



Residence Life Education and Housing Guide

2005-06

Residence Hall Living Requirements and Exemptions

ACU is a residential university. As a residential community we work under the assumption that education is a comprehensive experience encompassing all dimensions of a student's life. Critical developmental and educational advantages exist for students who study, eat, attend classes, enjoy exercise and free time activities, and live in residence halls. With this in mind we require first- and second-year students to live in residence halls; exemptions may be made for the following:

- They're living at home with their parents (primary parental residence).
- They're over the age of 21 at the beginning of the fall semester of the school year in question.
- After graduating from high school, they have attended at least four long semesters in college. Home schooled students and high school students enrolled in college classes earning dual credit are not exempt.
- They have been out of high school for two years.
- They're married.
- They're taking eight or fewer hours of classes, including classes offered at other colleges, universities or schools.

The Residence Hall Staff

Several team members are available to support students:

Residence Directors (RDs) and Assistant Directors (ADs)

Each hall has a full-time, live-in RD and AD. They supervise the hall staff, oversee the building, counsel and pray with residents, communicate pertinent news to residents and assist with special programs.

Resident Assistants (RAs)

RAs live on each floor in all halls. As fellow students, RAs provide assistance to residents of the hall. RAs provide campus information and help residents with roommate problems, spiritual guidance questions, and other issues of living in a community. RAs are upperclassmen and women who are campus leaders and spiritually focused servants.

Office Assistants and Security Personnel

Each hall is supported by student office assistants who help you with information, find or replace lost keys and process maintenance requests. Student night security personnel lock and unlock the doors after hours and help keep the hall safe.

Community Living

Communication

Roommates should arrange times to discuss each other's needs and rights in the living situation. Common courtesies should be discussed and expectations outlined for the activities that will take place in the room. Consider issues such as "Do you mind the

lights being turned on while you sleep?" and "Do you study better with music on or with complete quiet?" RDs, ADs and RAs are excellent resources to help resolve conflict among residents.

Conflict Resolution

Conflict is a natural consequence of living in community. Learning to work through differences, to compromise and to resolve conflict are important markers of Christian maturity. The Residence Life Education and Housing staff is available to assist students in resolving conflict. Students who are unable to resolve conflicts with other residents will be referred to participate in conflict mediation through the ACU Center for Conflict Resolution.

Noise Policy

Residents should practice courtesy 24 hours a day and maintain reasonable noise levels at all times. This includes keeping noise to a minimum while moving through the halls and stairwells so others are not disturbed. To ensure that students may sleep and study in their rooms, quiet hours have been established in each residence hall. Quiet hours are generally 10 p.m. to 10 a.m. During quiet hours, noise should be limited to a level which could not possibly disturb the nearest neighbors' attempts to sleep or study. This standard is upheld whether or not the neighbors are present.

If a resident feels that his/her primary rights to sleep or study in a residence hall room are being violated, he/she should follow these guidelines:

- Step 1: Speak to the person causing the interference and courteously request the behavior be modified.
- Step 2: If the request does not produce satisfactory results, contact an RA or other staff member for assistance.

Quiet time is observed 24 hours a day during final exams. Beginning and ending dates will be posted on the wings.

Music and noise may not be projected from the residence hall rooms to the outside of the building. (For example, speakers may not be placed in windows.) Inside student rooms, stereos and musical instruments should be played at a volume that cannot be heard by the nearest neighbor.

Floor and Hall Meetings

Safety, security and other important topics are discussed at floor/hall meetings. Residents are required to attend and are responsible for the information disseminated at all meetings. *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 RA.*

Room Check-in and Check-out Procedures

Upon arrival you must check in at your residence hall office. A Room Condition Form, a Student Information Card, Emergency Hospitalization Form, a Housing Agreement, and a Statement of Understanding Form for Residence Life Education and Housing must be completed.

Each hall has a standard procedure for checking into and out of rooms in the residence hall. It is the responsibility of each resident to be familiar with and comply with the procedures of his/her hall. When vacating a room, the resident must officially check out of the room by cleaning the room and the bathroom (if living in a hall with private bathrooms), removing all belongings, returning the key and completing the appropriate paperwork with a staff member of the hall. Failure to follow any of the above procedures will be considered an improper check-out.

