

OAKWOOD UNIVERSITY

RESIDENTIAL LIFE GUIDE

2015 - 2016 Revision

Oakwood University
Huntsville, AL 35896



Enter to Learn – Depart to Serve
GOD FIRST!

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WELCOME TO RESIDENTIAL LIFE AT OAKWOOD UNIVERSITY

Dear Resident,

It is with great anticipation and enthusiasm that I welcome you home! Yes, home! Oakwood University will be your home away from home until you graduate. We welcome you to a place where many others have come before you and took advantage of all the opportunities that will also be yours for the taking.

This will be a new experience for you. You will have the opportunity to determine your course and your future. You will meet a variety of people from various backgrounds and experiences. We are here to help you chart your course and provide you with the tools that will enable you to be successful in your experience at Oakwood, after graduation, and eternally.

Oakwood University is a residential campus and we encourage all students to live on campus. We provide our students with up to date facilities, along with places to study and socialize. Our professional staff will provide environments whereby you can grow personally, socially, academically, and spiritually.

Did you know that most of your time in college is spent outside of the classroom? This provides you with the opportunity to develop soft skills and get involved in co-curricular activities. So get involved, learn all you can, and become connected to your new campus family and more importantly God. Did you also know that students who live on campus do better academically than those who live off campus? Yes, it's true! We pride ourselves in placing the students' needs first and do everything we can to ensure that you have a pleasant and enjoyable stay.

As a graduate of Oakwood University, I remember what it was like to live in the residence halls. This is where I met most of my lifelong friends and developed a sense of community. It is our hope that you become an engaged member of our campus family and that you have a successful year. May God bless you as you make this transition and we look forward to assisting you in every way possible.

Sincerely Yours,

David Knight
Vice-President for Student Services

UNIVERSITY MISSION STATEMENT

The mission of Oakwood University, a historically black, Seventh-day Adventist institution, is to transform students through biblically-based education for service to God and humanity.

MISSION AND VISION FOR RESIDENTIAL LIFE

The Residential Life Component of Oakwood University provides a positive living/learning environment for our students as well as a safe, clean living environment staffed by trained professional and para-professional personnel. The staff acts as teachers, mentors and role models to foster principles of effective communication, ethical behavior, sense of community, and service for all students.

OUR MISSION

The philosophy that supports the mission of our residential life community is the recognition that the environment has an impact on student development. We structure this environment in ways that enhance a student's physical, mental, social and spiritual development while concurrently assisting students in their adjustment to and interaction with one another and the environment. The living conditions of the students and the quality of their lives outside the classroom are the focus of our efforts. Our intent is to nurture the development of a community where students are encouraged to be responsible citizens of their living group and where certain limits are enforced for everyone's welfare. It is within their context of rights and responsibilities that an individual's choice of personal lifestyle and behavior is fostered.

The specific objectives of the residence halls, annexes and West Oaks Apartments are in line with the stated mission of the university and are selected to achieve the educational outcome of the Student Services division. The objectives are:

1. To provide an atmosphere that gives students a sense of security, belonging, worth and caring
2. To provide an atmosphere that enables all students to enjoy their learning experience and enhance their academic growth.
3. To support a program that prepares students for short and long range planning
4. To foster individual leadership, personal growth and initiative
5. To provide an opportunity for students to practice democratic living with both its rights and responsibilities
6. To promote the development of individual responsibility and self-discipline.

INTRODUCTION

The Deans, office staff, RAs, and student deans would like to take this opportunity to welcome you to the residence halls, annex, and West Oaks Apartments. This guide will review policies and procedures that will assist you in your matriculation here at Oakwood University. All residents are responsible for and expected to abide by the enclosed information.

As a component of Oakwood University, the staff is responsible for providing our residents with an atmosphere conducive to growth spiritually, emotionally, and mentally. We believe in treating our residents as mature, responsible young men and women and require them to act as such.

Please feel free to direct any questions to the staff. We stand ready to assist you in every way possible.

Oakwood University reserves the right to modify The Residential Life Guide when deemed necessary. Further, all regulations, amendments, and addenda announced in University assemblies and/or in residential housing and/or on the campus in general have the same authority and significance as those printed in University publications.

By enrolling at Oakwood University, a student signifies his/her support of and willingness to live in accordance with the codes, rules, regulations and objectives of the University and the standards of the Seventh-day Adventist Church.

TRADITIONAL RESIDENCE HALLS MALE

Holland Hall – Freshmen
Housing capacity – 256

Edwards Hall – Sophomores, Juniors, Seniors
Housing capacity – 238

TRADITIONAL RESIDENCE HALLS FEMALE

Carter Hall – Freshmen
Housing capacity – 270

Wade Hall – Sophomores, Juniors, Seniors
Housing capacity – 348

NON-TRADITIONAL RESIDENCES

Annex (10) – Juniors and Seniors
Housing capacity – 48

West Oaks Apartments – Juniors and Seniors
Housing capacity – 138-142

STUDENT SERVICES STAFF

To assist you in your endeavor to contribute to the development of your residential housing community, the Division of Student Services has provided staff, facilities and policies. You will undoubtedly get to know the staff that live and work in your hall or complex this will include desk workers, resident assistants, maintenance, and housekeeping. These staff members provide a variety of services for the residence hall community.

Vice President for Student Services – David Knight

- Chief administrative and executive officer for the Division of Student Services

Assistant Vice-President for Student Services – Vacant

- Supervises the overall Residential Life and Housing Program
- Handles disciplinary issues at division (administrative) level

Dean

- Provides direct supervision to the residence hall
- Provides leadership and supervision of staff and develops residence hall programming
- Handles disciplinary issues at the departmental level

Associate/Assistant Dean

Each housing area has a full-time live in resident professional who provides direct supervision of the Resident Assistants, along with responsibilities in residential life programming, counseling, advising, discipline, etc. Offices are located in each residence hall and are staffed by a full-time office manager and student workers who help attend to the needs of all residents.

- Supervises the day to day operation of a residence hall or complex
- Handles disciplinary issues at the residence hall level

Resident Assistants (RA), Night Assistant (NA)

- An RA is a peer-level academic advisor, informal counselor, program facilitator, disciplinarian, and friend to the residents. RA's are directly responsible for programming, advising, and governing for their "community." A community is a floor, wing or building under the guidance of the RA. However, RA's are also responsible to the entire residential complex.

