

Andrews University Residence Hall Handbook

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Andrews University Mission Statement

Andrews University, a distinctive Seventh-day Adventist Christian institution, transforms its students by educating them to **seek knowledge** and **affirm faith** in order to **change the world**. Andrews University students will:

Seek Knowledge as they

- Commit to a mindset of intellectual discovery
- Demonstrate the ability to think clearly and critically
- Communicate effectively utilizing multiple media
- Understand the arts, letters and sciences from a Christian point of view
- Become competent to serve humanity in their chosen disciplines and professions
- Prepare for meaningful work in a complex, technological, and global society

Affirm Faith as they

- Nurture life in the Spirit through a personal relationship with Jesus Christ
- Deepen their faith commitment and practice
- Demonstrate personal and moral integrity
- Embrace a wholesome way of life
- Respect ethnic and cultural diversity

Change the World as they

- Cultivate the capacity for creative problem-solving and innovation
- Commit to generous service through civic engagement
- Create a caring culture of global leadership
- Carry out the worldwide mission of the Seventh-day Adventist church

Division of Student Life Mission Statement

Student Life assumes an integral role in the development of Christian character and critical thinking consistent with the philosophy of Seventh-day Adventist education, which is designed to guide students to the Redeemer.

We support the mission of the University by nurturing students for:

- Continuing growth in Christ
- Developing positive and rewarding relationships
- Accepting and appreciating diversity
- Developing personal integrity reflected in a balanced spiritual, mental, and physical lifestyle.

Contact Information

Lamson Hall

Front Desk: 269.471.3446

Fax: 269.471.6182

Address: 8585 University Blvd. Berrien Springs, MI 49104

Meier Hall

Front Desk: 269.471.3390

Fax: 269.471.3671

Address: 8445 W Campus Circle Dr. Berrien Springs, MI 49104

University Towers

Front Desk: 269.471.3360

Fax: 269.471.6659

Address: 8400 W Campus Circle Dr. Berrien Springs, MI 49104

Mailing Addresses for Residents

Resident's Full Name

Room # _____ Hall

and street name

Berrien Springs, MI 49104

Dean Directory and Division of Responsibilities

Jennifer Burrill, *Asst Vice President for Residence Life/Asst Vice President for Campus & Student Life*

Office: Student Life

Email: burrillj@andrews.edu

Phone: 269.471.3215

Responsibilities:

- Administration
- Community Residential Application Processes
- Financial Management
- Website

Matthew Fitting, *Dean for Undergraduate Residence Life/Associate Dean for Student Life*

Office: Lamson and Meier Halls

Email: mfitting@andrews.edu

Phone: L: 269.471.6601; M: 269.471.3395

Responsibilities:

- Administration
- Undergraduate Student Development
- All Undergraduate Student Conduct and Care
- Staff Management (full-time deans and student employees)
- Corporate Communication
- Student Life Conduct Council Membership
- Student Leadership Training and On-going Mentorship
- Scheduling

Christina Hunter, *Dean for Graduate Residence Life/Associate Dean for Student Life*

Office: University Towers

Email: hunterc@andrews.edu

Phone: 269.471.3663

Responsibilities:

- Administration
- Graduate Student Development
- All Graduate Student Conduct and Care
- Staff Management (UA Director and UT student employees)
- Corporate Communication
- Student Life Conduct Council Membership
- Co-Curricular Program Planning
- CFE/Career Services Liaison

- Safety and Security Oversight
- Advocate Case Processing and Management
- Student Success Center/Counseling and Testing Center Liaison
- Social Work Intern Supervision
- Academic Support
- Social Program Planning
- AUGSA Sponsorship and Mentorship

Keila Carmona, *Assistant Dean for Student Intervention*

Office: Lamson Hall

Email: keilac@andrews.edu

Phone: 269.471.6603

Responsibilities:

- USIT Liaison
- Advocate Case Processing and Management
- Front Desk Operations (Lamson Hall)
- Student Success Center/Counseling and Testing Center Liaison
- Social Work Intern Supervision
- Academic Support

Ana Agustina De La Cruz, *Housing Coordinator*

Office: Student Life

Email: rhhousing@andrews.edu

Phone: 269.471.6665

Responsibilities:

- Residence hall housing assignments
- Residence hall housing charges

Fitzroy Duncan, *Assistant Dean for Residence Hall Facilities and Operations*

Office: Lamson Hall

Email: fitzroyd@andrews.edu

Phone: 269.471.6699

Responsibilities:

- Facility Management
- Liaison with Plant Service, Custodial and Plant Administration
- Facility projects and renovations
- Custodial and maintenance management

Ethan Jasper, *Assistant Dean for Student Development*

Office: Meier Hall

Email: jaspere@andrews.edu

Phone: 269.471.3393

Responsibilities:

- Co-Curricular Program Planning
- Front Desk Operations (Meier Hall)
- CFE Liaison
- Career Services Liaison
- Assistant for Student Leadership Training and On-going Mentorship
- Student Intervention Assistance

Adam Nakamura, *Assistant Dean for Student Development*

Office: Meier Hall

Email: nakamura@andrews.edu

Phone: 269.471.2757

Responsibilities:

- Evening Accountability Records
- Honor Status Processing
- Health Club Supervision (Meier Hall)
- Student Life Conduct Council membership
- Safety and Security Oversight
- Noise Violation Accountability

Trudean Scott-Elliott, *Assistant Dean for Community Connections*

Office: Lamson Hall

Email: trudean@andrews.edu

Phone: 269.471.3437

Responsibilities:

- Health Club Supervision (Lamson Hall)
- Dean Initiatives for Student Connection
- Special Event Recognition
- SILA Liaison
- Student Care:
 - International Students
 - Non-SDA Students
- Social Program Planning

Andrews University Residence Life Resident Agreement

This Residence Life Resident Agreement is by and between Andrews University and the below-signed student (the "Resident").

Resident will not be permitted to occupy a room prior to the published move-in dates or beyond the published end date of the semester without an additional charge. Andrews University reserves the right to make changes to move in and move out dates per maintenance, housekeeping, health and safety, or University needs.

Resident acknowledges that Andrews University does not guarantee assignment to a specific residence hall, type of accommodation, specific roommate, or single room. Resident further acknowledges that Andrews University reserves the right to change or cancel room assignments in the interests of order, health, safety, or discipline.

Rights, Rules, and Regulations: Residents are entitled to all rights provided to them in the Andrews University Student Handbook and the Residence Life Handbook. The University reserves the right to establish or modify policies and procedures that have campus-wide application, which apply to residence halls. Resident also agrees to comply with all the obligations, rules, regulations, and policies contained in the Student Handbook (including the Code of Student Conduct) and the Residence Life Handbook, as well as any amendments thereto (collectively hereinafter "University Policies").

Because we are in partnership with your parent/s for your care and success, your parent/s/legal guardian will be informed of significant health, safety, or citizenship concerns, as is stated in our written policy.

Room Entry and/or Search: In accordance with the [room search policy](#), members of the University and/or Residence Life Staff may enter Resident's rooms at any time while fulfilling their administrative responsibility to address health and safety concerns.

Insurance of Personal Property: Andrews University assumes no responsibility to hold or protect Resident's property and shall assume no responsibility for the theft, destruction, or loss of money, valuables, or other personal property belonging to or in the custody of the Resident for any cause whatsoever, whether such losses occur in the student room, storage rooms, public areas, or elsewhere in the hall. Residents are advised to keep their rooms locked. Residents are advised to carry their own insurance protection against loss or damage.

Responsibility for Damage or Loss: Resident agrees to be liable for any damage or other loss that Resident causes to the building, room furniture, fixtures, and equipment. Damage within a room is the responsibility of the residents assigned to that room. Resident will be expected to complete the online room inspection form sent to his/her University email address within 24 hours of checking in. Damages that occur in public areas (e.g., restrooms, lounges, etc.) that are not attributable to a specific individual or group shall be shared equally by the

residents of the living area where these damages occur. Resident agrees to pay such damages to Andrews University upon demand and, upon a failure to do so, Resident consents to having the cost of the damage charged to Resident's student account.

Residence Hall Closure: Lamson and Meier Halls will close at 12 noon the Monday following the end of Fall semester and will reopen at 12 noon on the Wednesday morning prior to the beginning of Spring semester. You will need to contact your residence hall dean, in advance, should you need a place to stay during this closure period.

It may also become necessary to close the residence halls due to unforeseen circumstances beyond the parties' control. Failure or delay by either party in performing its obligations under this agreement will be excused, if and to the extent such failure or delay is caused by any circumstances beyond the non-performing party's reasonable control, including but not limited to acts of God, fire, natural disasters, epidemic, pandemic, quarantine restrictions, public health restrictions, war, civil unrest, or the passage of law or any action taken by a governmental or public authority.

Termination by Andrews University: Andrews University reserves the right to terminate this agreement and take possession of any room, at any time, for violation of any provision of this agreement or University Policies. Andrews University may also be required to terminate this agreement for health and safety reasons. Upon termination of this agreement, Resident must immediately vacate the residence hall in accordance with the terms specified by Andrews University. If this agreement is terminated for health and safety reasons, the University may rebate a portion of residence hall charges on a prorated basis for residents who complete the check-out process.

Termination by the Resident : Resident may be released from this agreement under the following circumstances:

- A. Completion of degree requirements.
- B. Withdrawal from Andrews University.
- C. Permanently move out of the residence hall in accordance with University Policies
- D. Due to extenuating circumstances as granted by the Assistant Vice President for Residence Life and/or Vice President for Campus and Student Life.

EVERYTHING YOU NEED TO KNOW

The handbook and policies are not considered to be a comprehensive list of guidelines. Changes, deletions, and additions will be made as necessary. The policies of this handbook and Andrews University's Student Code of Conduct have been accepted by each person who enrolls as a student at Andrews and those who live in the residence halls.

Administrative Assistant

The administrative assistant's hours are posted on their door on the first floor of each building. Please plan your office business during those hours.

Activity Center

University Towers: The Activity Center is available for leisure activity and gatherings for all University Tower Residents. To reserve the activity center please contact the administrative assistants. You may check out gaming equipment at the front desk. The Activity Center kitchen is not available for student use.

Aerobics Room

Lamson Hall: This area in the east basement next to the health club, offers space for scheduled health club aerobics classes, personal study, instrumental practice, etc. To protect the flooring, no chairs, food or drink is allowed.

Appliances

Hot plates, electric frying pans/griddles, oil popcorn poppers, toasters, halogen bulbs, unapproved space heaters, open flame appliances, etc. are banned because of possible fire hazards. Discovery of these items in your room and any other unauthorized items will result in confiscation and fines.

