



# **Residential Life Handbook**

**2021-2022**

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## INTRODUCTION

Living on campus is a tremendous part of the overall HLGU experience and a significant component of the educational process. When a student enrolls at HLGU the student then becomes a citizen of an academic community that is likely different from any in which he/she has previously lived. The residential community provides the student with opportunities to grow spiritually, interpersonally, and academically. It also allows the student to develop and learn self-discipline in organizing time for study, work and social activities.

Each residence hall is under the direct supervision of the residential life coordinator and the dean of students. The Residence Hall Managers (RHMs) and the Residence Hall Advisors (RAs) are responsible for maintaining order, interpreting and enforcing University regulations within the housing units and for inspecting and protecting University property.

Students who are under 21 years of age at the beginning of the semester for which they enroll and who are not living with a parent or guardian are required to live in a dormitory. Single students age 21 and older who choose to live off-campus independently, apart from parents/legal guardians will not be eligible for performance, athletic, or denominational scholarships. International students are required to live in campus housing.

Students who are pregnant or have any medical condition that puts the student or other students at risk may be asked to leave the residence hall to secure a healthier living environment. Other exceptions to this policy may be made by the admissions committee.

## RESIDENCE HALL GUIDELINES

All students must submit the proper Housing Application form to the office of student life and pay a housing deposit of \$100 in order to receive a housing assignment (this deposit is applied to your balance). The housing assignment given is for ONE FULL ACADEMIC YEAR. Upon signing the housing application, the student agrees to abide by all standards of conduct stated in the student handbook.

### CONTRACT PERIOD

The contract period begins the first day of the semester and ends at 10 AM the day after finals. NO REFUND will be given for room and board after the first day of classes.

### PRIVATE ROOMS

Private rooms are allowed on a space-available basis at an additional cost.

***At times students are unexpectedly left without roommates at the beginning of new semesters, during the semester or in between semesters. These students have two options:***

1. Stay in the room without a roommate and pay the additional private room fee.
2. Consent to being placed with a roommate. (if no roommate option is available, the student will not be charged)

### ROOM CHANGES

Residents may request room changes through the residential life office if major difficulties arise within the unit. Residents must remain in the assigned room for the first two weeks of the semester. If after that time they still feel the necessity to change rooms, they must submit a "Room Change Request Form" and a \$25 non-refundable fee to the resident director. All room changes must be made before the third week of the semester. No room changes will be made after this. The dean of students will give final approval.

The University reserves the right to adjust the room assignments if it is deemed to be in the best interest of the University or

residential community to do so. This may require the student to pay for a private room. The resident(s) involved will be notified and given the opportunity to discuss the reason for the proposed change.

## **RESIDENTIAL HALL MEETINGS**

Attendance is required of all resident students. If a resident cannot attend, the resident is to inform his or her RHM one week prior to the meeting. It is the student's responsibility to be aware of any meeting that is posted on the school calendar. Failure to attend or request an exemption may result in a fine of up to 25\$.

## **CHECK-IN/CHECK-OUT**

Upon checking into the assigned residential housing unit, each student will receive a "Room Condition Form." The student should verify the condition of the room and the contents before signing the form. The signature of the student indicates that the student accepts the room in the stated condition. Students are held responsible to leave the room in the condition stated on the form.

All students who live on campus are required to pay dorm dues in the amount of \$20 at the time of check in. Students will be asked to inspect their room/apartment before signing their check-in form.

At the end of each semester and prior to leaving for school breaks or vacations, residents must check out with an RA or RD or make prior arrangements with their RD. Please be sure to note the time and procedures to check in and out of residential housing. Fines will be imposed on individuals who do not secure permission from their resident director. Failure to properly check-out of University housing will result in a Level One infraction subject to a fine. Examples of improper check out include, but are not limited to the following:

1. Room not cleaned, \$50 cleaning fee.
2. Key not returned, \$20 per key.
3. Failure to follow check out procedures, \$100 improper check-out fee.
4. Failure to check out by specified time, late check-out charge will apply.

*Residents are responsible for signing up for a time to check-out at each break.*

## **Health and Safety Inspections**

Room checks are to be 2-3 times per month. Each wing or apartment complex will decide the day and time for room checks to be held. A list of what is expected will be left in the room.

Each resident will be issued one "free check pass" per semester. This may be used at any time during the semester. The resident must submit the "free check pass" to the RA before room checks in order to use the pass.

## **ROOM KEYS**

A \$20 fee will be collected if a student loses or damages a key to their residence.

