

# GUIDE TO RESIDENTIAL LIFE

## Table of Contents

Welcome to Residential Life .....	2
Mailing Address/Repair Request Procedure/Student Transport .....	4
The Residential Life Staff .....	5
Resident Assistants .....	6
Residence Rooms .....	7
Emergency Safety Procedures .....	12
Worship/Convocation/Vespers .....	14
Residence Hall Services and Facilities .....	16
Policies and Procedures .....	20
Night Check .....	29
Additional Campus Services .....	34
Campus Map .....	37
Fine List .....	38
Index .....	39
Calendar .....	40

## The Mission

Southern Adventist University,  
serving local, national, and international constituencies,  
provides learning in a Christian environment  
where all are encouraged to pursue  
truth, wellness, and a life of service.

## Core Values

A Christ-centered campus  
academic and professional excellence in a distinctive Seventh-day Adventist environment  
theologically, socially, morally, and intellectually  
demonstrated hospitality and service  
affordable education

## WELCOME TO RESIDENTIAL LIFE

“How good and pleasant it is when God’s people  
live together in unity.” Ps. 133:1 (TNIV)

Welcome to a new school year at Southern Adventist University. Change is an inevitable part of life. For those of you experiencing our campus for the very first time as a student, the changes may be rather dramatic. Those who are returning will notice subtle changes.

Whatever the changes, our goal is to apply Christian principles consistently to all facets of our program.

Above all, we desire that every man and woman living under our roofs will experience the joy that comes with the knowledge and love of Jesus Christ. May your year be pleasant and fulfilling as you pursue your studies, work, walk with Christ, and as you reside in your residence hall.





# Your Mailing Addresses

<b>U.S. Mail</b> (No street address delivery)	<b>Street Address</b> ONLY for UPS/FedEx/DHL, etc.
<b>Talge Hall</b> Resident Name P.O. Box 569, Your Room # Collegedale, TN 37315-0569	<b>Talge Hall</b> Resident Name 4891 Taylor Circle, Your Room # Collegedale, TN 37315
<b>Thatcher Hall</b> Resident Name P.O. Box 529, Your Room # Collegedale, TN 37315-0529	<b>Thatcher Hall</b> Resident Name 4871 Taylor Circle, Your Room # Collegedale, TN 37315
<b>Thatcher South/Southern Village</b> Resident Name P.O. Box 2218, Your Room # Collegedale, TN 37315-2218	<b>Thatcher South/Southern Village</b> Resident Name 4841 University Drive, Your Room # Collegedale, TN 37315

## Repair Request Procedure

- 1) Go to [residencelife.southern.edu](http://residencelife.southern.edu)
- 2) Click on Room Maintenance
- 3) Fill out the form
- 4) Click: Submit

The repair will usually be made within 48-72 hours of your request. If you have a problem that needs immediate attention, contact the dean on duty.

**Student Transportation** is available through Transportation Services throughout the school year. Reservations must be made 48 hours in advance. During major breaks and holidays scheduled rides to the airport, bus, etc are available. Information on time, availability and reservation deadlines are listed at: [southern.edu/studenttransport](http://southern.edu/studenttransport)

## THE RESIDENTIAL LIFE STAFF

The residential life staff is here to make your transition to living in a residence hall a smooth one. We welcome the opportunity to get to know you on a personal level and urge you to take advantage of the variety of services we have to offer.

### Student Development

Dennis Negron, Vice President (negron@southern.edu) ..... 423.236.2813  
Kari Shultz, Director Student Life & Activities (kshultz@southern.edu) ..... 423.236.2484  
Teri Reutebuch, Administrative Assistant (terir@southern.edu) ..... 423.236.2814  
The Student Development office is located on the south end of the Student Center

### Dean of Students and Director of Residence Life

Lisa Hall (lisahall@southern.edu) ..... 423.236.2900

### Talge Hall—423.236.2994

Brandon Dorn, Asst. Dean (bdorn@southern.edu)..... 423.236.2991  
Carl Patterson, Assoc. Dean (patterson@southern.edu) ..... 423.236.2996  
John Sager, Assoc. Dean (jsager@southern.edu) ..... 423.236.2991  
Lisa Patterson, Office Manager (lpatterson@southern.edu)..... 423.236.2990  
Dusty Miller, Maintenance Supv. (gcmiller@southern.edu) ..... 423.236.2999

### Thatcher Hall—423.236.2904/Thatcher South—423.236.2910

Chamra Anthony, Assoc. Dean (cotto@southern.edu) ..... 423.236.2908  
Tisha Looby, Assoc. Dean (tishagabriel@southern.edu)..... 423.236.2906  
Susan Pennington, Assoc. Dean (spennington@southern.edu) ..... 423.236.2903  
Office Manager ..... 423.236.2902  
Amy DeWind, Housekeeping Supv. (leahp@southern.edu)..... 423.236.2909

### Southern Village—423.236.2910

JP Mathis, Assoc. Dean (jmathis@southern.edu)..... 423.236.2907  
John Willis, Assoc. Dean (johnwillis@southern.edu) ..... 423.236.2997

### Housing Information:

For Talge Hall (housing@southern.edu) ..... 423.236.2222  
For Thatcher and Thatcher South (thatcherhousing@southern.edu) ..... 423.236.2903  
For Southern Village (svdeans@southern.edu) ..... 423.236.2907

## STUDENT DEANS AND RESIDENT ASSISTANTS

### TALGE HALL

#### Student Deans

Joslen Lache  
Lesley Pheng  
Xavier Snyder  
Christian Sorto

#### RAs

Jacob Bahn  
Gabe Ballesteros  
Seth Bermudez  
Jacob Bradshaw  
Dsn Catangay  
Jared Dangazo  
Jared Freeman  
Josnel Lache  
Brayan Lopez

Tahkai Martin  
John Moldovan  
Chris Pillgreen  
Alexie Pinilla  
Aden Sikes  
Scotty Stewart-Tapasco  
Joel Wright

### THATCHER HALL / THATCHER SOUTH

#### Student Deans:

Tyra Castle  
Delaney Fox  
Majo Moran  
Davel Parker

#### RAs

Marlyn Antwan  
Nailah Baker  
Erin Belgrave  
Katherine Berrios  
Emily Caravaja  
Camryn Clark  
Bailey DuBose  
Elisabet Espinoza  
Helen Faulk  
Daniella Gonzalez

Dulce Hernandez  
Makenna Koberstine  
Paige Martin  
Leann Montaque  
Dafni Montenegro  
Jessie Parker  
Hailley Revollo  
Verenize Romero  
Carla Sinka  
Adhey Waworuntu

### SOUTHERN VILLAGE RA'S

Chloe Bastijian  
Paul Cooper  
Christian Dominguez  
Luke Ellis

Sonia Joy  
Rachel Joyner  
Ashton McMillen  
Mile Pinero

Allan Sison  
Stephanie Trinidad

Policies and Procedures in this handbook are subject to change. Changes occur only after consultation with administration. Any changes will be announced in the respective newsletters of each residence hall and by posting on bulletin boards.

## **RESIDENCE ROOMS**

### **Changes**

After the first two weeks of the semester, you may request to change rooms by contacting the housing dean for your building. Moves will not be granted for reasons of race, religion, or national origin. Changes made without this approval may result in additional charges.

The following steps **must** be followed when making a room change:

1. Talk to your roommate first. This courtesy will help the process to go smoothly.
2. Contact your respective housing office with your request.
3. See procedures below for check-in and check-out instructions.

Moves must be completed in 24 hours (not including Sabbath).

### **Check-in Procedure**

Before you move into your reserved residence hall room, you must first go to the Thatcher or Talge Office. The appropriate office staff will approve you to move into your assigned room and give you key card access. You may not move any items into your reserved room until you have been approved to move in by the appropriate office staff. Failure to list any room damages may result in charges for those damages when you move out (see page 38).

