SOUTHWESTERN
ADVENTIST UNIVERSITY

Residence Hall Handbook

2012-2013

The residence hall program of Southwestern Adventist University is committed in providing a …

Safe and Spirit led environment where

Working together in

Attitude and action,

Unites us, as brothers and sisters in Christ Jesus.

~

Blessed is the house whose God is the Lord,
the people He chose for His inheritance.
Psalms 33:12

~

Welcome to Southwestern Adventist University. We're glad you are making your temporary home with us in the various residence halls. We hope you will rekindle friendships, make new friends, become involved and prepare for a rich and rewarding year. Every community needs guidelines to ensure that it continues to function and be of maximum efficiency and comfort for all. Guidelines also exist to enhance our Christian life-style. With all the existing dynamics of a university campus, other guidelines help with the smooth operation of SWAU. Try to remember that policies, which sometimes limit you, may eventually benefit you, as well. We hope that you develop mature responses toward the following guidelines. Thank you for giving us the opportunity to serve you in various capacities.

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Address
Your Name
SWAU - Name of Residence Hall - Room #
P.O. Box 56 (Ladies) or P.O. Box 57 (Men) – **USPS**
103 E. Magnolia (Ladies) or 109 W. Hillcrest (Men) – **Other Courier Services**
Keene, TX 76059

Air Conditioning and Heating
In Harmon Hall and The Villa the wall unit in your room will provide you with both heat and air. Hadley, Lakeview, Meier and Miller Halls have central heating and cooling, with the thermostat located on the wall. Filters on the A/C unit in your room will be serviced throughout the year.

Automobiles and Motorcycles
All student cars and motorcycles must be registered in the dean's office. Vehicles should be parked in appropriate areas. Please refrain from parking in the spots marked for residence hall deans. Parking in unauthorized areas and fire lanes will result in a $25 fine. Vehicles not belonging to residents and/or vehicles that are no longer operable will be towed away at the student's or owner's expense.

Beds
Please put a mattress cover on your bed to protect the mattress. Bunk beds are placed in single occupancy rooms to allow for double occupancy if residence space is needed. If extra units are available, bunk beds in Miller Hall may be rented out for the school year.

Bicycles
Racks are available outside for storage/parking of your bicycle. Be sure to lock your bicycle at all times. Fire and safety regulations require that you **NEVER PARK YOUR BICYCLE INSIDE THE HALLS.**

Cafeteria Hours

Meal	Mon-Fri	Sat	Sun
Breakfast	7:45–9:30am		
Full Lunch	11:30am–1:30pm	1pm–1:30pm	12pm12:30pm
Light Lunch	1:30pm–4:30pm		
Full Supper	5pm–6pm (Mon-Thu) 5pm-5:45pm (Fri)	5:30pm–6pm	5pm–5:30pm
Light Supper	6 pm–6:30pm (Mon-Thu)		

Meal	Mon-Thurs	Friday
Rusty Bucket	9:30am–6:30pm	9:30am–4:45pm

Campus
SWAU campus includes all property enclosed by the paved roads. Callicott Park, Bainum Field, Lakeview residence housing, the soccer field and tennis courts are also part of the campus.

Campus Security
A team of security officers safeguards the personal property of the campus. You are expected to cooperate if a security officer requests identification. All persons going and coming to and from the campus after hours are routinely checked.

Candles and Incense
The lighting and burning of candles, incense, potpourri or anything requiring an open flame is prohibited. A fine of $25 will be assessed for any resident participating in the burning of these items.

Check-In Procedures
Students check in to university housing at the respective dean's office. At the time of check-in, the student will obtain a Room Condition form and a Housing Information form. **IT IS VERY IMPORTANT FOR EACH STUDENT TO ACCURATELY AND THOROUGHLY COMPLETE THE FORMS BEFORE SIGNING IT**. Your signature on these forms is an acceptance of responsibility for the condition of the room, that your personal information is correct and that you acknowledge and accept the regulations and guidelines of the residence halls.

Check-Out Procedures
Room clearance and check-out are very important parts of your residence hall stay. Any time you are leaving the residence halls and are not returning, a room check-out is required. Check-out forms are provided by the resident advisor or the dean. A resident advisor or a dean will inspect each room and assess damages following each check-out. Failure to properly check-out, by not following established procedures, will result in a forfeiture of the housing deposit and/or a $25 charge. You should always check with your dean regarding specific questions on check-out. Any personal items left in the room at the time of room check-out will be removed by the residence hall staff. The residence hall staff does not assume liability for loss or damage of these items.