## **INSPECTION OF PROPERTY**

Officials of HLGU reserve the right to inspect and/or search any University-owned building or property, including residence halls and individual rooms within such halls, without prior notice for purposes of maintenance, fire prevention and safety, or detection of a suspected violation. Resident directors and resident advisor may also inspect rooms for housekeeping purposes or for unregistered guests.

A room search for security or regulatory purposes may be made only by authorization of the president or the dean of students. (Another administrator of the University may provide authorization if neither the president nor the dean of students). The search must be conducted by a full-time employee of the University in the presence of a witness who must be

an employee of the University or law enforcement official. If at all possible, the student should be present during the search.

## **DELIBERATE DAMAGE TO PROPERTY**

Deliberate damage to property (whether personal property or University property) is considered a violation of student conduct policy and will result in appropriate disciplinary action.

## **RESPONSIBILITY FOR POSSESSIONS**

The University cannot assume responsibility at any time for the private property of its residents and is not liable for loss or damage of any article of personal property for any cause anywhere on the premises of the campus.

Students are issued keys to their rooms upon moving into the residence and are responsible for their possessions. It is highly recommended that doors be kept locked at all times when residents are not in their rooms. It is advisable to label all possessions, including books, CDs, clothing, toiletries, etc. Residents should never leave personal items such as purses and book bags unattended anywhere on campus. Residents should check their family insurance policy to make certain that items brought to school are covered.

## **PERSONAL PROPERTY INSURANCE**

If a residential student wishes to have personal property insurance, he or she may be covered by their parent's home policy, or take out an insurance policy through an insurance company. HLGU is not responsible for lost, stolen, or damaged items in students' rooms or in the residence halls.

## **EQUIPMENT FURNISHED AND NEEDED**

Residential students need to furnish the following items: linens, blankets, pillow, desk lamp, and mattress cover. Students will need to supply cleaning supplies and paper products in the campus apartment-style housing units (Pulliam Street Apartments, and Quads.) Students in Lewis and Brown and Fletcher will need to supply cleaning products (kitchenette and bathroom). Stereo equipment and televisions are permissible as long as they are not disturbing to the roommate or neighbor. Other items may be brought to add to the attractiveness of the rooms, but the Residence Hall Manager must approve all other large pieces of furniture. Electrical appliances that have an exposed burner are not allowed in individual rooms, but may be used in the kitchen. Such items would include: hot plates, toaster ovens, George Foreman Grills, and coffee pots. No halogen lamps or space heaters will be permitted. Because of the danger of possible fires, candles and incense are prohibited in housing units.

Mini-refrigerators/microwaves designed for use in the rooms may be used. Furnishings are placed in the rooms for the best possible utilization for that particular room. No furnishings are to be moved from the rooms. Fines will be imposed for moving furniture out of the rooms. Beds are not to be stacked or elevated except bunked with the matching bed in the room. All area rugs must have bound edges. Structural modifications may not be made to any campus housing units.

Fines to repair any damage will be assessed.

Residence halls are equipped with kitchen facilities. The kitchens are for the residents' use. Students assume responsibility for cleaning it when finished. The kitchen should be cleaned and vacated by 11 PM. If the kitchen is not kept clean, it will be closed up for a period of time.

Laundry facilities are provided in the housing units. Residential students are to assume the responsibility for cleaning up after themselves in the laundry areas. It is suggested that they do not leave clothes unattended in the machines or the laundry area. Clothes left in the laundry areas and machines overnight will be picked up and turned into lost and found.

Tennis shoes should not be placed in the dryer late at night or early in the morning.

Several bike racks are provided on campus. Please chain any bikes to bike racks. Bicycles will not be permitted in any residential housing unit.

No pets are allowed in University housing units. The only exception will be fish in aquariums of 5 gallons or smaller.

### **ROOM DECORATIONS**

Decorations may include materials that are in good taste according to the University's Christian philosophy. These may not include decorations of alcoholic beverages and containers, or lewd and obscene materials and pictures. The dean of students will make final rulings should a student disagree with the RHM's request to remove such items. If such items are not removed and taken home, a member of the residential life staff may confiscate items and the student will be able to pick them up at the end of the semester. Decorations may only be hung on picture rails, command hooks or with white poster putty. Students will be charged for any damage done to the wall because of decorations.

### **VISITATION GUIDELINES**

Visitation in the residence hall lobbies is allowed during scheduled lobby hours. Open houses are scheduled throughout the year and may vary for different units. Students may entertain guests of the opposite sex during these times. Those wishing to participate must leave room door all the way open in the residence halls and the overhead lights on and window blinds open in the apartment-style housing units during the entire time. The resident director must approve the use of lobbies for meetings, parties and outside groups.

