



Residence Life Handbook



ASBURY UNIVERSITY
Academic Excellence & Spiritual Vitality



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Welcome!

Welcome to Asbury University! We believe that residential living is one of the most important educational experiences you encounter as a college student. Our prayer for you is that you will grow in every aspect of your development as you interact within your living area. Have a great year!

Introduction

Asbury University is committed to being a Christ-centered residential community. Therefore, residence at Asbury University is more than housing. It is an integral part of the community experience. The University considers the residence hall to be the students' home during their stay at the University. Thus, the residence life program strives to provide an atmosphere of belonging and fellowship with other members of the community, as well as the privacy basic to human well-being. The University residence life program provides a variety of facilities and competent personnel to assist the student in intellectual, moral, emotional, spiritual, relational and physical development.

The residences are administered by the Vice President for Student Life, the Associate Dean for Community Life, the Resident Directors (RD), the Assistant Resident Directors (ARD) and Resident Assistants (RA). Regulating policies are established with consideration for the time, privacy and personal interests of the residents.





Residence Staff

The goals of residence life can be summarized in the development of the whole person; that is, the development of intellectual, moral, emotional, spiritual, relational, and physical components of students. These goals are attained through strategically designed and implemented programs which are overseen by the Associate Dean for Community Life and the Community Life staff.

The Resident Director (RD) is a master's level professional who lives in the residence hall and is responsible for the overall administration of the facility. In addition to administering the residence hall and supervising the Resident Assistants, the RD counsels students, provides educational programming which fulfills residence life goals and sets the spiritual tone by modeling servanthood. The Assistant Resident Director (ARD) assists the RD in accomplishing the residence life goals.

The Resident Assistant (RA) is usually a junior or senior level student whose primary responsibility is to serve students living on his/her floor/unit. The RA is expected to assist students, facilitate programming, be a source of information, maintain an atmosphere conducive to a healthy lifestyle and enforce community standards. The RA is selected by demonstrating a desire to serve and has received extensive training from Student Life. The RA will continue to receive training throughout the academic year.





Housing Agreement

The stipulations of the Asbury University Housing Agreement and these policies coexist, and neither is meant to supersede the other. In general, these policies expand the Agreement and tend to clarify specific portions of the Agreement. In accord with basic policies of the University concerning human rights, no assignment in University housing occurs on the basis of nationality, color or religious preference.

Authorized persons of the University have the right to assign, reassign and adjust occupancy of rooms, and to enter rooms when community or personal life necessitates. Losses to a student's personal items resulting from theft, damage or other peril are not the responsibility of Asbury University. All personal items should be insured under homeowners or renters insurance of a parent or legal guardian.

Residence Facilities

Laundry: Laundry facilities are available in each of the residence hall complexes and are not cost to operate.

Room Alterations: Authorization from the Resident Director must precede any room alterations, additional electrical wiring or removal of furniture and/or equipment from the room or residence facility. Final approval on altering or adding electrical wiring must be received in writing from the Director of Campus Facilities. Each student is responsible for the furniture which appears on the room inventory portion of the Housing Agreement. Lofted or bunk beds are permitted only when provided by Asbury University as stock furniture.

Room Décor: The University reserves the right to determine the appropriateness of room décor and to instruct residents to remove inappropriate items from the room. Road signs/equipment and public signs are prohibited in the residence complexes. Possession of the aforementioned items will result in confiscation of the items and a small fine.

Room Entry: University personnel make regular room examinations to check for maintenance and damage. Authorized university personnel reserve the right to enter a student's room for inspection at any time with due cause.

Room Keys: The RD will issue a key to the student. Lost keys are to be reported to the RA (or RD), and a duplicate key will be provided for a replacement fee. Keys are never to be duplicated by the student. Failure to return a key upon vacating a residence hall results in a replacement fee charge.



Housing Policy for Students with Disabilities

Asbury University is committed to providing an equal educational opportunity and full participation for persons with disabilities. It is the policy of the University that all students with disabilities will be provided an accessible and safe environment in which to live and learn.

Assignments: On-campus residence hall assignments for students with disabilities will be assigned on a first-come, first-served basis according to receipt of the housing application and deposit. It is the responsibility of the student to inform the Office of Academic Accessibility Resources if special accommodations are needed. Students with special needs are encouraged to apply early and notify the Office of Academic Accessibility Resources of special needs at the time of application. Requests for appropriate and reasonable housing accommodations will be responded to in a timely manner.

