

WELCOME!

Welcome! Huntington University is a diverse community of students, faculty, and staff that is committed to the pursuit of wholeness. It is our belief that education is not confined to the classroom, but also takes place in the residence halls, Forester Village apartments and on-campus houses. As we seek to provide opportunities to enhance the overall development of people, we view life in the residence hall, apartment, and on-campus house as an excellent opportunity for personal growth.

Huntington University has been blessed with residence halls, apartments and houses that mirror its commitment to quality. These facilities offer many conveniences and freedoms not found at other institutions. With the freedoms that come with life in the residence halls, apartments and houses, there also comes a certain amount of responsibility that makes students responsible for their actions as well as how their actions impact the University community.

There may be times when you have questions regarding services, policies, or involvement opportunities. This is the very reason that each residence hall, apartment and house has a concerned staff that will be there to assist you with various needs.

The Student Handbook outlines student development philosophy and policies that apply to all Huntington University students and is included in the daily planner. The Residence Life Handbook is considered a supplement to that document. This handbook outlines the many services, policies, and programs provided in each residence hall, apartment and house. These items are all designed to promote personal growth and to encourage the mutual responsibility required for the successful development of a residence community.

Sincerely,

Jesse M. Brown
Assistant Dean of Students

2008- 2009 CALENDAR

Saturday-Sunday - August 23-24	Move into residence halls
Monday, August 25	Fall classes begin
Monday, September 1	Labor Day (no classes – halls open)
Monday-Tuesday October 13-14	Mid-Semester Break no classes halls open
Wednesday November 26	Residence Halls close @ 5:00 PM
Thursday-Friday November 27-28	Thanksgiving Break *
Sunday November 30	Residence Halls open @ noon
Monday-Thursday December 8-11	Semester Examinations
Thursday December 11	Residence Halls close @ 5:00 PM
December 15 to January 4	Christmas Break *
Sunday January 4	Residence Halls open @ noon
January 5–21	January-Term
Monday January 26	Spring classes begin
Friday March 13	Residence Halls close @ 5:00 PM
Monday-Friday - March 16-20	Spring Recess *
Sunday March 22	Residence Halls open @ noon
Friday April 10	Good Friday (no classes halls open)
Sunday April 12	Easter
Monday April 13	Easter Break Day (no classes halls open)
Monday-Friday May 11-14	Semester Examinations
Saturday, May 16	Graduation halls close @ 7:00 PM

RESIDENCE HALL CLOSINGS

- ❖ **Resident students make your plans early because all residence halls are closed during Thanksgiving, Christmas and Spring Recess.** No students will be allowed in residence halls when they are closed except for international students and those who are student teachers during spring recess. Any student found in a residence hall for any reason without the appropriate clearance will be subject to disciplinary action. This policy exists so that Huntington University can do the best job possible at caring for the safety of its students and their possessions.

UNIVERSITY HOUSING STAFF

STUDENT DEVELOPMENT OFFICE

The central office for residence life or housing is located on the second floor of the HUB. This office coordinates all housing assignments and changes with the appropriate Resident Director. The Student Development Office also concerns itself with the selection, training, and supervision of Resident Assistants.

RESIDENCE HALL STAFF

Each residence hall and Forester Village apartment has a caring staff that consists of one Resident Director (RD) and a team of Resident Assistants (RA). This staff strives to create an environment that promotes personal growth and development. This is accomplished in part through the many types of programming that they provide.

RESIDENCE HALL DIRECTORS (RD)

Each residence complex has a live-in professional staff person. The RD is present to provide direction to the overall residence hall program. This person supervises the Resident Assistant team and assists in helping students understand University policies.

ASSISTANT RESIDENT DIRECTOR (ARD)

Some residence halls have a live-in 2nd or 3rd year RA who serves the residence hall and students by supporting the RD and RA's in the implementation of the residence life program.

RESIDENT ASSISTANTS (RA)

The Resident Assistant is a fellow student living in your suite or wing who is there to provide leadership to the group of students in your particular living area. RAs provide assistance and guidance from a peer perspective in matters that pertain to University life. Huntington University views this individual as a vital part of the leadership function within each hall.

CAMPUS MINISTRY COORDINATOR (CMC)

A person with God-given capacity and responsibility that engages students on a specific dorm floor in enhancing their faith journey.

COMMUNITY LIFE AGREEMENT

Huntington University is committed to creating an environment that emulates a Christ-like community. As a major emphasis, integrity is held as one of its highest values. This agreement of expectations is derived from civil law, Biblical standards, and Huntington University community standards. As students experience Huntington University standards and expectations, dialogue is encouraged.