Prior to the fall semester, the residence hall staff inventories each room to assess existing conditions and make certain all furnishings are in place. *Residents will verify inventories upon checking into a room and will be held responsible for any damages not listed on the initial inventory at check-out.* Residents should bring to the attention of the RA any damages or missing items they notice on move-in day and make certain that these are included in the room inventory.

For the protection of the resident, it is important to follow proper check-out procedures and complete room inventories. It is the responsibility of each resident to request a residence hall staff member take an inventory of his/her room before moving out to prevent charges for damages that may occur after the room has been vacated. *The RD will make a final inspection of each room. During this final inspection, charges may be assessed for any damages not discovered during the check-out inventory. If responsibility for damages cannot be determined, each resident of the room will be charged equally.*

Room and Roommate Changes

The university reserves the right to move students from room to room or to another hall for any reason at any time. Room or hall changes can be made by RDs, the director of residence life education and housing, the director of judicial affairs or the associate dean or dean of campus life.

Room/roommate changes within your original hall:

On rare and extraordinary occasions, room and/or roommate changes can be made after the first seven days of the academic semester. Students should first contact their RA for assistance in conflict resolution. Continued unresolved conflict will be referred to the Center for Conflict Resolution by the RD. After completing conflict mediation, room and/or roommate changes may be considered. Students initiating changes on their own will be subject to fines and relocation at the discretion of the RD.

Hall-to-hall changes: No hall-to-hall changes are allowed during the academic year. Students wishing to appeal this policy must complete and submit a written request for a hall-to-hall change through the Office of Residence Life Education and Housing. Requests for hall-to-hall changes may be declined based on a student's prior conduct in a residence hall. If the appeal is granted, a \$30 processing fee will be assessed to the student.

Room Consolidation

Sometimes all rooms on a hall won't be filled at a given moment in a semester. When spaces do appear the university retains the right to consolidate or reassign students to fill rooms or match students together to facilitate communal connections.

All first-year students are required to have roommates. Second-year students can ask for a private room. If the housing coordinator and RD approve the private room request, the student will pay the regular room rate plus an additional 50 percent. When necessary the director can and will move a new roommate into the room.

Guests

Except as expressly authorized by residence hall supervisors, visitation by members of the opposite sex is strictly forbidden in all residential portions of all halls, including hallways in residential areas. This policy is effective 24 hours a day, seven days a week. Students violating this policy will be subject to serious disciplinary action.

With prior approval from the RD, residents may have overnight guests of the same gender, provided the roommate(s) approve and the guest is registered with the hall's office staff. A resident should understand the following rules:

1. A guest may not check out a key; therefore, the resident is responsible for arranging for the guest to have access to the room while visiting.
2. A resident is responsible for the behavior of his/her guest and will be liable for any damages the guest may cause.
3. Guests may not stay longer than three nights.
4. Guests must be the same gender and at least 16 years of age.
5. All guests must comply with community and university standards

General Services

Computer Labs

Residence halls feature computer labs available to students for their personal use. Each lab has PC computers. The software includes Microsoft Office and Internet capabilities. Students will have 24-hour access to the labs except when classes are being held. Academic use will always take priority over any other use. Recreational use of computer labs may be limited.

Students are not to access files of an illegal or pornographic nature. Pornography degrades God's gift of human sexuality and has addictive qualities. Health Services, located in McKinzie Hall, provides confidential assistance to students struggling in this area. See Student Guide, section 2-15.

Holiday Housing

Residence halls will close between semesters.

Keys

Room keys are issued to the residents of each room at the beginning of the school year. The key is the responsibility of the resident and should be carried at all times.

A resident who is locked out should see an RA or stop by the hall office for assistance.

A lost key must be reported to the RD. To aid in security of our halls, a lost key will result in a non-refundable \$30 charge to re-key the lock. You may not make duplicate keys. Students must not tamper with locks.

Laundry Facilities

Laundry facilities are available in each residence hall. Inoperative or malfunctioning machines should be reported to a staff member in the hall office. Every resident will have access to his/her hall's laundry facilities through a Coinmach access card that he/she will be able to check out through the hall office. All Coinmach access cards must be returned to the hall office as soon as the student is finished using the laundry facilities.

