
2011-2012 Student Housing Handbook

Effective September 12, 2011

This handbook is provided to residential students for their general guidance only. It does not constitute a contract; either expressed or implied, and is subject to change at the University's discretion.

Welcome to Our Community

Regent Commons & Regent Village Residents,

On behalf of the entire Regent University campus, welcome home to Student Housing. Whether joining us for the first time or a resident of multiple years, we trust you will find much success, growth and fellowship as a part of this Christian academic community.

The Regent experience can be especially beneficial to residential students. From your convenient location near academic and support buildings to residing in safe and well-maintained buildings, we know the residential experience will enhance of all your academic and spiritual endeavors here on-campus.

Beyond just making a home here, however, we hope you will reach out and engage your fellow residents and take advantage of all the social, educational and cultural benefits of living on-campus. The Regent residential campus is a wonderfully diverse one housing hundreds of undergraduate, graduate and married students. We encourage you to meet and interact with as many of these fellow residents as possible. Some are classmates and some are in entirely different degree programs. All, however, represent fellowship and friendship waiting to happen. Start a study group. Take in a theatrical performance together. Ask housing staff about upcoming programs. Help coach the youth sports leagues in the Village. Join or create a student organization. In short: we encourage you to get involved in the life of your campus both inside and outside of the classroom.

The Student Housing Handbook you are reading contains much useful information and many important resources for making your residential experience a successful one. From a look at the academic year calendar to important campus phone numbers to important policies and procedures applicable to all campus residents, this handbook is vitally important to ensuring the most success possible for each residential student.

If we can be of any assistance in further clarifying or explaining any of the information in this handbook please do not hesitate to contact us at studenthousing@regent.edu or 757-352-4890.

Regards,



Adam Williams,
Associate Director for Residence Life & Community Honor

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Mission Statement

It is the mission of Student Housing to provide students a safe, clean, and well-maintained environment that is conducive to academic excellence, individual accountability, community development and living a Christ-centered life.

A Community Of Believers

“And all that believed were together...” (Acts 2:44)

In addition to providing a safe, clean, and well-maintained living environment for students and their families, Student Housing strives to promote a residential community that is both supportive and reflective of the biblical principles upon which Regent University is based. In our residential communities you will discover ample opportunities for fellowship with other Christ followers who are following God’s professional and academic callings for their lives.

“How good and pleasant it is for brethren to dwell together in unity.” (Psalm 133:1)

To ensure you and your fellow brothers and sisters in Christ living in Student Housing have a positive and beneficial residential experience, it is the expectation of Student Housing and Regent University that all residential students and their families strive to uphold the policies set forth in this handbook and in the Regent University Student Handbook. If you have any questions or concerns related to Student Housing policies please contact a Student Housing staff member. We are here to assist and encourage you as you pursue an outstanding Christian education at Regent University.

May the Lord bless you as you follow His path for your life!

Residence Halls vs. “Dorms” & “Apartment Complexes”

At Regent, we don't have
“DORMS” and “APT
COMPLEXES”...



...we have
“RESIDENCE
HALLS”

•OK...so what's the actual difference between a “DORM” or “APT COMPLEX” and a “RESIDENCE HALL”?

•Physically, there is no difference. All 3 names can refer to buildings (Regent Commons & Regent Village) that house students on the Regent campus.

•Philosophically, however, the differences couldn't be greater...

•A “dorm,” short for dormitory, is simply a place for students to sleep and store their belongings.

•An “apartment complex” conveys that Commons or Village residents live off-campus in a non-academically focused private housing area.

•A “residence hall” is a dynamic facility that doubles both as a brick & mortar home for students and as a community in which they live, interact, grow, mature, explore, and apply lessons learned in the classroom.

Residence Hall vs. Dorm (cont.)

The Difference Is Obvious!

R eally
E xciting
S ensational
I ndividually
D esigned
E nlightening &
N ew
C ollege
E xperience
that

H ouses an
A bundance of
L ife &
L ove

D ismal
O rdinary
R oom of
M ine

O r

A nonymous
P rivate
T enant



These aren't just words...we believe this.