It is the expectation of Huntington University that all students will live within the standards that are outlined in the Student Handbook and Community Life Agreement as long as they are enrolled as a student at HU (including summer and winter breaks). All students requesting a room, apartment or on-campus house must sign the Community Life Agreement.

YOUR ROOM

CABLE

Cable television is not available in the dorm rooms.

COMPUTERS

The residence hall rooms are set up for wireless computer networking. Various residence hall study lounges have network terminals provided. As with the use of any technology, responsible use is expected. As students access the internet, it is expected that they not attempt to access information or graphic data that is not in accordance with the University's standards, i.g., excessive violence, sexually explicit material, etc. The attempt to, or the actual accessing of such websites will be subject to disciplinary action. The use of e-mail for all campus solicitation is strictly forbidden.

FRONT DESK AREA

Each residence complex with the exception of Livingston, Meadows and Miller Halls has a desk area that is located in its main lobby. There is a desk worker on duty during the afternoon and evening hours. Snack items may be purchased at these desks and the desk areas offer board games as well as other recreational equipment on a checkout basis.

HALOGEN LAMPS & LAVA LAMPS

Because of the heat produced by halogen light bulbs, halogen lamps and lava lamps are not permitted in the residence halls.

LINENS AND BEDDING

Huntington University does not offer a linen service. It is the responsibility of each student to furnish necessary linens, blankets, and pillows. All beds are extra long twin size.

PETS

Only fish in aquarium units will be allowed as pets in any residence hall. Any attempt to house a creature other than a fish will result in the animal's removal.

PICTURES AND POSTERS

All wall hangings such as pictures, posters, and signs should only be hung with plastic removable adhesives such as Plasti-tac. Nails, tacks, tapes, and other adhesives are strictly prohibited. All room decorations are expected to be in good taste and in accordance with Huntington University Lifestyle standards. Examples of inappropriate decor: nudity, partial nudity, sexually suggestive material, alcohol and tobacco advertisements, material that focuses on or represents aspects of the occult, etc. Final decisions regarding these items will be determined by the Resident Director in your building.

ROOM CARE

It is the responsibility of each student to keep his/her room neat and orderly. It is against University policy to remove any furniture from the room that is attached to the walls or floor areas of the rooms. Any furniture that is removed or even exchanged is subject to a fine. Please keep all University furnishings in the proper rooms. This policy is in place to ensure the durability of the surfaces and joints as well as the proper placement of all furnishings. Fake spray-on snow and excess carpet freshener is discouraged because it often leaves a residue behind that does not come clean.

ROOM FURNISHINGS

Each residence hall room, apartment and house is completely furnished for two-person occupancy. Furnishings should be arranged so that there is visual access into the room and so persons inside of the room can exit safely in an emergency. Please do not block visual access or entrance. All furniture is to remain in the rooms in which it is placed by Huntington University. Only students living in an apartment or house can bring extra furniture.

ROOM INSPECTION

Huntington University reserves the right to inspect a student's room, apartment, house, and furnishings at all times convenient to staff in order to determine care and cleanliness of the room and when there is evidence that there is a violation of University policy by one or both residents. If possible, staff personnel will have one or both

occupants present during a search or inspection. In the event that this is not possible within a reasonable amount of time, or if there is a possibility that evidence may be removed, staff personnel may inspect or search the room without an occupant present.

STEREOS AND TVS

Students may bring stereo equipment from home for use in their room with the understanding that low volume levels or headphones must be used during quiet hours. Please be sensitive to those living above and below your room or apartment.

CAMPUS TELEPHONES

A **Campus Phone** connection is provided in each residence hall room. Students sharing a residence hall room must provide their own analog phone or check one out from Technology Services. A voice mailbox is provided to each student living in a residence hall. Using campus phones or voice mail to harass other students or access pornographic or other objectionable materials are considered a violation of the Community Life Agreement and may be subject to disciplinary action.

WINDOWS AND SCREENS

Residents are responsible for closing windows and screens to avoid weather damage. Any damage of this nature may be charged to the room occupant(s). Windows and screens are to be left in place at all times.

Any students found with their screen out will be subject to a \$10.00 fine for each screen. Under no circumstances should items be projected or hung outside of windows. This includes personal possessions or your own person.

LIVING IN A RESIDENCE HALL

CONFRONTATION

If you need to confront someone, we suggest that you do it privately, respectfully, and with their best interest in mind.