If a Coinmach access card is damaged, lost or stolen, a fee of \$25 will be charged to the student's account. If students use the laundry facilities to do laundry other than their own, laundry

privileges will be revoked, and the students will receive a disciplinary response from the university.

Maintenance

Any repairs or maintenance problems occurring in a resident's room, hallway, suite or bathroom should be reported to the hall office. Please report or email any persistent maintenance problems to the RD.

Maintenance personnel work from 8 a.m. to 5 p.m. on weekdays. Residents should cooperate with these persons so repairs can be made as quickly as possible. Residence hall staff and maintenance personnel are permitted access to the rooms and hallways to make repairs. Students in the hallway and those with open doors should dress appropriately.

Telephones and Voice Mail

Students should supply their own phones. The phone jack in your room will be activated, and a phone number assigned. Your phone line will be equipped with voice mail and will enable you to record a personal greeting.

If you are having a technical problem with your telephone, voice mail, personal computer, a computer in the lab or computer technology, you may call Team 55 (Ext. 5555) for assistance. More information about voice mail and long distance service is available from Customer Service and Technology Support in Room 120 of Zellner Hall. Students are not permitted to plug two phones into one phone jack.

Prank calls are a violation of university policy and of the laws of the State of Texas.

It is unlawful for any person to use vulgar, profane, obscene or indecent language over or through any telephone or to use the telephone with the intent to harass, annoy, torment, abuse, threaten or intimidate another. Violation of this law is punishable by a fine up to \$1,000 or imprisonment up to 12 months or both. Students receiving prank calls should report the calls to the Campus Police at Ext. 2305 and to their RDs.

Fire Policies and Evacuation Procedures

Fire and evacuation information is posted on each hall in the building. Residents should be familiar with this information. ACU considers fire safety extremely important, and students have an obligation to adhere to university regulations as well as city and state statutes.

ACU residence halls are required to conduct periodic fire drills each semester. Failure to respond appropriately to fire alarms will necessitate additional drills and disciplinary action against the resident(s) involved. See Student Guide, sections 2-07 and 1-03.

Fire Prevention Regulations

The following are prohibited in the residence halls because of their serious potential as fire hazards:

1. open flames such as candles, incense, matches, lighters, etc. (will result in a \$100 fine)
2. appliances with exposed heating elements.
3. doors and walls in rooms that are more than one-half covered with paper, posters, etc.
4. use or possession of fireworks or firecrackers.
5. use or possession of combustible paints or liquids.
6. mopeds or other combustible engines.
7. halogen lamps.

Fire Evacuation Procedures

Detailed information is posted on each floor in the residence halls. When an alarm sounds:

1. Residents should begin an immediate and orderly evacuation along the designated evacuation route established for their area. They should exit the building and wait for instructions or permission to re-enter the building.
2. Residents should not run. They should move quickly out the nearest designated stairwell and exit.
3. Residents should take their room keys with them. Anyone who does not evacuate or properly and quickly comply with the instructions of a staff member will be required to surrender his/her I.D. to a staff member and may be turned over to ACU Campus Police. Residents will be expected to meet at a previously designated place for their hall.
4. The residence hall staff will signal that the building is safe and ready for re-entry. No one is to re-enter until this signal is given. Personnel authorized to give re-entry instructions are:
 - a. The Residence Director or an ACU executive.
Or in his/her absence...
 - b. The Assistant Director. Or in his/her absence...
 - c. An officer of the ACU Campus Police.
(*Note:* Firefighters may tell you the building is safe, but they cannot give permission to re-enter the building.)
5. Any individual who fails to evacuate a building after a fire alarm has sounded will be subject to appropriate disciplinary action and will be charged a fine of minimum of \$50. See Student Guide, sections 2-07 and 1-03.

Misuse of Fire Safety Equipment

Any individual who misuses or tampers with fire safety equipment will be subject to disciplinary action and will be charged a fine of \$250 plus the cost of repair or replacement of misused or damaged equipment, cleaning of the facility and damage to other property.

False Alarm

Every effort will be made to identify the individuals who cause a false alarm. When such persons are identified, they will be referred to the Office of Judicial Affairs for disciplinary action. In addition to disciplinary action, an assessment of \$250 for the false alarm will be charged to each individual involved.