RESIDENCE HALL PERSONNEL

Holland Hall	James Caldwell, Dean	(256) 726 – 7306
Edwards Hall	Woodrow Vaughn, Dean Patrick Douglass, Asst. Dean	(256) 726 – 7182 (256) 726 – 7000
Carter Hall	Linda Anderson, Dean Tabia Revan, Asst. Dean	(256) 726 – 7095 (256) 726 – 7000
West Oaks Apartments/Annex	Camille Kibler Dean	(256) 726 – 5001
Wade Hall	Lavina Seawright, Dean Natilia D. Chambers, Asst. Dean	(256) 726-7670 (256) 726 – 8206

BUILDING AND OPERATIONS STAFF

These individuals are responsible for the physical upkeep and safety of the residence halls. They are more than willing to help you whenever they are needed. However, you must follow proper procedures when requesting maintenance needs. You may contact any residence hall staff member regarding the procedures for your respective residence hall. Please be considerate of them and other residents by taking responsibility for cleaning up after yourself.

CHECKING-IN (Traditional Residence Halls)

Room Evaluation Form

Residents are responsible for the condition of their rooms. Your RA will check you into your room and note, along with you, all of the furniture and any distinguishable marks in the room. When you check you of your room, the condition will be compared to the original check-in evaluation form. After your room is cleaned and your belongings are removed, both you and the RA will examine the condition of your room. Any damages not noted on the original form will be noted on the **check-out** portion of the room evaluation form. Charges will be deducted from your room/damage deposit accordingly or placed on your account.

Special Note

If damage occurs or furniture is missing from a room and a resident does not take responsibility for the situation, all residents of that room will share the cost of the damages. In addition, any damages noted by maintenance or the residence shall staff during their inspection of the room after move-out will deducted from your deposit or added to your account.

Keys

Room keys or magnetic cards are assigned upon arrival at the residence halls. **Your keys/cards are security for you and other residents in the halls. Remember to lock your door and carry your keys at all times.** There is a \$75 charge to replace a lost key.

Guide to Residential Life Handbook

It is your responsibility to know all that is in this Guide. It contains vital information, which will help your understanding of living in our residence halls. Please read all the printed materials given to you and keep for future reference.

First Residence Hall Meeting

Within the first week of school your dean will announce the day and time for a hall meeting. ***It is extremely important for you to attend; as this is where the dean will go over information you need to know (such as policies, regulations, announcements, etc.) You will be held accountable for all information given even if you fail to attend!***

RESIDENCE HALL WORSHIPS

Worship is an integral part of who we are at Oakwood University. This special time when you can set aside studies and work to reflect on our Creator and Savior and how He impacts our personal lives. Evening and morning worships are provided in the residence halls.

Policy

The residence halls have set 7:00 p.m. – 8:00 p.m. Sunday, Monday and Thursday as flex time for in-house worship services. Three (3) worships are required per week. Beyond this requirement, you are welcome to go too as many as you wish. Residents will be disciplined for missed worships, which could include outside research assignments, worship presentations, loss of leave privileges or fines, and probation for excessive absences.

Worship Schedule

Worship days and times vary in each residence hall. See your Dean and/or Assistant Dean for worship schedule.

TRADITIONAL RESIDENCE HALL POLICIES AND PROCEDURES

Abandoned Items

Items left in residential housing after the owner has moved will be disposed of appropriately.

Appliances

1.5 cubic feet desktop refrigerators, 1.0 cubic foot and smaller microwaves, or the micro-fridge are the only approved food and cooking appliances for the residence hall, all other appliances are prohibited and will be. These appliances are provided for residents who live in the Annex, Holland Hall and West Oaks where appliances are provided. Residents who fail to keep their room, suite, and or apartment clean and clear of food will forfeit their right to keep any food or appliance in their rooms.

Ball Playing

No ball playing of any kind is to take place in the residence hall. This includes bouncing balls or playing catch in the courtyard, front steps and entryways.

Beauty Room/Salon

Men are not permitted in this area without proper authorization from the residence hall office (Women's residence halls)

Campus Leaves

(See Student Handbook)

Change

All residence halls have change machines.

Changing Rooms

Residents are not to change rooms at any time without office approval. Residents who violate this rule will be charged a \$25 processing fee and may have their room change denied.

Chapel/Assembly

(See Student Handbook)

Children

Children are not allowed to reside in or visit in residential housing at any time without parental supervision. Babysitting is strictly prohibited in residential housing.

Curfew

(See Student Handbook)

Decorating your Room

Keeping the residence hall in the best condition possible is a primary concern of the administration. Remember that at the time you check out of your room, all damages will be evaluated and charged against your room deposit. Plan the decorations with your roommate. It is frustrating to find the room already arranged and decorated.

- **Walls** – Do not use nails on which to hang pictures.
- **Posters** – Because of the fact that tape and other adhesives leave marks and cause damage to the walls, it is advised that, you obtain poster putty. Please use it sparingly as it may leave spots on the wall. Adhesive tapes left on walls or doors at checkout will result in a \$50 fine.
- **Wallpaper or border** – Not allowed.
- **Paint** – Painting is not allowed.
- **Furniture** – Room furnishings include beds, desks, dressers, and chairs. You are responsible to keep all furniture assigned to you. If it isn't in your room when you move out, both roommates will be charged against their room deposit. At no time is it permissible to remove furnishings from your room or within your room even temporarily, without Dean's approval. Moving furniture without permission will result in a minimum fine of \$25 per item of furniture moved. Students, who are living singly by paying for double occupancy, must keep all furniture in the

room. Please do not affix any type of stickers on your desks, closets, or walls. Tape used on desks or closets must be removed upon checkout or you will be fined.

Destruction or Illegal Possession of Property

Malicious destruction and illegal possession of property or tampering with equipment such as telephones, furniture, signs, or fire extinguishers is forbidden.

Door Closing Times

In all residence halls the doors are locked at curfew. This is for safety reasons. To **leave any** residence hall after these hours should be for emergency purposes only and the resident must sign out at the front desk (**late leave required**). When **returning** after these hours, always be sure to sign in at the desk. Any person who props open a locked door after door closing compromises the safety of every resident in the building. This person will be subject to discipline.

Door Decoration

Large or inappropriate decorations are offensive to the community and are prohibited. Do not use nails, tape, or adhesives or place stickers on your doors.

Dress

Attire is to be modest and conservative. Because the lobby is open to the public, sleepwear should not be worn in the lobby. (For further information regarding the dress code, consult the Student Handbook or your Dean.)

Decorum

(See Student Handbook)

Drugs

Non-prescription drugs, tobacco, alcohol, marijuana, and all other illegal drugs are not permitted on campus, or in and around the residence halls, annexes or West Oaks Apartments. Violations of this policy will be subject to disciplinary action. Students are not exempt while on campus from local, state and federal laws regarding the use of drugs. Anyone using drugs runs the risk of expulsion from the University and the risk of legal action and possible court convictions. This policy includes the possession of drug paraphernalia on campus.

