

Judson College Residence Life Handbook

The Residence Life program at Judson College is designed to provide a quality environment in which students can live and learn in a nurturing, Christian community. This handbook is designed to inform you of the policies and procedures that pertain to Residence Life at Judson.

Housing Policy

Living in a residence hall provides students with opportunities to learn relationship skills that impact all areas of life and allow you to participate fully in the life of the College. Living in a residence hall can open you to a wide variety of experiences that help prepare you for life during *and* beyond college. Residential living also provides convenient and cost-effective housing for students. It is one of the most rewarding and important facets of the college educational experience.

In addition, research has shown that students who live in residence halls experience significant benefits from living on campus. Compared to commuters, students living in residence halls have been shown to have higher GPAs, a stronger sense of social support, more positive self-image, and a greater level of satisfaction with their educational experience.

Judson College is so committed to the value of residential living that **traditional aged, single students are required to live in a residence hall and take their meals in the college dining hall.** Exceptions are made for students living with parent/guardian or spouse within reasonable commuting distance of the college. Since the residence hall program is designed for traditional aged students, the Senior Vice President and Dean of Students reviews requests for residence hall housing by students older than 23 years of age.

Residential students are required to enroll for at least twelve credit hours during the Fall and Spring semesters and/or six credit hours during Short Term. The College reserves the right to determine if a student may enroll as a part-time student. Any student residing on campus who reaches the age of 23 during an academic year must complete that year on campus. While on-campus housing is available for students who are married or have children, spouses and children of students are not allowed to reside in the residence halls.

Questions regarding this policy should be addressed to the Senior Vice President and Dean of Students prior to the semester in question. This housing policy is subject to modifications based on the availability of on-campus housing. The College reserves the right to deny housing to a student if the student's behavior or academic standing violates the mission or policies of the College.

Residence Halls

All residence halls are in a suite arrangement, with two rooms connected by a bathroom.



Kirtley Residence Hall: Named for Anne Elizabeth Kirtley, this hall houses most first-year students. Miss Kirtley was one of the best-loved teachers in the history of Judson College. She began many of the traditions and gave Judson a number of her art objects.



Barron Residence Hall: Barron Residence Hall is named for Julia Tarrant Barron, one of the founders of Judson College and member of the Alabama Women's Hall of Fame. Barron was completed in 1962, and the lobby has been furnished by Alumnae donations.



Women's Missionary Union (WMU) Residence Hall: WMU is a merger of an original building and a comparatively new wing. The south wing dates to 1925, and at one time was connected by a covered walkway to the old Jewett Hall. The north wing was added in 1958.

The Residence Life Staff

Residence Life staff members are eager to assist you in:

- your adjustment to community living in the residence halls
- accomplishing your academic goals
- helping you become active in the total life of the College

You will contact one of these staff members when you have a need or a problem.

Residence Hall Assistants (RAs) are the first point of contact for residents. They are designated upperclassmen that live on the hall with the residents. They are responsible for assisting with all aspects of the daily operations of the residence halls.

Residence Directors (RDs) live in the residence halls to coordinate and oversee the work of the RAs. They are responsible for advising and supervising the activities of residents, encouraging residents to achieve their academic and personal goals, and supervising the maintenance of the residence halls. Emergency situations or maintenance problems should be reported immediately to a residence hall director, who will make the appropriate contact to address the situation.

Residence Life Services

Maintenance

Residents should promptly report any maintenance problems (such as lights, plumbing, and other repairs). Maintenance work order forms can be located on the Judson College website under *My Judson-Student*. Should a request remain outstanding for five working days, let your RD know. In case of an emergency maintenance situation, contact the Facilities office at 334-683-5130. Contact Security after hours at 334-683-5176, or the RD or RA on duty.

Maintenance personnel are in and out of the residence halls during business hours to make necessary repairs. They are required to announce their presence and knock before entering a room or bathroom. They are required to be properly identified by their uniform.

Housekeeping

Housekeeping personnel are responsible for the maintenance and appearance of public areas such as lobbies, hallways, and stairwells. The staff will also supply toilet paper bi-weekly in each bathroom suite.

Ice Machines

Ice machines are located in each residence hall. Report any problems to the RD or maintenance.