In room cooking is permitted with the use of microwaves, hot air poppers, water heaters with concealed coils and rice cookers. **All devices need to have an automatic shut-off feature.** Use extreme caution in their use and store all foods in sealed containers. Residents may use other electrical cooking appliances in kitchen areas only. All cooking should remain supervised from start to finish to avoid fires. Even approved appliances may need to be unplugged if there is too great a power drain. When the electricity goes off, give your room number to the front desk receptionist and immediately unplug anything not in use.

In room refrigerators should be small, about 3-4 cubic feet capacity. Our electrical capacity will not permit air conditioners of any size. Irons should only be used in designated areas and should never be left unattended. Use clip-on study lights with caution as these can cause fires if left unattended. Halogen bulbs are not to be used. Electric/portable heaters cannot have an exposed heating element or a metal screen/heating element cover. They must also be approved with the UL symbol. **(UL)**

Lastly, residents are not allowed to plug heating and high energy demanding appliances into power strips (use for low energy demand electronics such as computers, radios, etc.).

Extension cords are not allowed per the Michigan Fire Marshalls. Appliances must be plugged directly to the wall outlet.

Auto Usage

Vehicles must be insured and have a current registration sticker on their vehicle from Campus Safety at a cost per vehicle.

Babysitting

To preserve an environment conducive to sleep and study, and because this environment is not suited to the needs of children, they are not to be cared for in the residence halls.

Bed Bug Treatment

If you think you may have bed bugs, please see a Dean or the Administrative Assistant. They can provide you with a treatment preparation list and additional information concerning the issue.

Bicycles

Your bicycle must be registered at Campus Safety and the registration sticker firmly affixed, both as a safety precaution in case of loss and as a means of indicating which bikes are abandoned. We are not responsible for your bicycle's safety. Therefore, be certain that it is locked and occasionally checked on when not in use.

Fire and safety regulations require that bikes not be parked in halls, stairwells, etc., nor outside any building entrance except in bike racks. Bikes deemed abandoned by lack of use, without registration stickers, or being parked in unapproved areas will be removed and bikes and chains disposed of. The university is not responsible for any resulting cost.

Campus Safety

Security is everyone's responsibility. Campus Safety officers provide valuable services to residents. These include reporting and investigating theft, marking and recording electronic equipment, providing on campus security escorts (availability, necessity, and covid19 restrictions are factors), and aiding in medical emergencies. Their role on campus is needed and your respect and cooperation are expected. Failure to cooperate may result in disciplinary action.

<https://www.andrews.edu/services/safety/policies/index.html>

Chapel

Lamson Hall: Doors will only be unlocked at your request for your personal bible study, practice, and prayer needs. Reservations for rehearsals should be made with the administrative assistant during office hours.

Meier Hall: For single use programs, please contact the Dean for Student Development.

University Towers: Reservations should be made with the administrative assistant during office hours.

Check In/Out Procedures and Room Changes

Each residence hall has specific guidelines for an orderly check in and out process. A room request along with a deposit must be made in order to secure a room for the school year. To be able to check in, residents must be financially cleared and assigned a room. Information will be given to residents via email, flyers, and/or informational sessions regarding check out procedures. Rooms must be cleaned and items removed from room and hallways in order to be eligible for a proper check-out. Fees will be assessed for broken, torn, and/or missing room

items. **Room deposits may be forfeited if the proper check out procedures are not followed.**

To make proper arrangements to move to another location within the residence hall during the school year, please contact the residence life housing coordinator at rhhousing@andrews.edu.

Moving carts should never be stored in your room, in the stairs, moved outside without permission or transferred from floor to floor unless living in a building with elevators.

Students wanting to move off campus must be a graduate student, 22 years or older, or approved by the appropriate staff in Student Life. Approval must be granted prior to moving out of the residence hall. Those who do not secure the needed approval before moving may jeopardize their student status.

Citizenship Responses

Disciplinary actions are consequences of your personal choices. When you choose to violate a policy of Andrews University and/or the residence halls, you should also consider and expect the associated consequences.

When you receive notification to see a dean, it is essential that you respond promptly. If they are not available, leave word via email or note so that they know that you came to see them. Depending on the severity of the situation, any of these steps may be bypassed at the discretion of Student Life personnel. In general, however, it is processed in this order. Everything contained in a letter is applicable whether or not the recipient reads it.

Counsel or Letter of Counsel: verbal or in the form of evening accountability or co-curricular attendance memo, email, letter, etc. to inform residents of violation of University regulations and to give counsel. Parent(s), emergency contact(s), and/or legal guardian(s), etc. may be but are not generally notified at this point.

Letter of Warning: indicates that a resident has been involved in a more serious disregard of University expectations. Honor status will be removed. Further incidents may lead to probation, suspension, withdrawal, or dismissal. Parent(s), emergency contact(s), and/or legal guardian(s), etc. will be notified.

Letter of Probation: This action indicates that residence hall expectations have been seriously disregarded and places the resident on probation for a determined amount of time. The resident's status is considered tentative and further disregard may lead to suspension, withdrawal or dismissal. Restrictions and requirements will vary according to situation and are determined by Student Life personnel. These may include but are not limited to removal of honor status, class curfew, late entrances, overnight leaves, use of TV and sound equipment, as well as requiring counseling, restitution, community service, writing papers on assigned educational topics, etc. Parent(s), emergency contact(s), and/or legal guardian(s), etc. are notified and a hold on registration and student status may be placed. The resident is responsible for limiting their activities in accordance with the probationary guidelines. Future probationary actions may result in immediate suspension, withdrawal, or dismissal for those who have previously been on probation.

Letter of Suspension: This action may suspend the resident from classes and work. Specific terms of suspension are determined by the nature of the violation and are at the discretion of the Student Life personnel and may involve probationary guidelines and/or mandatory counseling. A resident on an off-campus suspension should not return to campus or to the residence hall until the suspension is complete. It is the responsibility of the resident to contact

teachers and work supervisors. Should a suspension be arranged on campus, any of the above probationary guidelines may apply during as well as following the suspension. Parent(s), emergency contact(s), and/or legal guardian(s), student's academic dean(s) and advisor(s), etc. will be notified and a hold for registration and student status may be placed.

Letter of Dismissal: This action results in permanent separation from the University. This action may be given for results from a serious one-time offense, failure to complete terms of a suspension, failure to comply with substance abuse or drug testing codes, refusing to release such information to university officials, failing a drug test, etc. Parent(s), emergency contact(s), and/or legal guardian(s), etc. will be notified.

If a resident engages in any of the following on or off campus, they should expect a serious disciplinary response, up to and including dismissal from the University. The list is not comprehensive, but provides examples of matters the University takes seriously. For details on the appeal process and a more detailed listing of student expectations and disciplinary responses, see the Andrews University Student Handbook.

- Repeated or blatant disregard of residence hall policies
- Being unaccounted for overnight
- Alcohol/drug use, possession or paraphernalia
- Dishonesty in any form including but not limited to
 - Telephone fraud
 - Stealing
 - Lying
 - False sign ins/outs
 - False overnight leave information
 - Etc.
- Theft of any kind
- Visiting with the opposite sex anywhere but approved lobbies
- Discriminatory language or behavior
- Pulling false alarms
- Tampering with security access systems
- Using someone else's ID card or code to gain access to a building or information
- Failure to respond to a dean's message in a timely fashion
- Participation in organizations that have not been registered and approved by the Office of Student Life
- Sexual misconduct including but not limited to violations of biblical teaching of sexual morality including pre-marital sexual activity, adultery, pornography, and other internet sexual misconduct
- Verbal, written, and physical abuse, as well as other forms of disrespectful, threatening, intimidating, harassing, obscene or stalking behavior which endangers the health or safety (mental, emotional, physical, or spiritual) of any person. This includes phone calls, emails, and all forms of social network and cyber bullying
- No weapons of any kind are allowed on campus. These items may be confiscated and not returned. The term weapons include but is not limited to:
 - Firearms
 - Look-a-like firearms
 - Explosive devices
 - Switchblades
 - Knives
 - Martial arts weapons
 - Paint-ball guns

- BB guns
- Airsoft guns
- Pellet guns
- Bows and arrows
- Kitchen knives and other culinary instruments not used for their designed purpose
- Other dangerous weapons
- Violation of the Andrews University's Computers and Networks Usage Policy and abuse of computer network and time (but not limited to):
 - Sending obscene, abusive, or disrespectful message(s)
 - Communication in a disrespectful and/or slanderous manner in emails or online social communities
 - Falsifying the source of a message or email
 - Violating any code of student conduct
 - Entering into a file, transferring a file, or use of another's identification and password without authorization

In the event of a student making false statements/charges, fees will be assessed for the time involved in the process of investigation.

Co-Curricular Programming

The Andrews University Co-curricular Program seeks to holistically develop students across mind, body and spirit. Within this aim, Residence Life programming seeks to teach students to live well while living well with others. We design each engagement around the following values and outcomes:

- **Transferable Skills-** From professional development to life hacks to adulting, we seek to prepare the student for daily life beyond formalized education.
- **Character Development-** More important than the question of what the student will become, we focus on who the student is becoming. Timeliness, integrity, respect—all are pieces of a moral code that we encourage residents to build piece by piece.
- **Relational Influence-** Earning chips one by one so they can be cashed in when it counts, we seek to create pockets of time and space as touchpoints between staff and students.
- **Living-Learning-** More than just a demonstration, we seek to transition the student from a passive observer to an active participant with the phrase, "Now you try!"
- **Service Engagement-** Learning to live well with others means learning to look for opportunities to serve others. We seek to connect our community with other communities through service.
- **Faith Activation-** How does the seeming stagnation of belief interact with the perpetual motion of daily life/ We seek to help students build a framework of faith and use it as a guide for daily life.
- **Physical Purpose-** A cracked vessel doesn't hold much. But more than becoming a holistic vessel, we seek to teach the student to value physical health as the pathway towards a greater purpose.
- **Worldview Awareness-** Is education meant to benefit the student or to prepare the student to benefit others? We seek to challenge students to think beyond themselves and ask the big questions as a part of their development.

Andrews University students are asked to attend co-curricular engagements. For more information and details regarding programs including requirements and options, please visit www.andrews.edu/life under Involvement & Activities.

Computers and Labs

Our computer labs and printers are available exclusively to active residents of the residence halls. Please use the lab specific to the residence hall you are checked into. It is necessary to provide personal supplies such as virus free flash drives as documents should not be saved on the hard drive. The residence halls are not responsible for viruses or their results. Please limit operating time to 2-hour blocks. Report equipment problems to the administrative assistant.