~
The only learning that really sticks
is that which is self-discovered.
~

Curfew

	Sun Night-Sat Morning	***Sat Night/Sun Morning***
Under 21	12:00 am	1:00 am
21 and Older	6:00 am	6:00 am

*****Apply for 21 year old status and privileges through the dean's office. *****

Residence hall doors will be locked at 11:15 pm Sunday-Friday. Saturday evening (Sunday morning) the doors will be locked at 12:15 am. When you return to the residence hall (after the doors have been locked/after room check has been taken) you **must** sign-in with the desk monitor. The above times are curfew hours. Exceptions to curfew hours are as follows:

1) Academic Probation
2) Residence Hall Probation
3) Citizenship Probation
4) Class Standing
5) Extracurricular Participation
6) Residential Life Leadership and Participation

Curtains

Please check with the dean if you would like to add additional dressings to your windows.

Deans

One or more deans are on duty 24 hours a day. However, similar to the reasons you aren't always available, the particular dean you need may be: off duty, talking with another resident, on the phone, attending a committee meeting, dealing with an emergency, etc. and may therefore not be immediately available to you.

To determine a dean's availability:

1. Refer to the dean on duty schedule posted on the dean's office window.
2. Check with the desk monitor.
3. Leave the dean a note explaining what you need to see him/her about.
4. Leave a message on the dean's answering machine

Janelle Williams
Dean of Women
Home: (817) 202-6703
Work: (817) 202-6510
Cell: (817) 300-0267
Email: janellew@swau.edu

Ann Marie Jobity
Associate Dean of Women
Home: (817) 202-6302
Work: (817) 202-6510
Cell: (817) 202-5676
Email: jobitya@swau.edu

James The
VP for Student Services/Dean of Men
Home: (817) 202-6704
Work: (817) 202-6719
Cell: (817) 690-2256
Email: jthe@swau.edu

William Iverson
Dean of Men
Work: (817) 202-6229
Cell: (817) 774-1684
Email: wiverson@swau.edu

Deposits
Each resident must have paid a $100 room deposit prior to moving in. This deposit must remain on file throughout occupancy and whenever you have a room reserved.

Your deposit is forfeited:

- if damages/charges/fines need to be pulled from it
- if you check-out improperly or don't check-out at all
- in order to receive a refund of your deposit you must notify your respective dean by August 15 of the upcoming Fall Semester
- refunds upon leaving the university (and not returning) will be mailed to the address provided after check-out, minus any outstanding university and/or residence hall balance.

Devotional Life
We encourage each resident to have his/her own devotional life. The strength to live a Christian life is possible only through an ongoing relationship with God. Please remember that spiritual nourishment goes beyond public worships and Sabbath services. We would like to urge you to pray and study daily on your own. The Sabbath hours are especially sacred. Please help us maintain a spiritual atmosphere.

Discipline
Residence hall discipline will be administered as outlined in the Southwestern Adventist University Student Handbook. You are responsible for the choices that you make. Part of the residence hall staff's commitment to you is to hold you accountable for decisions and behavior based on Christian standards and the SWAU code of student conduct.

Dress
Please be certain that your style of dress represents Christian modesty. When in the lobbies and hallways please be fully dressed. Please remember that from time to time, members of the opposite gender will be working in all residence halls.

Campus (including off site university sponsored activities) attire excludes:

- Low cut (front or back) or strapless attire
- Bare midriff blouses
- Shirts that are sheer or any tight or loose clothing worn in a way that exposes undergarments or intimate body parts (back, chest, thighs, abdomen, etc.)
- Jewelry (with the exception of wedding/engagement rings)

On Sabbath, dress should be in harmony with the reverence due on the Sabbath. During all worship services come to worship respectfully, in fashion and attitude.

Electrical Appliances
Cooking in your room is permitted only with the use of microwaves, crock-pots, rice cookers, toasters, hot air popper and water heaters with **concealed** coils. Use extreme caution in the use of all appliances and store all food in sealed containers. Unapproved electrical appliances found in a resident's room will be immediately removed and a fine of $25 will be assessed.