### **Check-out Procedures**

1. Clean your room. (A list of cleaning expectations is available in the office.)
2. Contact a dean, student dean/RA, or the office manager to inspect your room for cleanliness and damages.
3. The person checking you out will verify your contact information and enter this information on the mobile check out. (We cannot forward magazines, so you should also send a change-of-address form to each subscription.)
4. You and the person checking you out will review the inspection check out list and sign the mobile inspection form. Any damages will be noted on the inspection list and charges may occur. (see page 38)

## **Improper Check-out**

Failure to follow any of the check-out procedures may result in charges for any or all of the following problems: failure to fill out a forwarding address card, cleaning, packing, etc. (see page 38).

## **Cleanliness**

Rooms are to be kept clean and orderly. Bathroom mold is a particular problem, making frequent cleaning necessary. Suite mates must work together to make sure the bathroom is cleaned weekly. The residence hall bathrooms are checked every two weeks by the RAs. Residents will be fined for unclean bathrooms and unclean rooms (see page 38). A conference with a dean will be necessary if the problem persists.

## **Deposit**

All residents are required to have a \$250 Commitment Deposit in place by May 1 in order to assure a reservation in the residence halls. This deposit remains with the university as long as you are a resident. The deposit is applied to your account when you graduate or leave university housing, provided there is no room damage that goes beyond normal wear and tear. **If you reserve a room and your plans change, and you do not notify us by June 1, you will forfeit this deposit.** Commitment Deposits should be sent to the following address:

Enrollment Services  
Southern Adventist University  
PO Box 370  
Collegedale, TN 37315

Be sure to note on the memo line of your check that the amount is to cover your Commitment Deposit.

## **Deposit Refund**

Students who fail to properly check out of the residence halls at the end of their stay will forfeit a portion of the Commitment Deposit. In order to return to the residence halls, the Commitment Deposit will need to be paid again in full before reservations for the next academic year will be honored. The deposit will be applied to the accounts of those who have checked out properly and are not returning to the residence halls the following semester. However, should you have an outstanding balance with the university, your deposit will be applied to that balance. Email your respective housing office (see page 5) to request that the Commitment Deposit be applied to your account.



## Dimensions

Thatcher Hall and Thatcher South dimensions are as follows:

Rooms: 16' 10" x 12' 4"

Talge Hall dimension are as follows:

Main residence hall rooms: 9' 11" x 14' 7"

1st West (1, 2, 3): 10' 6" x 16'

New wing: 13' x 16' and 13' x 18'

*For a virtual tour visit [southern.edu](http://southern.edu) and scroll to the bottom of the page*

## Furnishings

Every room is furnished with two beds, two desks, two chairs, drawer space, window blinds, and carpet. **None of this furniture may be removed.** Removing furnishings or blinds incurs a \$100 cash fine. No lofts may be built, and no furniture may be disassembled or raised.

You are responsible for the condition of your room and will be charged for damages, as well as custodial expenses, if a room is left in need of repair and/or cleaning. Therefore, wallpaper and contact paper should not be installed and furniture is not to be painted (see page 38.)

### Items You Can Bring From Home:

Desk and Floor Lamps (no halogen lamps)  
Towels and wash cloths  
Cleaning Supplies  
Cell Phone  
Computer  
Bicycle  
Small Refrigerator (up to 4.5 cubic feet)  
Ironing Board (available: laundry rooms Thatcher; Talge front desk)  
Blenders, Juicers, or any small appliance that does not heat  
Linens and Pillow for Twin Size Bed  
Waste Basket  
Flashlight  
Iron with Auto Shut-Off Only  
Stereo/Headphones  
Microwave  
Vacuum (available: from your R.A. or at the front desk)

**APPLIANCES NOTE:**

Microwaves are the only appliance allowed that can heat food. Any appliance that generates heat is considered a fire hazard. Only three-prong UL extension cords and power strips are allowed.

**Items To Leave at Home (include but not limited to):**

Fire Arms/ Weapons of Any Type  
Water Pistols  
TVs/Computers over 43"  
Role Playing Games  
Inappropriate Posters (see page 26)  
Mini Blinds  
Jewelry  
Pets  
Street Signs  
Wireless Routers  
Beds  
Dart Board  
Paintball Guns  
Video Projectors  
Fire Hazard Items (see page 13)  
Spider Lamps  
All Candle Warmers

**ID Card/Keys**

Your ID card is your room key. Your ID card is issued at the Campus Card Desk located on the 2nd floor of Wright Hall. When you check in to the residence hall, you will need to have your ID card with you so that it can be programmed for your room. If you lose or misplace your ID card, please visit the Campus Card Desk. If the Campus Card Desk is closed, you will be given a temporary card until you are able to get a new ID card. Residents have two days to get a new ID card. If you are locked in your room, please call the front desk and ask for the dean on duty.

## **Room Rates**

### **Double Occupancy**

Rooms in all residence halls are double occupancy. A resident rents only one half of the room; therefore, unoccupied spaces may be filled at any time. It is imperative, then, that you occupy only one side of the room.

Thatcher/Thatcher South Hall rate: \$2,320/semester

Talge Hall rate: \$2,320/semester (suite room);

\$2,280/semester (non-suite room)

Southern Village: \$2,510

### **Single Occupancy (Can request if space is available)**

If there is space, after the school year begins and once everyone is placed, preference will be given to those with the most credit hours. A written request must be submitted to the Housing Office (see page 5 for contact information). Once the request is received the following must happen before consideration:

1. Parental consent in writing to appropriate Housing Office (email is accepted)
2. Approval and clearance from Student Finance

Rent for single occupancy is 1.5 times the regular room rent.

### **Room Reservations**

The Housing Fair for the following year occurs in April. Being able to reserve a room is contingent upon your being pre-registered and your account being current. The residence halls are designed for currently enrolled undergraduate students under 24 years of age and taking at least six credit hours. Those taking less hours will be considered if space is available.

### **Special Accommodations**

Students with disabilities who require personal attendants or who require special residential accommodations must have their requests and plans approved by Disability Support Services, phone 423.236.2574 (see page 35) before they can be considered for student housing.

## EMERGENCY SAFETY PROCEDURES

### Fire Drill

The residence halls are required to hold periodic fire drills. When the residence hall alarm sounds, the law requires that the residence halls be evacuated as promptly as possible. You should follow the fire escape route posted on the back of your room door. Please remain at your floor's designated fire assembly point outside the Residence Hall until official permission has been given to re-enter the building. If the alarm occurs after night check, please check in with your RA or fire assistant at the location listed on the back of your door. Failure to evacuate the residence hall during a fire alarm will result in a cash fine (see page 38).

### Campus-wide Emergency

In the event of a tornado or other campus-wide emergency, you will hear the campus siren sound. Do not go outside. Instead, make your way to the designated tornado shelters (see back of room door for location information). **To sign up for the campus wide emergency alert system go to: [southern.edu/notify](http://southern.edu/notify). Please note, you must sign up every 2 years to remain active on the campus wide emergency alert system.**

### Fire Exits

Fire exits are to be used only during fire alarms or other emergency warnings. Use of these exits during any other time without permission will result in a cash fine (see page 38).

**Fire Hazards** —See partial list of fire hazards on page 13.

No appliances (gas, electrical, battery powered, etc.) that heat are allowed, other than microwaves. **There will be a fine for the possession of items other than those that are approved or cause of any of these hazards (see page 38).**

### Fire Door Closers

Because of the fire code, all rooms are equipped with automatic door closers. The purpose of these is to keep your door closed during a fire, thus preventing it from spreading. Your tampering with these door closures is a serious offense. Abuse of the equipment will result in fines and/or suspension (see page 38).

### Fire Extinguishers

The misuse of fire extinguishers, fire alarms, smoke detectors, or other protection equipment is expressly prohibited. Because the abuse of this policy can cause serious fire hazards in a residence hall setting, stiff penalties, including cash fines and/or suspension, will be levied against anyone who violates it (see page 38). In addition, the involved persons will be held responsible for any damages caused by the fire or smoke.

