

2011-2012

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# RESLIFE

LIVING AND LEARNING WITH  
LUBBOCK CHRISTIAN UNIVERSITY



# Important Housing Dates

<b>August</b>	
1	Fall Apartment Lease Period Begins
17	Residence Halls Open for Beginning Freshmen
17-20	GO! 2011
18	Cafeteria Resumes Full Service
19	Residence Halls Open for Remaining Students
22	Fall Classes Begin
22	100% Housing Refund
29	80% Housing Refund
<b>September</b>	
5	Lunch and Dinner Only in Cafeteria
5	60% Housing Refund
10	0% Housing Refund
<b>October</b>	
13-14	Fall Break University Holiday (offices closed)
13-15	Cafeteria CLOSED for Fall Break
16	Dinner Only in Cafeteria
17	Cafeteria resumes regular service
18	Mandatory KR and JH Hall Meetings
27	KR Trick or Treat
<b>November</b>	
1	Applications for Spring Housing Available
15	Spring Housing Application Due
15	Last Day to Submit 30 Day Move-Out Notice for Apartments
23	Residence Halls Close at 1:00 p.m.
23-25	Thanksgiving University Holiday (offices closed)
23-27	Cafeteria Closed
27	Residence Halls Open at 10:00 a.m.
28	Cafeteria resumes regular service
29	JH open House
<b>December</b>	
3-8	Final Exams (All Residents Must Move Out Within 24 Hours of Final Exam)
8	Breakfast and Lunch ONLY in Cafeteria
9	Cafeteria Closed for Semester
10	Residence Halls Close at 10 a.m.
15	Fall Apartment Lease Period Ends
24-31	Christmas Break University Holiday (offices closed)

<b>January</b>	
2	<b>Spring Apartment Lease Period Begins</b>
7	<b>Residence Halls Open at 1:00 p.m.</b>
8	<b>Lunch and dinner ONLY in cafeteria</b>
9	<b>Cafeteria resumes regular service</b>
9	<b>Spring 2012 night classes begin</b>
10	<b>Spring 2012 classes begin</b>
<b>February</b>	
<b>March</b>	
9	<b>Residence Halls Close at Noon</b>
10-18	<b>Cafeteria closed</b>
12-16	<b>Spring Break University Holiday (offices closed)</b>
18	<b>Residence Halls Open at 1:00 p.m.</b>
19	<b>Cafeteria resumes regular service</b>
20	<b>Mandatory KR and JH Hall Meeting</b>
<b>April</b>	
2	<b>Applications for Fall Housing Available</b>
6	<b>Lunch and Dinner Only in Cafeteria</b>
16	<b>Fall Housing Application Due</b>
25	<b>Last Day to Submit 30 Day Move-Out Notice for Apartments</b>
27	<b>Last day of class Spring</b>
28-30	<b>Final Exams</b>
<b>May</b>	
1-3	<b>Final Exams (All Residents must be moved out within 24 hours of their final exam)</b>
3	<b>Breakfast and Lunch Only in Cafeteria</b>
4	<b>Cafeteria Closed for semester<sup>a</sup></b>
5	<b>Residence Halls Close at 10:00 a.m.</b>
5	<b>Commencement</b>
25	<b>Spring Apartment Lease Period Ends</b>
<b>June</b>	
25	<b>Last Day to Submit 30 Day Move-Out Notice for Apartments</b>
<b>July</b>	
25	<b>Summer Apartment Lease Period Ends</b>

For a full list of activities, please visit the LCU website at [www.lcu.edu](http://www.lcu.edu)

# IMPORTANT CONTACT INFORMATION

## **Director of Residential Life**

Sunny Park  
806-720-7506  
sunn.park@lcu.edu

## **Johnson Hall Yard**

Front Desk  
806-720-8699

## **Resident Director**

Roy Worley 806-720-8699  
O: 806-720-8695  
C: 806-544-9890  
roy.worley@lcu.edu

## **Living Center**

Resident Director  
Front Desk 720-8101

## **Resident Director**

Jim Foster  
O: 806-720-7157  
C: 806-544-9023  
jim.foster@lcu.edu

## **Dean of Students**

Josh Stephens  
806-720-7502  
josh.stephens@lcu.edu

## **Student Affairs**

Lotricia Barcheers  
806-720-7501  
lotricia.barcheers@lcu.edu

## **Katie Rogers Hall/ Court**

Front Desk  
806-720-8878

## **Resident Director**

Kecia Jackson  
O: 806-720-8879  
C: 806-577-6884  
kecia.jackson@lcu.edu

## **East and West Apartments**

Roy Worley 806-720-8695  
Cell – 806-544-9890

## **East Apt. Assist. Manager**

Tiffany Guerrero – 281-659-7849  
tguerrero8031@lcu.edu  
West Apt. Assist. Manager -  
Peter Thelen 512-744-3898  
pthelen1275@lcu.edu

## **Assistant Dean of Students**

Paul Norman  
806-720-7503  
paul.norman@lcu.edu

## **Medical Clinic**

Shannon Grissom  
806-720-7482  
shannon.grissom@lcu.edu

**Counseling Center**

Angie Scott  
 806-720-7478  
 angie.scott@lcu.edu

**CHAP DESK**

Hilary Barnes  
 806-720-7100  
 chapdesk@lcu.edu

**Fitness Center**

Michele Culpepper  
 806-720-7856  
 michele.culpepper@lcu.edu

**Bookstore**

Denise McNeill  
 806-720-7526  
 denise.mcneill@lcu

**Center for Student Success**

Mondy Brewer  
 806-720-7803  
 mondy.brewer@lcu.edu

**Academic Testing**

Jeanette Tidwell  
 806-720-7480  
 jeanette.tidwell@lcu.edu

**Campus Mentors**

James Henson 806-720-7488 james.henson@lcu.edu	Seydia Adkins 806-720-7487 seydia.adkins@lcu.edu	Toni Hunt 806-720-7215 toni.hunt@lcu.edu
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**Security**

Chief Mike Smith  
 806-720-7521  
 Emergency – 806-796-9818

**Financial Aid**

Kristina Hutchings  
 806-720-7176  
 kristina.hutchings@lcu.edu

**Student Activities**

Josh Stephens  
 806-720-7502  
 josh.stephens@lcu.edu

**Admissions**

Rhonda Pool  
 806-720-7151  
 rhonda.pool@lcu.edu

**Disability Services**

Alisha Wallace  
 806-720-7486  
 alisha.wallace@lcu.edu

**Academic Tutoring**

Carol Dahlstrom  
 806-720-7485

*Policies and conditions set forth in this ResLife Guide shall be subject to change without prior notice. Changes or additions to the ResLife Guide are posted on the university website.*

## RESIDENTIAL LIFE STAFF

### Director of Residential Life

The Director of Residential Life is a full-time Student Affairs professional who oversees all areas of Residential Life. Sunny Park currently serves as Director of Residential Life ([sunny.park@lcu.edu](mailto:sunny.park@lcu.edu)).

### Resident Directors

Each residence hall is staffed with a Resident Director. The Director is integral in facilitating campus community living, overseeing the general operation of the hall, and pursuing the best ways to meet student needs. Resident Directors supervise student employees, mediate conflicts among residents, work cooperatively with the Director of Residential Life, and perform administrative tasks for the smooth functioning of the unit. Jim Foster ([jim.foster@lcu.edu](mailto:jim.foster@lcu.edu)), Roy Worley ([roy.worley@lcu.edu](mailto:roy.worley@lcu.edu)), and Kecia Jackson ([kecia.jackson@lcu.edu](mailto:kecia.jackson@lcu.edu)) currently serve as Residence Hall Directors.

- **Resident Assistant (RA):** RA's are students who are selected because of their leadership abilities and desire to serve the university. RA's strive to maintain an environment conducive to learning by enforcing housing policies, assisting with conflict resolution, planning educational programming, and performing other services as needed. Every resident will be assigned an RA.
- **Community Advisor (CA):** CA's are student residential life leaders who are selected because of their leadership abilities and desire to serve the university. CA's assist the Resident Directors and RA's in administrative duties, residential programming, and other duties as assigned.