Firearms and other Weapons
Firearms are strictly forbidden in the residence halls as well as elsewhere on campus. Possession of any weapon (including air-soft guns, BB guns, paint ball/pellet guns, bows, arrows, knives, or any other item that may be used as a weapon) will result in severe discipline, a $100 fine and may result in removal from the residence hall, as well as referral to Keene Police for possible criminal prosecution.

Fire Codes
Fire regulations require that all stairways and halls be free of obstruction. Fire drills are randomly conducted each semester. State laws require that all occupants of the building evacuate for drills. Tampering with fire alarms and surveillance equipment is illegal and will result in major discipline as well as a $200 fine plus cost of repair. Each room has a fire escape route map on the back of the door. Please do not remove the posted diagram and instructions.

Furniture
Furniture in each double occupancy room should include the following:
2 each ~ Beds/Chairs/Closets/Desks/Storage Cubicles
Removal of your assigned room furniture or addition of other residence hall furniture (i.e. lobby furnishings and accessories) without permission results in a minimum fine of $50. Do not leave any assigned room furniture in the hall at any time!

Gentlemen and Ladies
SWAU residence halls are not co-ed. Permission may be granted by a dean for visitation for various reasons and guests must be escorted by a dean or RA. Any SWAU student found in the residence hall of the opposite gender other than the lobby (including the basement) without a dean's permission will be **assessed a $100 fine and may be immediately suspended for a minimum of three days.**

Guests (Over Night)
Each guest must have a host and be escorted into and out of the residence hall he/she is visiting. Overnight guest(s) staying in your room must register in the dean's office. A $20 charge is made to you if your guest(s) stay(s) without making arrangements. Guests staying more than three nights will usually be charged a guest fee. Guests are expected to comply with the policies, rules and regulations governing the residential living areas. The host is responsible for his/her guest(s) behavior. Thank you for making appropriate arrangements for your visitor(s).

Health Services
Health Services provides assistance to students and staff who are ill or have minor injuries. The clinic is located in Harmon Hall. Medical personnel will be available Monday – Thursday from 8:30 pm–10 pm. Please contact the switchboard operator to schedule an appointment. The clinic does have a stock of non-prescription medications and minor first aid supplies, all of which are available to you at no cost. If you are in need of a doctor or other off campus health care, dean on duty can arrange appointments for you with a physician who will accept school insurance. In case of hospitalization, the university may notify the parent(s).

Although not affiliated with SWAU, Dr. Luis Retamozo with Huguley Medical Associates of Keene is available for medical services. You may contact the office at (817) 645-6852 to schedule an appointment. Walk-Ins are also accepted. Please check with your personal health insurance for coverage purposes.

Ice Machine
A large ice machine is located in the basement of Harmon Hall. Male residents must secure permission from a dean on duty before obtaining ice from the machine.

Irons
Each laundry facility has an iron and ironing board for your convenience. Please do not take them out of the laundry facility. Be sure to turn off the iron when you leave. Ironing in your room is against Fire Code.

Items to Bring from Home
- Desk and floor lamps (no halogen lamps)
- Linen for twin-size bed (Lakeview/Miller/Villa requires twin XL long linen)
- Cleaning supplies
- Outlet adaptors
- Medicine (Tylenol, cough drops, etc.) and prescription medication

Optional Items-

- Computer
- Bicycle
- College size refrigerator (Lakeview is furnished with refrigerator/freezer unit)
- Microwave
- TV/VCR/DVD Player (No cable hook-ups for TV's)
- Stereo
- Cooking utensils

Items to Leave at Home

- Firearms/Weapons
- Halogen lamps
- Inappropriate room decorations
- Jewelry
- Open coil appliances
- Pets

Keys (Harmon/Hadley/Lakeview/Meier) and ID Card (Miller/Villa)

Keys are issued when each student has formally checked into a room. If you lose a key you will have to pay $25 to obtain a new key. If you lose your ID card you will have to pay $5 to have your ID card replaced and **$10 cash** to have your ID card reactivated. Should your loss of key require putting in a new core, you will be billed $50 for the cost involved, plus the cost of a new key. We urge each resident to keep his/her room locked at all times.

Any student caught with a master key/master ID card, without proper permission, will be subject to a substantial fine, suspension and/or dismissal.

Kitchenettes

A kitchenette is available in Harmon Hall. Groups are permitted to entertain until 10:00 pm with prior permission from the dean on duty. An ID card is needed to use the kitchen facility. Your ID card will be returned to you upon cleaning and proper check–out.