## Partial List of Fire Hazards

(refer to page 12 for more fire hazard information)

Items to leave at home (includ. but not limited to):

Rice cookers

Deep fryers

Crockpots/hot pots

Coffee makers with hot plates

\*(Keurig type makers are allowed)

Oil or lava lamps

All open (spider or torch style) lamps containing incandescent bulbs

Objects with open flames

Candles/torches

Fireworks or incense

Fog, steam, or mist creating appliances (such as essential oil diffusers)

Combustible chemicals

Gasoline and fuel cans

Bean bag chairs

Hover Boards

Flammable camping equipment (i.e. kerosene cook stoves, sterno, and lanterns)

Causes of Fire Hazards (includ. but not limited to):

Obstructions in hallways

Hall doors propped open

Unattended cooking food

For more information regarding Fire Safety visit:

<https://www.southern.edu/administration/campus-safety/yoursafety/fire.html>

## **WORSHIP/CONVOCATION/VESPERS**

The Bible makes clear that spiritual growth is dependent on both personal and corporate worship. While all students are encouraged to cultivate a personal devotional life, Southern's Worship and Convocation program provides the campus the opportunity to come together for spiritual fellowship. Residence hall evening worships (Sunday-Wednesday), Morning Meditations (Monday-Thursday), Vespers (Friday evening, Evensong (Saturday evenings) and LifeGroups (times vary) are the regularly scheduled spiritual programs during the week. In addition, Southern accentuates its liberal-arts program with Thursday Convocations and allows students to receive Convocation credit for various academic and student organization meetings. Although a large number of Convocations have spiritual content, several of them instead celebrate and honor academic achievements, presenting programs that enrich the classroom experience. Evensong is a one-credit worship option for students. It often meets in the Collegedale SDA Church sanctuary, though the venue can change.

the Sabbath to celebrate in Christian praise the end of one week and the beginning of another. Because Southern's Worship and Convocation program is co-curricular, all students, both residential and commuter, are required to attend a set number of services during a semester. This number is determined by class standing as follows:

### **Requirements for residential students (credits per semester):**

- Freshman: 60 (Cultural= 15, Enrichment= 45)
- Sophomore: 55 (Cultural= 14, Enrichment= 41)
- Junior: 50 (Cultural= 13, Enrichment= 37)
- Senior = 45 (Cultural= 11, Enrichment= 34)
- Graduating senior: 20 (Cultural= 5, Enrichment= 15)

**No reductions outside of those given for class standing and exempted students**

### **Requirements for commuter students (credits per semester):**

- Freshman: 40 (Cultural= 10, Enrichment= 30)
- Sophomore: 36 (Cultural= 9, Enrichment= 27)
- Junior: 32 (Cultural= 8, Enrichment= 24)
- Senior = 30 (Cultural= 8, Enrichment= 22)
- Graduating senior = 20 (Cultural= 5, Enrichment= 15)

**No reductions outside of those given for class standing and exempted students**

**For Dress Code Refer to the Student Handbook**

## Requirements for part-time students:

Part-time students (defined for this policy as any student taking 6-11 hours) who reside on campus follow the residence hall requirement for their class standing. Part-time commuter students are to maintain worship attendance at the same level as full-time commuter students.

## Exempted Students

Married students and students with children, veterans, students 23 or older, students who have already earned 124 hours, those student teaching, online and Consortium students.

## Students may earn worship/Convocation credits in the following increments:

### 1 Credit:

Evening Worship; Morning Meditations; Student Organization, Departmental, School, and Class-sponsored convocations; Evensong

### 2 Credits:

Life Groups, Vespers, Week of Prayer (Fall Student Week of Prayer and Residence Hall Week of Prayer), Thursday Convocations, Performing Arts Programs

Students who fail to meet the above credit requirements will be assessed fines and face discipline as follows:

	<b>Fewer than 10 credits missed at the end of a semester</b>	<b>10 or more credits missed at the end of a semester</b>
First Offense:	Probation	Probation, \$5 fee per missed credit
Second Offense:	Probation, \$5 fee per missed credit	Probation, Meet with Vice President for Student Development, \$5 fee per missed credit
Third Offense:	Probation, Meet with Vice President for Student Development, \$5 fee per missed credit	Semester Suspension
Fourth Offense:	Semester Suspension	Semester Suspension

# RESIDENCE HALL SERVICES AND FACILITIES

## **ATM**

ATMs are located in the lobby of Talge Hall and Thatcher Hall.

## **Bicycle Storage**

For safer storage, both residence halls offer a bicycle storage room. Because of space limitations, we can allow only one bicycle per resident in the bicycle storage rooms. In order to use these rooms, a bicycle must be registered with the office managers in Talge and Thatcher. You will be given a registration sticker to affix to the bicycle. Thatcher and Talge residents will have their ID cards programmed for door access to the bike room. Padlocks, if desired, are to be supplied by owner. Neither residence hall assumes any responsibility for items in the bicycle rooms. Bicycles left in storage after their owners have left school will be sent to Campus Safety unless prior arrangements have been made.

Illegally parked bikes, such as those chained to handicap rails, loading dock rails, etc., will be confiscated by Campus Safety and kept in a secure place. Owners may come during business hours (with correct identifying information) to claim their bicycles at Campus Safety.

## **Faxes**

Talge, Thatcher, and Thatcher South also have fax service during office hours. Check with your residence hall office for information regarding charges for sending and receiving faxes as well as copying and printing.

The fax numbers are as follows:

Talge Hall	423.236.1994
Thatcher Hall	423.236.1904
Thatcher South	423.236.1910

## **Ice Machines**

A large ice machine is located in the Thatcher Hall Cafe and the fourth floor Thatcher South kitchenette. In Talge, the ice machine is located in the vending room off the main lobby.

## **Internet Wireless Service**

Because wireless service is now available in the residence halls, individual wireless routers are not allowed.

## **Kitchens**

In Thatcher and Thatcher South, kitchenettes are located on each wing. In Talge, a kitchen is located on the first floor of the main residence hall and on each floor of the



500 halls. These facilities are equipped with a stove, an oven, and a microwave. You are asked to supply your own cooking utensils. Please do not cook fish or other meats in these kitchens. **Do not leave cooking food unattended. Unattended food that causes a fire alarm will result in a fine (see page 38). Be sure to turn stove top burners off and please make sure you leave the kitchen clean.**

### **Laundry Rooms**

In Thatcher washers and dryers are located in the kitchens on each wing. In Talge, laundry rooms are located on all floors. To avoid theft of personal property, you should label your clothes and do not leave your laundry unattended. **Residence halls are not responsible for items left unattended.** We also request that you remove your laundry promptly so that machines are ready for the next user. Laundry service closes a half hour before sunset on Friday evenings and is restored a half hour after sunset on Saturday nights.

If you experience a problem with a machine, please go to [residencelife.southern.edu](http://residencelife.southern.edu) and select “Room Maintenance” to report the problem.

### **Mail and Packages**

Mail is not distributed on Saturday and Sunday but you can pick up mail/packages at the front desk of the residence hall. You will find an outgoing mail slot at the front desk of each building. Mail is taken to the post office Monday-Friday. **Please check your mailbox daily. This allows us to have room to put new mail and helps you to stay on top of personal and school related communication.** Desk workers are not allowed to retrieve items from your mailbox, so please memorize your combination.

Packages are scanned into a digital package system. You will get an email from the digital system to let you know your package has been received, processed, and is ready for pick up. Remember even though your tracking may say it is delivered, it may not be processed by the residence hall and ready for pick up. Keep this in mind when ordering next day items shipped through USPS.

### **Newsletters**

Thatcher Hall, Talge Hall, and Southern Village publish announcements, reminders, and policy changes in their weekly newsletters. In Thatcher, this newsletter is known as The Thatcher Update; in Talge, Flush Facts and in Southern Village, Village Times. Information on these sheets have the same significance as that published in this handbook or in the Southern Adventist University Student Handbook.

## **Pest Control**

To request pest service put in a request with your residence hall. If you need to know how to submit a request see the residence hall front office, Please cooperate with the pest control personnel by keeping food in closed containers, emptying your trash on a daily basis, and cleaning your dirty dishes. Pest control services come once a week. Our currently schedule day is Thursday.