### Apartment Manager

The Apartment Manager is a professional employee who maintains the waiting list, enforces apartment policies, maintains apartment leases, distributes keys, processes check-out sheets, and coordinates dispersion of security deposits to former residents. Roy Worley serves as the apartment manager and can be contacted at [roy.worley@lcu.edu](mailto:roy.worley@lcu.edu) or 806-544-9890.

- **Assistant Apartment Manager(s):**  
East Side: Tiffany Guerrero ([tguerrero8031@lcu.edu](mailto:tguerrero8031@lcu.edu)) 281-659-7849  
West Side: Peter Thelen ([pthelen1275@lcu.edu](mailto:pthelen1275@lcu.edu)) 512-744-3898

## COMMUNITY HOUSING POLICY

### COMMUNITY LIVING

- Residential Life is an essential component of the overall educational experience.
- The Residential Life experience is about living together and learning together.
- Paramount to the residential life experience is encountering God both personally and in community and learning to be faithful servants of Jesus Christ.
- Therefore, as a condition of attending Lubbock Christian University, *full-time, single undergraduate students who have been out of high school less than four long semesters (two years), are required to live in campus housing.*

Students may submit a petition to live off campus if they live with an adult member of his/her immediate family (immediate family is defined as a parent, grandparent, aunt, uncle, legal guardian, or sibling who is 21 or older) or for documented medical reasons from a licensed medical professional. A petition to live off campus must be submitted every fall and spring semester until the student has been out of high school for four long semesters (two years). Part-time students and upperclassmen are allowed to live in campus housing only as space permits. *Please note: financial hardships, general dissatisfaction, problems with the meal plan, outstanding leases, and pleas for grace are not sufficient reasons to be granted an off campus housing exemption.*

*In every way possible, being a member of the campus residential community is strongly encouraged. Students who submit an off-campus housing petition should note that simply submitting a petition is not a guarantee for approval.* If a student is living with an adult member of their immediate family, the petition will be approved upon verification of the proposed living arrangement. If the student has been out of college for two years (four long semesters), their petition will also be approved upon verification. Students with documented medical conditions may also be approved to live off campus if living in the residence hall will worsen the condition. Physician documentation is required. As noted above, petitions for other reasons are not likely to be approved.

*Please do not sign a lease for off-campus housing without first verifying eligibility through the Residential Life office.* Students who choose to do so will be required to drop to part-time student status, withdraw, or break their lease and move back into campus housing.

## RESIDENTIAL LIFE COMMUNITY GUIDELINES

The residence halls comprise a unique community living environment. General community living policies provide for the health, safety and security needs of all campus community residents. The following policies are designed for residential community living with the intent of fostering a cooperative living environment and prohibiting certain behaviors which can potentially adversely affect the residence hall community. All Reslife community guidelines can be found on the Students Right to Know page on the Portal.

### **Advertising, Posting, and Solicitation**

Soliciting in the residence halls is prohibited to protect residents from unwanted disturbances. Residents should report all solicitors to the hall supervisor or campus security. Campus organizations or individuals desiring to post notices or sell items in the residence hall lobbies must receive written permission from the Student Affairs Office.

### **Age**

The maximum age for students residing in Johnson Hall and Katie Rogers Hall is 25 years of age. The maximum age for students residing in the Living Center or the Courtyard is 28 years of age. Exceptions to this policy must be granted, in writing, by the Director of Residential Life.

### **Babysitting**

Babysitting is not permitted in the residence halls; no one under the age of 15 is permitted in the residence halls without the consent of the Resident Director.

### **Behavior**

All residents are expected to conduct themselves in a manner consistent with the Christian identity of the institution and according to the expectations described in the Student Handbook.

### **Cable/Cable Boxes**

Cable boxes may be picked up at the residence hall. Please contact your RA for more information. Cable boxes are issued upon the completion of a student's check-in form. One box per person per room will be available. Cable boxes must be returned complete and in working order upon moving out. Students will be charged \$150.00 for any box not returned or for boxes returned damaged or in non-working condition.

### **Campus Dining**

All students living in Johnson Hall or Katie Rogers hall are required to purchase meal option #1 (as shown below). *Munch Money*\*\* is for use at

Koffee Kup, Take Ten<sup>®</sup>, or the C-3 Convenience Store. Students who reside in the Living Center or the Courtyard must purchase a meal plan, but are able to choose from options #1, 2, or 3 (as shown below). Option #4 is for apartment residents and commuter students only.

**LCU offers the following meal plans:**

**Meal Plan Options** (*per semester*)

<b>Option #</b>	<b># Meals per Week</b>	<b>Munch Money**</b>	<b>Total Cost</b>
1	19	\$ 50	\$1,425
2	12	\$150	\$1,245
3	10	\$175	\$ 1,102
*4	3	\$ 75	\$ 360

*Students in apartments are eligible to purchase a Meal Plan Option also*

\*4 meal plan is an option for apartment residents and commuters ONLY

**Chapel**

*All campus residents, whether part-time or full-time, must attend chapel Monday-Thursday from 11:00 a.m.-11:30 a.m.*

Please see the Student Handbook for more information.

**Cleaning**

Residents are asked to keep their rooms clean and orderly. To maintain a healthy living environment, students are encouraged to vacuum on a regular basis, keep the floor free from clutter, and dispose of all food items appropriately. *Putting food down the sink will cause the sink to clog. Students may be financially liable for charges incurred to unclog the drain filled with improperly disposed of food.* Vacuums are available and may be checked out by an RA. Hallways, stairwells, and other common areas or exits must remain free from clutter and may not be used for storage. Resident Directors and the Director of Residential Life will make periodic inspections of rooms and common areas.

**Communication**

Lubbock Christian University email is the official form of communication between students and campus officials. All students should check their LCU email on a daily basis. Failure to check an LCU email account daily does not nullify the information contained in the email. For more information on accessing a student email account, contact the Chapdesk at 720-7100.

## **Cooking**

Use of the resident hall kitchens requires individuals to be responsible community members. If one chooses to use the kitchen, it is imperative to follow all posted guidelines for kitchen use. Students are expected to monitor food as it is being prepared, clean up after themselves (i.e. wipe all cabinets and appliances, wash dishes and utensils, keep the refrigerator free from old food), and not steal other community member's food. Failure to follow these guidelines may result in a loss of kitchen privileges for you or all residents. Additional kitchen guidelines will vary according to the facility.

## **Community Disruption Policy**

Community is at the heart of Lubbock Christian University. It is the responsibility of students, faculty, and staff to hold and respect the mission and values that are uniquely associated with Lubbock Christian University. As a part of a community where God is glorified and mutual respect and dignity of others is the norm, each person shares the responsibility to respect the values of the Lubbock Christian University community.

In cases where the values of the university and an individual, or an individual's lifestyle, are not congruent, and disruption of the community occurs, the university may remove the student from student housing, activities, or the university at large.

Students, at times, may exhibit behavior that indicates that they are a threat to themselves or others or a disruption on the university or housing community at large. Examples include, but are not limited to, pregnancy in residential housing, eating disorders or other lifestyle habits which cause other health risks, repeated remarks about seeming infatuation with death or suicide, self-mutilation, and an actual suicide attempt.

The university's priority is to get help for an individual exhibiting such signs; therefore, certain actions or special regulations may be required if deemed to be in the best interest of the student's personal health. Counseling or professional intervention may be needed to determine the nature and depth of a suspected problem. In some instances, a student's behavior or circumstance may be of such extreme nature that it causes disruptions in the residence halls or in the community at large. In that event, the determination may be made by the Student Affairs Review Committee that the student would be best served by being removed or restricted from the university residential community, give a new room assignment, relocated to another residence hall, or restricted from the university at large until approved to return to campus and/or the original living arrangement. If a student does not accept the decision of the Student Affairs Review Committee voluntarily, disciplinary action may be taken.