Appeals: If you or your parents or advocate believe that your housing assignment does not reasonably accommodate your disability or endangers your safety or health, you may file an appeal. Your appeal must be in writing and filed with the Associate Dean for Community Life within fifteen (15) days of receipt of notification of the housing assignment. If you are not satisfied with the response of the Associate Dean for Community Life, you may request a review by the Appeals Committee. Your request for review by the Appeals Committee must be made within seven (7) days of receipt of the decision by the Associate Dean for Community Life. The Appeals Committee comprises the Director of Student Health Services, Director of Physical Plant and the Director of Security. The Appeals Committee will notify the student in writing of its decision within ten (10) working days from the date that the appeal is received. The decision of the Appeals Committee will be final and not subject to further review.

Fire Safety: During fire alarms and other emergencies, alarms located throughout the residence facilities will alert residents of potential or imminent danger. Security and Community Life staff will assist persons with disabilities who may require assistance evacuating a building during an emergency. Community Life staff will maintain a list of room assignments of residents who may need assistance. A copy of this list will be filed with campus security. This information will be shared with rescue personnel as needed. It is the responsibility of the student to inform the Office of Community Life if evacuation assistance will be needed.

Service Animals/Emotional Support Animals: Students who require a service animal or emotional support animal should contact the Office of Academic Accessibility Resources for the appropriate guidelines.

Cleanliness, Orderliness and Safety

Candles: State fire and safety regulations prohibit the burning of candles or incense in a resident's room. No flammable liquids (e.g., camping fuel, propane, etc.) may be stored or kept in a resident's room. Violations result in a fine. Wax warmers that utilize a light bulb to heat the wax are permitted.

Cleanliness: Rooms are to be kept clean and orderly. Rooms not meeting a standard of cleanliness will result in a warning which, if not resolved promptly, will result in a fine. Subsequent inspections will carry a fine for unclean and/or disorderly rooms.

Cooking: State health and fire regulations prohibit cooking in a resident's room. Cooking appliances with exposed heating elements are permitted in designated areas only. All food kept in residence rooms should be stored in airtight containers.

Door Alarms: Door alarms and a card swipe system provide security for resident students. Misuse or tampering with this equipment is considered very serious and a threat to the safety and security of fellow students. Exterior doors are not to be propped open nor windows left open which create a breach of security. Students are not to enter/exit residence halls through windows or fire escapes. Students violating these policies are subject to a fine.

Extension Cords: Excessive extension cords cannot be permitted. Self-contained multiple outlet units with built-in breakers are required.

Fire Drills: Are held in the residence halls at regular intervals. The RD/RA will give specific instructions concerning fire procedures and the use of fire equipment. During a fire or fire drill, students are to leave the residence halls by way of marked exits. Failure to leave the building during a fire drill results in a fine.

Fire Safety: Fire alarms, fire extinguishers, smoke detectors and other safety equipment are maintained in the residence halls. Misusing or tampering with fire alarms results in a fine. Misuse of fire extinguishers results in a fine plus restoration fee.

Fireworks: The possession or use of fireworks is not permitted on campus. Violations will result in a fine.

Pets: State health regulations prohibit the keeping of pets in a resident's room. The exception is aquarium fish. Violations result in the removal of the animal and a fine.

Refrigerators and Microwaves: Students may have personal refrigerators (one per room) not to exceed 2.0 amps. Students may not operate microwave ovens in the resident rooms.

Roof Access: Students are not permitted to be on the roof of any building. Violations result in a fine. The exception to this is the use of Kresge sun deck by its residents.

Weapons: For reasons of safety, weapons are not permitted in residence halls. Weapons include but are not limited to firearms of any kind, fireworks/explosives, crossbows, and knives with blades more than 3.5 inches.

Windows: Screens should be kept on the windows at all times. Objects are not to be thrown from windows of the residence hall rooms or hallways. Violations result in a fine.



Damage Policies

While the residence facilities are the property of Asbury University, a resident student assumes the responsibilities of a renter and is expected to care for his/her "home" as if it were his/her own. It is expected that some items will need replacing due to normal use, but the student is expected to take personal responsibility for his/her room or apartment. Intentional vandalism cannot be tolerated.

In an effort to be good stewards of that which has been entrusted to the University and to assist students in personal accountability and responsibility, the University employs the following policies regarding damage to the residence hall:

- **Common Areas:** Charges for damages to University property in common areas of the facility which cannot be attributed to an individual(s) will be levied against the residence hall damage fund for the appropriate facility. This account is funded by a small portion of the room charge, and unexpended funds at the end of each year are transferred to a programming account for Community Life under the supervision of the Associate Dean for Community Life. Charges resulting from damages to common areas which are deemed excessive by the Associate Dean for Community Life will be evenly divided among the residents of the affected areas.

- **Individual Rooms:** The student is responsible for damages to his/her room or apartment from the outside of the door to the outside of the window screen. The cost to repair damages will be billed to the student, who will have 30 days to pay said charges. If not paid during the prescribed time, the charges will be placed on the student's account along with a small filing fee.