The computer labs in the residence halls are open for 24 hours each day. A card reader is installed at the door to help secure the lab for the use of current residents only. You have the right to deny entrance to anyone without a card and to report use by anyone who is not a current resident.

Academic usage will always receive priority over non-academic. Residents must relinquish space to someone who needs the computer for academic work. If you are the person needing to complete academic work and find others not willing to move, contact a Dean or the Administrative Assistant.

Please do not eat or drink in the labs.

Locations:

Lamson Hall: East lobby across from kitchen

Meier Hall: First floor of the east wing

University Towers: Main lobby, Damazo 1st-3rd conference rooms (printer on 2nd floor), Burman Ground floor lounge with printer

Curfews

The University observes a campus curfew of 11pm, except Saturday when it is at midnight.

Lamson and Meier Hall: Regardless of class curfew, residence hall room check begins at 11pm, Sunday through Friday, and 1 am on Saturdays. Regardless of curfew standing, please be prepared to present your AU ID card at the front desk if you are entering, exiting or getting checked in for room check for the night. If you do not have your ID card, please check in on the evening accountability sheet located at the front desk. All students are required to get checked in each night by your RA or by going to the front desk. It is the resident's responsibility to be accounted for each night.

Class Standing	Sunday-Friday	Saturday
Freshman	11:00 pm	1:00 am
Sophomore (or 20-y-o)	12:00 am	1:00 am
Honor Sophomore	1:00 am	1:30 am
Junior (or 21-y-o)	1:00 am	1:30 am
Honor Junior	2:00 am	2:00 am
Senior	1:00 am	1:30 am
Honor Senior (or 21-y-o)	No Curfew	No curfew
22-y-o	No Curfew	No curfew

University Towers: Graduate students and undergraduate students 22 and older have no curfew.

Damages

Damage and repair costs anywhere in the building will be charged to the student responsible. Damage of an accidental nature that is promptly reported may avoid charges. Be especially careful not to leave disfiguring marks on walls, furniture, and doors. Items placed in rooms should be posted with a non-mar wall putty. Damages will result in fines.

Damaging stairs due to dragging heavy items or stairwell use of luggage carts may result in fines as this also creates a safety hazard. Because of potential carpet damage caused by liquid bleach, only dry powder bleach is acceptable to use in the residence halls. Liquid bleach may be removed when discovered.

Dean Availability

If a dean is not in their office, please check their door for their on-duty hours, check with the front desk for who is on duty, leave a note, email, or voicemail for the dean. If you are coming to see the dean for emergency purposes, let the desk know so that they can get assistance right away.

Lamson and Meier Hall: There is a dean on duty 24 hours, 7 days a week.

University Towers: The Dean is available during normal business hours. A Student Dean is available during posted hours on select evenings.

Decorations

It is expected that the nature and taste of your activities and décor will be in accordance with Christian values. Inappropriate items may be removed by a residence hall staff member.

Glue, tape, nails, stick-ups or paste on hooks are not to be used on any surface. Non-marring adhesives can be used on the walls and doors. Following occupancy, rooms are thoroughly checked for damages and charges applied as necessary.

Due to fire safety, wrappings cannot cover more than 50% of your door at any time.

Desk Services

We are happy to provide a number of services at the front desk. Though endeavoring to be of service, the desk is not to be considered a delivery/pick up depot. Personally return items to those from whom you borrow them.

Packages and Mail

Packages can be received at the front desk. A notification will be emailed to you if you have a package. Other mail such as letters and magazines will be placed in your mailbox.

Mailbox Locations

- Lamson Hall: Basement
- Meier Hall: 1st West Hallway
- University Towers: Main Floor Vending Machine Room

Hours

Lamson and Meier Hall: Generally, the front desk operates 24 hours a day.

University Towers: Desk will operate from 9am-midnight, Sunday through Thursday and from 9am-1am on Friday and Saturday.

What's Offered?

Lamson Hall: vacuums, toilet paper for west residents, games

Meier Hall: vacuums, cleaning supplies, toilet paper, irons, snow shovels and ice scrapers

University Towers: remote for Burman glass room TV, computer mouse for conference room computers, vacuums, ironing boards/irons, games, snow shovels and ice-scrappers

Dining Services

Dining Services is located in the Campus Center. The Terrace Café is on the second floor and the Gazebo is on the main floor. Undergraduate students are required to be on a meal plan. Petition forms for rare exceptions are available from the Dining Services office. Please call 3115 for the menu and hours of operation.

Door Name Tags

Lamson and Meier Hall residents must have a clearly printed name card in the holder on the outside of the room door to aid in the delivery of messages, notes, etc. If your name card needs to be replaced, see your RA. University Towers does not provide name tags or requires them.

Dress

Please refer to the Andrews University Handbook for this information.

East Rooms in Lamson Hall

Lamson Hall: Residents living in the east rooms should open their room windows for 10-15 minutes per day to allow for fresh air to enter the environment since it is a self-contained system.

E-Mail

Residents will receive university information at your AU email address including but not limited to course changes, room reservation processes, news, events, registration details, housing confirmations, messages from a dean, etc. Each resident will be held accountable for information shared via this address. It is our recommendation to check your email daily. If you use a different email, have your AU email forwarded there.

Employment Off Campus

Students working off campus are encouraged not to work during sabbath hours. If your job regularly requires you to return after your class curfew, please make arrangements in advance with the dean by bringing a signed copy (or having your supervisor email) with contact information and verification of work time and date.

Entertainment

Andrews University expects its students to make wise choices regarding entertainment. How you decide to be entertained has a direct impact on your life overall as well as your eligibility to remain a student. Please see the Code of Student Conduct in the Andrews University Handbook.

Entrances and Exits

Lamson and Meier Hall: All exits (except the desk entrance) are automatically locked and must be accessed with your ID card between the hours of 5AM-11PM Sunday-Friday and 1PM on

Saturday night. At 11PM, Sunday-Friday and 1 am on Saturday nights, the front desk is the only exit or entrance residents should use. Please make sure to sign in and out during those times. All other exits will be alarmed and going through them may result in disciplinary actions.

A fine along with a disciplinary letter will be given for anyone who bypasses the front desk. All letters will be placed on file and may be sent to parent(s), emergency contact(s), and/or legal guardian(s).

- 1st offense- disciplinary letter, \$50 fine
- 2nd offense- disciplinary letter, \$100 fine, loss of honor status
- 3rd offense- disciplinary letter, \$150 fine, probationary contract
- 4th offense- disciplinary letter, \$200 fine, meeting with Student Life Deans' Council

University Towers: All exits (except the main desk entrance) are automatically locked and must be accessed with your ID card at all times. The main desk entrance is automatically locked at midnight and then must be accessed with your ID card.

Evening Accountability

Andrews University's residential community is committed to implementing accountability initiatives to promote whole person education for success and safety.

Students are expected to use mature judgment in making choices as it pertains to evening accountability. We implore you to take into consideration the best use of your time and the amount of sleep and study time necessary for optimal health and welfare. To aid in this endeavor, RAs and Student Deans may use room check time (and other times) to talk and offer assistance for your well-being.

Accountability

Lamson and Meier Hall: Though curfews vary by class standing, room check is at 11:00 pm Sunday through Friday and 1:00 am on Saturday nights. At room check time, you are required to register your presence in the residence hall. You may meet this requirement by checking in at the front desk or contacting one of the on-duty RAs conducting a room-by-room check on halls. If you are in the residence hall but have not seen your RA, please account for yourself with the front desk receptionist. It is your responsibility to get checked in each night regardless of curfew status.

A resident who returns at 4 am or after fails to account for themselves before 4am will be considered unaccounted for. A resident must meet with a dean within 24 hours to discuss matters. Should you not, you can expect parent(s), emergency contact(s), legal guardian(s), teacher(s), roommates, and/or friends to be notified in order to determine your safety.

You can expect that residence life staff will utilize your cell number for instances of unaccountability.

University Towers: Residents of University Towers do not have an evening curfew and will not be accounted for or checked in during evening hours. Even so, students are strongly encouraged to fill out an appropriate overnight leave request.

Late Entrances

Coming in within an hour and a half of your curfew is considered a late entrance. All residents are allowed 6 late entrances per semester without consequence. You may accumulate more than one late per night. At 4 am, you will be considered absent for the night. It is encouraged to plan wisely and use your allotted late times wisely.

If you have obtained more than the allotted number of lates, the resident will need to be in communication with a dean to discuss options and/or consequences.

You can expect that residence life staff will utilize your cell number for these instances.

Memos

When a resident receives an evening accountability email or memo to see a Dean, they must do so immediately, leaving notice if the dean is not in or available.

Extended Curfews

They are given under rare and special circumstances and must be pre-arranged with a dean. If a medical or auto emergency prevents your timely return, you should contact the dean on duty during office hours or through the front desk (if you are physically able) so that we are aware of the situation. The burden of proof will always be yours.

Overnight Leaves

If you rent a room in the residence hall, you are expected to actually live in the residence hall. Occasional overnight leaves are expected, but residents will be expected to spend more than 50% of each week (except school vacations) in the residence hall. While living in the residence hall, all usual curfews, late entrances, limitations, co-curricular attendance requirements, etc. will apply.

Andrews University takes seriously the safety and well-being of its residents and extends this concern to knowing where residents are any night they are not in the residence halls. In addition, the university reserves the right to put into action any precautionary steps deemed necessary for the safety and health of our community including COVID-19 restrictions.

All residents must submit an accurate overnight leave. Residents with curfews should wait for approval before leaving. It is our recommendation to put in your requests at least 24 hours before departure to give the deans enough time to look through, approve, or ask additional questions. If you need to submit a request with less than a 24-hour time period for approval, you must speak directly with the dean on duty.

Approved leaves must be used to spend the entire night at the location stated on the leave, not to be used in order to return to the residence hall past curfew. Leaves are canceled at any time residents fail to go to the approved location or when they return to the residence halls during an approved overnight leave request. If plans change after an OV has been sent in or approved, the resident is responsible for notifying the dean on duty or entering a new leave request. Deans may call or write to verify a leave or a student's safe arrival. They may also send a copy to parent(s), emergency contact(s) and/or legal guardian(s).

Personal honesty is expected as you fill out the leave requests. Failure to get an OV approved, failure to go where indicated, or any other misuse will result in disciplinary action with copies sent to parent(s), emergency contact(s) and/or legal guardian(s).

Parents may choose to complete a parental permission form outlining specific homes their child may stay overnight. In this way, we may be able to approve locations that the university may otherwise need permission for. The university has the right to deny an overnight leave request if it does not fall within their approvable guidelines.