University staff members are committed to attempting to utilize resources reasonably available to the student. However, if the needs of the student exceed the university's resources, the student may be removed from Lubbock Christian University so that he or she can receive the necessary care.

### **Community Meetings**

Important information may be discussed at community residence hall and/or floor meetings. Residents are required to attend and are responsible for the information presented and disseminated at such meetings.

### **Curfew and Overnight Checkout**

Lubbock Christian University is not in the business of routinely policing student destination locations. That said, the sign-in/sign out process in Johnson Hall and Katie Rogers Hall is extremely important for student and hall safety. To expedite possible emergency contact, students leaving campus overnight or returning after 1:00 a.m. must check out overnight at the front desk of the residence hall. The student must list a physical address and phone number where he/she can be contacted. The student will be expected to stay at the destination provided.

### **Decorations**

Residents are encouraged to personalize their rooms to provide a unique, comfortable living environment. At the same time, residents are asked to keep the integrity of the residence hall in mind when decorating. When personalizing one's room, please note:

- Residents are not permitted to paint the walls, tamper with lighting fixtures, remove ceiling tiles, or remove furniture from the rooms unless given permission to do so by the Resident Director.
- All rooms are furnished with mini blinds, but residents may choose to hang window coverings with a tension rod. Since the walls are made of concrete cinder block, Resident Directors have nails specifically for this purpose and nail holes must be limited.
- *Screws, double-sided tape, glue, hot glue, large nails, staples, and other decorating tools that damage surfaces are prohibited.*
- For securing lightweight decorations to walls and doors, recommended products include *3M Scotch Adhesive Putty, Reusable Hooks with Command Adhesive Strips, and Removable Command Adhesive Poster Strips.*
- Respect in the community environment is paramount. All decorations must be in accordance with the expectations described in the student handbook.

## **Dress**

Students should be properly clothed before entering the hallway or any common area in the residence halls. Special care should be given to this matter on the first floor, where visitors or maintenance personnel are more likely to be present at any time. Please see the Student Handbook for further clarification.

## **Electrical Appliances**

Use of electrical appliances is permitted in the residence halls within certain guidelines. Generally, appliances should require no more than one thousand (1,000) watts. Appliances used in the residence halls must be safe in design and structure and must be properly maintained. U.L. approved appliances are preferable. Heat producing appliances (electric heaters, electric burners, toaster ovens, etc...) or other appliances with an exposed heating element are not permitted in residence hall rooms. Due to potential fire hazards, only the following appliances are approved for use in the halls:

- Coffee maker
- Small portable fan
- Television
- Stereo
- One 700-watt microwave per room
- One dorm-sized refrigerator per room (if larger than 2.5 cubic feet, must sit on floor)
- All other appliances must have prior approval by the Resident Director

Before leaving for breaks and holidays, residents must unplug all electrical appliances to guard against fire hazards.

## **Electrical Cords and Outlets**

Multi-plug outlets and improper use of extension cords create fire and safety hazards. Extension cords and multiple outlets are designed for minimum use for short periods of time.

Therefore, please consider the following guidelines when using this equipment:

- Too many appliances on one extension cord can cause the cord to overheat and may result in a fire. (*Note:* Two or more cords plugged together are theoretically still only one cord.)
- Risk of shock or electrocution is increased when extension cords are placed in or through doorways that have metal doors or door frames and when cords are draped over metal objects or put in areas where they may be walked on.
- The outlets in each room were designed for either one or two appliances. Using too many appliances at one time may cause a circuit overload. Multi-plug covers, cords, or other splitters used to increase the number of appliances on one outlet are prohibited due to

safety hazards and possible circuit overloads. However, a multi-plug power-strip that is designed to protect against electrical overload is permissible.

This is not an exhaustive list of problems that can be caused by improper use of cords and outlets. For further clarification, please contact Facilities and Maintenance at 720-7777 ([george.davis@lcu.edu](mailto:george.davis@lcu.edu)) with additional questions.

### **Entrance and Exit Doors**

In an effort to provide a secure environment in the residence halls, residents should enter the building only through the lobby doors. Side and rear doors should remain locked at all times. Entrance doors will be locked at different times for each residence hall. Residents will be notified of the time at which the doors will be locked for the particular hall in which they reside.

Propping exterior doors open compromises the security and safety of all residents. Emergency exits should be used only in the event of a fire or other emergency. Unauthorized entry to restricted areas such as custodial closets, mechanical and technical rooms, offices, and roofs is prohibited. Such behavior may result in judicial action.

### **Entry, Search, and Seizure**

The university reserves the right to enter residence hall rooms to check general conditions, perform custodial service, make repairs, ensure compliance with university policies, and handle emergencies in which there is reason to believe a health, safety, or fire hazard exists. University representatives may search and seize any contents that violate school policy or present health, safety and/or fire hazard with the authorization of the Dean of Students, Assistant Dean of Students, Director of Residential Life, or Assistant Vice President for Student Affairs. Whenever possible, it is desirable for the student to be present, but consent is not needed.

### **Fines/Charges**

Students are responsible for loss or damage to furnishings or equipment in the residence halls. Fines for damages will be due immediately upon incidence of damage and the repair/replacement will take place in a timely manner. In nearly all situations, fines will include labor and repair costs in addition to replacement costs.

Individual residents and their roommates are responsible for the condition of their rooms and all its furnishings. The residents of each floor are responsible for the condition of the halls and restrooms on their respective floors. All residents are responsible for the lobby, hallways, stairwells, elevators, vending

machines, kitchen, and common interior and exterior doors. *In halls or community areas where the university has determined that there is undue abuse of university property and the responsible individual(s) cannot be identified, all residents may be held responsible for paying a prorated share of the cost of repairing such damages.*

When a resident moves out of a room, an RA will complete a check-out inventory. The Resident Director will complete a final inspection of each room. At this time, additional fines may be assessed for damages not accounted for on the inventory. If extensive damage occurs and the responsible party can be determined, he/she will be fined the amount necessary to repair or replace the damaged property. If responsibility for damages cannot be determined, each resident of the room will be charged equally.

### **Fire Policies and Evacuation Procedures**

Fire and evacuation information is posted on each floor of the residence halls. Residents should be familiar with this information. LCU considers fire safety extremely important, and students have an obligation to adhere to university regulations, as well as city and state statutes. Residents will participate in periodic fire drills each semester. Failure to respond appropriately to fire alarms will result in judicial action for those involved and will necessitate additional drills for all residents.

### **False Alarm**

Students are asked to respect the residential community and not set-off false alarms. In the event of a false alarm, every effort will be made to identify the responsible individual(s). When such persons are identified, they will be referred to the Dean of Students for judicial action.

### **Fire Prevention Regulations**

The following are prohibited in the residence halls because of their potential as fire hazards:

1. Open flames such as candles, incense, matches, and lighters;
2. Appliances with exposed heating elements;
3. Doors and walls in rooms that are more than one-half covered with paper or posters;
4. Use or possession of fireworks or firecrackers;
5. Use or possession of combustible paints, spray paint, or liquids;
6. Mopeds or other combustible engines;
7. Halogen lamps.

## **Fire Evacuation Procedures**

Detailed information is posted on each floor in the residence halls. When the alarm sounds, each resident should follow the established procedures:

1. Residents should leave their doors open as they exit their rooms. (If possible, residents should take their room key with them.)
2. Residents should begin an immediate and orderly evacuation along the designated evacuation route established for the area. Residents should not run. They should move quickly to the nearest designated stairwell and exit. They should exit the building and wait for instructions or permission to re-enter the building. (A staff member will make certain that rooms, closets, restrooms, computer labs, and other common areas are not occupied.)
3. The residence hall staff will signal when the building is safe and ready for re-entry. No one is allowed to re-enter until this signal is given. Personnel authorized to give re-entry instructions include the hall supervisor, LCU administrator, or LCU security officer. Please note that firemen may indicate a building is safe, but they cannot give permission to re-enter the building. Firemen should be treated with respect at all times.