Members of the opposite sex are not allowed to visit residents' rooms except during scheduled open houses announced and publicized by the office of student life. A violation of the visitation policy will result in disciplinary action.

There will be no open dorms during Finals Quite Hours. There will be open lobby hours. Those who do not adhere to the no open dorm policy during finals will receive a \$25 initial fine and then it will be doubled for each violation.

**OPEN LOBBY HOURS:**.....11:00 a.m. – 11:00 p.m.

### **FEMALE OPEN DORM HOURS:**

Every Monday ..... 7:00 p.m. – 10:00 p.m.

### **MALE OPEN DORM:**

Every Thursday ..... 7:00 p.m. – 10:00 p.m.

### **ALL OPEN DORM:**

Every Saturday: ..... 7:00 p.m. – 11:00 p.m.

### **APARTMENT-STYLE HOUSING OPEN HOURS: *Public areas only - Living Room & Kitchen***

Daily..... 2:00 p.m. – 11:00 p.m.

### **QUIET HOURS**

Quiet hours are from 10 p.m. until 9 a.m. Please show respect to your roommate(s) and those who live around you. All residents should observe and respect quiet hours to allow students to rest or to study without being disturbed. Residents should be aware and responsible to keep the noise to a reasonable and prudent level all the times (not just during quiet hours).

Finals Quite Hours: Dorms will be notified when the quite hours will be beginning and ending. They will start the evening before finals begin and end the last day of scheduled finals. Those who do not adhere to the quiet hours during this time will receive a \$25 fine and then it will be doubled for each violation.

### **CURFEW**

OPENING                   6:00 a.m.

CLOSING                   1:00 a.m.

After the closing hours, students are not to loiter on the grounds or in vehicles. Students who have earned less than 24 credit hours must be in their residence hall by 1:00 a.m. and must not leave before opening time unless approved by the Residence Hall Manager. Residents working at a job that requires them to come in late must present a schedule in advance to the RHM. Commuters and visitors not spending the night must vacate the campus when the residence halls close.

### **OVERNIGHT GUESTS**

Residential students are allowed to have six “guest nights” each semester at no charge. Each guest spending the night will count as one “guest night.” There will be a **\$35 per night charge for each guest after the six “guest nights” are used.** Guests may not stay more than two consecutive nights. The student must be present and is responsible for the conduct of their guests and for payment of their lodging. Guests must abide by the University policies and regulations

Guests must be registered with the resident advisor or resident director before closing time for the residence hall. Guests who are not registered will be charged \$35 per night. Each guest will be issued a Guest ID when they register. This ID card must be used to enter the residence hall after hours. Guests must be accompanied by their host to enter housing units after residence hall closings.

Babysitting on campus is not permitted. Children under the age of 12 are not allowed to stay in any residential housing unit unless accompanied by a parent. All guests must be the same gender as the residential student.

Students desiring to sleep in another room should check in with their resident director so as to be located in case of an emergency. If staying in a different housing unit, student should check in with their resident director.

### **RESIDENCE HALL ACCESS**

All doors are locked at all times. The propping open of the outside access doors will result in a level one violation and fine. All entries and exits must be made through the front door using your student ID.

Unauthorized entry to, presence in, or exiting/entering through windows or through side/back doors, and being in a restricted area of the residence hall without permission is prohibited and will be result in disciplinary action. Students who assist others in unauthorized entry, or exit from the residence hall, and students who fail to properly register guests will be subject to the same disciplinary action.

### **MAINTENANCE REQUESTS**

When something in the residents’ rooms or the residence needs repair, contact the RHM or the resident advisor immediately. A work request will then be submitted to the physical plant. All requests are placed in order of importance. Maintenance will not enter the women’s housing facilities until after 10:00 a.m. unless it is an emergency.

### **ILLNESS**

Good health and hygiene are always important and particularly so in a residence hall where infectious diseases may spread rapidly. Residents should report illness promptly to the resident director. For a serious illness that requires immediate attention, residents are encouraged to visit the Ambulatory Care Clinic or make an appointment with a local doctor or go to the emergency room at the regional hospital. Residential students should contact their resident director before going to the emergency room, if at all possible, so the director will be aware of the situation. Students are financially responsible for all bills incurred from doctors, hospitals, and medications. It is required that all full-time students be medically insured and to provide the business office with a photocopy of their current health insurance card. Health insurance will be provided for students who do not have proof of being insured; the cost of this insurance will be charged to their accounts.

Students may be asked to return home during such illnesses that are contagious or when a student needs special care. The dean of students’ decision will be final in this matter.