Setting Fire

Any individual who sets a fire (commits arson) in or near a university building is subject to immediate suspension from the university, will be charged a minimum of \$250, and may be charged for repairing any damage caused by the fire.

In addition to university penalties, any student who starts a fire, tampers with alarms, or misuses fire safety equipment also may be subject to prosecution in criminal court by the Abilene Fire Department in accordance with the Abilene Fire Code.

Severe Weather Evacuation Procedures

During severe weather alerts (watches and warnings), residents are encouraged to monitor television and radio reports and take reasonable precautions. Windows should be closed during thunderstorms or severe weather alerts. Each resident should have a flashlight accessible in case of power failure.

In the event of a tornado sighting that threatens the Abilene area, all persons in the building should move immediately to the

basement or to the interior hallways of the lowest possible floor away from windows.

Abilene's Campus Police is equipped to monitor up-to-the-minute conditions during all weather watches and warnings. Communication of that information is made to the Residence Life Education and Housing staff as quickly and completely as possible, and each hall staff is prepared to notify residents and/or take appropriate precautions. However, in a critical situation such as a tornado warning, time may not allow a floor-by-floor or room-by-room alert. Persons who fail to respond to a tornado alert by hall staff or who choose to leave safer areas of the building before an alert ceases do so at their own risk.

Safety and Security

Each resident can help keep the residence halls safe and secure by following the regulations provided in this section.

Entrance and Exit Doors

In an effort to provide a secure environment in the residence halls, side and rear doors are locked each evening. Depending on several factors, the locking times will vary in each residence hall. Therefore, residents of each hall will be informed of the times for the hall in which they reside. During hours when side and rear doors are locked, residents should enter the building only through the lobby doors.

Propping exterior doors open compromises the security and safety of all residents. This behavior is reason for disciplinary action, including suspension or expulsion from the university. Emergency exits should be used only in the event of a fire or other emergency. Unauthorized entry to restricted areas such as custodial closets, mechanical rooms, offices and roofs is prohibited.

Electrical Appliances

Use of electrical appliances is permitted in the residence halls within certain guidelines. Generally, appliances should require no more than one thousand (1,000) watts. Appliances used in the residence halls must be safe in design and structure (such as U.L. approved appliances) and properly maintained.

Rooms are not equipped for cooking a meal. Cooking appliances are limited to microwave ovens (limit one per room), coffee pots and toasters. Other cooking appliances are not permitted in residents' rooms (e.g., electric skillets, deep fryers and toaster ovens).

Before leaving for breaks and holidays, residents must unplug all electrical appliances to guard against fire hazards (exception: refrigerators). A \$25 fine will be charged for violations.

Electrical Cords, Outlets and Appliances

Residents are allowed the following appliances:

1. 4.3 cubic inch refrigerator with a maximum amperage of 1.35 or less that is kept on the floor (one per room)
2. Microwave (one per room)
3. Television (32" or smaller)
4. Stereo system
5. Lamps/alternative lighting
6. Coffee maker
7. Blender
8. Pop-up toaster
9. Clock radio
10. Fan

11. Hair dryers (each roommate may own a hair dryer, but only one should be operated at a time)
12. Curling irons (each roommate may own a curling iron, but only one should be operated at a time)
13. Automatic shut-off iron

Electric skillets, deep fryers, space heaters, George Foreman grills and toaster ovens are **not allowed** under any circumstances. All appliances must be unplugged during extended holidays. Roommates may have personal computers/printers (they must be plugged into separate power strips).

Residents cannot use power strips, splitters, multi-plug outlets or any other device designed to increase the number of appliances one outlet can carry to power appliances (except for computers). Extension cords can be used with caution, but only one appliance can be plugged into each cord at a time. Computers and printers can be plugged into a power strip as long as nothing else is attached with it.

Warning: RDs and RAs are required to inspect each room for compliance with these regulations at the beginning of each semester and as often as necessary. Students should take extra appliances home or face confiscation. The university is not responsible for confiscated appliances that are lost or damaged.