(credit for origination of graphic & acronyms to Jerry Roeder & MariAnn Janessa-Hunter)

Student Housing Staff

The following is a description of some of the key Student Housing staff positions that can provide assistance or answer questions concerning your residential experience.

Director of Student Housing - Oversees all Student Housing operations including office administration, maintenance, and housekeeping. Responsible for the overall direction and leadership of Student Housing. Directly supervises the Associate & Assistant Directors, Maintenance Supervisor, and Housekeeping Supervisor.

Associate Director – Responsible for the overall philosophic oversight for the Office of Student Housing with a specific focus on development and expansion of residence life staffing and programmatic initiatives. Serves as the Chief Judicial Officer for the University.

Assistant Director – Oversees the administrative operations of Student Housing to include assignments, charges, fees, etc. Based out of Regent Village and serves as the primary administrator for that residential area. Oversees all staff in the Regent Village Office. Promotes community and accountability.

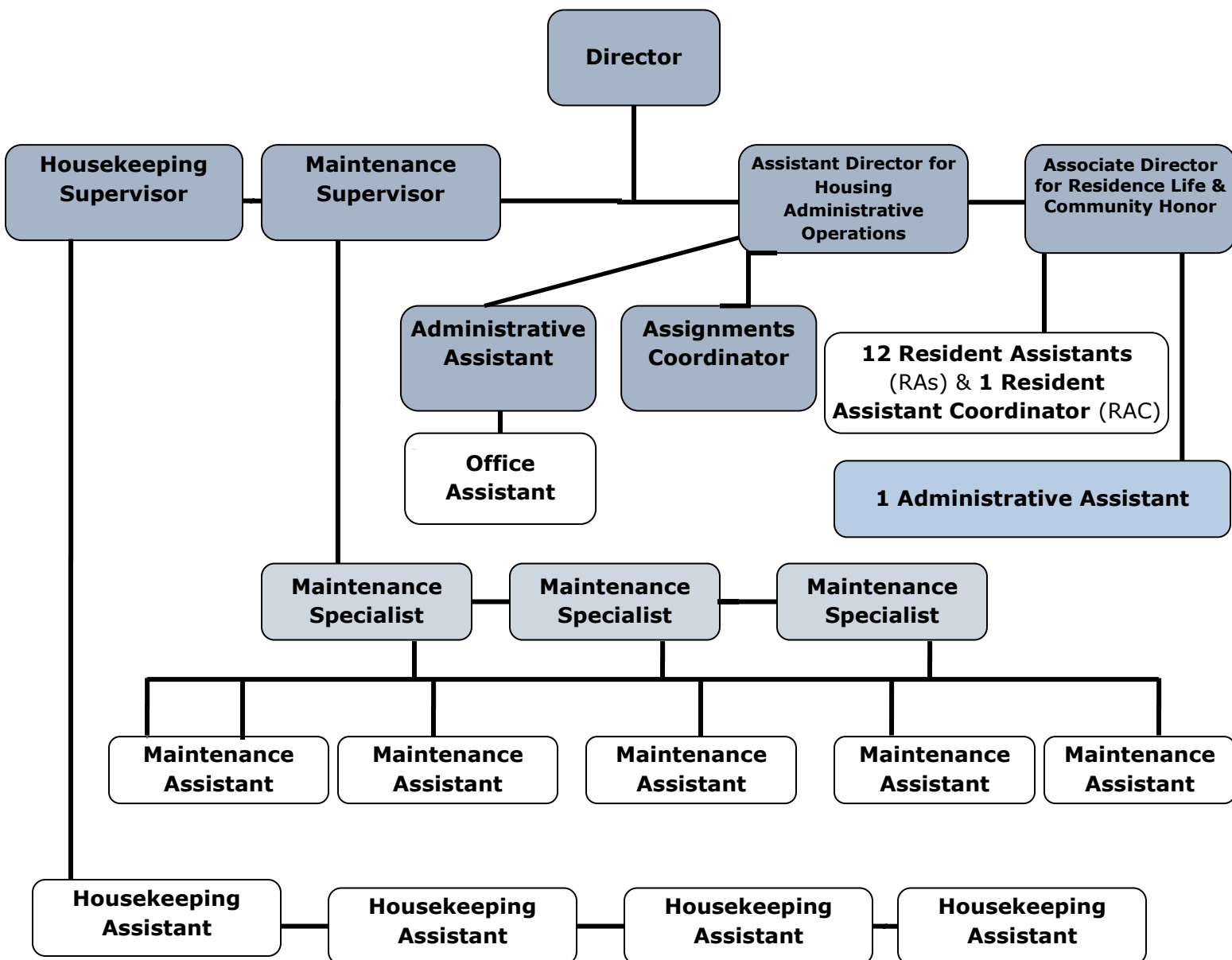
Assignments Coordinator – Manages all housing assignments, room changes, charges & fees for the Regent Commons residence halls. Additionally coordinates summer conferences and camps that are based out of the residence halls.