To gain approval for overnight leave requests, please consider the following. The full name of the host family or person, address and phone number must be indicated before the request will be considered.

There are places to which the deans will not approve leaves such as homes of a single opposite sex person living apart from their family, homes the university deems inappropriate, etc.

Lamson and Meier Hall: Leaves are generally approved if it's to a resident's home, grandparent's home, or family home such as a roommate's family or a home with parent(s) or married hosts. Leave requests will generally be granted to Juniors and Seniors to a single same sex home with a 22-year age minimum. Freshman and Sophomores will need parental permission for requests to a single same sex home with a 22-year age minimum within 30 miles of the school. All class standings will need a phone call or email from the host if your leave is to stay with the opposite sex (including family members), significant others with parent(s) or legal guardian(s) present throughout visit, and when traveling and staying at academies, colleges and universities. Approvable sponsors will need to email or call for any coed overnight school trips.

Signing In or Out

Lamson and Meier Hall: All entrances and exits must be made via the front door only between the hours of 11pm-5am Sunday through Friday and 1am-5am on Saturday nights. After that time, all residents and visitors of every status who enter or leave the building must personally and accurately sign in or out. Failure to sign in or out honestly may result in disciplinary action. Residents should never leave the residence hall after their curfew without authorization. Leaving after your curfew, even if you were checked in before, will result in accumulated lates or an absence depending on time exited and reentered. Exiting or entering (whether aiding another or doing so yourself) through any other door may result in a fine up to \$500 and a citizenship response.

A fine along with a disciplinary letter will be given for anyone who bypasses the front desk. All letters will be placed on file and may be sent to parent(s), emergency contact(s), and/or legal guardian(s).

- 1st offense- disciplinary letter, \$50 fine
- 2nd offense- disciplinary letter, \$100 fine, loss of honor status
- 3rd offense- disciplinary letter, \$ 150 fine, probationary contract
- 4th offense- disciplinary letter, \$200 fine, meeting with Student Life Deans' Council

Fines

You are responsible for the condition of your room. Residents must fill out an inventory regarding the condition of the room upon moving in. Once checked in, it will be emailed to you. In order to encourage excellent care of our residence halls, actions which cause or encourage damage or injury will incur fines. Items damaged to the point of needing replacement will result in fining for the total replacement cost, including cost of labor. Here are some examples of fines that could occur.

Bathroom cleaning	\$50+
Broken window, screen or rivet removal	Replacement and labor costs
Bypassing EA procedures	\$50-\$200
Candles, incense, halogen bulbs, etc	\$25
Carpet damage	\$25+
Exit/Entrance violations	Up to \$500
Furniture removed (from any area)	\$10+
If we need to remove and pack items	\$50+
Improper check out	\$250+

Kitchen cleaning	\$50+
Littering (in or out of the building)	\$25+ per item
Lofts installed	\$50+
Lost room keys	\$75+
Mattress pad launder/replacement	\$10+
Pets (other than fish)	\$50+
Wall, door damage	\$10+
Tampering, disconnecting, damage, installing personal wireless access points	Up to \$750

Firearms and Other Weapons

Firearms are strictly forbidden on campus. Possession or use of any weapon will result in disciplinary action. Minimal consequences include restitution for damages and suspension, and may include dismissal and police involvement when necessary. Forbidden firearms/potential weapons include but aren't limited to BB guns, paintball guns, pellet guns, paintball guns, pellet guns, bow and arrow, knives, or any item that may be used as or look like a weapon.

Fire Evacuation and Life Safety Codes

If an occupant of a building becomes aware of smoke, or fire they should activate the nearest fire alarm pull station (an example is shown below) and evacuate the building. If possible while you are exiting the building, you should contact the fire department by dialing 911 and inform them of the situation and provide the street address, building name and the room number or suspected location of the fire and cause if you are aware. If you are not the one who activated the alarm, the moment you hear the alarm and or see the strobe light flashing, you should act immediately to ensure your safety.

The evacuation of a building during a full building fire alarm (hallway's horn and strobes are sounding and flashing on all floors) false, real or drill, is mandatory.

Listed below are some things to consider when evacuating a building, and it must be noted that this list is not exhaustive.

- Occupants should never ignore or assume the alarm is false.
- Always choose the escape route that is safest – the one with the least amount of smoke and heat and is closest to you – but be prepared to escape under toxic smoke if necessary. Upon evacuation of the building, all occupants should proceed to the designated meeting area (assembly point) for accountability.
- Closing doors on your way out slows the spread of fire, giving you more time to safely escape.

Please account for your roommate at the assembly point. Please note, failure to evacuate the building or re-entering the building before the all clear has been given by the fire department/Campus Safety will result in a fine.

Designated Spots

Lamson Hall: *Student Center*

Meier Hall: *University Towers' chapel and activity center*

University Towers: *Small parking lot across the street from main entrance*

Violations

Tampering with fire safety equipment, misuse of smoke detector, inappropriate discharge of fire extinguisher, removing or defacing posted fire regulations, pulling alarm without just case

Willful disregard of fire safety rules and regulations, obstructing hallways, blocking fire exits, propping doors open, improper use of alarmed door, smoking in the building, leaving cooking pots unattended, leaving ovens unattended

Noncompliance with orders, willful disregard and/or interference of orders of fire, police, campus safety officers or residence hall staff

Possession and/or use of incendiary devices, matches, lighters, incense, candles, halogen lamps, fireworks, smoke bombs, flammable liquids, unapproved space heaters, toasters, open coil heating device, hot plates.

Failure to exit during an alarm or drill may result in a fine and letter of discipline, etc.

- 1st offense-\$150
- 2nd offense-\$300
- 3rd offense- \$500

Note that the number of offenses does not reset and will stand against an individual regardless of academic year.

Appeals must be submitted in writing within 5 business days of the incident.

Fire Safety Regulations

Fire regulations require that stairways and halls be free of obstruction and that doors in hallways and stairwells be closed at all times. Fire laws also will not permit storage of flammable liquids, possession or use of incense, candles, potpourri pots, halogen bulbs, or such flammable decorations such as untreated Christmas trees (fire rated artificial trees are okay).

Paper-wrapped doors are not permitted at any time, even during the holiday season.

Upon moving into your room, refer to the fire map for exit instructions and seek all possible routes of escape to the outside. State law requires that all residents participate in mandatory fire drills. If you detect smoke or evidence of fire, pull the nearest alarm station and notify the desk immediately. If you have a health challenge that could impact your safety while here or impair your ability to evacuate the building in the event of an emergency, please contact a Dean immediately upon reading this.

Flyers

Flyers for clubs, events, and job/housing/business opportunities must be approved by the Office of Student Life and posted only on designated bulletin boards. Flyers that have not been approved or have been posted inappropriately will be removed.

Food Delivery

Residents are asked not to have restaurant food delivery during Sabbath hours. Orders will not be accepted at any time on behalf of a resident. If you request food delivery, please be in the lobby to receive it when it arrives.

Fraternities, Sororities, and other Unauthorized Campus Clubs

Due to the exclusivity of fraternities and sororities, and that initiation activities and internal codes of performance and behavior are often in conflict with the standards, expectations, philosophy, and mission of Andrews University, such groups are not permitted on the campus. Membership, attendance, recruiting, or use of symbols may result in major disciplinary action.

Furniture

Room and public space furniture are not to be moved out, dismantled, or moved from or around common areas. Violators will be assessed and fined per item. Beds, dressers, and desks must remain in the room at all times, even if you room alone. Furnishings, sofa cushions, pictures, etc. removed from their place is theft and will result in disciplinary action and a fee. Removing these items from their proper place limits their availability to others. Rooms may be checked at any time and these items will be returned to their proper location.

Damazo and Lamson Hall: If you would like your beds bunked or un-bunked, please fill out a request online. Resting one end of the frame on a dresser or other furniture is prohibited.

Burman Hall: Feel free to un-bunk room beds and contact maintenance for assistance.

Meier Hall: If you would like to bunk your beds, please see the dean on duty or housekeeping to sign out supplies.

Guests

Opposite gender guests are not allowed in your rooms at any time during the day or night without permission from a dean. You may meet such guests in approved areas such as main lobbies. Guests found in unapproved locations will be asked to leave. Students may be subject to disciplinary action.

Guest Rooms

Contact Guest and Convention Services for on campus guest room options as well as nearby off campus options.

Haircutting and Dying

Hair is not to be cut or dyed in kitchens, lobbies, or lounges. When doing hair care in your room, please be sure to clean up thoroughly. Please see the dean for approved locations for hair care such as cutting or dying.

Health and Wellness

Please refer to the Andrews University Handbook.

Health Club

Lamson and Meier Halls have health clubs in their basements available for resident use. For more information on classes and hours, please see the residence hall website and/or the health club doors.

Health Insurance

Students are charged an automatic and non-refundable charge for student insurance. Contact Human Resources at 3302 if you have any questions or for additional information about how to opt out of this plan.

Health Services

Residence hall students may be eligible for limited health care with University Medical Specialties if their insurance can be billed for the visit. Please refer to the Student Insurance Office or the University Medical Specialties website for the types of insurance accepted. Students should plan on bringing their insurance information when they visit.

Should you need to see the doctor during office hours, call for an appointment, at the same time making it known if you need transportation to and from the appointment. If teachers require a doctor's note for being absent or late to class due to your appointment, please request one from the doctor at the time of your appointment.

If you have an emergency after regular hours, feel free to call and speak with the on-call doctor who can help assess your needs. Should you feel the need to go to the emergency room, contact the dean on duty for Lamson or Meier Hall residents or campus safety for University Towers residents. They can help you to assess whether the trip is necessary.

Should a medical or psychological emergency require intervention, a University treatment team will pool their insights and observations in order to make the best decision. Parent(s), emergency contact(s), and/or legal guardian(s) and teacher(s) may be notified. Costs arising from assessment and treatment of such an emergency will be assumed by the student.

If you have a health challenge that could impact your safety or impair your ability to evacuate the building in the event of an emergency, please communicate this with a dean immediately. In addition, if you have a medical diagnosis that requires special care, please see a dean.

