and/or replacement charges. In the event that large-scale damage occurs, groups of students may be fined.

Students should not use nails, screws, carpet tape, or any other decorating tool that damages walls or other surfaces. "Plasti-tack" is recommended for light-weight decorations. Resident rooms may not be painted.

### **Entry, Search and Seizure**

ACU reserves the right to enter residence hall rooms to check general conditions, perform custodial service, make repairs, handle emergencies, or ensure compliance with university policies. In most instances, university officials will conduct searches with the resident present, but it reserves the right to search a room with or without the consent of the occupying student.

### **Fire**

Any individual who sets a fire (commits arson) on or near a university building will be subject to an immediate disciplinary response, including immediate suspension, a minimum \$250 fine, and may be charged for repairing any damage caused by the fire.

Additionally, individuals may be subject to prosecution in criminal court.

### **Fire Evacuation Procedures**

Emergency evacuation procedures are posted in every residence hall and will be discussed in all-hall meetings.

All fire alarms should be treated as an actual fire and the building must be evacuated immediately. Students who fail to evacuate during a fire alarm sounding or who tamper with fire control measures (such as false alarms, smoke alarms, pull stations, warning lights and horns, fire extinguishers, sprinkler systems) will be subject to disciplinary action, including dismissal from ACU and referral to civil authorities. After an evacuation, students are not to return to the building until the RD or designee has deemed it safe to do so.

### **Floor and Hall Meetings**

Safety, security, and other important topics are discussed at periodic floor/hall meetings. Residents are required to attend all meetings and are responsible for the information disseminated. A resident who has a schedule conflict with a floor/hall meeting should inform his/her RA as soon as possible and arrange a time to meet individually with the RD to receive the important information.

### **Furniture and Equipment**

University furnishings in the resident's room should not be dismantled, removed, or stored. All university provided furnishings must remain in the resident's rooms at all times. Common space furniture must remain in its area of designated use. Removal or relocation of any of these items can be considered theft and may be handled by a fine, replacement charges, and disciplinary action.

### **Guests and Visitors**

For emergency and safety reasons, overnight guests must be registered with the Resident Director, subject to their discretion. In accordance with the campus visitation policies, guests must be the same gender of the resident. Guests may stay a maximum of two nights, including family members, except in situations approved by the Director of Residence Life Education and Housing. Guests are expected to abide by all campus policies and the host student assumes all responsibility for the actions of their guests. Cars of visitors must be registered with ACU Police Department.

### **Hall-to-Hall Changes**

As hall communities are carefully and intentionally developed, hall-to-hall changes are not processed during the academic year. In extraordinary situations (i.e. accommodations, injury, etc.), students may appeal this policy and submit a written request of appeal to the Assistant Director of Housing or Director of Residence life Education and Housing.

*Abilene Christian University reserves the right to relocate students to a different room or hall assignment as needed.* These changes may be made by the RD, senior residence life staff, the Director of Judicial Affairs, the Associate Dean of Students or the Vice President for Student Life and Dean of Students.

### **Hall Safety and Security**

All halls are locked, 24 hours a day, 7 days a week. Students must have their student ID in order to gain entrance to their hall. Residence hall guests need to arrange with their host to meet them at the hall entrance. Non-residents must leave the common areas or lobbies of a building at 10:00 p.m. unless, they are accompanied by a resident of the hall. All members of the opposite gender must leave the lobbies and common areas at curfew in the freshman halls. Sophomore hall lobbies are open for both men and women with the presence of a desk manager or at the discretion of the RD.

### **Keys**

Residents should carry their room keys and ACU ID cards for their halls when they leave their rooms. ACU ID cards are required for hall access. Residents should not open hall doors for nonresidents wishing to enter the hall. Keys are the responsibility of the resident and rooms should be locked each time a student leaves. A resident who is locked out of their room should immediately contact their RA or the Desk Manager. Students who are repeatedly locked out may be fined. A lost key should be immediately reported to the RD. To aid in the security of the hall, a lost key will result in a non-refundable \$30 charge

to re-key the lock. Any student found to have duplicate keys or unauthorized keys will be fined \$75 and referred to judicial action.

### **Laundry**

Commercial washers and dryers are available free of charge to hall residents. All problems with laundry equipment or facilities should be reported in accordance with the hall's maintenance request policy. The washers are energy-efficient. Please follow posted signs for use. Students are prohibited from doing laundry for non-residents. Students who do so may be subject to a \$25 fine.

### **Leases**

No student should commit to an outside housing or apartment lease before being approved to live in off-campus housing. A signed lease will not be considered in the off-campus petition process.

### **Pets**

Pets are not allowed in the residence halls. This includes reptiles, fish, birds, dogs, cats, rodents, insects, or any animal. Bringing pets into a residential facility, at any time, will result in a \$100 fine for the first offense plus any additional cleaning fees incurred. Repeat incidents will lead to larger fines, eviction, and disciplinary responses.

### **Prohibited Items/Actions**

The following items/actions are prohibited in ACU residence halls, rooms, and common spaces.