Fines

When deemed appropriate, the residence hall or the university may levy fines payable to the residence or university for selected policy violations. (See Fines and Charges p. 19)

Fire Alarms

Tampering with or removing fire safety equipment, (i.e. fire extinguishers, alarms, emergency lights, fire sensors, etc.) is a violation of the State of Alabama Fire Safety Code. The State of Alabama may prosecute any offender. The first offense carries a minimum penalty of six months in prison and a \$1,000 fine. Penalties imposed by the University include **Eviction and or other disciplinary action, suspension and/or criminal prosecution**. In the event of a fire, residents should not attempt to leave the area in their cars due to the possibility of vehicle congestion with fire equipment.

Fire Drills

Each residence hall is required to hold periodic fire drills. **Whenever the alarm sounds, you must leave the building immediately** by the announced procedure as posted in each resident's room or by the nearest exit. Go directly to the designated areas until record has been taken and the alarm is discontinued. Residents should be 50 feet beyond the building. Only return to the residence hall when instructed to do so by the Fire Chief or Security.

Fire Prevention

Electrical appliances, (frying pans, hot plates, etc.) candles, kerosene lamps, incense, firecrackers, and other flammagles are not to be used in the resident's rooms.

Firearms/Guns/Explosives

Possession of firearms, guns, CO2 cartridges, BB guns, ammunition, knives, paint ball guns, or any kind of weaponry or explosives (including firecrackers) in the residence halls is strictly prohibited. **Note: Any object that has the same appearance, as a firearm is considered illegal. Possession of such is cause for immediate dismissal.**

Food (Selling of)/Operating a Business

The selling of food or opening a business from the residence hall/apartment is strictly prohibited. Violators will be fined and/or evicted. (See Student Handbook)

Front Desk

A front desk is located in the main lobby of each hall. Services provided by include emergency assistance and vacuum cleaners.

Furniture in Public Areas

Furniture in public areas (lounge, study rooms, chapel) may not be taken into student's rooms. This includes anything intended for public use, such as plants, chairs, pillows, couches, tables, pictures, etc. If public area furniture is discovered in a student's room, a fine will be levied with the student and/or roommate of that room.

Gambling

The State of Alabama and Oakwood University prohibit all gambling in any of its forms.

Group Damage Policy

Areas and property for which each resident is responsible include: the lobby, stairs, recreation room, laundry room, doors, walkways, hallways, fire extinguishers, restrooms, exit signs, and lights. In other words, all residents hold responsibility for all public areas. When damages occur and the person(s) responsible cannot be identified, a period of 72 hours will be allowed for the person(s) responsible to be identified and held accountable. If the person(s) is not identified, the cost will be charged to all residents in the surrounding areas, depending on the extent of the damage.

Halogen Lamps

These lamps are prohibited because of immense heat and danger of fire.

Hazing

Hazing or intimidation in any form of any student is forbidden.

Health & Safety Inspections

The University reserves the right for a residence hall dean, an authorized representative, or an officer of the University to enter a student's room to verify residency and to ascertain the health, safety and cleanliness conditions of the room. This includes the right to inspect the contents of locked boxes and containers. However, such an inspection will be conducted in a respectful manner in the presence of the student. The only exception to this understanding will be when the health and safety of the residents is believed to be in danger.

Holiday Housing

All residential housing is closed during the winter break, except West Oaks. West Oaks residents must be granted approval to stay during the break and pay the required fees.

Housekeeping

Maintaining a clean residence hall is up to you. The university provides housekeeping staff to clean all of the public areas such as bathrooms, lobby and lounges, but not to clean up after your popcorn or pizza parties in the lobby, study rooms, or TV room. Residents are responsible for keeping their own rooms clean. Each hall may have vacuum cleaners available for your use. See the office manager and/or desk worker.

ID Replacement

The cost to replace a lost ID card is \$10. Payment must be made in cash, debit or credit card to the office of student accounts. Present receipt to the Office of Student Services to receive a new replacement ID card.

Incense/Candles/Flammables

Students may not burn anything (incense, candles, oils, flammable liquids, etc.) in their rooms or any other area of the residence hall at any time. Burning anything in the residence hall is a violation of fire code policy and can cause severe property damage. Violations of this policy will result in a fine and possibly suspension and/or prosecution.

Internet

Wireless internet is available in all residence halls. *Your use of the internet should be consistent with the Christian values Oakwood maintains. The University reserves the right to check the contents of computer files on campus and in individual rooms for illegal activities and pornographic materials. You accept this authorization when you rent a room. Accessing pornography, hate sites, and other non-Christian material will be justification for denying access. If you violate the law, criminal prosecution may result.*

Ironing

Ironing should be done on ironing boards only, not on the bed or the floor. Damage to mattresses is \$100 and carpet or tile is \$150.

Late Entry

Residents who violate the curfew policy will be fined and/or disciplined appropriately accordingly to their classification and age.

Late Leaves/Overnights/Weekend

All freshmen under the age of 21 and/or living in the freshman residence hall are required to complete a late leave. All students must complete overnight and weekend leave request. All residents are to sign in and out at the front desk. Weekend leaves must be turned in by noon Thursday for approval. Late leaves must be given to the dean on duty prior to 9:00 p.m. RAs cannot authorize leaves of any kind. Calling in does not constitute approval. *Leave policy violations will be subject to disciplinary action.*

Laundry Facilities

All of the residence halls are equipped with washing machines and dryers. Each student who lives on-campus is required to pay a \$35.00 per semester fee for laundry use.

IMPORTANT!!! The laundry room closes every Friday, one hour before sunset. It reopens one hour after sunset Saturday night. Clothing left in the laundry after closing may not be retrieved until the laundry room reopens on Saturday night. Do not ask the Dean on Duty open the laundry because you forgot to get your clothes out. Clothes left in the laundry room for 48 hours or more will be discarded.

Letter of Counsel/Disciplinary Notice

Students who commit minor violations of University policy will be required to see the Dean for private consultation. A record of the session will be kept in the student's folder as a Letter of Counsel. Upon subsequent violations, the student will face further disciplinary action, which may include separation from the residence hall and/or University.

Lobby Decorum

Students leaving their rooms or suites during lobby hours, 10 a.m. through 10 p.m. must be dressed in appropriate clothing. Under no circumstances should you be out of your room/suites in pajamas, underwear/garments, robes or bare-chested during these hours. Eating and drinking are not allowed in the lobby at any time.

Lost and Found

Lost and Found is located in the office of each residence hall and in the Campus Safety office, located behind Physical Plant.