Medical Support

University Medical Specialties, 269.473.2222
9045 US Highway 31 Berrien Springs, MI 49103
<https://www.umspc.org/>

Lakeland Hospital, 269.983.8300
1234 Napier Ave, St Joseph, MI 49085

Lakeland Hospital, 269.683.5510
31 N St Joseph Ave, Niles, MI 49120

Southwestern Medical Clinic, 269.429.9677
5515 Cleveland Ave. Stevensville, MI 49127

MedExpress Urgent Care, 269.934.8550
1803 M-139. Benton Harbor, MI 49022

Honor Status

Students having completed their freshman year may qualify for additional privileges by applying for curfew honor status. Contracts outline specifics and are available online. Those applying

must have lived in a residence hall for at least one semester prior to application, have a 3.0 cumulative GPA and have had an excellent citizenship as defined in the contract for at least the preceding semester. All honor status applicants must have completed 80% or higher of their co-curricular requirements from the previous semester. You must reapply for honor status at the beginning of every Fall semester. Receiving a Letter of Warning or higher will result in the loss of honor status.

- Senior/21 Honor Status: must have earned at least 87 credits or be 21 years of age
- Junior Honor Status: must have earned at least 57 credits
- Sophomore Honor Status: must have earned at least 25 credits

Honor 22 status residents are expected to live by the same moral code. Refusal to comply with Andrews University and residence hall guidelines may result in revoking of the honor-22 status and may jeopardize your stay in the residence halls and at Andrews University.

Honor 22 status residents are still expected to be in their residence halls each night but do not have a set curfew. Residents are still expected to submit an overnight leave any night they will not be in and follow the proper procedures when entering and exiting the residence hall after door closing.

Housing

The residence halls exist to house currently registered Andrews University students. If you are not financially cleared for the semester, you will not be permitted to check into the residence hall. If at any time during the school year you are unable to register, you must move out of the residence hall. Exceptions will be made only for those with excellent citizenship records and after securing the signatures of departments indicated on a petition slip obtained from the Student Life Office. Form should be returned within 7 working days.

Incoming students must complete a room application and pay a \$250 deposit before a room assignment is considered. The deposit must remain on file until final checkout. Your deposit will be applied to your student account. Students may speak to their financial advisor for questions concerning their deposit release. Any room reservations are canceled upon release. In addition, the deposit is forfeited if it is needed to cover the cost for cleaning, damages, repairs, etc.

The housing department and/or residence life staff makes all room assignments and is responsible for approving or denying room and roommate changes and consolidating vacancies.

Assignments are generally made on the basis of two students per room. Rooms are to be occupied only by the residents assigned to them. A student's right to occupy a room may not be transferred by the student.

Returning Students

During the Spring semester, continuing residents who have chosen a roommate and have paid a housing deposit will have the opportunity to secure their room request for the following school year. A student's class standing will determine the selection order. Students can request a specific roommate and must have a roommate in order to reserve a specific room. While consideration is given to roommate preference requests, it may not be possible to grant requests received after August 1. Though every effort will be made to honor specific roommate, room, hall requests, such requests are never guaranteed. Room assignments are considered annual contracts for both semesters of the academic year. It is the policy of the University to

assign roommates without regard to race, color, national origin, age, or handicap. Students will receive room assignment notification in the summer for the upcoming fall semester.

Services for Students with Disabilities

Students who wish to request alternate housing arrangements due to a disability or to a chronic health condition should contact the disability service coordinator at Student Success. All requests for housing accommodations should be made no later than July 1 for fall semester, November 15 for spring semester and March 14 for summer semester. After these dates, housing accommodations will be granted as space allows or for a future semester. Andrews University will make every attempt to provide reasonable accommodations within on-campus housing facilities for students with documented disabilities or chronic health conditions.

Walk-ins

Students who apply after room assignments have been made, who have not completed an application form and/or not submitted a deposit may be placed in supplemental housing. This is a temporary space until a permanent space is assigned.

Consolidation

Housing reserves the right to consolidate rooms and may assign students to another room. All room changes must be completed within five (5) school days after notification to consolidate. All residents who have not contracted for a single room and who do not have a roommate must either find another roommate or be assigned to live with another resident regardless of time of year. Please keep the room in readiness for a roommate. If a resident's roommate moves out of the room, the resident may have the option of entering into a single room agreement and will therefore be charged the single rate. This provision is offered as long as the roommate moved out of the room through no fault or cause of the student remaining in the room. However, it is important to bear in mind that the housing department retains the right to assign another roommate to that room or have your move to another room should it be deemed necessary. Residents who refuse roommates, who make use of both sides of the room, and/or whose cleaning practices or "welcomes" make others feel unwilling to room with them may be automatically assessed the single occupancy fee.

Single Occupancy

Since room alone limits availability of space for both new residents and for those wishing to change rooms, single housing is not always available. When it is, residents will pay the single housing costs.

Roommate Mediation

We are committed to roommate mediation as our dispute resolution process. Roommate mediation is an assisted dispute resolution process in which you discuss your concerns with your roommate in a controlled and respectful manner in the presence of your RA, Student Dean or Dean.

We feel strongly that disputing roommates should make an honest and sincere attempt to reach a resolution, including participating in roommate mediation. We will not simply arrange for a room switch as a solution for disputants. If your attempt to reconcile your differences is still not successful, contact the housing office to be notified of options.

Room Changes

Room changes are permitted for students if and when roommates are having adjustment problems and for other special circumstances. Prior to a room being approved, students are expected to have made a good faith effort toward resolving the situation. Changes are also dependent on vacant space available. There is a two-week room freeze at the beginning and end of each semester where students will not be able to switch rooms.

Mutual Trades

A mutual trade is when all residents of two rooms agree to switch rooms and roommates. Please see the housing office for this request. Due to the nature of this type of request, all parties must agree without embarrassment or intimidation.

Room Care

To foster good relations and mutual respect, roommates and suitemates share the responsibility of room and bathroom care. Extreme uncleanliness may jeopardize your status as a residence hall student. Rooms may be spot-checked for cleanliness, appropriateness and fire/safety hazards. Changes may be implemented as needed. If housekeeping must clean your room or bathroom during or after residency, you may be charged.

University Towers Roommate Policy

University Towers is considered older student and graduate housing. **We do not provide roommates.** We are happy to provide a list of potential roommate options upon request; however, it is the resident's responsibility to secure a roommate to receive the double occupancy rate. If a roommate is to leave at any point in the term, the resident will be responsible for finding a replacement roommate or inherit the single occupancy cost.

Rental Rates

Please contact the Residence Hall Housing Office or your Student Financial Services Advisor for current rates.

Residence hall rent is based on double occupancy. Each resident should plan on having a roommate. Your rent includes a number of services including rent, electricity, water, trash removal, access to laundry facilities, use of the computer lab, limited health services, on-call physician services, etc. Keep in mind that once you've moved out, you no longer have access to these services. They are exclusively for the use and benefit of current residents.

If you live in the residence hall for the Fall semester and return to live there for the Spring semester as well, there is no additional charge for the time between fall and spring semesters. However, if you are not returning in the spring, you are to move out of the residence hall at the end of Fall semester final exam week. If you choose to move out following or during the break, you will be charged for each additional day after the package plan has ended for the previous semester.

Those living in the residence halls for spring semester who are not spring graduates and aren't staying for the summer must move out by the day following their last final exam. If you have late exams, please contact the housing office. Those living in the residence hall for the summer but who are not staying for Fall must move out no later than the end of August graduation weekend.

Please notify the housing office if plans have changed or if your plans are to stay longer than the expected move out day.

Student housing lengths vary in the summer months. It is best to figure out rent charges based on a daily rate. Charges may show up on a different statement depending on beginning and end date of occupancy. Meals

Undergraduate residents younger than 22 years of age will be on the meal plan.

Community Living

The community Residential Application deadline for fall semester is June 1 and November 1 for spring semester. For more information on living off campus, please visit the residential living policy webpage.

<https://www.andrews.edu/life/housing/residentiallivingpolicy/community-residential-application-process.html>

University Towers: University Towers is designated as co-ed graduate housing. Damazo Hall Ground and 1st are male designated floors. Damazo 2nd, 3rd, and 4th are female designated floors. Burman Hall Ground, 2nd, and 3rd are male designated floors. Burman Hall 1st and 4th are female designated floors.

Hoverboards

All hoverboards must be registered with Campus Safety. For them to be registered, the owner must provide proof that the hover board is certified by a nationally recognized testing laboratory. The resident will then be given a campus safety sticker to attach to the board.

Identification Cards

ID cards are needed for access to entrances, checking in for co-curricular attendance, signing in and out of the residence hall at curfew and room check times, checking in and out for work, vending machines, for coming in and going out of campus when gates are closed, and for personal identification on campus. Please comply whenever an officer or staff requests the presentation of your ID. Please make sure not to lend your ID card or use another's ID for entering or exiting the campus. The ID presented in this case must be that of the driver. Additionally, do not use someone else's ID card for any other reason without permission from the owner. If you lose your ID, see Dining Services. If you experience door access difficulty, please see a dean or the administrative assistant during office hours.

Information Technology Services (ITS) Support Center

The ITS Support Center site can be found at www.andrews.edu/itscc. On it, you can find various ways to get technical help, information on how to get devices connected to the internet while on campus, solutions for common computing issues, how to connect to email and Wi-Fi on campus, resources for academic productivity and much more.

Insurance, Renters'

We recommend that you personally take out renters'/personal property insurance if you are not covered under your parent(s) or legal guardian(s) for personal belongings. The university carries no insurance on any resident's personal belongings. The residence halls are not liable for loss or damage to personal property.

International Students

Andrews University feels itself to be blessed in having so many students from other countries and cultures, and doesn't want to lose any student through lack of adherence to immigration laws. Immigration Naturalization Services (INS) has very specific guidelines for maintaining your status. Among them are specifics regarding class hours necessary and work hour limitations. Be sure to learn these specific limitations in consultation with the International Student Services Office. If you find it difficult to understand a memo, policy, or publication, please let a dean know.

Keys

Room keys may be obtained upon check in. Because lost keys jeopardize the security for future residents, the key replacement cost is \$75 for each room key lost or not turned in upon check out. It is our expectation that you develop the habit of locking your room door and taking your key with you. There will not always be someone available to open your door if you are locked out. The University is not responsible for loss of personal property.

Lamson Hall: Should you occasionally, temporarily misplace your key, you may check out another key to your own room at the front desk. You will need to confirm your identity by bringing your ID card and must return the key promptly. Please understand that if you don't return it promptly, you can expect a fine and/or to consume the cost of key replacement.

Meier Hall: Should you occasionally, temporarily misplace your key and your roommate/suitemates are not available to let you in, you may contact an RA, Student Dean or Dean to unlock your door for a \$1 fee.

University Towers: Should you occasionally, temporarily misplace your key, you may contact the front desk during open hours for a \$5 fee. If the front desk is unavailable, please contact Campus Safety. Fees may apply.