Thefts

Any theft should be reported as soon as possible to the hall office or to the RA, RD and ACU Campus Police. To lessen the possibility of theft:

1. Room doors should be locked anytime the residents are not in the room. Residents should keep their keys with them at all times, even when going to the shower or going to eat – even if a roommate is in the room and is not expected to leave during this time.
2. Room doors should be locked when residents are asleep.
3. Valuables should be kept locked and out of sight.
4. Clothing should not be left in the laundry room unattended. The university is not responsible for lost or stolen clothing.
5. Residents should practice being their "neighbor's keeper." Know the other residents on the hall and report to hall staff any suspicious person(s) in the building or exterior areas.
6. Lost keys should be reported to the hall office immediately.

General Policies

Advertising, Solicitation and Posting

Soliciting in the residence halls is restricted to protect residents from unwanted disturbances. Soliciting on the wings of the hall (residential areas) is strictly prohibited. Residents should report all solicitors to the hall office or ACU Campus Police. Campus organizations or individuals desiring to post notices or sell items in the hall lobbies must receive written permission from the RD.

Damaging, Destroying or Defacing Property

Residents are equally responsible for the condition of their rooms and the common/public areas such as hallways, TV lounges, study rooms, etc. Any person(s) causing damage will be billed for repairs. They also may be subject to disciplinary sanctions. When no one is willing to accept responsibility, all residents of a room, and sometimes even those of a wing or floor, will be held responsible.

Any decorating tools that damage surfaces (for example, carpet tape, double-stick tape, glue, nails, staples, etc.) are prohibited.

“Plasti-tack” is recommended for securing lightweight decorations to walls and doors in the residence hall. All window paint or decorating must be removed from windows upon check-out or a fee will be assessed.

Disposition of Personal Property

Any and all property of a student that may be left in their residence hall room or apartment for whatever reason (after checking out or after halls have closed) may be handled, removed or otherwise disposed of by the university at the risk and expense of the student. The university will in no event be responsible for any property left on the premises by the student. The student will pay to the university, on demand, all expenses in such disposition, including a reasonable charge for storage, and the student consents to the sale, removal, discard or any other disposition of the property by the university.

Entry, Search and Seizure

The university reserves the right to enter residence hall rooms to check general conditions, to perform custodial service, to make repairs, to handle emergencies or to ensure compliance with university rules and regulations, or if there is reason to believe a health or fire hazard exists. Where there is legitimate reason in the judgment of the university, university officials may search a room with or without the consent of the occupying student and with the authorization of the director of judicial affairs or the dean of campus life. When possible, it is desirable for the student to be present when a search is made. See Student Guide.

Furniture and Equipment

University furnishings in the resident’s room should not be dismantled, removed or stored. In common and public areas, the furnishings are for the use of all the residents of the hall and must remain in the designated room, area or space. Removal or relocation of any of these items can be considered theft and may be handled by a fine, a charge for replacement and disciplinary action. A limited number of university-approved lofting kits is available for lease in select residence halls (see www.acu.edu/reslife).

Group Billings and Fines

It is the practice of the university to hold individuals responsible for their actions. Damage, vandalism, removal of public furniture, setting off alarms, etc., may result in billings/fines. If the individual(s) responsible cannot be identified, the university reserves the right to hold the residents of that community responsible. Before a floor, wing or hall is charged, there will be opportunity for individuals to take responsibility for their actions.

Pets

Pets of any kind are not allowed in any residence facility at ACU. This includes snakes (any reptiles), fish, turtles, birds, dogs, cats, gerbils, insects or any animal. Residents who compromise this policy will be fined \$100 and charged for any room/apartment cleaning. Repeat infractions will lead to larger fines, eviction and/or disciplinary action. Residents may not house a pet of any kind for any length of time under any circumstances in any residence facility owned by ACU.

Stolen Property

Possession of stolen property is illegal and can result in disciplinary action and criminal charges. Traffic equipment, building signs, cafeteria materials, etc., are examples of stolen property not permitted in the residence halls.

Removal or attempted removal of the contents of any vending machine by improper or illegal methods constitutes misdemeanor theft and will be treated accordingly.

University Park Apartments

University Park Apartments are privately-owned apartments offered exclusively to ACU students and guests visiting the university. During the fall and spring semesters, the apartments are offered to third- and fourth-year students, graduate students, and university faculty and staff. University Park is available to all students enrolled in Summer School and Maymester. These students may contact the University Park office for more information.