Anyone who does not evacuate or who does not comply quickly and properly with the instructions of a staff member will be reported to the Dean of Students. Failure to evacuate a building after a fire alarm has sounded will be subject to appropriate judicial action and a minimum fine of \$100.00.

## **Misuse of Fire Safety Equipment**

Any individual who misuses or tampers with fire safety equipment will be subject to judicial action and will be charged \$250 plus the cost of repair or replacement of misused or damaged equipment, cleaning of the facility, and damage to other property. Fire safety equipment includes, but is not limited to, signs, extinguishers, smoke detectors, and pull stations.

## **Setting Fire**

Any individual who intentionally, negligently and/or recklessly sets a fire in or near a university building is subject to immediate dismissal from the university, may be charged a fine of \$250 minimum, and will be charged for repairing any damage caused by the fire.

In addition to being subject to university penalties, any student who starts a fire, damages or tampers with evacuation alarms, or misuses fire safety equipment also may be subject to prosecution in criminal court by the proper federal, state, county, or city authorities, and/or the Lubbock Fire Department in accordance with the Lubbock Fire Code and all statutes, laws, rules, and regulations. Special events such as BBQ's, must be approved through the Student Affairs Office.

## **Furniture**

Room furniture should not be dismantled or removed from the assigned room. In common and public areas, the furnishings are intended for use by all residents of the hall and must remain in the designated room, area, or space. Removal or relocation of any of these items may result in judicial action.

## **Gambling**

Gambling, defined as playing games of chance for money, is prohibited in any form including, but not limited to, wagering, gaming, bookmaking, and on-line gambling.

## **Keys**

Room keys are issued to the residents of each room at the beginning of the school year. The key is the responsibility of the resident and should be carried at all times. Making duplicate keys or tampering with locks is strictly prohibited.

For the safety of your personal belongings, please report lost keys immediately to the Resident Director. There is a \$100 charge for key and lock replacement, but such a charge is minimal when compared to the potential loss of personal belongings due to theft. A resident who is locked out should contact an RA or the Resident Director for assistance. If a key is not returned when the resident moves out, a replacement charge will be billed to the student's account.

## **Laundry Facilities**

Laundry facilities are available in or near each residence hall. Any problem with the machines must be reported to an RA or the Resident Director.

## **Maintenance**

Any maintenance problems occurring in a resident's room, hallway, or restroom should be reported to the CA, RA or the Resident Director. The faster problems are reported, the faster they can be remedied and community life can return to normal.

*Maintenance personnel are authorized to work in campus housing M-F, 9 am - 5 pm.*

In the event of an emergency, work hours may be extended. Residents should cooperate with maintenance personnel so repairs can be made as quickly as possible. Residence hall staff and maintenance personnel are permitted access to resident rooms, hallways, and bathrooms in order to make repairs.

## **Meningitis Vaccine**

**The meningococcal (meningitis) vaccine is now a required vaccine (per state law) for all enrolled students who plan to live on campus at any institution of higher education (public or private) in the state of Texas.**

**Additionally, the vaccine must be received at least 10 days prior to moving into campus housing. Students not fulfilling this requirement will not be allowed to move on campus until 10 days after receiving the vaccination.**

Texas law also requires that all new college students be provided with information regarding meningococcal disease. Bacterial meningitis is a serious, potentially deadly disease that can progress very quickly. It is an inflammation of the membranes that surround the brain and spinal cord. The bacteria that causes meningitis can also infect the blood. This disease strikes about 3,000 Americans each year, including 100 -125 on college campuses, leading to 5 – 15 deaths among college students every year.

For any questions, please call the LCU Medical Clinic at 806.720.7482

### **Missing Persons**

The policy for the LCU Security Department regarding missing persons applies to students who reside on campus and are deemed missing or absent from Lubbock Christian University for a period of at least 24 hours without a known reason. Within 24 hours after notification, campus officials will:

- Notify the person, designated by the student, to be contacted if student is determined missing;
- Notify a parent if the student is under 18 years old; and
- Notify appropriate law enforcement officials [In cases where the student is over 18 and has not identified a person to be contacted,]
- Emergency contact information may be updated on Student Registration or Enrollment Validation forms located in the Registrar's Office

### **Move-In and Move-Out**

Upon arrival all residents must check in with the Resident Director. Each residence hall has a specific standard procedure for moving into and out of rooms in the hall. It is the responsibility of each resident to be familiar with and follow those procedures when moving into a new room, out of a room, or into another hall.

Prior to the beginning of each semester, the residence hall staff conducts an inventory of each room to evaluate the existing condition of the room and its furnishings. Residents will verify the inventory upon entry to a room and accept responsibility for any damages upon move-out that are not accounted for on the initial inventory. If a resident notices additional damage or missing items not addressed on the initial inventory, he or she should contact the RA to modify the information on move-in day.

When moving out of a room, the resident must complete the appropriate paperwork and return the key to the RA or Resident Director. If moving into a new room, the resident has 24 hours to vacate the old room and complete

the appropriate check-out procedures once a key has been acquired for the new room. Failure to follow these procedures will be considered an improper move-out, and the student may be fined accordingly.

To avoid unnecessary fines, it is critical to follow the proper move-out procedures. After an RA completes the check-out inventory, the Resident Director will complete a final inspection of each room. At this time, additional fines may be assessed for damages not accounted for on the inventory. If responsibility for damages cannot be determined, each resident of the room will be charged equally.

In the event a student leaves personal property in the residence hall, the university may handle, remove, or otherwise dispose of the property at the risk and expense of the student. The university will not be responsible for the storage of such property.

*Residents living in Johnson Hall and Katie Rogers must be officially checked out of the facility within 24 hours of taking their last final exam. A \$50 per day fine will be assessed for residents not adhering to the policy. Blatant disregard for the move-out policy will be subject to disciplinary action.*

#### **Move Out Policy**

Residents living in Johnson Hall and Katie Rogers must be officially checked out of the facility within 24 hours of taking their last final exam. A \$50 per day fine will be assessed for residents not adhering to the policy. Blatant disregard for the move-out policy will be subject to disciplinary action.

#### **Noise and Music**

As members of a residence hall community, residents should be courteous towards other residents 24 hours per day by maintaining reasonable noise levels at all times. Noise should be kept to a minimum while walking throughout the halls and stairways. The playing of stereos at loud volumes, drums, instruments that require electronic amplification, and/or instruments that otherwise cause an undesirable level of noise are distracting and not conducive to an academic environment where students have a wide range of studying habits and sleeping schedules. Stereos, and other noise-making items, must be kept at reasonable volumes that do not distract others.

No noise may be projected outside the residence hall from a room at any time. Speakers, for example, may not be placed in windows.

In order to ensure that students have the opportunity to sleep and study in their rooms, quiet hours have been established in each residence hall. During the designated times, noise should be such that it could not possibly disturb a

neighbor's attempts to sleep or study. The standard applies in the neighbor's presence and absence. *During final exams, 24-hour quiet time will be in effect. Dates will be posted in the residence halls.*

If a resident feels his/her primary rights to sleep or study are being violated, he/she should follow these guidelines:

- Speak to the person causing the disturbance and ask him/her to lower the noise.
- If this does not work, contact an RA, CA, or Resident Director for assistance.

### **Parking**

Campus residents must display the designated parking decal on the outside lower left corner of the back window and park in the area designated for that decal. See the Student Handbook for more information regarding campus parking.

### **Pets**

No pets (including fish, reptiles, rodents, dogs, cats, etc.) are allowed in the residence halls. Residents may not own or take care of someone else's pet for any length of time under any circumstances. The presence of animals in the residence halls may be cause for immediate eviction.