## **Recreation/TV Rooms**

Recreation rooms and TV Rooms are located in the basements of both facilities. The rooms are open 12 p.m. to 12 a.m. on Sunday and 6 p.m. to 12 a.m. Monday-Thursday. It will be closed on Friday and Sabbath. These rooms are to be used by the residents of these facilities only.

Thatcher's Café may be used for mixed group activities until 9 p.m. by reservation only. Reservations should be made by contacting the Thatcher office manager. Bridal showers and other such engagements are appropriate activities for this room. Reservations of the room are to be for no longer than two hours. When using this facility, please remember that fish and other meats are not to be cooked. When you are finished, please clean the area and check to make sure ovens and burners are off.

## **Stamps/Envelopes**

Stamps and envelopes may be purchased from the office managers of the residence halls during office hours.

## **Storage/Trunk Rooms**

A storage room is located in the basement of each building. During the school year there is no charge for use of this facility During the summer there is a charge. See below:

Talge	\$40 fee	To reserve a bin go to the Talge Office.
Thatcher	\$45 fee	(this includes a padlock for your storage bin) To reserve a bin go to the Housekeeping Office.

This will be charged to your student account.

All stored items must fit in the bin you reserve. Items must be stored 18" below the sprinkler pipes and ceiling. Residents who do not return at the end of the summer must make arrangements for their stored items to be sent to them within a 30-day period.

Furniture, bicycles, empty cartons, and auto parts (including tires) may not be held in the storage room.

**The residence halls do not assume responsibility for any articles placed in the storage room. It is recommended that you take out personal property insurance for these items.**

**Items left in the storage room for more than 30 days beyond the arranged pick-up date or termination of residence hall status will be disposed of by the residence hall personnel.**

### **Telephones**

If phone service is desired students will need to obtain their own wireless service. Cell phone repeaters for Verizon and Sprint have been placed in the residence halls to increase the cell phone reception. Land lines are provided in some lobbies.

### **Vacuum Cleaners**

Vacuum cleaners are kept in the RA rooms. RAs have extra bags and will report any needed repairs. After using the vacuum, please return it to your RA immediately. There are also vacuums at the front desk, which may be checked out for use. **Please do not vacuum after 9 p.m. or during Sabbath hours.** Vacuums should be returned within 15 minutes.

### **Vending Machines**

Vending machines are available in each residence hall. Damages resulting from machine abuse will result in a fine and/or damage charges.

### **Weight/Exercise Room**

Weight rooms are located in the basement of Thatcher Hall and the 1st floor of Talge Hall. Weight room users are expected to abide by the following policies: 1) use of free weights is prohibited unless you are working out with a partner, 2) all music is prohibited unless you are using a listening device with headphones, and 3) weights are re-racked after their use. **Residents using the weight/exercise rooms work out at their own risk.** Hours are posted on the weight/aerobics room doors.

## POLICIES AND PROCEDURES

Policies and Procedures in this handbook are subject to change. Changes occur only after consultation with administration. Any changes will be announced in the respective newsletters of each residence hall and by posting on bulletin boards.

### **A/C-Heater Units**

The filters of the A/C-heater units will be cleaned once a month by housekeeping. You should not tamper with the unit's internal service controls; operation of controls should be limited to the outside panel and the vent only. **When leaving for breaks, your unit should be set at "4" or approx. 70 degrees automatic cool in summer and automatic heat in winter.** A/C-heater units must be able to circulate the air in your room. To make this possible, please keep items away from the front of the unit. Beds must be at least 12 inches away from the A/C-heater unit at all times. Failure to comply will result in a fine. (See page 38).

### **Alcohol, Tobacco and Drug Abuse - see Substance Abuse Policy**

### **Assault**

In accordance with Southern's campus policy, residence halls will not tolerate sexual, physical and/or verbal assault. Residents involved in this type of behavior will be subject to discipline, including possible dismissal. The offender may be prosecuted by the City of Collegedale.

### **Baby-sitting**

Baby-sitting is not to occur in the rooms or in the lobbies of any residence hall building.

### **Bicycles/In-line Skates/Skateboards/Scooters**

Because of the damage that these items can do to carpets, **they are not to be used inside any building.** In-line skates and skateboards are allowed on the general campus (except the tennis courts, any stairs, and the plaza area) with proper gear. All bicycle repairs should be done outside of the buildings. (For storage information, see page 16).

### **Bulletin Boards**

All material placed on the lobby bulletin boards of either building **must be approved by a dean or office manager.** Hallway bulletin boards are for RA use only.

### **Camping**

To leave campus for weekend camping trips, you must submit a request through the regular weekend leave process.

The following information must be verified: specific identification of camping site, **approved adult sponsor to accompany mixed gender groups**, and separate sleeping arrangements for each gender. Campus-sponsored organizations are expected to follow these same guidelines. **Camping alone is prohibited.**

### **Ceiling Tiles**

Ceiling Tiles must remain in place and there is not to be anything stored above them. If you notice a damaged or missing ceiling tile in your room fill-out a maintenance request immediately to avoid any room damage fines (see page 38)

### **Cleats**

Before entering the residence halls after engaging in softball, flag ball, soccer, or caving, please take off cleats.

### **CCTV**

Southern is committed to enhancing the safety and quality of life on the campus. A critical component of a comprehensive security plan is the use of Closed-Circuit Television (CCTV). Information obtained through video monitoring will be used exclusively for security and law enforcement purposes and will be conducted in a manner consistent with university policies. Video monitoring of public areas for security purposes at the university is limited to uses that do not violate the reasonable expectation to privacy as defined by law. There is a reasonable expectation of privacy in showers, rest rooms, and individual resident rooms.

### **Confiscation Policy**

Stereos and speakers that are confiscated because of a noise violation (see Sound Equipment, page 28) will be held for a month before being returned. **Cash fines also apply (see page 38).** Other items (such as but not limited to televisions over 43", posters, firearms, swords, and role-playing games) will not be returned until the resident can take the item home. Weapons may be turned over to Campus Safety.

The university, residence hall deans, and RAs are not responsible for any confiscated items in storage. **It is recommended that you purchase personal property insurance for your personal items.**

### **Decorations**

When decorating your room, please keep paper decorations to a minimum. During the Christmas season, live trees are not allowed in the building. No lighted candles are allowed. No door decorations are allowed.

## **Discipline**

Residence hall discipline will be administered as outlined in the residence hall and student handbooks. Students are responsible for choices they make, and part of the residence halls' commitment to running a fine program is to hold the student accountable. The deans challenge each resident to base his or her behavior on Christian standards. This commitment will, in the end, bring the greatest degree of happiness.

## **Distribution of Information**

Anyone wishing to distribute or provide information via pamphlets, newsletters, newspapers, voice, or any other form of communication, must first receive permission from the Vice President of Student Development. To post information in the residence halls you will also need permission from the residence halls.

## **Door Dollars**

A charge of \$1.00 will be made when residents ask to be let in their room.

## **Door Exteriors**

In the residence halls, there will be the room number and a name card listing the residents of the room. Please do not put anything else on your door.

## **Door Locks**

Door locks are not to be taped or tampered with in any way. **There is a cash fine for this type of activity. If the lock is damaged and needs to be replaced, there will be a charge for the replacement cost (see page 38).**

## **Dress Code**

Please consult the **Student Handbook** for campus policies on dress.

## **Electricity**

To conserve energy, lights and appliances should be turned off when not in use. When you go on vacation or away for the weekend, please turn off lights and all electrical items (except your refrigerator). (See page 20 regarding air conditioning and heater policies.)

## **Engines and Motorized Vehicles**

Because of the potential fire hazard, engines of any type (auto, motorcycle, chain saw, etc.) are not allowed in the residence halls, Southern Village, storage closets or rooms for any reason. **All motorized vehicle parts, including tires, are banned from the residence halls and Southern Village.** Cash fines (see page 38), as well as payment for any possible damages, may result.