Late Entrances

Each resident (under the age of 21) is allowed a total of three-1/2 hour late entrances per semester. Any resident who exceeds his/her three late entrances will be fined $25 on his/her fourth late entrance. Upon a resident's seventh late entrance an additional fine of $50 will be assessed. A meeting with the Deans' Council and if needed the Discipline Committee, will follow to determine a student's residence hall status with subsequent fines to be assessed.

Laundry Facilities
Laundry facilities are available for all residence hall students. Washing and drying is $.50 per cycle. Prices are subject to change. Please do not leave your laundry unattended. The university is not responsible for loss while using the washers or dryers. The laundry facilities are closed during the Sabbath hours.

Lobby Decorum
Thank you for practicing appropriate behavior in the respective common lobby areas. Common courtesy and respect for property, space and people is expected and greatly appreciated. Please do not use the lobby as a dining area, Cineplex, music hall, athletic venue, etc. Do not embarrass yourself, your peers, your guest or the residence hall staff by making it necessary for us to speak to you publicly.

Mail and Program Announcements
Mail will be distributed according to the respective residence hall distribution plan – mailbox or in person. Messages that are called into the dean, switchboard operator or monitor will be placed in your box or at the desk. It is wise to keep your mailbox closed. Your combination is available from the dean. Packages must be signed for by the resident it is being sent to and may be picked up in the dean's office.

Information for the various residence halls will be posted on the TV monitors in Harmon/Miller Hall lobbies giving you an overview of the events for the next week and where they will be held. Be sure to read it for all the announcements. You are responsible for all updates.

Noise
At some point, noise stops being a sound violation and begins to be perceived as lack of respect. Understanding this will help you to recognize it to be a serious issue in residence hall settings. When living in close quarters with hundreds of others, it is essential that each one's noise (including sound equipment, musical instruments, and voices of residents and visitors) "be heard only within your own four walls," not interfering with the study or sleep of another student. If you are frustrated with noise on your hall, we suggest approaching it in the following manner:

1. The student should make a reasonable effort to address his/her concerns and needs with the individual(s) involved. It is important for each student to always remember that he/she is a member of a community and that one's individual action affects others. To effectively remove conflict within the community, students must learn to accept responsibility for interacting with their community and its individual members.
2. A student must address his/her concerns to the residence hall staff. Although these staff members are assigned the responsibility for discipline and residence education, as a general rule, matters should be referred to them only after the individual has reasonably attempted to resolve his/her concerns.

Noise - Quiet Hours: 10:00 pm - 8:00 am
Quiet hours are the hours in which most students sleep or study, and quiet must be maintained to avoid intrusion to adjoining rooms or hallways. During quiet hours, students may not congregate in the halls or stairwells and must restrict all visiting to individual rooms or lobby areas. During quiet hours, conversations, stereos, televisions, and other activities should not be audible in the hallways and other public areas of the residence halls. During the week of final exams, Quiet hours are in effect 24 hours.

Overflow Housing
The university may contract with off-campus motels or off-campus properties to accommodate student housing needs.

1. Overflow housing will only be available in the event that all other university housing facilities are at maximum capacity.
2. Students assigned to overflow housing will be relocated to a residence hall as soon as space is available.
3. **Students, age 23 or older, will need to find alternative housing until all students age 22 and younger have secured on-campus residence housing.**

Paint
No painting is to be done in the residence hall rooms.

Pets
Only fish are allowed in the residence halls. Aquariums containing anything other than fish are prohibited. There are **no exceptions** to this policy. Pets other than fish found in the residence halls will result in an immediate $25 fine and an additional charge for the removal of the animal.

Pornography
Magazines, computers, posters and other sexually explicit items that contain pornography are inappropriate material. Offenders of this policy will meet with Discipline Committee and be subject to appropriate disciplinary action(s).

Public Display of Affection
Residents are expected to maintain appropriate decorum in all residence halls, lobbies and at all entrances, remembering that these are public places. Other residents should not have to pass by you and yours in a locked embrace or passionate kiss. Modesty, keeping personal things private and knowing how to be a responsible adult, are all appreciated and expected in terms of public display of affection. Some examples of inappropriate behavior would be: kissing, laying in laps, laying down on couches, etc... Any staff member may address you if your behavior is inappropriate and may ask you to leave if no change is evident. The following are consequences for continued displays of affection.