COOKING

Due to local and state fire regulations, no open coil or open flame cooking devices may be used in the residence hall. Cooking areas including microwave ovens are provided on each floor in Livingston, Baker, Roush, Meadows, and Miller Halls and in the basement of Wright and Hardy Halls. No cooking of any kind is to take place in residence hall rooms. Students may use coffee makers or hotpots for the preparation of hot drinks in the room. However, the use of microwave ovens or toasters in residence hall rooms is prohibited. All kitchen areas are to be kept clean. Following any food preparation, dishes and utensils should be cleaned and stored. Any questions related to the kitchen should be directed to your R.D. Cooking in apartments and on-campus houses should be done with respect to the others living with you. Please be sure to clean up after yourselves.

HOUSEKEEPING

Each residence hall has a housekeeping staff that is responsible for the cleaning of public lounges, hallways, bathrooms (except Roush Hall), and wing/suite lounges. They are only expected to clean that which is a result of normal, everyday, residence living. Additional cleaning beyond the norm, such that occurs as a result of pranks or carelessness will become the responsibility of those residents in the living area of that abuse. Forester Village apartments and houses are to be cleaned by the occupants.

LAUNDRY

If you are doing laundry, be considerate and remove your laundry after it is finished so that someone else does not have to.

LOUNGE HOURS

The main lounges of the residence complexes and the kitchen/lobby areas of Meadows and Miller are open to members of the opposite sex from 8:00 AM to 1:00 AM Sunday through Thursday. On Friday and Saturday, the lounges will be open until 2:00 AM. For security reasons, all doors with the exception of the late entrance doors will be locked at 1:00 AM Sunday through Thursday and 2:00 AM on Friday and Saturday. At the end of lounge visitation hours, the late entrance door will be locked and the lounge will be off limits to members of the opposite sex. All members of the opposite sex remaining or found in the lounge past lockup will be subject to disciplinary action, which may include a \$100.00 fine.

LOUNGE TELEVISION POLICY

The main lounge television sets, which are placed in Baker and Roush Hall lobby, Hardy and Wright Hall basement, and each floor in Livingston, Miller and Meadows Hall kitchen/lounge area, are for general viewing. Please be reminded that the present film policy on campus is that we will show G, PG, and some PG-13 films.

Groups wishing to show films that do not fall into this category will not be permitted to use lounge televisions or personal room televisions. We suggest not bringing R-rated movies.

MOVIE POLICY

Huntington University residence halls, Forester Village apartments, and on-campus houses have a campus-wide policy limiting movies to G, PG or PG-13 ratings. Students should use this same policy guideline in selecting movies for use with their VCR/DVD players

MUSICAL INSTRUMENTS

Practice rooms have been provided in the Merillat Centre for the Arts for anyone wishing to play or practice a musical instrument. Only small, non-amplified instruments can be played in the residence halls.

POSTING OF INFORMATION, ADVERTISEMENTS, OR SIGNS

Bulletin boards are located in each building; therefore, posters and notices should not be taped to glass doors and windows. Tape is difficult to remove and can damage the finish on many surfaces.

QUIET HOURS

11:00 PM - 8:00 AM SUNDAY - THURSDAY

12:00 AM - 8:00 AM FRIDAY and SATURDAY

As an academic institution, learning is the central task of Huntington University. Quiet hours are instituted to create an environment conducive to study.

ROLLER BLADES / BIKES

For the safety of others and the protection of our facilities, roller blades, skateboards or bikes are not to be used in buildings. Bicycles are not permitted in the residence hallways or stairways. Violators will be fined \$25.00 per violation. Students are encouraged to use the bike racks located outside of Wright and Hardy halls.

SOLICITATION

For the security and safety of the members of the residence community, solicitation of any kind is prohibited within the residence hall areas. Only those vendors that have received permission from the Vice-President of Student Development or the Assistant Dean of Students will be allowed to act as vendors within the residence halls. If any student observes anyone involved in solicitation within the residence halls, please report the individual(s) to an RA, RD, or the Student Development Office.

SPORTS AND RECREATION

Because of the many intramural and other informal recreational opportunities available in MPERC and other facilities, it is not permissible for students to participate in these activities in the residence halls, apartments or on-campus houses. All damages that occur as a result of games in the residence hall will result in punitive as well as compensatory fines.

STORAGE

Each residence complex has storage space that is available for students to store boxes and suitcases. Any items stored in these areas are to be clearly marked and neatly placed on the available shelving. Huntington University is not responsible for the safety of any items stored in storage rooms.

Items stored in these areas during the school year or during the summer months are stored at the risk of the student. Any items left in storage beyond the normal school year without clearance or that are not marked become the property of Huntington University. For FV apartments, do not store items in the furnace / hot water heater closet.

SUNBATHING

Sunbathing is prohibited around or on top of residence areas and any main campus areas as well. Sunbathing is allowed in grassy areas behind the Merillat Physical Education Recreational Complex. Students should be reminded to wear modest attire when sunbathing.