### **LEAVING THE RESIDENCE**

It is the responsibility of the resident student to notify residence staff, parent(s), and/or others related to the departure about an overnight or extended leave. The following information is suggested: full name, destination (name of person staying with), phone number (if no phone number, include address), date, and time leaving and returning.

### **SUMMER HOUSING**

Students wishing to stay on campus during the summer must either take classes or have an on-campus job and apply for housing in the office of student life located on the first floor of the student center. Summer housing is charged by the month. Meals are not served. Charges will be assessed as long as the student and/or belongings occupy the room. Items left on the premises at the termination of this contract become the property of Hannibal-LaGrange University. All policies and standards of conduct in the student handbook apply during summer housing. All policies and standards of conduct in the student handbook apply during summer housing.

### **TV/CABLE**

Cable/Satellite subscriptions are not permitted in residence hall rooms. Cable is provided in the lobbies/lounges of the residence halls. Premium movie channels such as HBO, Cinemax, Show Time, and the like are not permitted, nor is the viewing of pornography, unrated movies, in any medium, (i.e.: Netflix). Residential staff are authorized to remove or shut off questionable material at their discretion.

## **RESIDENCE HALL OPENINGS AND CLOSINGS**

The University will post important opening a closing date at the start of each term, including when dorms will open. Students should plan accordingly. Students who must report to campus early for the term should seek the permission in advance by contacting their RHM. A fee of \$50 per day will be assessed for early arrivals unless they are required to be here to participate in a University program.

**Fall Semester**---The residence halls open to new students on the first day of New Student Orientation (dates published each summer in the online campus calendar). For returning students, Residence Halls open the weekend before the first day of classes. The residence halls close at 10am the day after finals.

**Spring Semester**---The residence halls open the Sunday before classes begin on campus. To non-graduating students, residence halls close at 10 a.m. the day after finals. Graduating seniors are given until 5 p.m. to be completely moved out on graduation day.

**UNIVERSITY BREAKS** --- Residence Halls are open during fall, Thanksgiving, spring and Easter breaks. Dining hall hours/availability will be limited during fall, Easter, and Thanksgiving breaks. The dining hall will be closed during spring break. All campus housing will be closed during Christmas break with the exception of married student housing.



## **HLGU IMMUNIZATION/HEALTH FORM POLICY**

All Hannibal-LaGrange University incoming students are required to fill out our New Student Health form. The New Student Health Form is located at this link: <https://www.hlg.edu/scom/frm/view.php?id=68624>

All incoming students are required to have vaccinations/tests for the following: Tuberculosis, Hepatitis B, Chicken Pox (Viravax), Tetanus Diphtheria, Measles, Mumps and Rubella (German measles).

Required additionally if living in campus housing: Meningococcal Vaccine

A summary of the student's medical history and any medication needed will be required as well.

If a current or former student should ever need a copy of their immunization records the Student Life Office will keep a copy filed away for two years after a student's last semester at HLGU. Please call the student life office at 573-629-3099

## **MAIL SERVICE**

All resident students are assigned a mailbox during registration. The mailboxes are located in the student center. Mail is delivered Monday through Friday. Packages arrive with the regular mail. A notice is placed in the mailbox of persons receiving packages. Packages may be secured by presenting the notice at the mailroom.

Packages arriving via United Parcel Service will be handled in the same manner as those arriving by mail. Outgoing mail should be placed in the official blue postal drop box or in the drop box near the mailroom.

Individual stamps are available for purchase at the stamp machine located by the mailroom. Books of stamps may be purchased in the mailroom.

A forwarding address should be left with the mailroom and registrar when students leave Hannibal-LaGrange University at the end of spring semester or graduation. If a forwarding address is left with the mailroom when leaving campus, First Class USPS mail will be forwarded for up to 2 months. The exception to this policy is any banking information, which will not be forwarded and will be returned to the sender. UPS and FED-EX cannot be forwarded and will be returned to the sender.

Mailbox keys should be returned to the mailroom at the end of each year unless arrangements are made with the mailroom for the student to keep the key. Students who do not return mailbox keys will have a \$15.00 fine placed on their account. **STUDENTS MUST HAVE A MAILBOX KEY TO RETRIEVE MAIL.** There is a \$10.00 fee for a replacement key

## **Residential Withdrawal Policy**

Officially Withdrawal Student as stated in the Student Catalog and who are residential students must meet with the Residential Life Staff to make move-out arrangements within 24 hours of submitting the University Withdrawal Form to the Registrar's Office.

Administrative Withdrawal Students as stated in the Student Catalog and who are residential students must meet with the Residential Life Staff to make move-out arrangements. If a student does not schedule move-out arrangements, the Residential Life Staff has the right to remove the items from the dorm room and will dispose of items as they see fit.