Vending Machines

Each residence hall has a variety of vending machines. Report any problems to the RD or maintenance.

Microwaves

There are microwaves available for student use on each hall. Residents should clean their microwaves after each use. Problems should be reported to the RA or RD.

Kitchen

Barron and WMU residence halls contain fully furnished kitchens available for use to all residents. Dishes designated for kitchen use must be cleaned and returned to its proper place. Users must clean up after each use and label personal items placed in refrigerators.

Storage

Limited summer storage is available in the Residence Halls. Only two large items (such as refrigerators or TVs) may be stored. A storage agreement, available from the RA or RD, must be signed by the resident storing her items and returned to her RA before placing them in storage. Be sure to clearly label any belongings with your name. The College is not responsible for damage or theft to items left in storage.

Laundry

Each residence hall is furnished with washers and dryers. Washers may not be used for dyeing purposes. Be aware that these machines are used by approximately 100 other students, so be diligent and considerate of your fellow residents. In order to prevent having your laundry removed from the laundry room or being unnecessarily fined, please follow the guidelines listed here:

- Sign in using the pen and paper provided on the machine. (Name, room number, date, cell phone number, start and end times)
- Write clearly so that people waiting will be able to contact you.
- Set an alarm on your phone/clock to help you remember to check your clothes in an hour.
- If you restart your machine (Washer or dryer) – sign in again and update the time in which you restarted it.
- If you are waiting for a drying machine, update the time in which you checked.

To ensure laundry room efficiency there is a laundry fine of \$5.00 for residential students who violate behavioral expectations set for use of the shared laundry area. Fines may be given:

1. If you do not sign in to use the machine.
2. If your laundry has been sitting for 3+ hours with no activity.
3. If you are found doing laundry in another residence hall.
4. If you violate of any other expectation pertaining to the laundry room.

If you are found violating any of these things, your clothes will be taken and placed in your RD's room. In order to collect your belongings, you must work out a time when you may pick up your clothes from your RD within 48 hours of being notified. If she determines that you have violated laundry expectations, you must pay the \$5.00 fine to get your laundry back. Failure to contact your RD to collect your clothes within 48 hours will result in a write up for "Violation of residence hall regulations or other student behavioral expectations: (Minimum and maximum sanctions will be assessed by the administrator or Council determining the sanction.)" – page 28 in the Student Handbook.

In addition, if you fail to contact your RD within 48 hours, your clothes will be removed from the RDs room and kept in a safe location until your Honor Council or administrative hearing.

Riddle Beach

If you wish to sunbathe in your swimsuits you may do so on *Riddle Beach*, an area next to the gym with a privacy fence. Students must wear a cover-up to and from Riddle Beach. For reasons of safety, residents may not sunbathe anywhere else on campus.

The Residence Hall Community

Residence halls are more than just places to live -- they are classrooms for learning relational skills. As a resident, you are a member of a small neighborhood within each hall and of the larger community of all who live on campus. As with any community, we have policies and procedures to protect the rights of individuals and to help insure the welfare of the community as a whole. In keeping with the mission and Christian purpose of Judson College, the policies and procedures also reflect the standards that are expected of Judson students. Please treat others and their property with the respect you want to be given.

Community Assessment

In an effort to teach community values and to maintain a safe and attractive living place for *all* residents, community assessment is applied when the person(s) responsible for damage cannot be identified. Community assessment helps control the costs of repair when deliberate damage or negligent care has occurred in public areas. In the event that the individual or group responsible for damage does not come forward, the cost will be prorated among *all* residents.

Study Hours

In order to ensure that residents have the opportunity to exercise their rights to sleep and study in their rooms, study hours have been established in the residence halls. During study hours, noise should be limited to a minimum level so as to not disturb others who may be studying or sleeping. It will help if you keep your door closed during study hours and keep TVs and music at a low volume at all times. Be conscience and courteous of others living around you.

If someone else's noise disturbs you, you have both the right and the responsibility to ask them to quiet down. If you experience a noise problem, go to the offender first. If the problem persists, inform the RA or RD.

STUDY HOURS

10:00 PM – 8:00 AM
Sunday through Thursday

Midnight – 8:00 AM Friday
and Saturday

During the week of final
examinations, 24 hour
study hours will be
observed.