Lost Keys

If a key is lost, report it to your RA immediately because the door may need to be re-keyed for security. A \$50.00 fee will be charged for a lost room key. **Room keys are non-transferable, may not be loaned to anyone, and cannot be copied.** Anyone found in violation of this policy will receive disciplinary action and may be charged a \$100 fee. The resident will be billed for re-keying all involved doors.

Mailboxes

All students who live on campus will have a mailbox. When you arrive, go to the front desk to get your mailbox assignment and combination or keys. The number assigned to you will be your permanent box number for the entire year. Because mail is a federal government service, usage is limited to students who are assigned to that box.

Maintenance/Repair Requests

If something breaks or is need a repair, report your work order request to your R.A. , the residence hall custodian and/or the office manager in each residence hall. The Physical Plant will prioritize your request and remedy the situation as soon as possible. Residence hall maintenance does not loan tools for residents' use.

Music

The music you choose for listening should be heard only in your room. Music played at an unreasonable volume will subject the offender to a fine and/or forfeiture of the right to play any music in the residence hall. Alabama State law prohibits the playing of music in automobiles at a volume that can be heard 25 feet away. The University will impose fines for noise pollution at the same monetary rate as local law enforcement agencies (contact the Campus Safety office for additional information).

Secular music chosen for listening must be consistent with Christian morality and standards of good taste. Lyrics that use profanity, vulgarity, illicit and immoral acts of sexual behavior, misogyny and degradation of women, violence, etc. are not to be played in Residence Hall or anywhere else on Oakwood's campus. Students who violate this policy will have their music confiscated by the Dean' office and held until the student can either mail it home or take it with him during break periods.

Noise

Every student is entitled to proper student and quiet sleeping conditions in the residence halls. Any resident may request that any other resident or group of residents cease any activity, which is interfering with his or her ability to study, rest, or quietly enjoy the community. When requested to be quieter in one of these situations a resident shall comply or face possible disciplinary action. **A radio, stereo, TV, DVD/Blu-ray or musical instrument, which can be heard in other rooms or in the hallway, is considered too loud.**

Overnight Guests

The residence hall is not a hotel; it is or registered on-campus students only, **not the public**, Daily visitation by non-residents ends at room check. You are responsible for seeing to it that your guest(s) leave the residence hall by room check. You are responsible for seeing to it that your guest(s) leave the residence hall by room check. Overnight visits are restricted to weekends and must be cleared with the dean in advance of the planned visit. Unauthorized housing of guest subjects the residents to a charge of \$25 for the first night and \$50 each subsequent night.

Padlocks or Chain Locks

Due to emergency procedures (fire alarms), safety for residents, roommate cohesiveness, maintenance requests, and state law, residents are not allowed to install additional locking devices on any entry doors.

Parking

All of the residence halls have parking lots. To park on campus, all cars must first be registered with Security. **Never park in the red zone, Deans', office managers', or handicap spaces.** Should you lose your permanent security sticker, immediately report it to Security.

Personal Property Insurance

Limited personal property insurance is provided to all registered students. Each student is responsible for providing his or her own personal property information to the insurance provider. For further clarification see the Dean, or the Office of Student Services. ***The University does not assume liability directly or indirectly for loss or damage to personal property by fire, theft, water, or any other cause. The University is not responsible for personal property left behind by students subsequent to the date of their withdrawal, transfer, departure, suspension, or dismissal from any room in University housing.***

Pets

Pets of any kind are forbidden in or around the residence halls. If you are keeping a pet, a \$25.00 minimum fine will be charged. You will be asked to immediately remove the pet from the residence hall.

Quiet Hours

Since studying, sleeping, and private time are important aspects of life for the University student, it is expected that the residents and their guests will respect the rights of others by maintain a reasonable limit on noise at all times. “Quiet Hours” may vary and are established by individual halls, wings, or communities. It is during these hours that residents should avoid loud talking or making a disturbance in the hall, keep stereos and TV’s at low volumes, and avoid unnecessary noise. Violation of quiet hours may result in disciplinary action by your community.

Residence Hall Activities

All residents pay an activity fee of \$25 per semester. In most of the residence halls a residence hall club is established and will work to improve residence hall life, plan activities, and assist in creating a pleasant environment for all residents. Each floor/wing will elect an officer/president who will assist the RA in planning activities for their area. West Oaks activities are planned by the RA and/ or the West Oaks Senators.

Residence Hall Court/ Council

For the purpose of maintaining peace and tranquility in the residence hall, a residence hall court may be established. The members of the court will be selected from the residents of each wing/ building and will make decisions on dealing with students who pose a threat to the smooth operation of the residence hall.

Room Check/Late Sign-in

Room checks are scheduled after 12:00 midnight. If you are not in your own room at the time the RA does his or her rounds, it is your responsibility to report to them, or come to the lobby or clubhouse in person and sign in. Your RA has been given the assignment to personally come by your room each night to get in touch with all persons on his or her floor, wing, or building. If you are unaccounted for, you will be considered absent without leave (AWOL) and subject to disciplinary sanctions. For additional information about room check, curfew and late leave procedures see Student Handbook.

Sabbath

As a Seventh-day Adventist institution, Oakwood University believes in the sanctity of the Sabbath. Activities, music played, and conversation should be of a sacred or of a spiritual nature during the Sabbath hours. Every resident is expected and encouraged to attend Sabbath services and take advantage of the rich blessings received as a result of being there. On Sabbath morning you must make every effort to be out of the residence hall and on your way to church service by 9:15 a.m.

Skateboards, Skates, and Roller blades

Due to damage to carpets and floors, skateboarding, skating, or rollerblading is prohibited in all residence halls.

Soliciting

Soliciting door-to-door on University property is not permitted except when approved as an official program. Residents are cautioned not to buy from anyone who soliciting. Furthermore, a resident who is approached by a solicitor should contact the dean, the RA-on –duty, or Student Services.

Student Guests

Residents may entertain guests of the opposite sex in the lobby only. Oakwood University does not permit opposite sex visitation in residence hall rooms.

Telephone

Telephone service is available in most residence halls. Each student must bring his or her own phone. The residence halls have a lobby phone available for your convenience as well. Those who have phones in their rooms have access to voice mail. To activate this service please dial 0 for the operator during normal business hours.

Theft or Vandalism

Theft, tampering, or misuse, of personal residence hall property (e.g. vending machine, furniture, walls, etc.) is considered a serious offense. Residents may not possess any item without the owner’s permission.