### **Room and Roommate Changes**

*All requests for room or roommate changes must be discussed with the Resident Director before any change is made.*

Those who desire to change rooms prior to the spring semester must remove their belongings and complete the check-out process prior to leaving campus for the Christmas holidays. Failure to follow the established process may result in a residential fine.

After the 12th class day, a \$25 fee will be assessed for elective room changes. If a student is unable to find a roommate with whom he/she is satisfied, he/she will be charged a private room rate.

The university reserves the right to move students to another room or to another residence hall when it is deemed necessary by university personnel. The university also reserves the right to consolidate or reassign students if additional space is needed to accommodate housing requests.

### **Severe Weather**

In the event of the sighting of a tornado that threatens the Lubbock Christian

University campus, all persons in the building should move immediately to the interior hallways of the lowest possible floor away from windows. Maps defining safe areas are posted in the entrance of each building. Students are advised to monitor local television and radio for up-to-date weather information.

### **Sexual Harassment**

Lubbock Christian University does not and will not tolerate acts of sexual abuse, assault, discrimination, sexual assault or other forms of sexual harassment that are violations of an individual's personal rights and freedoms in the residence halls – or anywhere on campus. LCU is committed to creating and providing an atmosphere in which students can fully engage in the learning process without fear of sexual harassment or sexual violence. Toward this end, all members of the University community, including faculty, staff, students, and visitors, must understand that any form of sexual harassment or sexual violence is highly unacceptable, and that they are required to abide by university policy.

The full Sexual Harassment policy is available on-line (Sexual Harassment Policy) and in the student handbook.

### **Sign-Out Policy**

Lubbock Christian University is not in the business of routinely policing student destination locations. That said, the sign-in/sign out process in Johnson Hall and Katie Rogers Hall is extremely important for student and hall safety. To expedite possible emergency contact, students leaving campus overnight or returning after 1:00 a.m. must sign out at the front desk of the residence hall. The student must list a physical address and phone number where he/she can be contacted. The student will be expected to stay at the destination provided.

To encourage campus community interaction, first-year freshmen may sign out one night per week and two weekends per month. Parental permission does not supersede university policies. However, parents may authorize additional sign-outs by contacting the Resident Director.

All residents are expected to conduct themselves in a manner consistent with the Christian identity of the institution and according to the expectations described in the student handbook. Because it is difficult to list all possible scenarios, students should discuss any questionable locations with the Resident Director.

### **Smoking and Smokeless Tobacco**

Students should be aware of the many physical dangers associated with the use

of tobacco products. To maintain a healthy environment and to encourage healthy lifestyles for all students, staff, and faculty, use of all tobacco products, including smokeless tobacco, is strictly prohibited on the LCU campus. All students and their guests should respect this policy. *Please note that residents are responsible for the actions of their guests.*

## **Telephones**

Landline phone service is not provided in individual rooms. Community phones are located in the lobbies of Johnson Hall, Katie Rogers Hall, and the Mabee Living Center. Long distance service is not provided.

Prank calls are a violation of university policy and of the laws of the State of Texas. It is unlawful for any person to use vulgar, profane, obscene, or indecent language over or through any telephone or to use the telephone with the intent to harass, annoy, torment, abuse, threaten, or intimidate another. Violation of this law is punishable by a fine up to \$1,000, imprisonment up to 12 months, or both. Students receiving prank calls should report the calls to an RA or the Resident Director.

## **Theft**

Theft is one of the most destructive and divisive occurrences that can take place in residential community living. The concept of community is based on trust, respect, and mutual responsibility and a thief undermines community living at its very core.

*Theft of property is not tolerated in any shape, form, or fashion and may result in removal from campus housing on a first occurrence.*

In order to minimize the possibility of theft, residents should take the following precautions:

- Room doors should be locked any time a resident is not in the room, including those times he/she expects to be gone for only a brief time.
- Residents should keep their keys with them at all times. Even if a resident expects his/her roommate to remain in the room, he/she should take a key.
- Lost keys should be reported to the hall supervisor immediately.
- Room doors should be locked when residents are asleep.
- Valuables should be locked up and kept out of sight.
- Residents should know their neighbors and report any suspicious activities or people to an RA or their Resident Director.

Any theft should be reported as soon as possible to an RA, CA, Resident Director, Campus Security, Director of Residential Life or the Dean of Students.

## **Toilets**

Residents should limit the items placed in toilets. Do not attempt to flush disposable wipes, cotton balls, Q-tips, paper towels, tampons, sanitary napkins, or excessive amounts of toilet paper. If the toilet becomes stopped up, a plunger will almost always clear the stoppage.

## **Visitation**

Residents in Katie Rogers and Johnson Hall will have the following visitation hours:

JH: Friday evenings from 7 p.m. – midnight, visitors of the opposite sex will be allowed in residents' rooms from 7 p.m.-midnight, in Johnson Hall and Katie Rogers hall, respectively.

Residents in the Living Center and Courtyard will have the following visitation hours: every night of the week, Monday – Sunday, from 6 p.m. - midnight. In all residence halls (except for the Courtyard), visitors must check in and check out at the front desk. Residents who have guests during visitation hours must leave their doors open, and a rotation of RA's will monitor the halls.

Residents are permitted to have overnight guests of the same gender upon approval by the resident's roommate and the hall supervisor. Guests are not allowed to check out a key, and residents are responsible for the conduct of their guests, including any incurred damage. In addition, guests cannot stay more than three nights. A resident must escort all visitors, regardless of gender, at all times.

## **Weapons and Explosives**

Explosives are not permitted in campus housing under any circumstances. Any student who throws, ignites, or has in his or her possession any fireworks, explosives, explosive ingredients or pyrotechnics of any nature within or around university property will be subject to judicial action and may be suspended from campus housing.

It is against federal law in some cases and against university policy in all cases to be in possession, or in any way involved with weapons on the campus of Lubbock Christian University. Weapons will be defined as any object firearms, switchblades, knives (with a blade that exceeds 4 inches), all hunting-related equipment, all arrow-related guns and bows, paint-ball guns, BB guns, blow guns, and designated martial arts equipment or any item that has been modified to cause harm. Ammunition for any type of firearm is also prohibited. *Weapons that do not violate federal, state, or local law may be confiscated and retained by Campus Security, Resident Directors, and the Dean of Students.* These types of weapons include, but are not limited to, slingshots and

air-soft guns. Violations of the student code of conduct involving weapons will not be tolerated and will be dealt with in accordance with the judicial tiers.

### **Windows**

Windows should be used for the purpose they were designed. Residents may not use them for entry into their rooms, nor should they throw, drop, or hang objects from them. When a resident leaves the room, each window should be closed and locked. Please report broken glass or damaged screens to an RA or Resident Director immediately.

### **Year-Round Housing**

Johnson Hall and Katie Rogers Hall close during the summer, Thanksgiving, Christmas vacation, and Spring Break. Please check the university calendar for specific dates. The Courtyard, Living Center, and campus apartments are open year-round.

### **University Liability**

The university does not assume responsibility for or insure student property that is lost, damaged, or stolen. Students are advised to lock their rooms at all times, leave valuable property at home, and not keep large amounts of cash in their rooms. Lost or stolen keys should be reported immediately. Students assume responsibility to insure their personal property. The university does not provide health, accident, or life insurance for students. Students assume full responsibility to provide their own health, accident and life insurance.

## GENERAL INFORMATION FOR APARTMENTS

The campus apartments comprise a unique community living environment. General community living policies provide for the health, safety, and security needs of all campus community residents. The following policies are recognized across the country as best practices for residential community living with the intent of fostering a cooperative living environment and prohibiting certain behaviors which can potentially adversely affect the residence hall community. *Please note: the apartments are reserved for students who have been out of high school 4 long semester (or 2 years), are 20 years of age or older, and/or for married couples with no children.*

### **Advertising, Posting, and Solicitation**

Soliciting in the apartments is restricted to protect residents from unwanted disturbances. Residents should report all solicitors to the apartment manager or campus security. Campus organizations or individuals desiring to post notices or sell items in the apartments must receive written permission from the Student Affairs office.