## **Eviction Policy**

When students cease to be registered for classes, they must vacate campus housing. The student will be notified by a dean in writing that they will have 48 hours to vacate. This policy also applies during summer terms if a student does not retain his or her accepted status. If the student does not vacate housing within the allotted time, his or her personal belongings will be placed in storage, and the student will forfeit all refundable housing deposits and fees. Any exceptions must be arranged through the deans, Student Development, and Student Finance.

## **Fines**

If a resident is fined near the end of a semester, and the fine remains unpaid by due date, it will be charged against the resident's student account with a processing fee applied.

## **Firearms and Weapons**

All guns, for example but not limited to, rifles, sling shots, starting pistols, and paint guns are strictly prohibited in the residence halls or in a resident's car. This is a felony anywhere on campus. Possession of weapons, for example but not limited to, martial arts weapons, crossbows, knives with a blade longer than 4", switch blades and stiletto knives is also prohibited.

## **Furniture**

Furniture must not be moved from any residence hall lobby or kitchen/lounge area. There is a cash fine for an infraction of this policy (see page 38).

## **Hair Cutting**

Hair cuts should be given in designated and approved places in the residence halls. Drop cloths should be used beneath the chair to minimize mess and clean-up.

## **Hazing/Bullying**

Hazing is against the state law. A resident who engages in, conspires to engage in, or commits any act that injures, degrades, bullies, or disgraces, or tends to injure, degrade, or disgrace a fellow student (this includes online as well) will be subject to serious discipline, including dismissal. Two irregular activities worth mentioning are water fights and the use of any pistol that shoots water, rubber, plastic, or dye bullets (or any other kind of bullet). These activities will result in confiscation of the items in use and possible fines to cover any damage that has been done to the facility. Confiscated items will be turned over to the Campus Safety Department. Criminal prosecution may occur.

## **Hover Boards**

The university prohibits the use, possession, and storage of hover boards inside any Southern building. The ban will be reassessed when the Consumer Product Safety

Commission releases a comprehensive statement of their findings regarding the safety of hover board use. Hover boards are deemed a fire hazard, if they are found in your dorm room they will be confiscated and disposed of plus a fine will be incurred (see page 38).

### **Illness**

A resident with an illness or injury that requires constant monitoring, may not remain in the residence hall until he or she is out of physical danger and is cleared by a physician. Health services or the physician will advise in such cases. All other illness, such as the flu, should be reported to a dean.

### **Insubordination**

Failure to follow through with what has been requested of you by a dean, whether this request be made in writing or by voice, will be considered insubordination and may result in Citizenship Probation or further discipline.

### **Internet Usage**

Your use of the Internet should be consistent with the Christian values that Southern maintains. **The university reserves the right to check the contents of computer files on the campus and in individual rooms for illegal activities and pornographic materials. You accept this authorization when you rent a room.** Accessing pornography, hate sites, and other non-Christian material will be justification for turning off individual Internet service. If you violate the law, criminal prosecution may result. **Because wireless service is now available in the residence halls, individual wireless routers are not allowed.**

### **Jewelry**

Southern's dress policy requires students to refrain from wearing jewelry. This includes all forms of rings, bracelets, necklaces, chains, medallions, earrings, and pierced body jewelry. **An exception is made for medic alert chains/bracelets.** Students not compliant with this policy may be fined and subject to further discipline.

### **Laptop Computers in Lobbies**

If using a laptop in the lobbies you are required to use headphones if you are viewing/ listening to anything with sound. Please refrain from watching secular movies in the lobby during Sabbath hours.

### **Lobbies**

The main lobbies of each residence hall are open for mixed visiting from 8 a.m. to 11 p.m. Sunday to Friday and until 12:45 a.m. on Saturday. Members of the opposite gender are not allowed in any part of a residence hall. **Permission must be obtained from a dean before allowing a person of the opposite gender to help a resident move in.** Violators of this



policy will be subject to suspension (see **PDA** page 26).

### **Lofts**

No lofts may be built, nor may furniture be disassembled. Beds are not to be raised except to bunk the beds.

### **Mental or Emotional Health**

If for any reason you are discouraged or depressed, talking with a dean or counselor will make it easier for you to deal with your discouragement. The Counseling and Testing Center has professional counseling available for those who are experiencing suicidal feelings and desire help in coping with them. Any student who attempts suicide, displays behavior that could lead to such an act, or demonstrates a tendency toward self-harm, may be placed on an open-ended medical leave of absence. Continuation as a student will occur only after the student has presented documentation of an approved therapy program.

### **Overnight Guests**

If you would like to host an overnight guest, please fill out a visitor registration form for your guest. These are available at the front desk. Special arrangements must be made with a dean if your guest needs to extend his or her visit. Weekday visitors will be charged a \$10 a night fee. Please see an Office Manager or Dean to pay this when your visitor arrives. **Overnight guests must be highschool age or older. Overnight guests must obtain a temporary parking permit from Campus Safety. Call ext. 2100.**

### **Painting**

Use of spray paint or other kind of paint or adhesive is not permitted in the residence hall. A cash fine plus clean-up charges applies to infractions of this policy (see page 38).

### **Parking lots**

See the map to determine which parking lots are valid for your category. Go to Campus Safety web site ([campussafety.southern.edu](http://campussafety.southern.edu)) to view the parking map. Parking lots on campus are color-coded: green for Talge residents, purple for Thatcher residents, red for Southern Village residents, blue for commuter students, and gold for faculty/staff. **Check with Campus Safety to get the current parking restrictions for your residence hall.** If you need to park a vehicle that has not yet been registered, park in the lots that you would normally be allowed to park in. At no time should a resident park in front of the dumpster or garbage pit; towing may result. Residents may not park boats, jet skis, or trailers in any parking lot on campus. At times there will be campus activities that will temporarily require you to park in a different area.

**Auto repairs** of any kind (including **oil change**) may not be done in any parking lot because of the damage these repairs can do to the ground/pavement. Trash cans are

available in the parking lots. Please dispose of your trash in these receptacles.

### **Pets**

With the exception of fish, no pets or animals of any sort are allowed in the residence hall. The total fish tank capacity for each room is not to exceed 55 gallons, regardless of the number of tanks you have. Any overnight guests who visit residents must also leave pets at home. A cash fine is charged for violation of this policy, and fish tanks will be removed (see page 38).

### **Pornography**

Magazines, computers, and posters that contain pornography are inappropriate material for the residence halls. These items will be confiscated and not returned. Repeat offenders of this policy will be subject to discipline.

### **Posters**

Posters or pictures of nude or partially clothed bodies are inappropriate room decor. Likewise, all decorations that promote a lifestyle contrary to Seventh-day Adventist beliefs are inappropriate. Inappropriate subjects include alcoholic beverages, R-rated movie material, and certain musical groups. Confiscated items will not be returned.

### **Public Display of Affection (PDA)**

All residents and visitors are asked to conduct themselves in a way that will allow everyone present to be comfortable. Physical intimacy between two people is a private matter. **Couples should refrain from PDA (including massaging and sitting or lying on each other) while in the residence hall lobbies or anywhere else on campus.**

### **Residence Hall Discipline**

Residence Hall Restriction (RHR) is imposed by the resident hall deans for policy violations. Possible restrictions may include some or all of the following:

1. No late leaves
2. No weekend leaves (overnight leaves)
3. No late entries

Citizenship Probation (CP) places the student on notice that his/her registration may be interrupted or cancelled. It also carries some or all the following restrictions:

1. One approved weekend leave per month to go home if restriction is more than 4 weeks
2. No late leaves
3. Loss of late curfew privileges
4. Potential loss of all student leadership positions, including Student Association and religious activities.