Tutoring and babysitting

Residents who tutor non-Judson students should meet and work with their tutees in the library or student center. Residents interested in baby-sitting are encouraged to baby-sit at the employer's home. Baby-sitting in the residence hall is not permitted.

Closing of Residence Halls

All residence halls are closed and food service is not available during designated holiday periods. Residents may not remain on campus during these periods. Normally these include *Thanksgiving, Christmas, Spring Break, semester break, and summer break*. Residents are expected to vacate the residence hall at the specified time for each closing. The College reserves the right to use the residence hall rooms to house guests during these periods.

Housing for special circumstances may be considered for specific residents who experience difficulties with housing during times when the residence halls are closed. Each student who needs housing during those breaks must apply for such consideration by contacting the Director of Residence Life. Students who may be considered for special circumstance housing include:

- International students
- Students from outside the southeastern US who are unable to return home
- Student athletes who have games during a college break
- Students participating in college-sponsored mission trips during the break

A written request must be submitted no later than one week prior to the date housing is needed. The College does not provide meal service during these times.

Residence Hall Lobbies

Conduct

The main lobby of each residence hall is where visitors (including men) are received. For this reason, you should always be properly dressed while in the lobby during open hours. You should refrain from moving or removing lobby furniture. Sleeping in the lobby of the residence hall is not permitted. Residents found asleep will be asked to leave the area. Be respectful of common areas, clean up after yourself, and turn off the TV when you leave the lobby if no one else is watching.

Rough and rowdy behavior is not tolerated in the lobby and noise should be kept to a minimum. Public displays of affection are not permitted in the lobby (or elsewhere on campus). This includes, but is not limited to: kissing, hugging, snuggling, and lying on one another.

Be considerate of others who are visiting or studying in the lobby. Rated-R movies are not permitted in the lobby, but can be viewed in your personal residence hall dorm rooms. In addition, TV Shows rated TV-MA (Mature Audience Only) are also not permitted in the lobby. You will be asked to turn off any movies or shows that fall under these categories. "Violation of residence hall regulations or other student behavioral expectations" can be found in the Student Handbook on page 28.

Residence Hall Rooms

Room Assignments

As much as possible, requests for a specific residence hall, room and/or roommate are honored. Room assignments are made on the basis of the following criteria, but not necessarily in this order:

- cumulative semester hours
- date of receipt of room reservation form
- cumulative GPA

Private Rooms

If space is available, a resident may request a double occupancy room as a private room by filling out the Private Room Request form (available from the Office of Residence Life) and by paying the required additional fee. After the deadline for the last day to drop/add a class, private room fees will be permanent. Private room requests will not be processed until other room requests have been made. Private room status can change if the space becomes needed. RAs, students with medical documents requesting special accommodation, and seniors usually have first preference, followed by subsequent classes. Some rooms, due to size, are not available as private rooms.

Checking In and Out

Upon arrival, and each time you move into a new room, you are required to complete the Room Analysis Form. It is critical that you carefully examine the room and furnishings, noting conditions and the absence or presence of furnishings. The form is to be submitted to the RA or RD *on the day of check in*. A resident is not held responsible for damages, conditions, or shortages that existed prior to her moving in if it is noted on the form.

When you move out, your room will be checked by your RA or RD and any changes will be noted on the check out form. The room cannot be checked until all personal belongings are out of the room. If you do not check out properly, you will assume all damage costs in addition to an improper check-out fine. You will also be charged if the room is left excessively dirty at check out.

Room Changes and Consolidation

- **Room Changes:** Shortly after the beginning of the Fall semester, a time designated by the Director of Residence Life is set aside for room changes. During "room change days," new residents may request a room change at no charge by filling out the Room Change Request form. Residents may request a room change outside of these designated days by filling out the Room Change Request Form and by paying the \$25.00 fee. All changes must initiate in the Office of Residence Life and be approved by the Director of Residence Life. If you move without authorization, you may be required to return to your original assignment and accrue a fine.
- **Consolidation:** Occasionally, residents who did not request or want to pay for a private room find themselves without a roommate due to cancellations, withdrawals, and room changes. Residents without roommates are expected to

consolidate with another resident or pay the private room fee. In the event that there is only one person without a roommate, the resident may remain in the room alone ONLY for the remainder of the semester without paying the private room fee. During that time the room will remain available if needed for another resident.