Respecting the Rights of Others

As a collaborating and caring community, members are challenged to think of others as more important than themselves. The practical demonstration of mutual respect is most evident in the residence hall setting. The following guidelines are representative of the greater principle of treating others as you would like them to treat you.

- **Excessive Noise:** Is not appropriate at any time. Audio/video equipment should be used with discretion and regard for others. A student misusing any A/V equipment will be asked to remove the equipment from the residence.
- **Musical Instruments:** May be played quietly in the residence rooms until 11 p.m. Instruments which do not lend themselves to subdued tones may be played only in the practice rooms in the Fine Arts Building.
- **Televisions:** Are located in residence hall common spaces. Students may have TVs or other devices and services to view media in their room provided the content conforms to the "Viewing" guidelines described in the Handbook for Community Life. While students have more options off-campus, residents are encouraged to demonstrate greater restraint while on campus out of respect for others and community values.



Residence Hall Hours and Policies

Communication & Extensions

We are a community that values healthy rhythms of rest, recreation, study, and work. Each student is encouraged to be intentional about getting enough physical rest to be able to engage in the business of being a scholar. Residence halls are closed at a specific time each night with the expectation that students will return to their residences no later than this time or communicate their whereabouts. Responsible communication is a value we hope to instill in the lives of students on campus.

Residence Halls Nightly Closure

Residence Halls front desk and buildings will close by midnight Saturday through Thursday evenings and by 1 a.m. Friday night/Saturday morning. For security and safety reasons, the residence halls are locked and alarmed at these times each day. All students coming into the building after nightly closure will gain entry at the designated after-hours entry door for each residence hall utilizing the card swipe for access into the building.

Freshmen and Sophomores

Freshman and Sophomore residential students are expected to communicate their location if they plan to be out after hours. Prior to leaving the building for the evening, students will scan the QR code in their entry way and fill out the form. If students are not able to communicate prior to leaving, then they must scan the QR code and fill out the form upon returning to the building after residence hall closure. Freshmen and sophomore residential students may use an extension that allows them an additional time past residence halls closure. An extension is 1 hour past residence hall closure and will be granted based on academic credit status as follows:

- Freshmen: 1 extension per week
- Sophomores: 3 extensions per week

Note: After hours presence in academic buildings if faculty approved or presence in another residence building of the same gender are not considered extensions but must be communicated through use of the form.

Freshman and sophomore students who do not follow the communication guidelines and/or demonstrate unhealthy life practices should be prepared for residence hall staff to follow up with care, concern, and if needed, correction. Repeated infractions will most likely lead to a disciplinary process.

Juniors and Seniors

Junior and Senior residential students are permitted to stay out after residence hall nightly closure and are strongly encouraged to communicate their plans to the Resident Assistant (RA), roommates, or suitemates.

Junior and senior students who demonstrate a pattern of unhealthy life practices should be prepared for residence hall staff to follow up with care, concern, and if needed, correction.

MISCELLANEOUS

Lost ID: Loss of ID should be reported to the RD and/or the Help Desk immediately. Student is responsible for the cost of the replacement ID.

Exiting Through Alarmed Doors: Resident students may only exit their residence hall after hours by utilizing the designated card swipe doors. Students causing a door alarm system to activate will result in a fine.

Overnight Away from Campus: Residential students should communicate with their Resident Advisor (RA) whenever they plan to be away from campus overnight.



Visitation and Guests

VISITORS

Regular Hours: The main lobbies of the residence halls will have regular visitor hours each day.

Visitation Hours: Regularly scheduled visitation hours provide opportunity for visiting the individual rooms of students of the opposite sex.

Exceptions: Special visitation exceptions are approved by the RD.

GUESTS

Campus Overnight Guests: Students are expected to sleep in their assigned room and not stay overnight in friends' rooms for extended periods of time.

Visitors and Other Overnight Guests: All visitors and other overnight guests in the residence halls must register with the Community Life staff in the building of residence and are limited to a three-day stay without special permission. Overnight guests and visitors must observe the gender requirements for residence in particular facilities. In addition, overnight guests must fall into the following categories:

- High school students or other guests participating in official campus visits must be registered with the Admissions Office.
- Other visitors over age 18 (friends, parents) must be registered with the Community Life staff in the building of residence.
- Other visitors under age 18 (siblings, friends, others) are not permitted to be overnight guests without a parent present unless they provide express written consent of their parent or legal guardian.

Responsibility for Guests: Resident students are responsible for the actions of their guests and are responsible to assure that proper procedures are followed. The host or hostess is responsible for any charges incurred by his/her guest.

**BELONG
BECOME
BE SET APART**



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