1st offense- verbal counsel from residence hall staff
2nd offense- meeting with the dean on duty
3rd offense- appointment with the Dean of Students, plus banishment from lobby areas for an assigned amount of time

Repairs
Requests for repairs need to be reported to the dean on duty. If the dean is not available, please leave your request at the desk. Maintenance will do their best to have your repair fixed within a reasonable time period.

Resident Assistants
Resident assistants live on each floor/wing of the residence hall. A resident assistant is a peer–level academic advisor, informal counselor, program facilitator, disciplinarian and friend to the residents. Resident assistants are directly responsible for some programming, advising and governing for their floor, wing and/or hall. Resident assistants will do their best to assist you in various capacities. They will appreciate your cooperation in maintaining a positive atmosphere conducive to spiritual, social, personal and academic success. On occasion, a resident assistant will serve as the student dean on duty.

Rights of Access
When deemed necessary, the university and its delegates reserve the right to inspect your room, vehicle and/or belongings for illegal substances, cleanliness, issues dealing with fire and safety codes, repairs, guideline violations and in response to emergency situations.

Roommate Bill of Rights
Rooming with another person isn't always easy. Your enjoyment of life in a residence hall will depend to a large extent on the thoughtful consideration that you demonstrate to each other. We offer the following list for you to consider:

- The right to read and study free from undue interference in one's room; unreasonable noise and other distractions inhibit the exercise of this right.
- The right to sleep without undue disturbance from noise, guests of roommate, etc.
- The right to expect that roommate will respect one's room, facilities and personal belongings without pressure.
- The right to a clean environment in which to live.
- The right to free access to one's room and facilities without pressure.
- The right to personal privacy.
- The right to host guests with the expectation that guests are to respect the rights of the host's roommate and other hall residents.
- The right to settle conflicts. Resident advisors and deans are available for assistance in settling conflicts.
- The right to be free from fear of intimidation, physical and/or emotional harm.
- The right to expect reasonable cooperation in the use of the room telephone.

Room Care
You should keep your room in good condition and clean at all times. To foster good relations and mutual respect, roommates and suite mates share the responsibilities of bathroom cleanliness. All residents should establish a pattern of making neatness a priority. Extreme uncleanliness and poor hygiene habits will jeopardize your status as a student living in the residence hall. Rooms will be spot-checked for cleanliness, appropriateness and fire/safety hazards and changes and charges will be made and assessed as needed.

Room damages will be charged to the resident. Repairmen will be entering your room often to change filters or make repairs. After meeting a scheduled time, they are required to knock and announce themselves before entering your room.

The university cannot be held responsible for the loss, theft, or damage to student's money, valuables, or other personal affects, which might occur during a flood, fire, tornado, thunderstorm, or any other natural occurrence or unforeseeable mechanical failure. Please make sure that your parent's/guardian's insurance policy covers your personal possessions while at Southwestern Adventist University. **Students are advised to purchase a renter's insurance policy, if parent's/guardian's insurance does not provide for coverage in the residence hall.**

Room Changes

1. Students are not allowed to change rooms without verbal permission from a dean.
2. Room changes are not permitted during the first two weeks of the fall and spring semesters.
3. After the two-week period, residents wishing to change rooms must go to the dean's office to find out the proper room change procedure. All room changes must be completed within the third week of each semester.
4. Any student making a room change must be properly checked in and out of his/her respective room by a residence hall staff member in accordance with the check-in and check-out procedures outlined in the hand book.
5. Following the second week of classes, room changes will only be permitted when extenuating circumstances exist.
6. A student who changes rooms without express verbal permission from the dean will be assessed a $50 fine.
7. Every effort will be made to honor room change requests. However, changes can only be approved if all parties involved are willing and as space is available.

Room Check <u>(for all residents, regardless of age)</u>
Nightly room check will be between the hours of 11pm and 12am, Sunday night – Saturday morning. On Saturday evening/Sunday morning room check will begin at 1am. Your resident advisor must see you in order to be checked in. You will not be considered checked in until you are in the residence hall to stay. If you come in after the doors have been locked you must sign-in (regardless of age) with the desk monitor. You will be held accountable for your signature to acknowledge your time of return to the residence hall.

Room Consolidation
In order to ensure the maximum use of residential facilities and to respond to requests for private rooms, the university reserves the right to consolidate any student not wishing to pay the private room fee. A student residing in a room, without a roommate, after classes begin or after the official room change period is completed, will be given a choice to either pay the private room fee (for a designated single room) or to consolidate with another student needing a roommate.