Prohibited Activities and Items

Prohibited Activities

Certain activities are prohibited in the residence hall due to the potential for disruption, personal injury and property damage. These activities include but are not limited to:

- Athletics activities, such as aerobics; running, throwing, bouncing or kicking of objects; and the use of golf clubs, lacrosse sticks, footballs, etc.
- Ceiling alterations, such as mounting ceiling fans, mounting light fixtures, affixing or hanging posters or other decorations, removal of ceiling panels, etc.
- Construction in rooms, except with the approval of the RD.
- Fighting, such as fisticuffs, shaving cream fights, powder fights, water fights, etc.
- Skateboards, roller blades and bicycles ridden in the residence halls.
- Smoking (prohibited on ACU campus).
- Throwing, dropping or hanging objects from windows, sun decks, etc.
- Babysitting or childcare.

Prohibited Items

Because of the potential of injury to individuals and damage to property, the items listed below and others mentioned in the *Student Guide* are prohibited. Possession of any of these prohibited items will result in the item(s) being confiscated and held until the end of the academic school year and the possessor/owner facing disciplinary action. Residents are expected to use common sense and to ask questions of staff members if necessary. *Students should also be aware that all residents of a room may be held equally responsible for any prohibited items that may be found in their room.* Prohibited items include:

- Alcoholic beverages and containers
- Antennas attached to windows or outside of buildings
- Ceiling fans
- Fabric or other flammable material attached to the ceiling
- Controlled substances or designer drugs
- Cooking appliances designed for frying (e.g., “Fry Baby”) or appliances with open heating elements
- Firearms, ammunition and other weapons, including BB guns, pellet pistols, air rifles, dart boards and darts, numb-chucks, power bows and arrows, sling shots, blow guns, paint ball guns, etc.
- Fireworks, including smoke bombs and firecrackers
- Mopeds, motorcycles, gas combustible engines, flammable fuel
- Obscene material, including but not limited to pornographic

literature, X-rated movies, posters depicting full or partial nudity, displays of profanity (verbal or written), and language offensive to others

- Open flames such as candles, incense, matches, lighters, etc.
- Paint or painting except with the approval of residence hall director
- Pets (including fish)
- Space heaters
- Sleeper sofas
- Water guns, water balloons, catapults, battery-operated (electric) water pistols, etc.
- Any other item(s) the Residence Life staff may determine to be offensive or to be harmful to persons or property

Room Decoration

The university reserves the right to dictate room decoration and to define standards that enhance Christian servant leadership values and a spirit of academic achievement. Residents are not allowed to post/display/store in their room any:

- Street signs (including mock street signs)
- Sexually arousing or suggestive posters, signs, pictures, photos or materials of **any** kind
- Pictures, posters, signs, photos or slogans that promote evil, Satanic or anti-Christ/God themes

Charges for Damages and Fines

Residents of ACU owned halls and apartments are expected to be responsible tenants. Normal wear and tear is expected in

residences, and any problems with a room/apartment should be reported immediately to the appropriate Residence Director. Failure to report breakage/wear will result in fines and loss of deposit. Room deposit is also forfeited when residents fail to clean room before check-out; fail to clear space for a roommate; fail to remove all personal belongings when vacating a room or apartment; leave graffiti of any kind and amount; tear or damage the carpet; leave any stickers, double stick tape or non-standard paint on room walls; leave holes of any size in the walls to be repaired; damage screens in any way causing need for repair; leave windows needing replacement or repair; or a mattress that requires special cleaning.

Any unreported repairs or room damage caused by resident(s) will result in the forfeiture of the room deposit. In all repairs, residents will also be charged for any repairs that cost over the deposit (\$100).

Damage Fees

Residents who damage or remove smoke alarms/detectors, exit signs, fire extinguishers or doors/locks will be fined and held responsible for repair and/or replacement charges.

Fines

Residents who fail to check-in/out properly and/or move university furniture out of rooms will be fined.

Residents who intentionally activate fire alarms in the absence of an emergency or who fail to exit the hall during a fire drill will be fined and subject to disciplinary action from the Office of Judicial Affairs.