Furnishings

Every room is provided with single beds, closets, drawer space, desks, chairs, bedside tables, and possibly other furnishings. The provided furnishings become your responsibility while you live in the room. Due to a lack of storage space, furniture may not be stored in other locations. Furniture may not be removed from the dorm room or be taken apart. Residents who do so may be subject to a fine. Residents may raise their beds by using plastic bed risers only. Beds cannot be raised higher than 10 inches. Concrete, wooden, or metal bed risers are not permitted.

Decorating

Residents are encouraged to decorate their rooms to make them feel more like home. You may hang posters, pictures, and plaques as long as they are in keeping with the Christian purpose of the College. This prohibits the display of sexually suggestive posters or pictures, or advertisements condoning the use of alcoholic beverages or illegal drugs. DOT traffic signs may not be used for decoration and will be turned over to the police by the student or by the Residence Life staff. Decorating is limited to residents' rooms and should not overflow into the hallway. Residents may use curtains or valances but may not cover windowpanes or hang signs in the windows.

Because residence hall rooms are used year after year, decorations should be posted in such a way as to avoid damage to walls, doors, and other parts of the room. You should only use scotch tape, masking tape, or command strips/hooks.

Pet Policy

Residents may have a fish in a non-aquarium bowl (without a filtration system). **No** other non-service or non-support animals are permitted inside campus buildings at any time. You will be charged a pet policy violation fee of \$100 per day if any other animal is found in your room, or if you are found to be responsible for keeping an animal in a common area of the dorm. For more information about service animals or support animals, please view the Service and Support Animal Policy in the Student Handbook.

Room Checks and Searches

- **Room Checks:** In order to ensure a clean and safe environment, Residence Life staff will conduct routine health and safety checks announced at least 24 hours in advance. They will check for neatness and orderliness, fire or health hazards, maintenance requirements, and compliance with College regulations. In order for rooms to be in passing condition, they should be neat and orderly--free from trash, dirtiness, and clutter. Two failures will be considered a violation and will result in a \$25 fine. Safety checks are conducted several times each semester.

- **Room/Vehicle Searches:** The College respects a student's privacy and guards against arbitrary and unnecessary intrusion. However, the College does reserve the right to conduct searches for the following reasons:
 1. If there is reasonable cause to believe that activities that are detrimental to the health, safety, and welfare of the College community are taking place;
 2. If there is reasonable cause to believe that contraband is present;
 3. If there is reasonable cause to believe that activities are occurring that violate college policies.

Reasonable effort will be made to have an occupant of the room or the person who registered the vehicle present during a search. However, searches may be done without the occupant/owner present. In the event that a search is conducted, the following guidelines will normally apply:

1. The search will be approved by the Senior Vice President and Dean of Students or her authorized designee.
2. At least two College officials will perform the search, only one of whom may be a student (RA, Honor Council representative).
3. All persons involved in the search and any witnesses will sign a list of items taken as a result of the search.
4. Contraband that is openly visible may be confiscated by a college official at any time and is not considered a search.

Visitation Policies

Residential students are allowed to entertain guests in their residence halls under the conditions stipulated below. All residence hall guests must sign in using the Visitor's Log immediately upon entering the residence hall. The residential student serving as the hostess is responsible for the actions of her guests, who are subject to the same College policies as residents when on campus. The hostess should remain with her guest at all times. If a guest is found unattended, he or she may be asked to leave the residence hall or the campus.

An upperclassman resident of one residence hall may visit overnight in another residence hall as long as the hostess and roommate of the hostess are in agreement. If the number of times a resident stays in another's room is deemed by the Residence Life staff to be excessive, appropriate intervention may be made, including the possibility of charging the resident for occupying two rooms.

Non-resident female guests may visit the residence halls. The following guidelines apply:

- A roommate must not be deprived of her privacy, study time, or sleep because of a guest.
- For reasons of security and knowledge of who is in the building in cases of emergency, overnight guests must be registered with the RA or RD.
- Overnight guests are permitted to stay no more than three nights per semester.