Resident Assistants (RAs) - RAs are full time Regent University students who both work and live in the residence halls. RAs strive to promote and build community in the residence halls through regular programs, events, interactive bulletin boards, and floor meetings. RAs also respond to students concerns and address policy violations. There are two RAs on duty every night in the Regent Commons.

Administrative & Office Assistants - Assist with front desk operations in the residential areas. Responsibilities include answering phones and responding to emails, issuing lockout keys, and distributing important notices to students.

Student Housing Organizational Chart

Please Note: All Student Housing staff, or the Regent Commons & Regent Village offices, may be contacted by phone at 757.352.4890. You can utilize studenthousing@regent.edu for email contact. You can visit Student Housing online at www.regent.edu/housing.



2011-2012 Student Housing Calendar (important FALL '11 dates for residents)

August 17 (Wed):	Freshmen move-in day
August 18-19 (Thurs-Fri):	RSU Freshmen/Transfer Orientation
August 20-21 (Sat- Sun):	Upperclassmen move-in days; Welcome Weekend
August 22 (Mon):	Fall 2011 classes begin
September 5 (Mon):	Labor Day & University closed
September 6 (Tues):	Room changes may begin ("room freeze" ends)
October 1 (Fri):	DUE: Notice to vacate by 12/31/11
October 17-23 (Mon-Sun):	2011 Fall Break (halls remain open)
October 31 (Mon):	2012-2013 RA applications available
October 31 (Mon):	Fall 2011 Health & Safety Inspections begin
November 2 (Wed):	Spring 2012 class registration begins
November 7 (Mon):	Annual Residential Student Satisfaction Survey opens
November 23 (Wed):	Commons & Village Offices close @ 12:00 p.m.
November 24-27 (Thurs-Sun):	Thanksgiving Break (Halls Open)
December 16 (Fri):	2012-2013 RA applications due
December 19 (Mon):	Undergrad residence halls shut down @ noon
December 22 (Thurs):	Commons & Village Offices close @ 12:00 p.m.

2011-2012 Student Housing Calendar (important SPRING '12 dates for residents)

January 2 (Mon):	Undergrad residence halls re-open @ 8:00am
January 3 (Tues):	Spring 2012 classes begin
January 3 (Tues):	Commons & Village Offices open @ 8:00 a.m.
January 16 (Mon):	Commons & Village Offices closed (MLK, JR Day)
January 18 (Tues):	Room changes may begin ("room freeze" ends)
February 1 (Wed):	DUE: Notice to vacate by 5/31 or 7/31
February 10 (Fri):	2012-2013 RA Contracts Offered
Feb 27 – March 4 (Mon-Sun):	2012 Spring Break (halls remain open)
March 12 (Mon):	Spring 2012 Health & Safety Inspections begin
March 14 (Wed):	Summer 2012 class registration begins
April 6 (Fri):	Commons & Village Offices closed (Good Friday)
May 1 (Tues):	End of 2011-2012 undergrad housing agreement
May 28 (Mon):	Commons & Village Offices closed (Memorial Day)
July 4 (Wed):	Commons & Village Offices closed (July 4th)