### **Air Vents**

There are several vents in each apartment. Vents on the ceiling are supply vents that deliver warm or cool air throughout the apartment. In the living room, there is a grill on the wall by the floor. This is the return air vent. All of the air that blows out of the supply vents must return to the blower unit through the return air vent. Each apartment has only one return air vent, so it is critical that the vent not be blocked. Residents should also clean the return air vent with a vacuum cleaner when it begins to collect dust.

### **Babysitting**

Babysitting is not permitted in the apartments under any circumstances.

### **Behavior**

All residents are expected to conduct themselves in a manner consistent with the Christian identity of the institution and according to the expectations described in the Student Handbook.

### **Cable/Cable Boxes**

Contact the Apartment Manager to pick your cable box. Cable boxes are issued upon the completion of a student cable check-in form. One box per person per apartment will be available on a first-come, first-serve basis. Married couples will receive one box for their apartment. Cable boxes must be returned complete and in working order upon moving out. Students will be charged

\$150.00 for any box not returned or for boxes returned damaged or in non-working condition.

### **Campus Dining**

Apartment residents are not required to purchase a meal plan, but they can choose to purchase a block meal plan or Munch Money if they would like the convenience of campus dining. A block meal plan offers 40 all-you-care-to-eat meals during the semester for \$175. An alternative is to purchase Munch Money blocks for as little as \$25.

**LCU offers the following meal plans:**

### **Meal Plan Options** *(per semester)*

<b>Option #</b>	<b># Meals per Week</b>	<b>Munch Money</b>	<b>Total Cost</b>
1	19	\$ 50	\$1,425
2	12	\$150	\$1,245
3	10	\$175	\$ 1,102
*4	3	\$ 75	\$ 360

*Students in apartments are eligible to purchase a Meal Plan Option also*

\*4 meal plan is an option for apartment residents and commuters

\*\**Munch Money* can be purchased separately in the Student Business Office located in the Administration Building

### **Block Meal Options** (for apartment residents and commuters ONLY)

100 Block Meal Plan Membership	\$545
50 Block Meal Plan Membership	\$280
25 Block Meal Plan Membership	\$142

### **Chapel**

All campus residents, whether part-time or full-time, must attend chapel Monday-Thursday from 11:00 a.m. – 11:30 a.m. See the student handbook (chapel policy) for more information.

### **Cleaning**

Residents are encouraged to keep their apartments clean and orderly. To maintain a healthy living environment, students are encouraged to vacuum on a regular basis, keep the floor free from clutter, and dispose of all food items

appropriately. The Director of ResLife or Apartment Manager may make periodic inspections if a problem becomes evident.

When a resident moves out, the ResLife staff will expect the following items to be cleaned:

- Vent hood
- Stove top
- Oven
- Refrigerator
- Cabinets and drawers
- Toilet
- Bathtub
- Sinks
- Mirror
- Floors
- Fan blades
- Baseboards
- Air vents
- Windows (interior and exterior)

### **Communication to Students**

All LCU students have an email account on campus. *The Lubbock Christian University email address is the official form of communication between students and campus officials. All students should check their LCU email on a daily basis.* Failure to check an LCU email account daily does not nullify the information contained in the email. For more information on accessing a student email account, contact the HelpDesk at 720-7100.

### **Decorations**

*All apartments are unfurnished.* Each unit is equipped with kitchen appliances and mini-blinds. Residents may choose to hang window coverings with a tension rod. *Screws, double stick tape, glue, hot glue, large nails, and other decorating tools that damage surfaces are prohibited.* Plasti-tack, small nails, or straight pins are recommended for securing lightweight decorations to walls and doors. All decorations must be in accordance with the expectations described in the Student Handbook. Finally, in order to maintain the exterior appearance of campus apartments, porch decorations are limited. Residents, for example, are allowed to place flower pots on the front porch and hang seasonal-appropriate wreaths on the front door. They are not permitted to use the porch as a storage area. For further clarification, contact the Residential Life office (806-720-7507).

### **Dishwashers**

Soap intended for washing dishes in the sink should never be used in the dishwasher. *Only soap labeled for dishwashers should be used.* Each dishwasher

has a drain in the bottom of the machine. Sometimes it is necessary to clear away large food particles that may be blocking it.

## **Disposal**

Only food scraps should be placed in the garbage disposal. The following items should not be placed in the disposal: bones, onion peels, banana peels, melon peels, pineapple peels, and hard food items like nuts.

To prolong the life of the disposal, please follow these guidelines:

- Remove the drain stopper and turn the cold water to a medium-high flow.
- Turn on the disposal and put in all food waste while it is operating. Let the disposal continue to run for about 30 seconds after the grinding has stopped.
- Turn the disposal off and leave the water running for about 30 seconds.

With normal use the disposal should not require any special care. However, if it begins to smell, grinding a tray of ice cubes in the disposal will clean the grinding components. Grinding a lemon that has been cut into quarters will also give the disposal a fresh, clean smell.

## **Doors**

Propping open the front door compromises the security and safety of apartment residents. *Residents are encouraged to keep doors closed and locked at all times.*

## **Electrical Appliances**

Appliances used in the apartments must be safe in design and structure and must be properly maintained. U.L. approved appliances are preferable. Electric heaters are not allowed. Before leaving for breaks and holidays, residents must unplug all small electrical appliances to guard against fire hazards.

## **Electrical Cords and Outlets**

Extension cords and multiple outlets are designed for minimum use for short periods of time. Multi-plug outlets and improper use of extension cords create fire and safety hazards. Therefore, please consider the following guidelines when using this equipment:

- Too many appliances on one extension cord can cause the cord to overheat and may result in a fire. (**Note:** Two or more cords plugged together are theoretically still only one cord.)
- Risk of shock or electrocution is increased when extension cords are placed in or through doorways that have metal doors or door frames and when cords are draped over metal objects or put in areas where they may be walked on.

- Using too many appliances at one time may cause a circuit overload. Multi-plug covers, cords, or other splitters used to increase the number of appliances on one outlet are prohibited due to safety hazards and possible circuit overloads. However, a multi-plug power-strip with an internal fuse is permissible.

This is not a comprehensive list of problems that can be caused by improper use of cords and outlets. Please contact Facilities and Maintenance at 720-7777 ([george.davis@lcu.edu](mailto:george.davis@lcu.edu)) with additional questions.

### **Entry, Search, and Seizure**

The university reserves the right to enter residence hall rooms to check general conditions, perform custodial service, make repairs, ensure compliance with university policies, and handle emergencies in which there is reason to believe a health, safety, or fire hazard exists. University representatives may search and seize any contents that violate school policy or present health, safety and/or fire hazard with the authorization of the Dean of Students, Assistant Dean of Students, Director of Residential Life, or Assistant Vice President for Student Affairs. Whenever possible, it is desirable for the student to be present, but consent is not needed.

### **Fire Prevention**

The following items are prohibited in the apartments because of their potential as fire hazards:

1. Open flames such as candles, incense, matches, and lighters
2. Appliances with exposed heating elements
3. Doors and walls in rooms that are more than one-half covered with paper or posters
4. Use or possession of fireworks or firecrackers
5. Use or possession of combustible paints, spray paint, or liquids
6. Mopeds or other combustible engines
7. Halogen lamps

### **Misuse of Fire Safety Equipment**

Any individual who misuses or tampers with fire safety equipment will be subject to judicial action and will be charged \$250 plus the cost of repair or replacement of misused or damaged equipment, cleaning of the facility, and damage to other property. Fire safety equipment includes, but is not limited to, signs, extinguishers, smoke detectors, and pull stations.

### **Setting Fire**

Any individual who intentionally, negligently and/or recklessly sets a fire in or near a university building is subject to immediate dismissal from the university,

may be charged a fine of \$250 minimum, and will be charged for repairing any damage caused by the fire.