Kitchen Rules

Cooking and baking may not be left unattended at any time due to fire risk and will result in a fine if found. Personal trash is never to be deposited in kitchens. If you leave other than kitchen generated trash, the resident(s) may be charged for the dumpster take out service. Food stored in the refrigerators are placed there at your own risk and must be clearly marked with your name and the date. Nonetheless, students are asked not to consume the items in the refrigerator or kitchen area that belong to a fellow resident. This is part of our community spirit which is holistically encouraged. Please note further that unmarked, old, or otherwise offensive food may be discarded by staff at their discretion.

Lamson Hall: Kitchens are located on every floor. Please follow all closure and use postings.

Meier Hall: A kitchen is located 3rd west. Please follow expectations as posted in the kitchen.

University Towers: A resident-only community kitchen is located on the ground floor of Burman Hall. Every Damazo apartment contains a kitchen for personal use.

Laundry Facilities

Unlimited usage is included in your rent package. Laundry rooms are available with ID access only. Please refer to the online laundry guide for specific instructions for use. Only current residents are allowed to use these facilities. Should you encounter others doing so, please notify a staff member.

Please exercise good judgment as you launder. Check the machines for dyes used by the last person. Check pockets for pens, tissues, and other items as the residence hall cannot take responsibility for damage caused by such things. Laundry may be removed if left past the machine's washing or drying cycle. Please be sure to set a personal timer to retrieve your items.

In preparation for the sabbath, laundry rooms are closed one hour before sundown on Friday evening and unlocked after sundown on Saturday evening. Laundry rooms are closed during sabbath hours.

Locations

Lamson Hall: 1st, 2nd, 3rd southwest hallway, east basement

Meier Hall: 2nd east and 2nd west hallway

University Towers: Ground floors of Damazo & Burman Halls

Lobbies, Lounges, Conference Rooms

Lounges are intended as places of quiet talking and studying. To keep all lobby areas attractive, food and drink are only allowed with permission. Please monitor your volume when in these areas. Be fully dressed in each of these areas.

Lobby couches are for sitting only. You are welcome in other residence hall lobbies when open for guests and never in any restricted areas unless for a public function. Headphones should be used when playing music or for viewing purposes and the content should be in line with good, moral values. If you are viewing or listening to questionable material, you may be asked to shut down or change the material.

Please abide by all main lobby opening and closing times. If you are unsure of times, please see the front desk receptionist or posted signs.

University Towers: Burman Hall Ground and Damazo Hall 1st, 2nd, 3rd, and 4th lounges and conference rooms are only for the use of University Towers residents and are co-ed.

Burman Ground lounge will be open for co-ed UT resident visitation and study between the hours of 1:00pm and 12:00am each day. This is to allow residents of that floor to prepare for their day and also have adequate quiet time. All visitors will be asked to leave at midnight but are welcome to use the main lobby area 24/7.

Burman 1st & 4th floor lounges are only accessible to female residents of that floor and their female guests (guests must be residents of University Towers). Males are not allowed on the 1st or 4th floor at any time. Any male trespassing on 1st or 4th and their female host will be considered in violation of the university's code of student conduct.

Lofts

Lofts are not permitted in the residence halls.

Lost and Found Items

Items found in the residence hall should be taken to the front desk receptionist. Items not claimed within one month may be disposed of. If you believe your lost item may have been stolen, report it to Campus Safety and/or the Berrien Springs Police Department.

Mail

It is encouraged that you check your mailbox daily for mail, messages and announcements. Federal law requires that all mailboxes remain closed and locked. Should mail be distributed incorrectly to your mailbox, please bring it to the front desk receptionist.

You will be electronically notified when you have a parcel or package that cannot fit into your mailbox. Please bring a picture ID to the front desk to receive your package. Packages that are certified, insured, registered or express mail will be received by the Andrews University Post Office. You will receive notification of a package and will need a picture ID to retrieve it.

A full address, including your room number will ensure more efficient service. If you change rooms, it is your responsibility to notify your senders immediately.

Get change of address forms from the post office or change your address online at www.moversguide.usps.com. Once you move out, mail cannot be held for you and will be forwarded. If you are experiencing any mail difficulties, please see a dean.

Outgoing mail is collected each day, Monday-Friday (except on weekends and holidays) by Post Office mail workers. If you have outgoing letters, please see the front desk receptionist for further instruction.

Banned or suspicious items that affect the immediate safety of residents may be held by a staff member. Depending on the item, authorities may be called to navigate the situation. Ordering and/or having these items on campus may lead to disciplinary actions by the university and authorities.

Mold

Mold needs moisture to grow. Prevent moisture and you will more than likely prevent mold. Using a dehumidifier in your room can help. Mold can be cleaned off with warm, soapy water. Wear gloves, goggles and a properly fitting N95 respirator for cleaning. All of these items may be found at local hardware stores. If you are having a mold issue, please speak with a dean in your building immediately.

Newsletter

University Towers: Communication and updates for University Towers residents will come via email and may also include text and social media on a biweekly or monthly basis. It is important to stay connected to receive the latest information.

Noise

Please be aware that noise travels in each residence halls and can often be unwelcome noise to other residents. To aid in the endeavor of a quiet atmosphere, please be aware of your noise levels and adjust them when necessary. Subwoofers are not allowed in the residence halls. It is essential that each one's noise level does not interfere with the study or sleep of another resident.

We recommend responding to noise concerns in the following ways. First, kindly approach the responsible party yourself. If that is not effective, please alert an RA, Student Dean or Dean at the time the noise is occurring.

In general, every time a resident is spoken with by a staff person, the contact is reported and documented and residents may receive written confirmation of these conversations. Noise warning incidents and documentation are calculated through the entire school year.

Lamson and Meier Hall Incidents

First, Second and Third Incident

Verbal counsel by residence hall personnel, followed by noise warning documentation and an email warning.

Fourth Incident

Verbal counsel by residence hall personnel, followed by noise warning documentation and a Letter of Warning with copies sent to resident, Student Life, parent(s), emergency contact(s), or legal guardian(s). Residents who receive Letters of Warning will not be able to choose their room for the following year and will be considered ineligible for honor status.

Fifth Incident

Verbal counsel by residence hall personnel, followed by noise warning documentation and a Letter of Residence Hall Probation with copies sent to resident, Student Life, parent(s), emergency contact(s), or legal guardian(s). Removal and confiscation of sound equipment, stereo, TV or noise making objects may occur.

Additional Violations

Any additional violations may result in serious consequences.

University Towers Incidents: Noise complaints should be talked over with your neighbors. If this does not work after multiple attempts, a complaint can be filed with the Director or Administrative Assistants during normal business hours. After the third incident a \$50 fine will be issued. Subsequent violations may result in serious consequences.

Parking

All night parking for residents is only in the residence hall lots noted by parking markers. Expect to be ticketed and/or towed if you park anywhere else all night. Do not park in access lanes, driveways, sidewalks or grass even when loading or moving at the risk of blocking a fire exit or obstructing the pathway. Occasionally the lots must be cleared for snow removal or construction. Thank you for cooperating when you see this posted and/or announced.

Lamson: Angled parking in front of Lamson is for 15-minute parking only. Expected to be ticketed or towed if you park there all night.

Meier: Overnight parking is available for residents in the Meier's main parking lot, West lot, tennis court west lot, and Burman Hall lot. Please do not park in the north parking lot of Damazo as this is reserved for guest services only.

University Towers: All night parking is available for residents in Meier's main parking lot, tennis court west lot, the north side of Damazo Hall and west side of Burman Hall.

Peer Abuse

Abuse of any sort and under any circumstances is strictly forbidden. Please see the University Student Handbook for more information under the Code of Student Conduct.

Pets

Animals are not allowed in the residence halls with the exception of fish in small tanks. If you go away on vacation, it is your responsibility to arrange for their care and feeding. If any animal or bird is found in your room, immediate removal will be expected along with a \$50 fine.

Emotional support animals must be approved and registered with the Office of Disabilities and conform to the university emotional support animal policies.

Prayer Room

Lamson Hall: The prayer room is located on the second floor in the Northwest hallway. There are activities throughout the room to help guide you through the bible and learning about God. This is open 24/7.

Public Displays of Affection (Social Decorum)

Residents are expected to maintain appropriate decorum in all lobby areas and entrances. You are responsible for your behavior and that of your guests. Any staff member may address you if your behavior is out of line and may ask you to leave the area if no change is evident.

Repair Requests

If something in your room needs repair, fill out a repair request online using [this link](#). If you are requesting something that affects both you and your roommate (like bunk beds) please make sure that both residents' information is on the request. If you do not get a response in a timely fashion, it is your responsibility to communicate this with a dean. We would also like to know if the problem persists.

Please note that all work orders are assessed by priority. All work orders are to be called in to Plant Services by a dean or a maintenance supervisor.

Resident Advisor

Lamson and Meier Hall: Resident Advisors (RAs) live on the halls and are involved in coordinating programs to meet the academic, physical, social and spiritual needs of their residents. They try to know their residents and work to create a sense of community as they invite others to be involved with projects, co-curricular programs, seminars, etc. If you have questions or concerns, your RA is a good person to go to.

As your RA strives to keep this environment conducive to sleep, study and growth, they may sometimes ask you to make less noise, stop talking in co-curricular programs, etc. Please respect their authority on these matters. If you have any questions or concerns about your RA, please share these with a dean.

Rights of Access

The University reserves the right as residence hall deans, authorized representatives or an administrative officer of the university to enter and inspect a student's room whenever deemed necessary. This includes but is not limited to the right to inspect the contents of containers and inspection for illegal substances, firearms, alcohol, tobacco, fire and safety hazards, cleanliness and orderliness. The resident, by accepting a room in one of the residence halls, acknowledges and authorizes this procedure. Décor not in harmony with the ethical and moral standards of the university may be removed by staff. In addition, it is sometimes necessary for staff members to enter rooms for the purpose of fulfilling maintenance, repair requests and to ensure the observance of safety and health procedures.

Room Search

Partial

A partial room search may occur at any time, such as during a building closure as a part of securing the premises and is conducted by staff and student staff. Partial room searches include ensuring windows are closed and locked, refrigerators are not defrosting, lights are turned off and room doors are locked. Partial room searches also may include a brief inspection of the room for weapons, fire hazards, subwoofers, or other contraband to ensure community safety and may lead to a further search of the area if an item is found and more are suspected.

Full Room Search

A full room search may occur if there is reasonable suspicion that a room contains contraband such as, but not limited to weapons, fire hazards, and/or substances. Full room searches are conducted by residence hall staff and/or Campus Safety at the request of building administration and will include all areas on the premises to ensure the room is free from banded and/or dangerous items.