Trash

Litter in the residence hall, annex, West Oaks and all parking lots are the responsibility of everyone. Please clean up after yourself. The large bins in the parking lot or in the rear of all residence halls or apartments are the only acceptable areas to

dispose of your trash. Please do not put boxes, trash, etc., outside your door, even for a few minutes. Do not use any laundry room, bathroom, or other residence hall receptacles for your personal trash. Take white Styrofoam food boxes to the outside trash bins. Improper garbage disposal will cost you \$50.

TV/Electronics

Small, portable televisions and electronic devices are allowed in all residence hall rooms. Please keep the volume low as to not disturb others. Programming should be selected on the basis of Christian standards. The hours of the Sabbath should be exempt from secular viewing. Each residence hall has a TV Room. Be considerate of fellow watchers. If you eat in the TV Room clean up after yourself; this includes spills on the carpet.

Unlawful Entry

It is unlawful to enter someone else's room without their verbal or written consent. You may not obtain a key to anyone else's room from the desk. Please do not ask.

It is advised that you:

- Lock your door whenever you leave your room/
- Keep cash in a commercial bank account; never keep cash in your room.
- The University is **not responsible for losses** that may occur in your room or in public areas. Expensive equipment should be covered by your own insurance. We encourage all residents to take out insurance on their personal property.
- When you move out of your room, whether it is to another room or out of the residence hall, you must return all residence hall keys from your previous room!!! Failure to do so will result in charges against your room deposit at \$50 per key.

Vacuums

Vacuums are available for check out at the front desk by leaving your ID card and should be returned promptly after use.

Vandalism

Those who damage or deface University property or the property of another individual will pay restitution for those damages. They will be disciplined and/or prosecuted. Please report acts of vandalism to help keep costs down. This report must be completed using an incident report form.

Vending Machines

All coin-operated machines are the property of the vendor and are not controlled by the residence hall staff. Money lost in these machines must be reported to the front desk and/or office manager. Usually an envelope is completed or a form filled out for refund. When the vendor refunds the money to the residence hall, reimbursements can be made. These machines are not to be used during Sabbath hours. (No food or drink may be eaten in the lobby at any time.)

Visitation-Opposite Sex

Opposite sex visitation is allowed in the residence hall lobby during regular lobby hours. Generally, the lobby opens at 10:00 a.m. and closes during scheduled worships and ½ hour before curfew. Every resident is responsible for knowing when the lobby is closed to guests and ensuring that guests adhere to the lobby hours at all times. Residents are not allowed to hold conversations with guests outside windows, on sidewalk or street outside of windows. All communication with guests should occur in the residence hall lobby. Room visitation by the opposite sex is allowed ONLY during "Open House".

Water Fight Policy

The practice of initiating or participating in water fights outside of an organized event is strictly prohibited. A fine of \$150 will be assessed to anyone who violates this policy. On the second offense the violator will be expelled from the Residence Hall.

Windows

No signs or other items of any kind may be displayed in windows. Windows and screens must be kept in place at all times. There is a \$100 fine for removal of screens and a minimum charge of \$100 for a broken window.

HEALTH SERVICES

Health Services provides a variety of specialized services, including allergy desensitization, immunization, illness evaluation/treatment, first aid, physicals, and referrals.

- **First Aid.** Residents are encouraged to keep their own minor first aid kits in their room. In case of a real emergency, notify the Dean and then the RA-on-duty. If neither is available, call Campus Security, X7371. Students may use Health Services during the day.
- **Illness.** Medical assistance is available for students on campus in Health Services. This facility is staffed with fully credentialed physicians and nurses, and is prepared for treatment of emergencies and routine medical care during the daytime 8 a.m. – 5 p.m. If you are feeling ill or get injured and Health Services is closed, inform your Dean or office staff and go to the nearest hospital emergency room.
- **Insurance.** All students are required to have personal and/or Oakwood University Medical Insurance when they financially clear for classes. In the event of sickness or injury, the University is authorized to contract on behalf of the student for ambulance service and emergency medical service charges. The student is responsible for the charges. The University shall not be held responsible for charges beyond policy limitations. See the nurse in Health Services for a copy of the policy and assistance in completing the claim forms. University insurance is considered to be secondary and supplemental, rather than primary.

Health Service Hours

Office Hours:

Monday – Thursday	8:30 a.m. – 4:30 p.m.
Friday	8:30 a.m. – 11:30 a.m.
Closed Daily	11:30 a.m. – 1:00 p.m.

Student Clinics for Weekends and After Hours

American Family Care
4550 University Dr.
Huntsville, AL 35816
256-713-0560

American Family Care
7559 Highway 72 W
Madison, AL 35758
256-562-0850

Closed on holidays. When the Office of Health Services is closed all medical needs and emergencies may be handled by local emergency rooms and/or outpatient clinics in the Huntsville area. (Contact the Dean on duty for further instructions).

Collegiate Assistance Program

Students with United Health Care Student Resources through Oakwood University have access to nurse advice, health information, and counseling support 24 hours a day, 7 days a week by dialing the number indicated on the permanent ID card. Collegiate Assistance Program is staffed by Registered Nurses and Licensed Clinicians who can help students determine if they need to seek medical care, need legal/financial advice or may need to talk to someone about everyday issues that can be overwhelming.

Oakwood University Police Department (OUPD)

General Safety

The University is committed to maintaining high standards for safety. Every effort is made to provide adequate campus safety by the OUPD, Student Services and your Residential Hall staff. **Dial X7911 (or 256-726-7911 from your cell phone or landline)** immediately if you see suspicious activity around the residence halls or witness an incident. Afterwards, notify your Dean or Assistant Dean. Suspicious activities will include individuals passing out flyers, loitering, reckless driving, crimes about to occur or in progress, stalking, and persons lingering in secluded places or at late hours.

Residence Hall Security

Here are a number of actions your must take to help make the residence halls secure and safe for all involved in residence life:

- **ALWAYS** lock your room door and windows when leaving even if you are going to be gone for only a few minutes. Thieves are quick! Residents have had their wallets stolen even while asleep in their own rooms, so it's a good idea to lock your door during naps and upon retiring for the night.
- Make a list of all of your personal belongings, including identifying serial numbers. Have a copy of this list placed in your student file located in the office of your residence hall.
- Record all numbers of credit cards and checking accounts, keeping the phone numbers and addresses of credit cards and bank originators so that you may contact them in the event of a theft.
- Keep all money in the bank. Do not keep large amounts of cash in your room.
- Consider leaving your valuables and family heirlooms at home.
- NEVER prop open public area doors that are supposed to be locked. Be sure these doors lock after you leave or enter the building.
- Do not let anyone into the halls that does not belong there. Ask suspicious looking individuals or strangers who they are looking for and refer them to the Dean or the RA-on-duty for help.
- Never lend your key to anyone. It is a misdemeanor for a person to duplicate or have in his/her possession any key to a building controlled by the University without proper authorization and a violation of this policy carries a \$100 fine.