5. Potential of no longer being able to participate in public appearances for on and off campus activities that represent the university, except class related events.
6. Other restrictions deemed appropriate

**NOTE:** Anyone who is already on CP and receives any majors/minors will:

1. Meet with the Dean of Student and Director of Residence Life
2. Possibly put on “registration hold”
3. Receive \$100 fine (reduced to \$75 if paid in cash within 2 weeks)

### **Right of Entry**

The university reserves the right for a residence hall dean, a dean’s representative, or a college security officer to enter and inspect a student’s room whenever necessary. **You accept this authorization when you rent a room.**

### **Roommate Bill of Rights**

Rooming with another person isn’t always easy. We offer the following “Roommate Bill of Rights” for you to consider. Your enjoyment of life in a residence hall will depend to a large extent on the thoughtful consideration that you demonstrate to each other. Only you can protect these rights. (See next page for details.)

1. The right to read and study free from undue interference in one’s room.  
Unreasonable noise and other distractions inhibit the exercise of this right.
2. The right to sleep without undue disturbance from noise, guests of roommate, etc.
3. The right to expect that the roommate will respect one’s personal belongings.
4. The right to a clean environment in which to live.
5. The right to free access to one’s room and facilities without pressure from roommate.
6. The right to personal privacy.
7. The right to host guests with the expectation that guests are to respect the rights of the host’s roommate and other hall residents.
8. The right to settle conflicts. Residence hall RAs and deans are available for assistance in settling conflicts.
9. The right to be free from fear of intimidation and physical and/or emotional harm.
10. The right to expect reasonable cooperation in the use of the telephone etiquette.

### **Selling and Soliciting**

Sales parties, such as for plastic ware, cosmetics, and pots and pans; using one’s room for a business; and soliciting funds for an unapproved activity is prohibited in the residence halls. Exceptions are made through a dean.

## **Southern Guest Events**

During ViewSouthern, music festivals, Acrofest, and other major events, you will be asked to accept guests in your room. You will have an opportunity to sign up for a guest in advance. Residents will be notified if a guest is assigned to his or her room. Please be sure your room is clean.

## **Southern Village**

Southern Village is meant for Seniors and older undergraduate students. The number of credits needed to be eligible for Southern Village may change each year depending on availability of residential housing. Students who wish to be eligible for Southern Village must have good citizenship and worship attendance when living in the residential halls. All students who wish to live in Southern Village must have resided in the Southern residents halls for at least one full semester. Two weeks after school begins, when registration closes and for the rest of the school year students must have senior status (94 credit hours or more) to move into Southern Village.

## **Sound Equipment/Noise Policy**

Radios and stereos, musical instruments, keyboards, and amplifiers are permitted in your room on a privilege basis. It is your responsibility to see that the volume does not disturb others. **The equipment should not be heard outside the room. Headphones are required for those who wish to enjoy their music above that level. Headphones should be used on all equipment from 7:30 p.m. until 6 a.m.** Residents who are not able to control their equipment as outlined here will lose this privilege. Although a warning will be given, no warning is necessary. If music or computer games are heard outside a room, speakers will be confiscated (see page 21).

## **Stealing**

You should take precautions to protect your personal belongings. Put your name on your personal property, keep serial numbers in a separate location, and check to see if your parents' homeowner's insurance covers your belongings while at school. Consider purchasing a policy of your own. You can get a "Personal Property Items Registration Form" from either Campus Safety or the residence hall Office Manager. Individuals who take any items they do not own without permission will be disciplined immediately and will be subject to suspension. **Possession of lobby or kitchen furniture, vacuums, tools, or any other residence hall property without permission will be treated as theft and brings fines of a minimum \$100** (see page 38). Also, anyone in possession of an unauthorized master card key will be subject to serious discipline or dismissal.

## **Summer Residents**

Residence halls are available to students in the summer for a reduced rate of \$250/month. Students who wish to reside in the residence halls during the summer must be taking a summer class, have already been accepted for the following academic year, have a full-time job

or a combination of work and classes. In order to conserve energy and to facilitate repair work, residents will be moved to one or two halls of the residence halls, and the rest of the building will be closed down.

### **TV's**

Students are allowed to have televisions up to 43" in their rooms.

### **Vandalism**

Any damage done to any campus property will result in restitution, fines, and possibly criminal prosecution.

### **Vaping/Vaping Paraphernalia**

Vaping and vaping paraphernalia (including the liquid regardless of nicotine content) is considered a fire hazard and not allowed in the residence halls. Use and/or possession of such items will incur a fine (see page 38) and possible discipline.

### **Vehicle Registration**

Please register your vehicle within three days of arrival to avoid paying tickets for unauthorized parking or failure to register. To register your vehicle go to the web site for Campus Safety: [southern.edu/campussafety](http://southern.edu/campussafety). Then click on the Vehicle Registration option and follow the directions.

### **Windows**

All first floor windows are regulated so that they cannot be fully opened. Screens on *all* windows are to be left on at all times. Tampering with the window such as removing the stop bar or screen, will result in a cash fine per person (see page 38).

Exiting and entering rooms through windows may result in CP and/or suspension and a cash fine. Residents may be moved to a higher floor if the exit or entry occurs after night check. Zipties broken on first floor windows will result in a fine (see page 38).

Please refrain from covering your window with, but not limited to, the following items, flags, posters, signs, decals, etc. The only window covering should be the blinds that the residence halls provide. Covering your window can result in a cash fine (see pg. 38). Our goal is to keep the residence halls looking uniform and neat.

### **Wireless Access Points**

Rooms are equipped with wireless access points (located on the ceiling). Please **do not** touch them for any reason. Nothing is to be plugged into them. Be aware if these points tampered with it can result in a cash fine and repair fee.

## NIGHT CHECK

The residence halls close at 11 p.m., Sunday through Friday and at 12:45 a.m. on Saturday. After those hours, they are closed until 6:00 a.m. All outside doors are locked during closed hours. Night check is conducted at closing time (curfew) each evening. You are required to register your presence in the residence hall. You may meet this requirement by checking in at the night check table in the main lobby or by contacting one of the RAs who is conducting a room-by-room check on the halls at closing time.

Once in the residence hall, you must receive a dean's permission if you need to leave before 6 a.m. This permission must be obtained before the dean leaves for the night. Sign-outs are to be the exception, not the rule. You should take care of outside and off-campus business before closing time. Please park your car before getting yourself on check. If you can't be in the residence hall by closing time due to work, you must submit a petition form to the dean in charge of night check (see Petitions, page 30-31). **Only with an approved petition are you exempt from night check violations because of work.**

### Late Leaves

**One late leave (up until 2:00 a.m.) may be requested per week.** Under normal circumstances, late leaves give the resident **60 additional minutes** beyond curfew to be out of the residence hall. Request forms are available at the front desk and must be approved in person by a dean; they may not be left at the front desk for a dean. Late leaves may be requested for the following reasons: emergencies, special occasions, or out-of-town travel. Late leaves may be requested for any night of the week **except Friday and Saturday nights** (Out-of-town travel and emergencies are exceptions). Late leaves cannot be obtained during the Sabbath hours. Call-ins will not be accepted by a desk worker. Should you have an emergency that keeps you from returning to the residence hall by curfew, you should call and speak to the dean on duty.

### Major Violations

Coming in more than an hour late is considered a major violation of the night check policy. A resident must meet with a dean in this situation. Major violations often result in residence hall restrictions. Other major violations are being unaccounted at night check and signing out of the residence hall without permission. Major violations will result in you being placed on Residence Hall Restriction for one month and could result in a cash fine. **If you receive any additional major violations during the same semester you will be placed on Citizenship Probation for one month. (see page 26).**

## Minor Violations

Coming in after the grace period has expired but within an hour of the curfew is considered a minor violation of the night check policy. All residents are allowed five minor violations of the policy without consequence. A sixth violation is considered a major violation, which will result in RHR and/or a fine.

## Petitions, Night Check

If a work conflict prevents you from being in your residence hall by the end of your grace period, you must fill out a night-check petition.

During the week, you will need to schedule your work to allow you to be back to your residence hall by 1 a.m. (2 a.m. on Saturday night). Check with one of your deans to see what forms you need to fill out in your residence hall. Petitions should be submitted no later than **two weeks** after the academic year begins or after new job commences. After two weeks, late arrival may not be excused if no petition has been submitted. If you are a nurse who works a night shift, check with your deans to see what the requirements are for your residence hall.