Sabbath

Seventh-day Adventists observe the Sabbath from sundown on Friday to sundown on Saturday. Discover the rich blessings that the community has to offer such as sabbath school programs and services at Pioneer Memorial Church, New Life, One Place and other local churches.

During Sabbath hours, we encourage you to spend that special time with Christ through church services (including Friday evening vespers), bible study, Christian television, Christian music, and/or other methods of personal spiritual connection. We hope you choose to keep the Sabbath hours and get some well needed rest and rejuvenation.

Some building services and areas will be closed during Sabbath hours. Please plan accordingly.

Safety

Security policies are created out of concern for your welfare. You can help maintain your own safety by following Campus Safety guidelines and by using common sense safety practices. Advance planning can help keep you and your belongings secure. Please sign up for AU alerts by visiting www.andrews.edu/services/safety/aualert.

Avoid traveling or walking alone after dark. Stay away from isolated areas. If you do have to travel at night, try to walk or park near street lights. Hold your belongings close to your body. Respect the campus curfew.

If you're being followed, cross the street, change direction, or seek a busier street. Keep looking back so that the person knows you can't be surprised. Go to a well-lit area or anywhere with people. Notice and try to remember as much as possible about the person so that you can later give an accurate description.

If you're held up, don't resist. No amount of money is worth risking your life. Notify Campus Safety and the police immediately with a description of the experience.

If you are in a vulnerable position with another and it goes wrong, make your wishes verbally known. If your wishes are not respected, ask to go to a public place and don't get back in the car. Call Campus Safety or the front desk. On a date, carry a cell phone with the numbers to campus safety and the front desk.

Wherever you live, keep track of your keys. Do not let strangers in. Lock your doors even if you'll be away for a short period of time, your roommate lost their keys or if someone is coming to visit you later. Keep blinds and shades pulled at night. Do not use your name on your answering machine.

Protect personal and University property by locking the door if you're the last person out of the room. Engrave valuables, never leave belongings unattended in laundry rooms, library, hallways, classrooms, etc. Lock bikes securely on bike racks. Don't keep large amounts of money in your room. Open a local bank account instead. Keep personal papers and valuables locked. Even in your room, don't leave your purse or wallet in plain sight. Shred papers with social security or account numbers.

Keep your car doors locked even while driving. Don't hitchhike or pick up a stranger. Lock valuables in the trunk. If the car is disabled, remain in the car with doors locked and open the door only for the police. Park in well-lit areas and remember where you park. Before school breaks or moves, don't pack your car till you're ready to go. Always lock your car and take your keys. Have keys in hand as you approach your car. Notice areas around and in your car before getting in.

Crime Reporting

If you notice vandalism, something suspicious, or a potential safety hazard, call it to the immediate attention of the Dean and to Campus Safety. If you have been the victim of any kind of crime or have observed a crime being committed, it should be reported immediately. Personnel will assist you in reporting all crimes.

Tornados

Be aware that mid-March through October is tornado season in Michigan. Andrews University is equipped with an early warning system, located on the top of the Science Complex. A tornado watch is put in effect when the National Weather Service deems conditions favorable for a tornado. A tornado warning means that a tornado has been seen. The siren will sound for three minutes and then shut off. If the threat is still present, the siren may sound again. If you hear the siren, feel free to tune into the local TV or radio station. WAUS 90.7 will broadcast tornado locations. Each level of all on-campus buildings is equipped with floor plans that indicate tornado shelters within that building.

Medications

Students with prescription medication should keep their medications in the original pharmacy packages for easy identification and verification.

Medical

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

Screens and Windows

Window screens and rivets are not to be loosened, removed or tampered with. They are not to be used as an exit or entrance for anyone or anything. Each and any of the above will result in a fine plus full repair/replacement cost. Be prepared for a possible room change and disciplinary action. Notify a dean if you notice any torn or missing screen. It could mean a security risk for all

of us. If your window or screen needs repair, it is your responsibility to report it in a timely manner and to see that it is resolved.

Selling

We know that residence halls are sitting ducks for every local and in-house person wanting to sell items and services. To protect you from constant sales attacks, selling door to door is prohibited. Student Life approved advertising may be posted only on designated bulletin boards.

Sharps Containers

If you require needles as a pre-approved medical treatment to be kept in your room, please notify a dean immediately. These medical instruments should be kept in a locked container or in a safe. Sharps containers are required for the disposal of all needles. To find a drop site for your containers, visit www.republicsharps.com.

Student Deans

Student Deans are students working as part-time residence hall staff. When on duty, they are available for counsel, to approve overnight leave requests, help you sort out your co-curricular or evening accountability records, pray with you, etc. They are an extension of the deans' staff. Please give them your cooperation and respect.

Study Rooms

Lamson Hall: Study rooms are located in the east basement. To reserve a room, please see the desk receptionist.

Meier Hall and University Towers: Multipurpose rooms are available throughout the building on a first come, first serve basis.

Substance Use, Possession, Abuse

Please refer to the Andrews University Handbook for this information.

Suicidal Gesture/Intent

Please refer to the Andrews University Handbook for this information.

Summer and Holidays

The residence halls house students for the summer and for most vacations. All house rules apply at all times. Since summer students stay a variety of lengths of time, summer housing is based on daily charges. Students remaining for summer may need to move to another hall or building to allow blocks of rooms for the university's summer conference programs. If you know in advance that you will need to remain in the residence hall for the Summer, you will need to make arrangements with the **housing office** in order to secure a new room assignment. Please contact the housing office if you have any questions.

If you accept the responsibility for holding someone else's items, full responsibility is yours. If that person does not return, you will assume all costs and energy involved in mailing and moving these items. Holding items for someone else cannot interfere with your ability to provide adequate and fair space for a roommate.

Summer residents not remaining for fall semester must check out after summer session in order for each room to be made ready for its fall occupants. Residents who remain longer will need to make personal arrangements through the housing office.

Television, Blu Ray, or DVD Player

A resident wishing to have one of these items in their room must obtain agreement from their roommate. The right to not have one in the room overrides your right to have one. Residents must self-monitor for noise, content and company enjoying your equipment.

Meier Hall: The lobby TV is to be used exclusively for viewing sports and news unless special permission is obtained from the dean on duty.

University Towers: The main lobby TV remote must be checked out through the front desk. Additional community TV's are located in Burman Ground lounge, Damazo 2nd, 3rd, and 4th conference rooms. The TV located in Damazo 1st conference room is not available for television watching and its use must be previously approved by the Director.

Transportation

The Transportation Department provides service to local airports, bus and train stations to students. Reservations must be made ahead of time by going online to www.andrews.edu/services/transportation/. No Sabbath hour runs will be arranged. If you need transportation to and from University Medical Specialties, please tell the receptionist at the time you make your medical appointment.

Trash and Trash Rooms

Trash rooms are located in each building. If trash cans are full, doors are locked, or your trash item does not fit in the trash can, please carry your trash to the outdoor dumpsters. Please do not leave trash on the floor, close to the trash rooms or anywhere else in the building not suited for trash items. If your trash is deposited anywhere except in the trash cans or dumpsters, a fine may be assessed per item.

If you have a medical condition that requires usage of needles, we ask that you supply your own Sharps container and dispose of it appropriately.

During key weeks of the school year, the trash rooms are locked due to the larger volume of trash. During these times, your trash must be carried directly out to the dumpsters.

Vacations

Before leaving on vacation, be sure to arrange an approved leave. Leave windows closed, food stored, lights off, and your door locked. Please make arrangements for plants to be watered and fish to be fed. If you will be staying in the residence hall during a vacation, please practice all usual policies.

Between semesters, there is no charge for living in the residence halls or storing your belongings in your room. However, if you move out following or during a break, you will be charged for each additional day after the package plan ended for the previous semester. Move outs must be done by the day after a resident's last final. August graduates must move out no later than graduation weekend.

Vacuum Cleaners

Vacuums are provided at the front desk and some RA rooms and may be checked out by presenting your ID card. If a vacuum is not working well, report it immediately to the RA or desk receptionist. Wandering vacuums will be sought and seized and consequences assessed for the inconvenience of others.

Lamson Hall: Vacuums may not be checked out during Sabbath hours or used before 8am or after 10pm.

Meier Hall: Vacuums may not be checked out during Sabbath hours or used after the start of room check each night.

University Towers: Vacuums may be checked out at the front desk during normal operation hours.

Vehicle Repair

Personally owned vehicles are allowed to be repaired on campus under the following conditions:

- The repair work is for personal use and not for business purposes.
- Repairs must be considered part of routine service/maintenance and in the scope of personal/household work.
- The vehicle is currently registered with the Office of Campus Safety.
- Repairs that may produce loud sounds must occur between 9:00 am and 9:00 pm.
- Repairs may not block vehicle access to other parking spaces or roadways.
- Individual repairs must be completed in a timely manner. Vehicles must not be left in a state of disrepair for a period longer than 7 days without authorization from the Office of Campus Safety.
- While unattended the vehicle must be resting on its wheels or a rated stand with a wheel chock. Vehicles may not be left unattended while raised on only a vehicle jack or a non-rated stand or substitute.
- Fluids must be collected so as to prevent any spills. They must be disposed of properly. Spills must be reported to the Office of Campus Safety.
- All remaining parts/supplies must be removed from University property or properly disposed of.
- Vehicle batteries, tires, fluids or chemicals may not be disposed of on-campus.

Personal Business: Individuals are prohibited from operating a personal vehicle business on campus that includes vehicle repairs or the purchasing or selling of vehicles. Individuals are however allowed to place “for sale” signs in their personally owned vehicle while parked on-campus and in compliance with this policy, including being registered with the Office of Campus Safety. Non-residential permits are not allowed to remain parked overnight for sale.

Please see Campus Safety [Policy](#) for all details.

Vending Machines

Machines offering soda, juice, and snacks are located in each residence hall. Refund requests for these machines should be reported to Dining Services at extension 3161 as these machines are owned and serviced by them.

Locations

Lamson Hall: First floor southeast hallway

Meier Hall: Off the first-floor lobby

University Towers: Lobby near mailboxes

Visitors (Meier and Lamson Halls)

Meier and Lamson Hall Residents

AU students who do not reside in the undergraduate residence hall they are visiting, and are of the same gender, are welcome to visit in resident rooms or floor lobbies starting at 5 a.m. until 11 p.m. Sunday - Friday, and Saturday 5 a.m. to 1 a.m. Starting at 11 p.m. Sunday - Friday and 1 a.m. Saturday, visitors must check in at the front desk and provide their name, destination, approximate departure time, as well as leave a photo ID. Visitors must sign out at the front desk before 4 a.m. or they will be considered an overnight guest.