To ensure the safety and privacy of residents, male visitors are allowed to visit only in the lobbies of each residence hall. Male guests must leave each night when the residence hall is secured. Male guests are not permitted to visit in a resident's room or other non-public areas of the residence halls, except when a resident requires special assistance. Residents with special needs for assistance are honor bound to request permission *in advance* from an RA or RD to have male guests in the room.

In addition to days when residents move in and out, other special days and hours will be designated when anyone, male or female, can visit in the residence halls. These will be announced and the following guidelines apply:

- Residents should be properly dressed during Open House hours.
- When male guests are in the room, the door *must* remain open.
- Guests will be subject to the same housing policies as residents.
- The hostess is responsible for the actions of her guest(s).

Judson students are permitted to visit the Marion Military Institute campus. To stay within MMI's policies and Judson's expectations, visit under the following guidelines:

- The guardhouse should be the point of contact with cadets. Do not go directly to the barracks in order to contact a cadet.
- **Judson students may not enter the barracks at any time.**
- Cadets are not allowed to be contacted during Confined Quarters (CQ), Sunday through Thursday, 7:30 PM to 10:00 PM.
- Dress appropriately and modestly while visiting the MMI campus.
- The library should be used for study purposes only.

Security

In order to enhance student safety and accountability and to increase building security, Judson College practices the following security and access policies. You must exercise good judgment and the time-honored rules of safety to protect yourself and your fellow students, particularly when coming and going at night.

Security/Access Policy

The campus is monitored by trained personnel 24 hours a day, 7 days a week. A staff of uniformed security guards are employed and available at all times. Likewise, three of the four gates to the campus are locked after 5:00 PM. each day to ensure that all nightly visitors must first pass by the guard house before entering campus.

Residence halls are locked at all times by the ITI Access System and can only be entered at designated entrances using an access card. Beginning at dusk each day, only campus side lobby entrances are accessible. To maintain this level of security in the residence halls, residents are *honor-bound* to admit only their guests and to refrain from sharing access cards. Purposefully leaving an access card for another person to use (i.e. under a doormat, on a windowsill) will result in disciplinary action and a \$100 fine upon the first offense. Lost or stolen access cards should be immediately reported to the Office of Residence Life at 334-683-5108. A student's access card can be replaced for a \$25 fee.

Curfew Guidelines

Bed Checks

When there is reason to believe that a resident may not be in the residence hall after curfew without special permission, or that an unauthorized person may be present, a bed check may be conducted by the Residence Hall staff or other authorized college representative with the assistance of an RA or Honor Council representative.

Reasonable efforts will be made to respect the privacy of each resident and guard against unnecessary intrusion.

Being away from the Residence Hall Overnight

Residents with curfew restrictions needing to be away from the residence hall overnight Sunday through Thursday are permitted to do so by completing an **Overnight Special Permission Form**, available from her RA or the lobby notebook. The form requires that a **parent** or **guardian** call the RA or RD and must be completed BEFORE the resident leaves. Therefore, students must plan ahead. If an emergency arises and a resident needs to leave quickly she should contact the RD.

Overnight special permission is NOT required under the following circumstances:

- Friday & Saturday nights
- Holidays or extended weekends when all classes are officially cancelled
- when a resident is on a college-sponsored trip

Reporting Violations

Violations of residence hall and other College policies should be reported to a member of the Residence Life staff, the Office of Student Life, and/or the Honor Council. Additional information is contained in the Student Handbook, which is available on the Judson website.

What time is curfew?

Unless a resident is on a college-sponsored trip or has gotten permission for a special circumstance, the following curfew regulations apply.

Freshmen (0-30 semester hours)

First Semester	Curfew is at 11:59 PM; must have <i>Parental Permission to stay off-campus overnight Sunday through Thursday.</i>
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Second Semester	Sunday through Thursday is at 11:59 PM; There is no weekend curfew.
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Generally, upperclassmen with 31 or more semester hours do not have curfew. However, upperclassmen with academic or behavioral restrictions may be required to follow curfew regulations.