The operation of a vehicle on campus is a privilege granted by the University and is not a right of any employee, student, or visitor. Oakwood University rules and regulations are designed to aid the flow of traffic, provide the maximum parking possible, and to make the streets safe for everyone.

EMERGENCY PROCEDURES

Evacuation/Fire/Tornado Warning

When the general fire alarm sounds, residents must report to the appropriate areas in the residence halls and non-traditional housing areas immediately. No one should return to his or her rooms until it is safe.

In the event of severe weather, (thunderstorms, tornadoes, snowstorms, etc) students should monitor the weather by watching the local news or listening to the University radio station, WJOU, 90.1FM. When the National Weather Service issues a Tornado "Warning", the weather service siren, located atop Cunningham Hall, will sound. You **MUST** move to the designated area of safety. Do not wait for authorization from your RA or Dean. It is your responsibility to move to safety without delay. Basements, interior corridors and underground shelters offer the best protection. If you are outside, lie flat in the nearest ditch, culvert, excavation, ravine, or low spot. If RAs are in the building they must follow the same procedures.

NOTE: If you are in another building, follow the evacuation procedure applicable to that facility.

SHELTER AREAS:

Edwards Hall	-Inner Suite Common Area
Wade Hall	-Interior Hall 1 st Floor
Wade Hall Annex	-Restroom or basement
Peterson Hall	-Peterson Hall Basement
Carter Hall	-Carter Hall Basement
Holland Hall	-Interior Hall 1 st Floor
West Oaks	-Clubhouse Basement

Fire Regulations

The fire alarm system consists of smoke detectors and pull stations. The fire alarm in each hall is a loud intermittent signal.

Fire in the building

If you discover a fire in your building, pull the alarm and call X7371 from the nearest phone. Leave the room and close any doors that contain the fire. Contact the Dean or the RA and evacuate the building. Residents should not attempt to put out fires, unless a life is in imminent danger. The reason for this is the safety of all involved.

The procedure for responding to a fire alarm is:

Test your door for heat or smoke before exiting. **If the door is warm or the hallway impassable:**

- ✓ Place towels at the base of the door;\
- ✓ Dial X7371
- ✓ Go to the window and make our presence known.

If the door is cool and the hallway clear, exit the building immediately by the route taught during the fire drills;

- ✓ Leave immediately
- ✓ Close your door
- ✓ Wait in the designated area, at least 50 feet from the building
- ✓ Fire Department or University authority will announce when the building is safe to enter.

Every alarm must be treated as a genuine emergency. It is each resident's responsibility to leave the building whenever a fire alarm sounds. Failure to evacuate immediately will result in disciplinary and/or police action. Drills will be conducted at least once per semester. Specific directions to designated areas will be posted in the facility and or on hallway bulletin boards.

Power Failure (BLACKOUTS)

In case of a power failure, all residential housing facilities are immediately closed of visitation by the opposite sex. Lobby Guests should return to their respective residence halls immediately. Violation of this policy will result in immediate separation from the University. All residents should stay in or return to their rooms to await further instructions.

MOVING OUT

Remember that your Residential Housing Agreement covers the full academic year. However, if for any reason he need arises for you to move out of the residence hall, annex or West Oaks Apartments, contact the Dean immediately and follow all checkout procedures.

Checking out of the Residence Halls:

- Contact your RA and make an appointment to check out of your room.
- Your room must be clean and empty of all belongings (vacuum cleaners may be available for your use).
- After your room is cleaned and your belongings are removed, both you and your RA will examine the condition of your room. Any damages will be noted on the Room condition Evaluation form. If there are damages, charges will be deducted from your room deposit or placed on your bill (**for more information, see page 8**).

- Return your room key to your Ra and complete a forwarding address card obtained in the residential hall office. Complete your portion of the Room Condition Evaluation and sign it verifying that the information is accurate.
- As stated above, payment for damage charges will be deducted from your room deposit or placed on your bill. If this amount exceeds the deposit, or drops below the minimum balance and you are planning on returning to the residence halls, you will be asked to bring the account to the \$150 limit before moving in again.
- If you move out before the end of the semester, you must cancel your meal plan (when applicable). Depending on your move-out date, a refund may or may not be available.

Failure to check out properly using the above procedures will result in forfeiture of your room deposit and/or fines being placed on your bill.

SUMMER MAIL

Residents are strongly encouraged to contact all of their creditors, lending institutions, banks, magazine companies or any organization they receive monthly statements from and provide a temporary change of address for the summer to insure there is no delay in receiving their mail. Neither the campus post office nor the residence hall staff can be responsible for forwarding mail for students.

Storage Space

Storage is not available on Oakwood's Campus, however, West Oaks has storage units that can be rented out. You can call 256-726-8457 for more information. You can also check your local phone book for storage in the surrounding area.

Closing Schedule

Your residential Housing Agreement ends at 5:30 p.m. on the Thursday of finals week. You must be checked out at that time. Only residents involved with Commencement, University Mission Trips, or LETC will be allowed to stay beyond this time. Checkout time for students staying for Commencement is 2:00 p.m. on Sunday after Commencement. For LETC it is dependent on their campaign return date. **Fifty (\$50) dollars a day will be charged if a resident has not moved out by the posted time.** Any exceptions to this must be arranged through your Residential Area office. If belongings remain in the room, but the student is not present, regular charges will continue.

Deposit Refunds

Any student who fails to officially check out of the residence hall will forfeit his/her deposit. Deposits will be refunded to those who have checked out and are not returning to the halls for the following term/semester, if there are not charges against the room deposit. However, should you have an outstanding balance with the University; your deposit will be applied to your account. In order to receive your deposit, you must fill out a Security Deposit Refund Request form available in the Student Services office or the Residence Hall office.