Student Housing Services

- The Regent Commons and Regent Village Offices are open Monday-Friday from 8:00am to 5:00pm. **The offices are closed every Wednesday from 11:00am to 1:00pm for University Chapel and lunch.** The Regent Commons Office is located in Constitution Hall #101. The Regent Village Office is located in building 5960 #104.
- On-site housekeeping and maintenance staff are eager to serve you. Maintenance requests can be submitted online at the Student Housing website. The maintenance request link can be found in the “Request Forms” section.
- Vacuum cleaners are available for residents to use and can be checked out from the Student Housing Offices by leaving a photo ID at the front desk.
- The dolly and flatbed cart as well as shopping carts in Regent Commons are available for residents to use and can be checked out from the Student Housing Office by leaving a photo ID at the front desk. Please do not use the cart after 9:00pm as it creates noise.
- The community room in Regent Village and the two community rooms in Regent Commons are available for residents to use for authorized activities. Details of scheduling and policy are available online under the Request Forms section of the Student Housing website.
- Student Housing regularly offers staff-facilitated community development activities and programs. Staff-facilitated roommate and suitemate mediations are also available upon request or when deemed necessary.
- During normal business hours (8am-5pm, Monday-Friday), students may check out a lockout key at no cost from the Housing Office in their residential area. Students must leave a state issued photo ID with the housing staff member issuing the lockout key. Lockout keys must be returned by no later than 5pm the same business day. Failure to return a lock out key will result in housing assignment locks being changed and a \$50 assessed to the student’s account. See “Lockouts” in the Residence Hall Policies for more information regarding after hours and weekend lockouts.
- For Regent Commons residents only, all package notices will be sent via email to your *Regent email account*. An automated email from PackageNotice@regent.edu will be sent to your Regent email account when the Regent Commons Office has received a package with your name on it that needs to be picked up. Packages will be available for pick-up Monday-Friday 8am-5pm. Please be advised that the Regent Commons Office is closed from 11am-1pm on Wednesdays for lunch and chapel. Packages that go unclaimed for more than 48 hours may be returned to sender. Packages that are small enough or delivered on weekends may be delivered directly to a resident’s mailbox or door by the delivery service (i.e. USPS, UPS, and FedEx).

Residence Hall Policies

(applicable to Commons & Village residents)

All students are responsible for knowing and adhering to the following residence hall policies in addition to the policies set forth in the Student Handbook and those policies included in the Terms of the Student Housing Contract.

ACCESS TO ON-CAMPUS HOUSING ASSIGNMENT BY THE UNIVERSITY

A Regent Commons or Regent Village resident shall not withhold consent to the University to enter into their on-campus student housing assignments to address immediate concerns related to:

- the welfare of an individual;
- alleged violations of University and/or Student Housing policy;
- the repair/maintenance of a Student Housing facility.

AFTER-HOURS MAINTENANCE EMERGENCIES

On-call personnel are on duty to respond to after-hours emergencies. After-hours emergencies include: an inoperable air conditioner, when the temperature outside is 80 degrees or higher; inoperable heater when the temperature is 50 degrees or less; water leakage that cannot be contained; an electrical outage that poses a risk (no working lights or no electricity for the refrigerator to operate). **Call Regent/CBN PD at 757-226-2075 to report an after-hours maintenance emergency.** You will need to inform the officer of your name, housing assignment, and a contact telephone number when making an after-hours maintenance request. You will also need to be present at the location, where the after-hours emergency is located, when personnel respond to your request.

- **An inoperable toilet is not an after-hours emergency if there are two bathrooms in the housing assignment.**
- **If there is a water leak in the housing assignment that can be contained by placing a bucket or bowl under it, please do so and report the maintenance problem during the next business day.**

ALCOHOL

Student Housing is an alcohol-free residential community. All alcoholic beverages and alcohol containers (including empty alcohol bottles, cans, etc.) are not permitted anywhere on the premises by residents or visitors. Alcohol is not permitted within the residential facilities or outside of them in areas such as parking lots and picnic areas.