### NIGHT CHECK SUMMARY

This chart applies to Talge, Thatcher, Thatcher South and Southern Village

Age/Class	Day	Curfew	Grace	Minor	Major
Under 21 and non-GPA privilege	S - Fri	11 p.m.	11:15 p.m.	11:16 p.m.–12 a.m.	after 12 a.m.
21 & over and non-freshmen with 3.25 GPA	S - Th	12 a.m.	1 a.m.	1:01 a.m.–2 a.m.	2:01 a.m.–6 a.m.
Four-year graduating seniors (94 hours) and 23+	S - Th	1 a.m.	1 a.m.	1:01 a.m.–2 a.m.	2:01 a.m.–6 a.m.
All residents (except seniors and 23+)	Friday	11 p.m.	11:15 p.m.	11:16 p.m.–12 a.m.	12:01 a.m.–6 a.m.
Seniors (94+ hours) and 23+	Friday	11 p.m.	12 a.m.	12:01 a.m.–1a.m.	1:01 a.m.–6 a.m.
All residents	Saturday	12 a.m.	1 a.m.	1:01 a.m.–2 a.m.	2:01 a.m.–6 a.m.

*If you are on RHR or Citizenship Probation, you forfeit late curfew*

**NOTE:** Signing out between your curfew time and 6 am requires a deans permission. Without a deans permission it will be a minor or major violation.

## **Grace Period**

Because of the discrepancies between individual watches and residence hall clocks, a grace period of either 15 minutes or 1 hour is given every evening.

## **Minor Students**

Students under the age of 18 are subject to specific regulations appropriate to their age and relationship to the university.

Specific regulations:

1. Curfew: Sunday–Friday 11 p.m.  
Saturday 12 a.m. (**no grace period**)  
No variations
2. Late Leaves: One hour maximum for specific reasons approved by dean on duty.
3. Overnight Leaves: Must receive approval of parents in writing, an email is acceptable, with specified destination and people involved.
4. Automobiles: Motor vehicles may be brought to campus but are limited to the personal use of the minor only. They may not be lent to other students or used to transport other students, staff, or faculty.

## **Overnight leaves**

Anytime you leave campus overnight (even on a school sponsored trip), an overnight leave is required. All overnight leaves are filled out and submitted online 'residencelife.southern.edu'. Leaves must be approved before leaving the campus. It is the residence responsibility to ensure that their leave has been approved or denied by going to 'residencelife.southern.edu'. Parental approval may be required for any leave. If your plans change and and you will return on a different date that your leave states you need to contact the dean on duty or student dean. You must return to the residence hall within your curfew/grace time to avoid a major or minor night check violation. **DO NOT LEAVE CAMPUS UNTIL YOUR LEAVE HAS BEEN APPROVED!**

**Falsification of an overnight leave will result in disciplinary action, which could include suspension.**



If a leave must be cancelled or the resident returns early from a leave, a dean or student dean needs to be informed, and the resident must be in the residence hall by curfew. A change in destination must be reported to the dean. Failure to do so will result in a falsified leave.

Residents with overnight leaves should not be in the residence hall during the dates on their approval leave. If you have a leave and are in the residence hall after 11 p.m. you must see a dean or student dean to be allowed out of the residence hall. Weekend leaves must be submitted by 9:00 p.m. on Thursday. Residents that submit a leave after 9:00 p.m. on Thursday must see a dean or student dean for approval.

Other aspects of the overnight leave policy are as follows: 1) If the period of the proposed leave from campus includes a work or class appointment, suitable arrangements must be made with the work supervisor or academic dean respectively; 2) Students on Citizenship Probation are limited to one overnight leave per month and then only to home; 3) If an emergency situation makes it impossible to return to the residence hall by the date and time stated on the leave, residents have the responsibility of calling their dean to request an extension of time. 4.) A host must be 23 or older for you to sign-out to their house. 5.) No leaves will be approved for sign-outs to Southern Village, Spaulding Cove, or other on campus housing. (with exception to guest lodging if you are staying with parents or immediate family who are 23 or older.)

### **Exiting and Entering Dorm from 11:00 p.m. - 5:00 a.m.**

No one is to exit or enter the residence hall through the periphery doors from 11:00 p.m. Exiting and entering at this time should occur through the main entrance of the residence hall and the proper sign in/sign out process should be followed. Failure to follow this process is considered a major violation (see p. 30) and fines can be incurred. (During incident of fire alarm and emergency please exit/enter as instructed.)

### **End of Semester Violations**

When there is less than 1 month to be on RHR or CP due to night check violations, the discipline for major NC violations will be: \$35 fine (reduced to \$25 if paid before you leave for the semester) and you will be placed on CP for the rest of the semester. If you receive an additional major night check violation, you will receive a \$100 fine and meet with the Head Dean.

## ADDITIONAL CAMPUS SERVICES

The following services do not fall under the auspices of residence hall programming. However, we want you to be aware of what is available to you so that you can maximize your Christian college experience.

### **Campus Chaplain (ext. 2786)**

There are campus Chaplains available for pastoral counseling when you need spiritual direction and nurturing. Their offices are in the student center, to the left of the main information desk.

### **Campus Ministries (ext. 2787)**

Campus Ministries is in charge of many spiritual ministries on campus. If you want to get involved with Sabbath Schools or an outreach ministry or if you want to be a student missionary or a task force worker, contact this office.

### **Campus Safety (ext. 2100)**

The director and officers of Campus Safety are committed to maintaining a safe environment for all students, faculty, and staff. If you see suspicious individuals on campus or witness an incident that demands Campus Safety's attention, call for an officer

at ext. 2100. Campus Safety should be notified of any thefts from your room or car. The

fax number is 423.236.1100 and the web site is [campussafety.southern.edu](http://campussafety.southern.edu). Report phone harassment to ext. 2720. Campus Safety also escorts students and jump starts cars. If you get locked out of your vehicle, call Rick's Lock and Key at 423.892.1700 (this is 24 hour service).

### **Campus Shop (ext. 2152)**

Looking for the latest in college wear? Needing to buy a greeting card or a magazine? Running out of deodorant or other toiletry items? The Campus Shop is located in the Fleming Plaza. The Campus Shop also houses the university bookstore, where you will buy your textbooks for the academic year.

### **Counseling and Testing Services (ext. 2782)**

Located in Lynn Wood Hall on the third floor, Counseling and Testing Services offers advice on job interviews, creating a résumé, and other career-related items. The office also offers personality and career screenings and workshops on topics such as time management and study skills. If you need to take the ACT, GRE, GMAT, LSAT or any other test, this is the office to contact.

If you are experiencing problems in interpersonal relationships, with family conflicts, loneliness, depression, feelings of inadequacy, or chemical dependency, you can make an appointment to speak to a professional counselor. All sessions are confidential and non-judgmental.

### **Disability Support Services (ext. 2574)**

Students with disabilities should contact the Disabilities Support Services (DSS) office which is located on the 1st floor of Lynn Wood Hall. Southern Adventist University is in compliance with Section 504 of the Rehabilitation Act and with the Americans with Disabilities Act and is dedicated to the elimination of architectural and prejudicial barriers that prevent any qualified person from attending. Furthermore, Southern has established DSS to assist in advocating for reasonable accommodations. However, the university does not assume responsibility for providing accommodations or special services to students who have not voluntarily and confidentially identified themselves as having a qualifying disability or to those who have not provided the DSS with appropriate documentation.

### **Food Service**

Southern has four eating establishments for students to choose from.

#### **1. The Cafeteria**

the largest eating establishment on campus and offers hot meals, a salad bar, sandwich bar, and snacks. To find out what's on the menu check their web page at:  
[southern.edu/food](http://southern.edu/food)

#### **2. K.R.'s Place**

located in the student center. Its specialty sandwiches make it a popular place. K.R.'s Place is open Monday through Thursday from 9 a.m. to 5 p.m. and from 6 p.m. to 9 p.m., Friday 9 a.m. to 1 p.m., and Sunday from 6 to 9 p.m.