FINANCIAL CHARGES

Code of Conduct Fines

*Code of conduct violations will result in monetary fines, community services and/or disciplinary actions. Fines could **DOUBLE**, at the discretion of the dean with each subsequent violation and the student could enter the disciplinary system; i.e. social or citizenship probation (see Student Handbook). The following are **minimum** charges that could be applied. Please review the Student Handbook and the Residential Life Guide for additional information and a complete list of charges.*

Worship Absence	\$10
Room Cleanliness	\$50
Inappropriate Dress	\$25
Jewelry	\$50
AWOL	\$150
Late Entry	\$50
Running in hallway/Excessive horseplay	\$100
Illegal Entry/Exit of Residence Hall	\$250

Damage/Check-out Charges

*Damage to items not listed may be charged at cost plus labor. The following are **minimum** charges that could be applied.*

Counter top	\$150	Blinds	\$200
Furniture	\$150	Failure to clean room @ Check-out	\$50
Carpet/Floor	\$150	Lost Key (per key)	\$75
Dismantling Smoke Detector	\$150	Removal of Furniture	\$50
Improper check-out	\$150	Late Departure (daily)	\$50
Holes in wall	\$100	Ceiling Tile, Light Cover	\$25
Door/lock	\$100	Removal of Mattresses	\$150
Broken Window	\$100	Screen	\$100
Mattress	\$200	Portable Closets	Varied
Vanity	\$100	Other damage to the residence hall & furnishings	Varied

The above fines are only a general list. Other violations and damages could result in a fine being issued as determined by the residence hall dean.

NON-TRADITIONAL HOUSING POLICIES - (West Oaks Apartments- Annex)

Welcome to West Oaks Apartment Complex. We hope you will enjoy living here. And, we hope all of you find this year exceptionally fulfilling – personally, intellectually and spiritually.

Any community is only as good as its members. West Oaks' goal is to be a community – even if it is a different kind of community than most University apartments, it will have unique strengths all its own. As members of the campus housing staff, our role includes being supportive of your needs and interests, providing information about the University, and assisting you in building a safe and comfortable community. The staff has an open-door policy for our apartments and you are always welcome to stop by to chat, seek assistance, bring to our attention any specific problem, or to offer suggestions on how to improve life at West Oaks.

As far as activities go, you are free to participate to whatever degree you wish; however, at a minimum, we expect that you abide by the University's **security, cleanliness and noise rules** out of respect for all residents. If you need a copy of the University's student conduct policy, please let us know and we will provide you with one.

This is apartment-style living, which is different from the dorm-style living of residence halls. With that comes a new set of responsibilities to your roommates, to your neighbors, and to the neighbors of the building. Please keep in mind the following **rules, guidelines, and recommendations**, which help to keep our community running smoothly and make West Oaks a pleasant place for us all to live. This document simply highlights certain Residential Life rules and regulations, and lays out some specific West Oaks rules. **It supplements but does not replace your Student Handbook as the final authority on Residential Life and University rules and guidelines.**

The purpose of non-traditional campus housing is to provide a greater degree of student independence and responsibility in a secure, nurturing environment. Student eligibility will be based on citizenship history, cum. GPA, age, maturity and classification with seniors receiving placement priority.

With the establishment of non-traditional housing for the more mature and responsible student, the University is meeting the need to holistically transition its graduates into independent living communities with the type of lifestyle expectant of a student from this Christian institution.

Abandoned Items

Items left in West Oaks after the resident has moved will be disposed of appropriately and a fine will be assessed for disposal.

Alcohol/Drug-Free Policy (See Student Handbook)

Apartment Inspection

Apartments are inspected weekly for cleanliness. (See Health and Safety Inspection page 10).

Appliances

The University provides the following appliances; oven/range, refrigerator and microwaves. Residents may obtain regular kitchen appliances (i.e. toasters, can openers, etc.) **No hot plates. Personal refrigerators are NOT allowed.**

If an appliance malfunctions or needs repair, contact the office immediately. Automobiles

All residents must have their cars registered with Security (Contact Campus Safety and Security Office). Abandoned or inoperable vehicles left in the parking lot for more than 24 hours will be towed at the owner's expense.

Visitor parking is limited to designated areas; violations will result in the vehicle being towed.

Car Repairs

Because of the damage car repair can do to the ground, no repairs of any kind may be done in the West Oaks parking lot.

Check-In/Out Procedures

All checking into rooms is done through the office after acceptance by the University, West Oaks, and payment of the deposit and any other appropriate fees.

Written instructions for proper checkout will be issued prior to the scheduled break periods. Each resident must strictly follow these instructions before checking out. Generally the last day to be in West Oaks is one day after the last scheduled final exam or the day after commencement.

Children

Children are not allowed to reside in West Oaks. Babysitting is strictly prohibited.

Cleanliness

Each resident is expected to keep his room and apartment clean and neat. Residents who fail to follow good rules of cleanliness will be fined and may be asked to move. Cleanliness checks are conducted every Friday afternoon. Apartments that don't meet a basic standard of cleanliness will result in residents being fined. Repeated violations of basic cleanliness standards will result in reassignment to a residence hall on campus.

Damages

(See Group Damage Policy page 10).

Decorations

(See Decorating your Room page 8).

Fines

(See Fines pages 19 & 24).

Firearms/Fireworks/Explosives

(See Firearms/Guns/Explosives page 9).

Fire Safety

(See Fire Alarms & Emergency Procedures page 9).

Furniture and Fixtures

Residents may not remove, modify, or dismantle any University property or furniture without permission from the dean. Removal of fixtures (light bulbs, showerheads, etc.) is prohibited.

Furniture Inventory

When checking in, students will be given an Inventory Sheet, which becomes a record of the condition of the furniture at the beginning of residency. The Inventory Sheet is used to compare the condition of the apartment at the time of checkout with its condition at check-in. The furnishings and condition of the apartment must be the same as when the student signed the Inventory Sheet at the beginning of occupancy with the exception of normal wear and tear. Damages beyond normal wear and tear will be charged to the student.

Gate Cards

All residents must have a gate card for access into the complex after the gate closes. Cards are issued during check-in; however, residents with cars must present verification of vehicle registration with Public Safety before a gate card is used.

Guests – Opposite Sex

Opposite sex visitation within the apartment is not allowed except during advertised special events (i.e. Co-ed Sabbath dinners, Open House, Alumni Weekend, and Graduation Weekend). Notices will be sent out in advance specifying the necessary criteria for approval. The appropriate forms are available from the West Oaks office and must be completed and approved before authorization is granted. During these events visitation is restricted to the common areas of the apartment ONLY. Violation of this policy will result in separation.

Guests – Same Sex

If you have a roommate who enjoys staying up late with friends when you need to study, you may be in a bind. Talk to your roommate and decide what time is best for guests. All roommates must agree to the visitation hours, however, all guests must leave at curfew unless authorized by the dean. The bottom line is that each of you has your own right to privacy and to say no to guests. Your mutual understanding and cooperation is essential. This privilege will be revoked if residents are not within compliance. Overnight guests must be approved by the office. Guest registration forms are available in the office and must be signed by all roommates and returned to the office for approval. Failure to register guests and receive approval will result in a fine (See Student Handbook).