Room Decorations
Your room will reflect your individuality and personality. We request that all decorations reflect Christian taste. Undesirable posters and other questionable decorative items may be confiscated. It is recommended that students use poster putty to hang items from their walls. Tape may be used, but is not recommended due to the difficulty of removing tape without damaging painted surfaces. Damage caused by nails, screws, tape, double-sided strips, etc. will be charged to you.

Rooms
Rooms in the residence halls are based on double occupancy. A resident rents only one half of the room: therefore, unoccupied spaces may be filled at any time. Providing there is space, you may elect to room by yourself. Rent for rooming alone is an additional fee per semester. The additional charge for a private room will be prorated if the student acquires a private room after the semester has begun.

Sabbath Conduct
Sabbath hours are to be respected by your conduct, personal appearance and the type of activity in which you engage. This includes shopping, visiting commercial/recreational areas, engaging in sports, wearing beach attire, sunbathing, studying and swimming. You are invited to attend Sabbath School and Church service.

Safety
Security is everyone's responsibility. Campus Safety officers provide valuable services to residents, helping in such diverse areas as reporting and investigating theft, providing security escorts and aiding in any emergency. Their role on campus is needed and deserves your cooperation and respect.

Safety Tips
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.

Safety at Night
- Go with someone (walking or exercising)
- Stay away from isolated areas.
- Try to stay/walk/park near street lights.
- Hold your purse tightly, close to your body.
- Dress sensibly

If you're being followed-

- Cross the street, change directions or seek a busier street.
- Keep looking back so the person knows you can't be surprised.
- Go to a well-lighted area, such as a store, restaurant, house, residence hall, classroom -- anywhere there are people.
- Notice and remember as much as possible about the person so you can give a description later.

If you're held up-

- Don't resist. No amount of money is worth risking your life.
- Notify Campus Safety or Keene Police immediately. Give description that includes approximate height, weight, and details on hair, clothing, jewelry, scars or tattoos -- anything that is noticeable.

Where you live-

- Keep track of your keys.
- Don't let strangers in.
- Don't leave doors unlocked even for short periods, even for someone coming by later or for a roommate who has lost her/his key: Why put your belongings at risk?
- Keep blinds/shades pulled at night.
- Don't identify yourself on your answering machine.

Protect personal (body and belongings) and university property-

- Lock the door if you're the last person out of a room.
- Engrave valuables with your driver's license number.
- Never leave belongings unattended in laundry rooms, library, hallways, classrooms, etc.
- Lock bike securely on bike rack.
- Don't keep large amounts of money in your room: Open a local bank account.
- Keep personal papers and valuables locked in a safe place. Even in your room, don't leave your wallet out in plain sight.
- Pick-up brochure on how to purchase renter's insurance at the Dean of Students office.
- No boxing or fighting of any kind is to take place in the residence halls.

In a car-

- Keep doors locked while driving and lock valuables in trunk.
- Don't hitch-hike or pick up hitch-hikers.
- If car is disabled, remain in car with doors locked and open the door only for the police.
- Park in well lighted areas and remember where you park!
- Before breaks, don't pack your car until you're ready to go.
- Always lock your car and take the keys!
- Have keys in hand as you approach the car/parking lot.

In a car-(continued)

- If you are out with a person who is not treating you with respect, don't put up with it. Call the dean on duty from a gas station or store and the dean will gladly send someone to get you.
- Make it a rule to never go out without a credit card or enough cash to place a phone call, just in case you need to call for help.

Sick Trays

If you are on the sick list, you must notify the dean on duty to receive a sick tray. The dean on duty must call the café and the ID card of the student who is sick must be shown at the cafeteria.

Signing In

When you return to the residence hall (after the doors have been locked/after room check has been taken) you **must** sign-in with the desk monitor. Failure to sign-in, failure to return to the residence hall after curfew times and/or failure to make proper pre-arrangements will result in late-leave consequences and/or immediate discipline.

Stealing

Protection against stealing is a serious challenge for an institution in which hundreds of people reside closely in a relatively open manner. You should take precautions to protect your personal belongings. Put your name on your personal property. Keep your serial numbers in a separate location and check to see if your parent's homeowner's insurance covers your belongings while at school. If not, consider purchasing a policy on your own (forms are available at registration). Individuals caught stealing will be disciplined immediately and be subject to suspension and/or dismissal.