Non-Student

Non-student visitors of the same gender are welcome to visit in undergraduate resident rooms or floor lobbies with a current resident host after they check in at the front desk and provide their name, destination, approximate departure time, as well as leave a photo ID. Hosts should be present at check-in and should accompany their visitors during their visit. Non-student visitation hours are from 5 a.m. until 11 p.m. Sunday - Friday, and Saturday 5 a.m. to 1 a.m. At closing times, those visiting in resident rooms or lobbies must check out at the front desk. Residents are responsible for educating their visitors on Residence Hall policies and practices.

Mixed Gender

The main lobbies of the undergraduate residence halls are open for visitation from 5 a.m. to 11 p.m. Sunday through Friday, and Saturday 5 a.m. to 1 a.m. Generally mixed-gender visitation is restricted to these lobbies. Failure to abide by this may result in a conduct violation.

Occasionally, mixed-gender room visitation may be permitted for the delivery of large/heavy items or a family member viewing the residents room when the following criteria is met:

- Prior approval and a time limit are obtained from the Student Dean or Dean on duty.
- Visitor(s) check in and out at the front desk and provide their name, destination, leave a photo ID, and collect a guest badge. (Acceptable ID: School ID Card, Driver's license, State ID Card)
- Resident accompanies the visitor to and from their pre-approved destination.
- Door of the resident's room remains open anytime a visitor of the opposite gender is in the room; including maintenance personnel, IT personnel, open house guests, etc. Only exception is an identified immediate family member.

Approved room visitations are generally confined to the hours of 9 a.m. to 5 p.m. Monday - Friday and noon to 5 p.m. Saturday and Sunday. This protocol and hours also apply to family members. Residents are responsible for educating their visitors on Residence Hall policies and practices.

Overnight Guests

Overnight guests, at least 18 years of age and of the same gender, may be permitted to stay in a resident's room with prior approval from a Dean and prior consent of roommate, if applicable. Requests for overnight guests should be made in advance (no less than 24 hours) with a residence hall Dean by completing an [Overnight Guest Request](#) form.

No overnight guests will be permitted during the week preceding the start of the fall semester ("Fall Welcome" week) or during any final exam period. This restriction is designed to be respectful to all students as they become acclimated to living on campus at AU and/or as they study and prepare for the end of the semester.

Residents may be allowed overnight guests for up to five nights per semester with a limit of three consecutive nights for each stay. Guests needing to stay for a duration longer than three nights should contact [AU Hospitality Services](#) for on campus guest room options as well as nearby off campus options. Guests will not be permitted to stay overnight in an unoccupied room, resident(s) must be present during guest stay.

All overnight guest requests may be denied at the discretion of the residence hall Deans. Failure to obtain permission for an overnight guest will result in a \$25/night surcharge to the residents' AU account and disciplinary action may be accrued.

When a resident serves as a host, that resident is ultimately responsible for the behavior and any damage caused by the guest. Guests are expected to abide by all [Residence Hall policies](#) and the [AU Student Code of Conduct](#). It is the host's responsibility to communicate the established expectations to guests. Noncompliance by the guest to AU policies and may result in the guest being asked to leave the guest may also be banned from visiting AU residence halls and/or AU campus.

AU Hosting

There are several events throughout the year that will give residents the opportunity to represent AU by hosting guests for an AU organized event. Our desire is for our guests to feel welcome when they are hosted within our Residence Halls by:

1. Providing them a positive and welcoming atmosphere,
2. Furnishing a clean room and a space within the room where they can sleep, and
3. Host being present (sleep in room) for the evening(s) they host.

There will be an opportunity provided in advance of each event for residents to sign up to host guests. The maximum residence hall room capacity is four people per room, including residents. Occasionally, AU incentives will be offered to host(s) by the department organizing the event.

Guests will be expected to stay in the assigned host rooms and will be told upon check-in that there will be no changing of rooms unless a room is extremely messy/dirty or in the event of concerns of physical or emotional harassment. Approval from both the Dean on duty and the school sponsor must be received prior to any switching. If switching does occur due to extreme

messiness of a room or physical or emotional harassment, the host(s) may not receive offered AU incentives, future hosting eligibility may be revoked, and a conduct violation may be issued.

Visitors (University Towers)

AU student and non-student visitors of University Towers residents who are of the same gender, are welcome to visit in resident rooms. Damazo Hall floor lobbies, University Towers main lobby, classroom, and Activity Center are open to all gender residents and guests of residents. Burman Hall floor lobbies are restricted to same-gendered visitors of residents. Burman Hall floor lobbies and Activity Center close at midnight.

Occasionally, mixed-gender room visitation may be permitted for moving assistance, large/heavy item delivery, or immediate family member visitation. This must be previously approved by the Dean, Student Dean, or Administrative Assistant on duty.

All visitors to University Towers must sign-in at the Front Desk and may be asked to provide a photo ID. Guests will not be given access to residence hall floors or rooms and must be accompanied by the resident they are visiting. Residents are responsible for educating their visitors on policies and practices. Failure to abide by these policies may result in a conduct violation

University Towers Overnight Guests

Overnight guests, at least 22 years of age and of the same gender, may be permitted to stay in a resident's room with prior approval from the Dean and prior consent of roommate/suitemate(s)*, if applicable. Requests for overnight guests should be made no less than 24 hours in advance. Residents may be allowed overnight guests for up to 5 nights per semester. Guests needing to stay for a duration longer than three nights should contact [University Hospitality Services](mailto:lodging@andrews.edu) at lodging@andrews.edu for on-campus or off-campus guestroom options.

All overnight guest requests may be denied at the discretion of the Dean. Failure to obtain permission for an overnight guest will result in a \$25/night surcharge to the residents' AU account and disciplinary action may be accrued.

Overnight Guest Requests should be sent via email to Dean Christina Hunter hunterc@andrews.edu and should include the following:

- Your name, contact information, and room number
- Name, age, and relation of guest
- Arrival and departure dates of guest
- Reason for stay

**Additional: If you have a roommate/suitemate(s), please have your roommate/suitemate(s) email as well with their consent to have your guest visit overnight*

When a resident serves as a host, that resident is ultimately responsible for the behavior and any damage caused by the guest. Guests are expected to abide by all [Residence Hall policies](#) and the [AU Student Code of Conduct](#). It is the host's responsibility to communicate the established expectations to guests. Noncompliance by the guest to AU policies and may result in the guest being asked to leave the guest may also be banned from visiting AU residence halls and/or AU campus.

Winter Closure

Lamson and Meier Halls will be closed for a specific time period between fall and spring semesters. Please look out for flyers, emails, and/or announcements about closure times and expectations. During this closure, Lamson and Meier Halls will be closed and no access will be granted. If you are returning to Meier and Lamson for the Spring semester of the same school year, feel free to leave your belongings in the room at no extra charge. A daily fee will be assessed (until the resident officially moves out) for belongings left during the closure period if not returning for the spring semester.

Wireless Service

Wireless service is provided. Personal access points/routers are not allowed as they may conflict with the university provided equipment and disrupt wireless services. Residents may be fined if an unauthorized access point is found. Some rooms contain wireless access points which provide services for individuals in multiple rooms. If these are damaged or disconnected, it will disrupt wireless services. Damaging, tampering, disconnecting or theft of the wireless access point will incur the following fines:

Tampering or disconnecting a wireless access point	\$100+
Unauthorized wireless access point	\$100+
Replacement of wireless access point due to damage or theft	\$750+

Frequently Asked Questions

Q: I have a question about my evening accountability (EA) records. Who do I speak to?

A: Meier & Lamson- Dean Johnson

Q: I have a question about residence hall co-curricular options. Who do I speak to?

A: Meier & Lamson- Dean Bartram; University Towers- Student Dean

Q: My neighbors are being nosy and disturbing my sleep and study. What can I do?

A: Your first step is to talk with your neighbors yourself. If this does not work, please contact a staff member and supply as much information as possible.

- Lamson and Meier- Resident Advisor, Student Dean or Dean on duty
- University Towers- Dean or Administrative Assistant during normal business hours or Campus Safety after hours.

Q: Who takes care of noise issues?

A: Meier & Lamson- Dean Johnson; University Towers- Dean Hunter

Q: My roommate and I aren't getting along. What should I do?

A: Your first step is to have an open and honest conversation with your roommate. If the problem continues, please see your resident advisor or a dean during office hours.

Q: I'm sick and missing class and work appointments. What should I do?

A: Please check your syllabus for your teacher's attendance policy and contact the teacher yourself via email or phone. You can also make an appointment at University Medical Specialties and request a doctor's note. Let the receptionist know that you would like transportation to your appointment. Please check online for the insurance types they take.

Q: I need something repaired. What should I do?

A: Visit [this link](#) and click on your building's maintenance request. Please fill out a repair request online. See the Dean for Residence Hall Facilities and Operations if the issue isn't resolved in an appropriate time frame.

Q: Who do I speak to if I have a question or concern about mail or desk services?

A: Meier - Dean Jasper; Lamson- Dean Carmona; University Towers-Noemi Kapusi

Q: Whenever I go to see a Dean in their office, they are not there. What should I do?

A: The deans are committed to responding to messages left via phone, email, or notes on their office doors if they are not available when you swing by. Just like you are not always in your room, we can't always be in our offices due to meetings, being off duty, conferences, etc. However, we will do our very best to respond as soon as possible and to be in our office during our normal business hours. Please see our doors for office hours.

Q: I am a new student, and I do not know where to find food. Where can I go?

A: Your first step is to visit the Bon Appetit webpage to ascertain their service hours. <https://andrews-university.cafebonappetit.com/>. You may also search for the hours that the Gazebo is open. If those are closed, you may choose to visit the locations listed below according to your own personal preferences and cost:

- Apple Valley (*Entrance close to the University Medical Center*)
 - 9067 US 31, Berrien Springs, MI 49103; 269-471-3131

- Baguette de France
 - 9187 Old US 31 hwy, Berrien Springs, MI 49103; (269) 473-2355
- Cafe 31 (*Adjacent to Apple Valley*)
 - 9067 Old 31, Berrien Springs, MI 49103; (269) 471-3131
- Hardings
 - 106 E Mars St, Berrien Springs, MI 49103; (269) 471-7759
- McDonald's
 - 575 St Joseph Ave, Berrien Springs, MI 49103; (269) 815-5037
- Melendez (*Across from the globe entrance*)
 - 8938 Old 31, Berrien Springs, MI 49103; (269) 473-3477
- Subway
 - 636 St Joseph Ave, Berrien Springs, MI 49103; (269) 473-2111

Additionally, your residence hall has a vending machine for your convenience. (See "Vending Machines" on page 39.)