Health and Safety Inspections

The University reserves the right for the dean or any other authorized employee to enter any resident's apartment and/or room to ensure compliance with health and safety standards, and to inspect and verify residency. By accepting an apartment in West Oaks, the resident acknowledges this right of entry. This includes the right to inspect the contents of boxes or containers, locked or unlocked; however, such inspection will be done in the presence of the student, except when the safety and protection of residents is believed to be in danger.

Illness

Residents who feel too sick to go to class must see the nurse at Health Services. If you feel too sick to get out of bed you should call Health Services, x7840, and speak to the nurse. The nurse must issue any sick letters or excuses for missing class. It is the responsibility of Health Services, not the residence hall dean, to determine whether or not an illness is serious enough to warrant absence from class (See Health Services).

Incense/Candles/Flammables

Residents may not burn anything, incense, candles, etc. in their apartments at any time. Such behavior is a violation of school policy and could lead to property damage. Violations of this policy will result in a \$150 fine and the possibility of suspension or prosecution. (See incense/candles/flammables)

Keys

All residents receive an apartment, a mailbox key and a gate card at check-in. Each resident is responsible for his/her own keys. You must report the loss of your key(s) to the office.

Because of the additional expense and time, the charge for losing your apartment/room key is \$100 mailbox key is \$10, and gate card is \$15 payable to West Oaks.

Copying of room and/or apartment keys by a resident is strictly prohibited and will result a \$100 fine.

Residents who lock themselves out of their apartment or room must see the dean or RA. The charge for opening your door from 7:00 a.m. to 11:00 p.m. is \$5; from 11:00 p.m. to 7:00 a.m. the charge is \$10. **It is not the responsibility or duty of the dean or RA to unlock your door for you.**

Laundry Facilities

All of the residence halls including West Oaks and Annex are equipped with washing machines and dryers. Each student who lives on-campus is required to pay a \$35.00 per semester fee for laundry use.

Letter of Counsel/Disciplinary Notice

Residents who commit violations of University or apartment policy will be required to see the Assistant Facilities Coordinator or the dean of West Oaks. Violations that result in social or citizenship probation will automatically require the resident to be reassigned to Wade or Edwards Hall.

Mail

Each apartment has its own mailbox. The U.S. Postal Service will deliver mail. All correspondence from the dean, assistant dean, or the campus will be distributed at room check.

Operating a Business

Operating a business from your apartment is strictly prohibited. Violators will be fined and/or evicted.

Outdoor Cooking

Special arrangements must be made with the dean in order to have an outdoor cooking (Barbecue) event. No cooking is allowed on the balcony or patio.

Parking

West Oaks residents with cars receive a West Oaks parking sticker from campus safety. Residents should park their cars within the **clearly marked** stripes in front of West Oaks. Residents should **not** park at an angle in the parking space or take up more than one space. Residents are not allowed to park in the RA or dean's space.

Visitor/Guest parking is limited to designated areas. Cars without a West Oaks parking sticker will not be allowed to park overnight.

Violations will result in a fine and/or your car being towed.

Pets

No Pets are allowed.



Quiet Hours

Quiet hours are in effect from 10:00 p.m. - 8:00 a.m. daily. Any noise causing disruption of a resident's sleep or study is prohibited. This includes noise both outside and inside whether part of a social gathering or not. Those who violate this policy face reassignment to a residence hall or eviction.

Repairs

All apartment repairs must be reported to the dean or assistant facilities coordinator immediately.

Sabbath

As a Seventh-day Adventist institution, Oakwood University believes in the sanctity of the Sabbath. Activities, music played, and conversation should be of a sacred or religious nature during Sabbath hours. Every resident is expected and encouraged to attend Sabbath services and take advantage of the rich blessings received as a result of being there. On Sabbath morning we encourage everyone to attend a church service.

Security Deposit Refund

Refunds will be administered according to University guidelines.

Security Gates

The security gates will be locked for controlled access every night between 6:00 p.m. and 6:00 a.m. Residents must use their gate card for access. Visitors can call the clubhouse for access (during clubhouse hours) by dialing #000. There is a fine for residents who fail to carry their gate card and call the clubhouse for access. After the clubhouse closes (hours are posted in clubhouse and may vary) access is by gate card only.

Social Gatherings

All social gatherings must receive authorization and be scheduled in advance with the dean. Events must end by 11:30 p.m. **No social events scheduled on Friday evenings.**

Vandalism

Those who damage or deface University property or property belonging to others will pay restitution for those damages and will face fines, eviction and/or prosecution.

West Oaks Complex Meetings

Building or complex-wide meetings may be held several times a year. Attendance at these meetings is mandatory. You will be responsible for informing your RA if you're not able to attend a meeting. Residents are held responsible for information dispensed at meetings that they did not attend. The purpose of these meetings is to provide all residents with the opportunity to discuss community issues. You will be responsible for all information at these meetings. So if you miss one, be sure to talk with someone who attended.

Worship

There are no worship requirements for West Oaks residents but residents are encouraged to develop their own personal devotional schedule and continue to participate in the community worship experience that is held once a week in the office.

FINES AND CHARGES

CODE OF CONDUCT FINES

Code of conduct violations will result in a monetary fine and/or disciplinary actions. **Fines will double with each subsequent violation and the student will enter the disciplinary system.** The following are **minimum** charges that will be applied.

Room/Apartment Cleanliness	\$50
Inappropriate Dress	\$25
Jewelry	\$50
Loud Music	\$50
Illegal Entry/Exit of apartment	\$250
Use of Profanity	\$25

WEST OAKS DAMAGE/CHECK-OUT CHARGES

Damage to items not listed may be charged at cost plus labor. The following are **minimum** charges that will be applied:

Counter top	\$150	Blinds	\$100
Furniture	Varies*	Failure to clean apt. (Check-out)	\$250
Carpet/Floor	\$150	Lost Key	\$100
Dismantling Smoke Detector	\$150	Removal of Furniture	Varies*
Improper check-out	\$150	Late Departure	\$ 50/day
Holes in wall	\$100	Microwave, Stove, Refrigerator	At Cost
Door/lock	\$100	Dirty microwave, stove, or refrigerator	\$25-75
Broken Window	\$100	Stove top drip pans	\$25
Screen	\$100	Shower clips	\$25
Mattress	\$100	Shower Heads	At Cost

* Depends on furniture damaged or removed

The above fines are only a general list. Other violations and damages could result in a fine being issued as determined by the dean.

***Your Student Services and Residential Life staff hope that the pages of this book will provide the information you need to make living in residential housing a successful and pleasant experience. Do not hesitate to ask questions of any of the staff.
We are here to help.***