In addition to being subject to university penalties, any student who starts a fire, damages or tampers with evacuation alarms, or misuses fire safety equipment also may be subject to prosecution in criminal court by the proper federal, state, county, or city authorities, and/or the Lubbock Fire Department in accordance with the Lubbock Fire Code and all statutes, laws, rules, and regulations. Special events such as BBQ's, must be approved through the Student Affairs Office.

### **Keys**

Two keys are issued to each apartment resident: a laundry key and a front door key. These keys are the responsibility of the resident and should be carried at all times. Making duplicate keys or tampering with locks is strictly prohibited.

A resident who is locked out should contact the Apartment Manager, Campus Security, or the Residential Life office for assistance. Lost keys must be reported to the Residential Life office for immediate replacement (806-720-7507). The precise cost for the key/lock replacement will be the responsibility of the student. If a key is not returned when the resident moves out, a replacement charge of \$100 will be deducted from the security deposit.

### **Laundry Facilities**

Laundry facilities are available on each side of campus. Any problem with the machines must be reported to the Assistant Apartment Managers or the Residential Life office (806-720-7507).

### **Leases**

The university offers three lease periods: August 1-December 15, January 2-May 25, and June 1-July 25. When a resident moves into an apartment, he/she will sign a lease. The lease will automatically be renewed until the resident provides written notification (30 days prior to move-out) of his/her intent to move out. *Not providing a 30 day notice will result in forfeiture of the entire security deposit.* If there are any roommate changes, it is imperative that all affected residents sign a new lease. Guests who are not lease holders are permitted to stay only five consecutive nights (or at the discretion of the Director of Residential Life), regardless of student status. Students risk immediate eviction for violating this policy. In aligning with the character of Lubbock Christian University, visitors of the opposite sex are not permitted to spend the night in campus apartments. Residents must be registered students of Lubbock Christian University to live in the campus apartments.

If a student desires to move out of the apartment before the lease has expired, he/she will be required to pay the remaining rent for the lease period unless he/she locates a replacement roommate that is approved by the Director of Residential Life.

### **Maintenance**

Any maintenance problems occurring in a campus apartment should be reported to the Apartment Manager, Assistant Apartment Manager or Residential Life office (806-720-7501). The faster problems are reported, the faster they can be remedied and community life can return to normal. In the event of an emergency after-hours, immediately contact Campus Security (806-769-8918).

Maintenance personnel are authorized to work in campus housing M-F, 9 am - 5 pm. In the event of an emergency, work hours may be extended. Residents should cooperate with maintenance personnel so repairs can be made as quickly as possible. Residence hall staff and maintenance personnel are permitted access to resident rooms, hallways, and bathrooms in order to make repairs.

Maintenance personnel will notify residents of their presence in campus housing by placing orange cones outside the main entrance of the apartment in which they are working. To announce their presence, they will knock vigorously on the door and wait for a response before entering the apartment. If a resident fails to respond, personnel will continue to announce their presence as they enter the area. Residents will be invited to leave the work area while repairs are being completed. Maintenance personnel will leave the area in the same condition as before the repairs and will leave a *Maintenance Was Here* form in a highly visible location.

### **Meningitis Vaccine**

**The meningococcal (meningitis) vaccine is now a required vaccine (per state law) for all enrolled students who plan to live on campus at any institution of higher education (public or private) in the state of Texas. Additionally, the vaccine must be received at least 10 days prior to moving into campus housing. Students not fulfilling this requirement will not be allowed to move on campus until 10 days after receiving the vaccination.**

Texas law also requires that all new college students be provided with information regarding meningococcal disease. Bacterial meningitis is a serious, potentially deadly disease that can progress very quickly. It is an inflammation of the membranes that surround the brain and spinal cord. The bacteria that causes meningitis can also infect the blood. This disease strikes about 3,000 Americans each year, including 100 -125 on college campuses, leading to 5 –

15 deaths among college students every year.

For any questions, please call the LCU Medical Clinic at 806.720.7482

### **Meetings**

Important information may be discussed at apartment meetings. Residents are required to attend - and are responsible for - the information presented and disseminated at such meetings.

### **Move-In and Move-Out**

New residents are allowed to move in on the date agreed upon by the Residential Life office and may pick up the keys on that date. Prior to his/her move-in date, the resident should also contact the Residential Life office to schedule a check-in time. Each resident will have one week from the move-in date to complete the check-in sheet and return it to the Residential Life office. Security deposits are required upon acceptance of an apartment.

When moving out of an apartment, the resident must provide written notice to the Residential Life office at least 30 days prior to the intended move-out date. One to two weeks before the move-out date, the resident should contact the Residential Life office to schedule a check-out time. At that time, the resident will return the keys and provide a new address to which the security deposit may be sent. Residential Life personnel will also survey the condition of the apartment and note any damages on the check-out sheet.

Residential Life personnel will verify such damages and then determine the appropriate deductions from the security deposit. See the *Security Deposits* section for additional information. Previous residents can expect to receive security deposit refunds and/or a letter of explanation within two months of the move-out date. Failure to follow move-out procedures will result in a loss of the security deposit.

In the event a student leaves personal property in the apartment, the university may handle, remove, or otherwise dispose of the property at the risk and expense of the student. The university will not be responsible for the storage of such property.

### **Noise and Music**

As members of a residence hall community, residents should be courteous towards other residents 24 hours per day by maintaining reasonable noise levels at all times. Noise should be kept to a minimum while walking throughout the complex. The playing of stereos at loud volumes, drums, instruments that require electronic amplification, and/or instruments that otherwise cause an undesirable level of noise are distracting and not conducive to an academic environment where students have a variety of studying and sleeping schedules.

Stereos, and other noise-making items, must be kept at reasonable volumes that do not distract others. No noise may be projected outside the apartment at any time. Speakers, for example, may not be placed in windows.

If a resident feels his/her primary rights to sleep or study are being violated, he/she should follow these guidelines:

Speak to the person causing the disturbance and ask him/her to lower the noise. If this does not work, contact the Residential Life office (720-7507) for assistance.

### **Parking**

Apartment residents must display an appropriate parking permit on the outside lower left corner of the back window and park in the area designated for that decal. Apartment residents may not park in other parking lots on campus. See the Student Handbook for more information.

### **Pesticides**

Pesticides are used periodically in the apartments. Efforts will be made to notify residents in advance. If a resident wants a particular location sprayed, it will be necessary to clean the area and leave it accessible to the pest control service. If a pest problem persists, contact the Residential Life office at 720-7507 to have the area resprayed.

### **Pets**

With the exception of fish, pets are not allowed in the apartment. Residents may not own or take care of someone else's pet - for any length of time - under any circumstances. If the Apartment Manager becomes aware that a resident has a pet, he/she will notify the resident(s) via email and request that the pet be removed by a specified date. If the pet is not removed by that time, judicial action may be taken. Fines may also be imposed according to the specifications listed in the lease. The presence of animals in the apartments may be cause for immediate eviction.

### **Roommates**

The Residential Life office must approve all roommate changes! All students living in the apartment must be named on the apartment lease. Failure to notify the Residential Life office or Apartment Manager of any changes may result in immediate eviction of all residents from the apartment.

In the event one or more roommates move out of a multi-room unit, it is the responsibility of the remaining residents to locate replacement roommates. Each resident in the apartment must approve all new roommates. Written approval should be sent to the Apartment Manager. If current residents

are not able to locate new roommates, it may be necessary to move out of the apartment or pay additional rent for the unoccupied room(s). See the Apartment Manager for clarification.

## **Severe Weather**

In the event of the sighting of a tornado that threatens the Lubbock Christian University campus, all persons in the unit should move immediately to the interior hallway away from windows. Maps defining safe areas are posted in each apartment. Students are advised to monitor local television and radio for up-to-date weather information.