#### **3. The Village Market Deli**

located in Fleming Plaza, offers a hot lunch bar Monday through Friday.

#### **4. The Kayak**

located in the Hulsey Wellness Center. The hours are Monday through Thursday 11:30 a.m. to 9 p.m.

### **First Year Experience (ext. 2546)**

The goal of the First Year Experience Office is to help students succeed here at Southern Adventist University. They are available to help students transition and integrate into campus life and help you grow spiritually, academically and socially.

### **Health Center (ext. 2713)**

The University Health Center strives to provide high-quality health care in a caring and confidential environment. Services are provided by a board-certified physicians assistant under the supervision of a physician. A physician is available for student appointments on a limited basis. To maximize health care for all students, it is the normal procedure for students to be seen at the University Health Center, which is open during regular university working hours. Appointments are encouraged to reduce wait times. The University Health Center will assist with referrals to area dentists, doctors, agencies, and hospitals.

#### **Regular Office Hours** (appointments recommended)

Monday-Thursday      8 a.m. - 12 p.m. and 1 p.m. - 5 p.m.

Friday                    8 a.m. - 12 p.m.

After the University Health Center is closed you can call "Ask A Nurse" at 1-877-643-5130. If they cannot provide the solution to your problem contact the dean on duty.

If you have gone to an off-campus medical facility and will return after curfew, contact the dean on duty. A list of local medical facilities and hospitals is available at the front desk of each residence hall.

### **Learning Support Services (ext. 2838)**

For guidance in developing and honing college-level learning strategies and skills or for tutoring in a particular class, contact Learning Support Services. You can visit the office on the 1st floor of Lynn Wood Hall (basement) or call ext. 2838.

### **Transportation Services and Motor Pool (ext. 2716)**

This department offers transportation to and from the Chattanooga airport, Greyhound bus depot and other areas. Rides should be arranged in advance and are available between the hours of 7:30 a.m. and 5:00 p.m. Monday through Friday. Call for more information or go to the online form at: [southern.edu/studenttransport](http://southern.edu/studenttransport)

#### **OFF CAMPUS TRANSPORTATION SERVICES**

**Shuttle Services to Atlanta and Nashville Airports:**

*Groome: 423-954-1400*

**Services to local locations and Chattanooga Airport:**

*East Ridge Taxi: 423-629-7304*

# Campus Map

## Fine List

A/C-heater space violation.....	\$25
Candle Wax Warmers .....	\$100 minimum
Covering Windows .....	\$100 minimum
Dirty suite bathroom .....	\$25 per person
Door dollars .....	\$1/each time
Door locks taped or tampered with .....	\$25 per person
Exiting and entering rooms through windows.....	\$200
Failure to evacuate the residence hall during a fire alarm .....	\$200
Fire arms/weapons .....	\$200
Fire hazards .....	\$200
Fire Protection Equipment—tampering with.....	\$200 minimum
Improper check-out .....	\$50 minimum
Jewelry—1st offense .....	\$25
Jewelry—2nd offense .....	\$50
Kitchens—unattended food resulting in fire alarm .....	\$200
Lobby/Kitchen furniture in room .....	\$100 per item
Night Check Fines at end of each term .....	\$35 (cash \$25)
Noise/sound equipment violation (1st offense) .....	\$25
Noise/sound equipment violation (2nd offense).....	\$50
Painting (spray paint, adhesives, etc.).....	\$100 minimum
Pets/animals/fish with total tank capacity greater than 55 gal. ....	\$50-\$200
Room damage .....	\$50 minimum
Rooms - consistently unclean and disorderly .....	\$100 minimum
Tampering with fire door closers .....	\$200
Setting off Fire Alarm (due to not following dorm policy) .....	\$200
Tampering with window .....	\$200 per person
Tampering with mechanical arm .....	\$200
Tampering with Wifi Access Point .....	\$200
Television sets over 32” .....	\$100
Theft/stealing.....	\$100 minimum
Using fire exits in non-emergency .....	\$200
Use of paint or adhesive.....	\$100
Worship/Convocation/Vespers Fines .....	\$5.00 per missed co-curricular credit
.....	(See page 14 and 15 for details)
Zipties broken on first floor windows.....	\$100 per person

## Index

AC/heater units .....	20	Furnishings .....	9	Residence hall discipline .....	26, 27
Additional Services .....	34	Furniture, lobby .....	23	Resident assistants .....	6
Address, mailing .....	4	GPA privileges .....	31	Right of entry .....	27
Alcohol/tobacco/drug abuse .....	20	Grace period .....	32	Room changes .....	7
Appliances .....	9, 10	Hair cutting .....	23	Room damages .....	8
Assault .....	20	Hazing .....	23	Room deposit .....	8
ATM .....	16	Headphones .....	28	Room dimensions .....	9
Baby-sitting .....	20	Health Center .....	36	Room rates .....	11
Beds (furnishings) .....	9	Ice machines .....	16	Room reservations .....	11
Bicycle policy .....	20	ID Cards .....	10	Roommate bill of rights .....	27
Bicycle storage .....	16	Illness .....	24	Rooms, single occupancy .....	11
Bulletin boards .....	20	Important dates .....	3	Selling and soliciting .....	27
Camping .....	20, 21	Improper checkout .....	8	Skates/skateboards .....	20
Campus chaplain/ministries.....	34	Insubordination .....	24	Scooters .....	20
Campus Safety.....	34	Internet .....	24	Snack shops .....	35
Campus Shop .....	34	Items to bring from home .....	9	Sound equipment .....	28
CCTV .....	21	Items to leave at home .....	10	Special accommodations .....	11
Checking in/ residence hall .....	7	Jewelry .....	24	Staff members .....	5
Checking out/ residence hall.....	7,8	Kitchens .....	16, 17	Stamps/envelopes .....	18
Citizenship probation .....	26, 27	Laptops in Lobby .....	24	Stealing .....	28
Cleanliness .....	8	Late leaves .....	30	Storage/trunk rooms .....	18
Cleats.....	21	Laundry rooms .....	17	Student Deans .....	6
Computers in Lobby.....	24	Learning Support Ser.....	36	Summer residents .....	28
Confiscation policy .....	21	Leave falsification .....	32, 33	Telephones .....	19
Counseling & Testing Services.....	34	Lobbies .....	24	TV rooms .....	18
Curfews .....	30-33	Lofts .....	25	Transportation Services .....	36
Decorations .....	21	Mail .....	17	Vacuum cleaners .....	19
Deposit (room) .....	8	Mailing address .....	4	Vandalism .....	29
Deposit refund .....	8	Major violations .....	30	Vaping .....	29
Disability Support Services .....	34	Male/female visitors .....	24	Vehicle registration .....	29
Discipline .....	22	Mental/Emotional Health .....	25	Vending .....	19
Distribution of information .....	22	Minor Students .....	32	Vespers .....	14, 15
Door exteriors .....	22	Minor violations .....	31	Visitors, male/female .....	25
Door dollars .....	22	Newsletters .....	17	Weapons .....	10, 23
Door locks .....	22	Night check .....	30-33	Weight/aerobics rooms .....	19
Dress code .....	22	Night check summary .....	31	Welcome .....	2
Electricity .....	22	Oil change .....	25	Windows .....	29
Emergency procedures .....	22	Overnight guests .....	25	Worship programs .....	14, 15
Engines/auto repair/parts .....	22	Overnight leaves .....	32		
Eviction Policy .....	23	Painting .....	25		
Fines list .....	38	Parking/parking lot .....	25		
Fines .....	23	Pest control .....	17		
Firearms/weapons .....	23	Petitions-night check .....	31		
Fire door closers .....	12	Pets .....	26		
Fire drill .....	12	Faxes.....	16		
Fire exits .....	12	Pornography .....	26		
Fire extinguishers .....	12	Posters .....	26		
Fire hazards .....	12, 13	Public display of affection .....	26		
Fireworks .....	13	Recreation rooms .....	18		
Food services .....	35	Repair request procedure .....	4		

# Calendars for 2018, 2019 and 2020