ANNUAL PREVENTATIVE MAINTENANCE INSPECTION (Regent Village Only)

Once annually during the August-May academic year, the University reserves the right to enter the student's Regent Village on-campus student housing assignment--to

include common areas and private bedrooms & bathrooms-with one week's prior notice for the purpose of conducting an annual preventative maintenance inspection. The University will conduct a preventative maintenance inspection to ensure the proper working order of plumbing, HVAC and electrical systems in the student's housing assignment. While not expressly sought, alleged violations of University and Student Housing policy may be referred for disciplinary/judicial review.

BICYCLES

All bicycles should be registered with Regent/CBN Police. Bicycle registration forms are available at the Student Housing Office. Bicycles can only be stored in your housing assignment or on a designated bike rack provided by Student Housing. Bicycles cannot be secured to light posts, parking signs poles, trees or any other unauthorized areas. Bicycles cannot be stored in common areas (i.e. hallways, stairwells, lobbies, community rooms).

Each summer Student Housing in collaboration with Regent/CBN Police will do a bicycle tagging to prevent the build-up of abandoned bicycles taking up space on racks. Any bicycles believed to be abandoned will be tagged. After 30 days of being tagged a bicycle that has not been removed or claimed will be disposed of or donated. Students may not store bicycles in Student Housing provided bicycle racks while not residing in campus housing.

CARE OF HOUSING ASSIGNMENTS, ROOMS, AND FACILITIES

University property is inventoried according to location and is not to be moved. Residents are prohibited from painting in the housing assignments. The stacking of beds or other furniture on top of desks or dressers is prohibited. Students may not alter or add attachments to their rooms. Prohibited attachments include, but are not limited to: locks, outside radio, and television antennae, satellite dishes, additional wiring, window blinds or awnings.

Students are responsible for damaged or missing property. In situations where no one student claims responsibility for room damage and/or missing property, the cost of repair/replacement will be divided between roommates when applicable.

CHILD SUPERVISION (Regent Village-Family Housing)

Parents are responsible for the behavior and supervision of their children at all times. Children 5 years old and under are to have direct, immediate supervision at all times, including on the playground. While children 6-11 years old may not require direct supervision, they must have a parent or a responsible caregiver present in the complex. Children under 12 years of age are not permitted to provide direct supervision for children less than 5 years of age.

COMMUNITY ROOMS

For your enjoyment and convenience, there is a community room with a kitchen in Regent Village and a community room on the second floor of each building in the Commons. You may reserve any of these rooms by submitting a request online or visiting the Student Housing Office. You will be required to complete a Community Room Reservation Request Form. These rooms can be used for prayer groups, study sessions, student organization meetings, game nights, etc. Groups or individuals using these spaces must make sure the room is returned to its original condition after an event. All furniture must be placed back in its original position after an event. The Village community room is a locked and secure area. Do not prop the entrance doors open.

DISRUPTIVE AND/OR ENDANGERING CONDUCT

Student Housing prohibits behavior that disrupts the community. This behavior may include, but is not limited to, creating disturbances (either emotional or physical in nature), threats of physical harm to self or others, demonstrated inability to live with another resident and threats of property damage. Students found in violation of this policy may be sanctioned. These sanctions may include referral to various University resources for assistance, cancellation of the Student Housing contract or dismissal from the University.

ELEVATOR USE

The telephone and alarm in the elevators are designed to alert staff and security should an individual become entrapped. They should not be used in jest or for pranks. Elevator doors should not be blocked or held open manually; doing so damages the elevators and may inconvenience others in the community. Please report any elevator malfunction to the Student Housing Office immediately. Misuse of elevators may result in judicial action.

FIRE HAZARDS

Due to the fire hazards they present, live garland, wreaths and trees are not permitted in the residence halls. Additionally, incense and candles are not permitted in the residence halls and housing assignments. Per Virginia Fire Code:

308.3.8 Group R-2 dormitories. Candles, incense and similar open-flame-producing items shall not be allowed in sleeping units in Group R-2 dormitory occupancies.