WATER

Students are not permitted in Lake Sno-Tip, nor are they permitted to have water fights in the residence halls. Students are also not permitted to use slip-n-slides in the residence halls.

WATER BALLOON LAUNCHERS

Water balloon launchers of any kind are not permitted in the residence halls or on campus.

SAFETY

CANDLES

Candles, oil lamps, and incense are not permitted in the residence halls, apartments, or on-campus houses.

FIREARMS / FIREWORKS

Firearms (or any kind of weapon) and fireworks are not permitted at HU. Air guns are not permitted at HU and if found, they will be confiscated and may not be returned.

FIRE SAFETY AND FIRE ALARMS

Fire alarms are in place for the safety of the residents of each residence hall. Because of the absolute importance of this system and its reliability in accurately signaling a fire emergency, it is considered a severe violation of Huntington University and Indiana State fire safety guidelines needlessly setting off a fire alarm. Anyone involved in the setting of a false alarm will be subject to a minimum fine of \$500.00. If continual false alarms are set within a building, the various fines will be spread among the residents of that residence hall, unless the individual responsible is identified.

ILLNESS OR INJURY

The Health Services office is located on the lower level of Wright hall and the posted hours are Monday-Thursday 9:30-3:00. Contact your RD or RA for assistance before and after the posted office hours.

INTERRUPTING THE DUTIES OF A UNIVERSITY OFFICIAL

It is against Huntington University policy for a student to act in such a way as to interrupt or impede the duties of a Huntington University staff person. This policy includes Resident Assistants in that they often act in an official capacity for the University. Students that provide misleading information or are involved in other activities that may prohibit a University official from performing their duties successfully will be subject to disciplinary action.

LATE ENTRANCE TO THE RESIDENCE HALL

Doors in each residence hall are designated late entrance doors. If students come back to the residence hall after the doors are locked, they may use their room key to enter a late entrance door.

ROOFTOPS

Students are not permitted on any rooftop on campus.

STORM WARNING / TORNADO

In the event of a storm or tornado warning, appropriate personnel will notify the campus community or the local storm sirens will be sounding off. You should seek shelter in a safe place. In the event of a severe storm or tornado, please go to the following locations in the residence halls:

- Meadows / Miller Halls: Small classrooms and storage areas in the basement or the suite areas and rest rooms on the 1st and 2nd floors.
- Wright Hall: Laundry room and storage room in the basement.
- Hardy Hall: Storage and basement hallway near the resident rooms.
- Baker / Roush Halls: The suite bathrooms on 1st and 2nd floors or storage room in the basement.
- Livingston Hall: The basement and 1st floor bathrooms.

Other instructions will be provided by the Residence Life staff or Campus Police in the event of a major storm or tornado. We hope that we do not have to ever face a major storm or tornado, but want to be prepared for such an occurrence.

VISITATION

GUESTS

Guests are always welcome at Huntington University. It is important to note that as a host, each student is responsible for the actions of his/her guest. Guests are expected to live in accordance with the Huntington University Lifestyle Statement while on campus. Ultimately, residents will be held responsible for the actions of their guest(s). The same guest(s) is not allowed to visit overnight on campus more than two nights per month. Any exceptions to the above policy must be made with the RD.

VISITATION / OPEN HOUSE

Wednesday	7:00 PM	–	9:00 PM
Friday / Saturday	7:00 PM	–	11:00 PM
Sunday	1:00 PM	–	5:00 PM

During open house hours, members of the opposite sex are permitted to roam freely throughout the residence facility. HU expects that doors of rooms containing guests remain fully open. If you are hosting on or off-campus guests of the opposite sex, it is the host's responsibility to make sure that the guests leave when visitation ends. Please do not make your RA ask them to leave.

ROOM SELECTION

Information regarding room selection will be available on-line in March. Forester Village apartment and on-campus house applications will be available at that time as well.

ROOM CHECK-IN

1. Upon arrival to the residence hall, it is required of each student immediately filling out a room condition report. This form can be obtained from your RD or RA. It is of benefit to fill out this form as completely as possible, damage costs are assessed based on this form.
2. No furnishings are to be removed or exchanged from student rooms or lounges. Furnishings can become damaged from moving.
3. Room switches are to be approved by the RD before they take place.

SINGLE ROOM POLICY

Students who are without a roommate and are not willing to pay the additional amount for the privilege of having a single room, will be consolidated with another student that is in the same situation. This will be done on a seniority basis. There will be no single rooms allowed unless the student pays the additional fee for that privilege. All single rooms including paid single rooms are contingent upon enrollment. Huntington University reserves the right to make exceptions to this policy in special situations that may include students with specific medical or emotional needs.