Safety Guidelines and Emergency Procedures

Appliances

Because of demands on the electrical system and because of fire code regulations, it is critical that all residents comply with the following guidelines:

- No open coil electrical equipment of any sort may be used. Coffee makers and water heaters must be closed-coil, pot type.
- Microwave ovens may not be used in student rooms.
- No individual room air conditioners are allowed in student rooms, other than what the College provides.
- Refrigerators should not exceed 2.7 cubic feet (two per room) or 4.5 cubic feet (one per room). Refrigerators must be plugged directly into a wall outlet or into a UL approved power strip.

Fire Safety

Fire codes and insurance liability require us to restrict certain objects and activities in residence halls, to protect the safety of all students. The College has thus developed the following guidelines:

- Follow the appliance policy – it is designed to help protect against fire.
- All electrical items should be *Underwriters Laboratory* (UL) approved.
- Do not use normal household extension cords, especially when used with high amperage equipment. Instead, use UL approved power strips with built-in circuit breakers and heavy-duty extension cords with a safety fuse.
- Keep all hallways and exits clear of obstructions with complete access available at all times. (This includes the narrow entranceway that some rooms have.)
- All stairwell doors, which act as fire separations, are to be kept closed.
- Sunlamps, clip-lamps, and halogen lamps are not permitted.
- You may ONLY burn self-contained jar candles, and they may NEVER be left unattended. All other candles and flame-emitting articles (including incense and paper) and flammable chemicals are prohibited in the residence halls. Seniors may burn their "tradition" candles only during specific traditional activities.
- Do not remove or tamper with smoke detectors--beeping smoke detectors should be reported to the RD.
- It is against the law to activate a fire alarm when there is no fire and/or to disable a smoke alarm system. *To do so will result in disciplinary action.*

Fire and Severe Weather

All residence halls will have a fire and tornado drill at least once per semester. Refusal to participate in a drill will be reported for disciplinary action.

Evacuation procedures are posted on the door of each residence hall room and should be read carefully. An RA will explain the procedures at a hall or floor meeting early in the semester.

In case of severe weather: You will be notified via the emergency notifications system or your Resident Assistant. All residents must cooperate fully and should follow evacuation procedures. Residents should refrain from using the elevator during this time.

In case of fire: If you discover the fire, activate the nearest alarm. Residents should exit the building according to evacuation procedures. Residents should refrain from using the elevator. All residents must cooperate fully with the City of Marion Fire Department.

Other Safety Related Guidelines

To ensure your safety and that of others, do not:

- interfere or tamper with security systems
- throw, drop, or eject objects from windows
- enter any restricted, locked, or closed spaces on campus
- duplicate or lend room keys
- remove screens from windows

Questions?

Any student who has a question about a residence hall policy is encouraged to get more information from her Resident Assistant, Residence Hall Director, the Director of Residence Life, the Associate Vice President for Student Development, or the Senior Vice President and Dean of Students.

Fines and Damage Charges

Damages occurring in student rooms will be charged to the current occupant(s) of the room(s), unless it can be proven that a person other than the occupant caused the damage.

Damages occurring in public areas will be charged on a *pro rata* basis to all residents currently living in the residence hall unless the person(s) responsible can be identified.

Fees

- Lost room key: \$25.00
- Lost access card: \$25.00
- Failing room check: \$25.00
- Improper checkout: \$25.00
- Leaving room dirty at checkout: \$25.00
- Leaving belongings at checkout: \$25.00
- Pet policy violation: \$100 per day

Damage Charges

- Refinish door: \$100.00
- Replace door: \$200.00
- Replace mirror: \$25.00
- Replace smoke detector: \$20.00
- Replace light shade/cover: \$20.00
- Replace telephone or data jack: \$20.00
- Replace or repair window: \$100.00
- Repair of nail holes: \$10.00 each
- Removal of tape markings: \$5.00 each
- Repainting of one wall: \$100.00
- Repainting of four walls: \$300.00
- Repainting or retiling of ceiling: \$100.00
- Replacement of window screen: \$40.00
- Replacement of closet door: \$85.00
- Furniture replacement will be billed at cost.
- Other repairs will be billed at materials and labor cost.

Other fees, charges, and fines may apply as deemed necessary by College officials or Councils.