Substance Abuse

A resident possessing alcohol, drugs or involved in drinking alcohol or using an illegal drug, including tobacco will be required to meet with the Discipline Committee. The residence hall staff reserves the right to administer the Digital Alcohol Detector test when deemed appropriate. Drug testing may be required or suggested as a determining factor for continued residency and attendance at Southwestern Adventist University.

Telephones

Emergency telephones are located throughout the residence halls. These phones are for 911 emergency calls only. Any students found misusing the phones will be subject to a fine of $250 and disciplinary action.

Television Sets

Television sets are allowed in the residence hall rooms. This places an additional responsibility on you to cooperate with your roommate on programming, viewing hours, etc. Please be respectful of the Sabbath hours when dealing with television viewing and other forms of electronic entertainment.

Trash
You are responsible for taking your trash out to the dumpster outside of your respective residence hall. **DO NOT PLACE YOUR ROOM TRASH IN RESIDENCE HALL TRASH RECEPTACLES, IN THE HALLWAYS AND/OR STAIRWAYS**. A fine of $25 will be assessed.

Unlocking Rooms
A dean, resident advisor or desk monitor may unlock your room. However, you will be charged $1 each time you ask to have your room unlocked. Rooms will not be opened without resident's verbal and/or written consent.

Vaccinations
Meningitis Vaccination: Students planning to live in on-campus residential housing must submit proof of receiving vaccination. This vaccination must be administered at least 10 days prior to moving into the residence halls or other on-campus housing. Students not in compliance must find alternate off campus housing (at the student's expense) until the 10 day period has expired. This requirement for new students entering Southwestern Adventist University is in accordance with the Texas Education Code, Section 51.9192, Sub-chapter Z.

Tuberculosis Screening (US Citizens/Permanent Residents): Students with a previous positive TB skin test must submit a report of a chest X-ray taken any time within 12 months before registration. All other students must submit proof of a negative TB skin test taken any time within six months before registration.

Tuberculosis Screening (International Students): Students with a previous positive TB skin test must submit a report of a chest X-Ray taken within one week of arriving on campus. All other international students must submit proof of a negative skin test within three weeks of entering school.

Vacuums
There are vacuums available at the front desk. You may check one out with your ID card. Be sure to notify the desk monitor if the vacuum doesn't function properly. Vacuums will not be checked out during the Sabbath hours. **DO NOT KEEP THE RESIDENCE HALL VACUUM CLEANER IN YOUR ROOM!**

Vandalism Damages
Damage and repair costs in the residence halls will be charged to the student responsible, as well as a $250 fine. Remember, the cost of anonymous vandalism is absorbed by all residents. Report any accidental damages promptly to avoid the possibility of charges. Please do not tamper with fire alarms, surveillance cameras, etc. They are there for your safety and well being.

Weekend Leaves
Overnight or weekend leave requests are due in the dean's office by Friday noon or 24 hours before you leave. If you decide to go on short notice it is your responsibility to bring the leave slip to the dean and see that it is signed before you leave campus. A leave slip to go to some place other than your home is to be accompanied with an invitation from the home where you are going and will be followed with a phone call to your parent/guardian for approval/confirmation as well. Be sure that you have made the proper arrangements and permission has been granted before you leave. Any deception regarding leaves will be handled accordingly with consequences to follow.

Worship Opportunities/Requirements
All residents, including International and ESL students, under the age of 21 are required to obtain three credits of worship per week. A fine of $5 per worship credit deficiency will be assessed to the resident that does not complete his/her minimum requirement for the semester. Completion of the worship program for the entire semester is required regardless of when a resident turns 21 years of age.

Residence Hall worship options include, but are not limited to:

Monday-	Resident Assistant hall/wing worship – TBA*
Tuesday-	Dean's Worship – TBA*
Wednesday-	Prayer Meeting - 7:30 pm
	Resident Assistant hall/wing worship – TBA*
Thursday-	Co-Ed Worship - 9:30 pm in Dilts Chapel
Friday-	Vespers in the Keene Church or other designated area(s) – 8:00 pm

*Check the television monitors in your respective residence halls for worship times and locations.

(Sabbath appropriate wear is expected)

Campus Ministries, Counseling Center programming, peer devotional activities, dean approved resident initiated/directed worship programs and Bible study time will supplement the above worship opportunities.