ROOM CHECK-OUT

1. Whenever students move out of the residence hall, they must be officially cleared by the Resident Director.
2. The check out process must take place prior to leaving campus. **After the fact checking out will not be acceptable.**
3. Students will be considered checked out if the following conditions exist:
 - a) The student's room is clean (cleaning charge assessed if room is not clean).
 - b) The student's belongings must be packed and out of the room.
 - c) Furnishings in room and in place.
 - d) Posters, wall hangings, etc. are removed as well as the items used to hang them.
 - e) Students must be prepared to leave campus the same day they checkout.
4. Students must turn in their dorm key at the time of checkout. If your key is not returned, a \$25 replacement fee will be assessed.
5. Upon inspection of the room during checkout, damage costs will be assessed if applicable.

FORESTER VILLAGE APARTMENTS & HU HOUSES

Forester Village apartments and University-owned houses are considered on-campus housing and, therefore, subject to all policies outlined in the Huntington University Student Handbook and Residence Life Handbook (this document that you are reading). See the above details or your RD / RA if you have any questions.

These additional policies apply to all FV apartments and HU houses:

1. Only G, PG and PG-13-rated movies may be viewed.
2. Visitation is permitted in living rooms, dining rooms and kitchens only. There is no visitation permitted in bedrooms.
3. Visitation hours are Monday – Friday: 8:00 AM – 1:00 AM and Saturday – Sunday: 8:00 AM – 2:00 AM.
4. For houses, telephone set up is your responsibility. Television cable is your responsibility for all apartments and houses.
5. Laundry facilities are located in the basement of 1913 Fruit Street for the apartments on Fruit and 815 Forester Lane for the apartments in the cul-de-sac.
6. There is a dumpster located in the parking lot behind the carport for garbage and recyclables.
7. Use caution when grilling outside. Damage done to siding will be your responsibility.
8. Please keep all outside doors closed, especially those leading to the laundry rooms.
9. It is your responsibility to keep your apartment clean. Sweeping and cleaning of stairways and entrances is also your responsibility. Do not block the entrances with bikes. There are bike racks provided for you, located in the carport.
10. Do not store any items in the furnace / hot water heater closet.
11. You may do NO painting, wallpapering (including borders), lining of shelves or cabinets with contact paper, and no decorating or redecorating.
12. **NO PETS SHALL BE KEPT IN OR ABOUT THE PREMISES.** Housing a pet will result in your dismissal from the apartment.
13. Possession or use of alcoholic beverages, drugs, or tobacco of any kind on the premises is strictly forbidden.
14. Smoke detectors are NEVER to be dismantled or disconnected. If batteries are low, call maintenance. Flammable items are NOT to be stored near the water heater or furnace. Keep furnace rooms clean and uncluttered.
15. Members of the opposite sex are NOT permitted to stay overnight in the apartment.
16. **By order of the Huntington Fire Department, there is NO PARKING in the cul-de-sac,** except for loading and unloading. There is definitely **NO OVERNIGHT PARKING** and offenders will be ticketed.

HU STAFF PERSONNEL

Area code is 260

Assistant Dean of Students <u>JESSE BROWN</u>	Office 359-4028 Home 358-0502
Baker / Roush Hall RD <u>MALLORY JONES</u>	Office 358-3515 Home 358-3890
Livingston Hall Resident Director <u>CRISTI BUSHNELL</u>	Office 454-6200 Home 454-6201
Hardy Hall Resident Director <u>BETH HALE</u>	Office 358-3571 Home 358-3888
Wright Hall Resident Director <u>NATHAN GEER</u>	Office 358-3647 Home 358-3889
Director of Health Services <u>DONNA HECK</u> (Office hours Monday–Thursday 9:30 AM - 3:00 PM)	Office 358-4092
Meadows/Miller Assistant Resident Director <u>ERIC GINGERICH</u>	Office 358-3800 Home 358-3850
Forester Village RD <u>JEREMY RUFENER</u>	Office 359-4089 Cell 224-3290
Forester Village RD <u>CASSIE RUDY</u>	Office 358-3891 Home 358-3891

EMERGENCY CONTACT PHONE NUMBERS

<u>EMERGENCY</u>	911
<u>FAMILY PRACTICE</u>	356-5424
<u>HUNTINGTON PARKVIEW HOSPITAL</u>	355-3000
<u>HUNTINGTON UNIVERSITY POLICE</u> Monday – Friday 6:00 PM - 6:00 AM	224-1412
<u>REDI-MED</u>	359-1250