- Alcoholic beverages, containers, and promotional items
- Antennas attached to windows or outside of buildings
- Ceiling fans
- Fabric or flammable material attached to the ceiling
- Controlled substances, designer drugs, prescription drugs written for another individual
- Cooking appliances designed for frying or with open heating elements
- George Foreman grills
- Toaster Ovens
- Multi-plugs or power-strips, except for computers
- Fire-arms, ammunition and other weapons, including BB guns, pellet pistols, air rifles, air-soft guns, dart boards and darts, numchucks, power-bows and arrows, sling shots, blow guns, paint ball guns, and other similar items.
- Fireworks, including smoke bombs and firecrackers
- Mopeds, motorcycles, flammable fuel, gas engines
- Sexually explicit or inappropriate material, including but not limited to movies, posters, print materials, music, art, displays of profanity, or other potentially offensive, insulting, or provoking materials that are not consistent with the general message of ACU
- Open flames such as candles, incense, matches, lighters, etc.
- Paint or painting
- Pets
- Space heaters
- Sleeper sofas or hide-a-beds
- Street signs of any kind
- Other items at RD discretion
- Athletic activities including aerobics, running, throwing, bouncing, or kicking of objects; and the use of golf clubs, lacrosse sticks, footballs, etc.
- Ceiling alterations such as ceiling fans, mounting light fixtures, decorations, removal of ceiling tiles, etc.
- Construction of any kind
- Fighting; including fisticuffs, having cream fights, powder fights, water balloons, etc.
- Smoking
- Throwing anything from a roof or window

- Babysitting or childcare

### **Repairs and Maintenance**

Physical Resources will repair electrical and plumbing problems, broken windows, screens, locks, etc. The RD will arrange explain the maintenance request policy at the mandatory hall meeting at the beginning of the year. It is the student's responsibility to report all maintenance requests, as soon as possible. If a room or building emergency occurs, students should contact the residence hall staff immediately. Physical Resources staff may enter a student's room at any time. Students may be responsible for damages and major repairs due to student negligence or accident.

### **Room Assignments**

The housing office seeks to accommodate requests for housing but reserves the right to determine and change room and roommate assignments. Students seeking specific and documented medical or disability accommodations must turn in specific and appropriate documentation to ACU's ALPHA Services department, located in the basement of the Library. ALPHA Services will make a recommendation to the Director of Residence Life. Except in *extraordinary* situations, the recommendations of ALPHA services will be fully followed.

### **Room and Roommate Changes**

It is a primary mission of Residence Life to equip residents with the tools and experiences necessary to live, study, and worship in close community with others. The majority of the residence halls are double or triple occupancy and as can be expected, roommate conflicts and disagreements do arise on occasion. The Office of Residence Life Education and Housing has very purposeful and developmental procedures for addressing these concerns. Communication is key and it is the responsibility of the student to notify the appropriate staff of concerns. Initially, students who feel that they are not able to work our roommate disagreements should notify their RA for assistance. If the RA is unable to mediate the conflict, the roommates will meet with the RD who will make a referral to the ACU Conflict Resolution Center. Except in extreme situations as approved by the Director of Residence Life Education and Housing, and *only after attending conflict mediation will roommate changes be considered*. Students initiating changes on their own will be subject to fines and relocation at the discretion of the RD. Additionally, regardless of the circumstance, the student initiating the change will be required to relocate.

### **Sign-out Policy**

ACU is not in the business of routinely policing student destination locations. Therefore, the sign-in/sign-out process in residence halls is extremely important for hall and student safety. To expedite potential emergency contact situations, students leaving for the weekend or for an extended period of time should observe their hall's check-out policy.

### **Storage**

ACU Residence Life allows students to keep their belongings in the residence hall rooms over long breaks (i.e. Fall Break, Thanksgiving, Christmas Break, Spring break) but does offer storage over summer breaks. Items left of the summer break may be donated to local charities or sold in residence hall garage sales. The university will in no way be held responsible for any property left on the premises by students.

### **Team 55**

Team 55 serves the ACU community by assisting with technological issues, including telephone, voicemail, personal computer, printers, a computer in a lab or community learning space, iPhones, etc. They can be reached at ext. 5555. Prank calls or threatening/harassing/intimidating phone calls, emails, text messages, or wall postings are not conducive to community development and are strictly prohibited.

### **Theft**

Theft is one of the most destructive and divisive occurrences among members of a residential community. Community is based on trust, respect, and mutual responsibility and a thief undermines community living

at its very core. Theft of student property is not tolerated in any shape or form and generally results in removal from campus housing on a first occurrence.

In order to minimize the possibility of theft, residents should take the following precautions:

- Room doors should be locked any time a resident is not in the room, including those times he/she is to be gone for only a brief time.
- Residents should keep their keys with them at all times. Even if a resident expects his/her roommate to remain in the room, he/she should take their key.
- Resident doors should be locked when residents are asleep.
- Valuables should be locked up and kept out of sight.
- Residents should know their neighbors and report any suspicious activities or people to an RA or their Resident Director.

### **Third Floor / Quiet Hours**

In the majority of residence halls, the Third Floors are equipped with Community Learning Spaces (CLS). CLSs have computers, printers, tables, white boards, etc. for academic focus. They will be open 24 hours a day and in freshman halls, they will be staffed with an ALPHA services tutor on weekday nights. Support of ACU's academic mission is the chief objective of Residence Life and quiet hours will be strictly enforced. Each hall will post quiet hours.

### **Tornado and other Weather Emergencies**

During severe weather alerts (watches and warnings), residents should monitor television and radio reports and take reasonable precautions. Each resident should have a flashlight. Residence hall staff members are trained for response in certain weather related emergencies. In the event a weather related emergency arises, students are to respond immediately to hall staff safety instructions for their particular hall.

### **Visitation**

Visitation to resident rooms by members of the opposite sex is limited to specific dates and times of recognized hall visitation. Visitation policies will be posted in each hall and discussed at all hall meetings. All visitors must be registered at the front desk and escorted by a resident. For privacy and safety concerns, it is important that all members of the residential community acknowledge and support these policies.