## **Security Deposits**

To reserve a campus apartment, each resident must submit a \$200 security deposit upon acceptance of an apartment. All, part, or none of the deposit will be returned when the resident vacates the apartment. The amount will depend on the condition of the apartment at that time.

Each resident is responsible for the condition of his/her bedroom and bathroom. The residents of each apartment are responsible for the condition of the common areas, such as the hallway(s), living room, and kitchen.

If extensive damage occurs in a common area and the responsible party can be determined, the cost necessary to repair or replace the damaged property will be deducted from the resident's security deposit. If the responsible party cannot be determined, then the cost of repairs will be divided among the residents and deducted from their security deposits.

To avoid being charged for damage that existed before a resident moves in, all residents must complete a check-in inventory when they move into the unit. When a resident vacates an apartment, Residential Life personnel will complete a check-out inventory during the final scheduled appointment. Residents are encouraged to be present at the move out appointment to sign off on all charges. At this time, charges may be deducted from the security deposit for damages not accounted for on the inventory. Every effort will be made to determine if damage was a result of normal use. If it is determined that the damage may have been intentional or a result of negligence, then residents will be charged accordingly.

Previous residents can expect to receive security deposit refunds and/or a letter of explanation within two months of the move-out date.

## **Smoking and Smokeless Tobacco**

Students should be aware of the many physical dangers associated with the use of tobacco products. To maintain a healthy environment and to encourage healthy lifestyles for all students, staff, and faculty, use of all tobacco products, including smokeless tobacco, is strictly prohibited on the LCU campus. All students and their guests should respect this policy. *Please note that residents are responsible for the actions of their guests.*

## **Stoves**

The drip pans below each burner on the stovetop can be protected by wrapping them in aluminum foil. Oven pans may be purchased at discount stores to place in the bottom of the oven to help keep the oven clean.

## **Summer Storage Fee**

The Summer Storage Fee is offered to all residents currently living in the apartments who wish to leave their belongings in their apartment for the summer months of June and July but not reside in the apartment during that time. New incoming residents who wish to live in the apartments in the Fall and hold the apartment for the summer are eligible to pay the Summer Storage Fee with the same restrictions. Resident wishing to utilize the Summer Storage Fee must notify the Apartment Manager in writing by May 1st to be allowed to take advantage of the offer. Residents utilizing the Summer Storage Fee must set their A/C thermostat at 80 and unplug all electrical devices except the refrigerator and are not allowed to stay overnight in the apartment at any time during June or July.

In four-bedroom apartments at least two residents must stay the summer in the apartment or all four residents must utilize the Summer Storage Fee.

## **Telephones**

Landline phone service is not provided in individual rooms. Community phones are located in the lobbies of Johnson Hall, Katie Rogers Hall, and the Mabee Living Center. Long distance service is not provided.

Prank calls are a violation of university policy and of the laws of the State of Texas. It is unlawful for any person to use vulgar, profane, obscene, or indecent language over or through any telephone or to use the telephone with the intent to harass, annoy, torment, abuse, threaten, or intimidate another. Violation of this law is punishable by a fine up to \$1,000, imprisonment up to 12 months, or both. Students receiving prank calls should report the calls to an RA or the Resident Director.

## **Theft**

Theft is one of the most destructive and divisive occurrences that can take place in an apartment complex. The concept of community is based on trust, respect, and mutual responsibility and a thief undermines community living at its very core. ***Theft of student property is not tolerated in any shape, form, or fashion and generally results in removal from campus housing on a first occurrence.***

In order to minimize the possibility of theft, residents should take the following precautions:

- Front doors should be locked any time a resident is not in the apartment, including those times he/she expects to be gone for only a brief time.
- Residents should keep their keys with them at all times. Even if a resident expects his/her roommate to remain in the apartment, he/she should take a key.
- Lost keys should be reported to the Residential Life office immediately (720-7501).
- Front doors should be locked when residents are asleep.
- Valuables should be locked and out of sight.
- Residents should know their neighbors and report any suspicious activities or people to Security.

Any theft should be reported as soon as possible to the Apartment Manager, Campus Security, the Director of Residential Life, or the Dean of Students.

## **Thermostat**

There is a device in the thermostat that limits the resident's ability to raise or lower the temperature above or below predetermined settings. A sensor prevents the apartment from cooling below 70 degrees. Setting the thermostat higher than 70 degrees when using the air conditioner will maintain a warmer environment. Likewise, a sensor prevents the apartment from heating above 74 degrees. Setting the thermostat lower than 74 degrees when using the heater will maintain a cooler environment. There are several switches on the thermostat. The fan switch should remain on *Auto*. Doing so allows the fan to run only when the heater is producing warm air or the air conditioner is producing cool air.

If the switch is in the *On* position, the fan will run continuously. The heater and air conditioner will still cycle on and off with the fan in the *On* position, but the resident will circulate room temperature air most of the time. Blowing room temperature air will cause residents to feel cold in the winter and hot in the summer.

There is also a *Heat/Off/Cool* switch. When the switch is set on *Heat*, the unit will only produce heat. When the switch is set on *Cool*, the unit will only produce cool air. If the switch is set on *Off*, the unit will not heat or cool. Residents will normally set the switch to either *Heat* or *Cool*. Even though a resident may adjust the temperature control, he/she does not have full control over the temperature because of the heating and cooling sensors.

### **Toilets**

Residents should limit the items placed in toilets. Do not attempt to flush disposable wipes, cotton balls, Q-tips, paper towels, tampons, sanitary napkins, or excessive amounts of toilet paper. If the toilet becomes stopped up, a plunger will almost always clear the stoppage.

### **Visitation**

Residents are permitted to have overnight guests of the same gender for a duration of five days. Guests staying longer than five days should be approved by the Residential Life office (806-720-7507). Overnight guests are not allowed to check out a key, and residents are responsible for the misbehavior of their guests, including any damage caused by them. Residents are not permitted to have overnight guests of the opposite sex. Guests of the opposite sex are required to leave the apartment by 2:00 am. If these guidelines are not followed, it may result in judicial action.

### **Waiting List**

At the beginning of every fall semester, a new apartment waiting list will be created and the current apartment waiting list will be deleted. Students who desire to place their names on the list for the following spring, summer, and fall semesters can do so in the Residential Life office beginning on the designated date. The date will be communicated in advance through student e-mail and/or chapel announcements.

### **Weapons and Explosives**

Explosives are not permitted in campus housing under any circumstances. Any student who throws, ignites, or has in his or her possession any fireworks, explosives, explosive ingredients or pyrotechnics of any nature within or around university property will be subject to judicial action and may be suspended or evicted from campus housing.

It is against federal law in some cases and against university policy in all cases to be in possession, or in any way involved with weapons on the campus of Lubbock Christian University. Weapons will be defined as any object deemed illegal by federal, state, or local law, including firearms, switchblades, knives (with a blade that exceeds 4 inches), all hunting-related equipment, all arrow-

related guns and bows, paint-ball guns, BB guns, blow guns, and designated martial arts equipment. Ammunition for any type of firearm is also prohibited. *Weapons that do not violate federal, state, or local law may be confiscated and retained by Campus Security or other Residential Life personnel.* These types of weapons include, but are not limited to, slingshots and air-soft guns. Violations of the student code of conduct involving weapons will not be tolerated and will be dealt with in accordance with the judicial tiers.

### **Windows**

Windows should be used for the purpose they were designed. Residents should not use them for entry into their apartments, nor should they throw, drop, or hang objects from them. When a resident leaves the apartment, each window should be closed and locked. Please report broken glass or damaged screens to the Residential Life office or Campus Security immediately.

### **University Liability**

The university does not assume responsibility for or insure student property that is lost, damaged, or stolen. Students are advised to lock their rooms at all times, leave valuable property at home, and not keep large amounts of cash in their rooms. Lost or stolen keys should be reported immediately. Students assume responsibility to insure their personal property. The university does not provide health, accident, or life insurance for students. Students assume full responsibility to provide their own health, accident and life insurance.

## NOTES

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