Fire code prohibits the storage of items in hallways as well as items suspended from housing assignment ceilings. Failure to comply with this ordinance will result in fines to the responsible party starting at \$100. Other items deemed to be fire hazards include extension cords and outlet splitters. Power strips with reset buttons are permitted.

FITNESS CENTER

The Fitness Center located in Constitution Hall is only for students residing in Regent Commons. Access to the Fitness Center is controlled by key card. Students are expected to display fitness room etiquette which includes the following: modest dress, wiping up sweat after using a machine, not using a machine for more than 30 minutes, and

wearing headphones when listening to music. All policies included in the Student Housing Handbook, Student Handbook, and Student Housing Contract apply while using the Fitness Center. It is recommended that you check with your physician before starting an exercise program. Students using the Fitness Center are doing so at their own risk. Please report any broken exercise equipment or any other problems in the Fitness Room immediately to the Regent Commons Office. If a health or safety related emergency occurs in the Fitness Center please contact Regent/CBN PD at 757-226-2075.

GUESTS AND VISITATION

Students and guests are prohibited from being in the housing assignments of students of the opposite sex between the hours of 2am and 7am (excludes spouses & children in Regent Village). Overnight guests of the opposite sex are not permitted. Same sex guests may not stay overnight in the halls for more than 2 days and must request and receive permission from all other residents living in the housing assignment. Additionally, they must register with the Student Housing Office. Guests are expected to abide by all policies and procedures governing Student Housing. **Residents are responsible for the behavior of their guests.**

HEALTH AND SAFETY INSPECTIONS

During fall, spring, and summer academic terms, the University reserves the right to enter the student's on-campus student housing assignment--to include common areas and private bedrooms--with one week's prior notice for the purpose of conducting a health & safety inspection. The University will conduct a health & safety inspection to both ensure the student's compliance with all terms of the student housing contract related to the physical space of the on-campus student housing assignment and to ensure the student's compliance with all behavioral expectations identified in the Student Housing Handbook and Student Handbook.

HOUSING ASSIGNMENT

Students may only reside in the housing assignment they are assigned by Student Housing staff. Students who move-in to unauthorized housing assignments will be fined \$150 and may face judicial sanctions. Students with concerns regarding a housing assignment should contact Student Housing staff.

ILLEGAL DRUGS

State law prohibits the possession and/or use of illegal drugs and drug paraphernalia. Any violation of the drug policy may result in immediate dismissal from Student Housing.

ILLNESS

Residents with an illness that threatens the health and/or safety of others may be required to leave Student Housing until it is determined by university staff and/or medical personnel that they are no longer a danger to others. Documentation from a medical professional may be required prior to the student returning to Student Housing.

INSURANCE LIABILITY

Residents are responsible for protecting their personal property against theft, damage, or loss. It is strongly recommended that students obtain renter's insurance. All lost items should be reported to Regent/CBN PD and the Student Housing Office. The University is not liable for loss or damage to any property of the resident. This includes loss from theft, fire, flood, or natural disaster.

KEYS

Student Housing keys are the sole property of the University and may not be duplicated under any circumstances. Possession of Student Housing keys is limited to students with a valid Student Housing assignment. Prior to vacating, all keys must be returned to the Student Housing Office. **Failure to return any issued student housing assignment keys will result in a \$125 lock change fee being assessed to the student's account.**

For Regent Commons residents, mailbox keys are distributed by Student Housing staff members in the Regent Commons Office located in Constitution Hall #101. There is a \$25 fee for a lost or misplaced mailbox key.

For Regent Village residents, mailbox keys are distributed by Student Housing staff members in the Regent Village Office located in building 5960 #104. There is a \$25 fee for a lost or misplaced mailbox key. A student resident may be issued a key for their spouse at no charge. Additional keys for children may be available at a cost of \$50 per key.

LAUNDRY FACILITIES & EQUIPMENT

Washers and dryers are provided for Regent University residential students only. No coins are required to operate the laundry machines in Regent Commons *and are for use by Regent Commons residents only*. Regent Village community building laundry machines are on year-round coin operation. All lint and empty containers must be placed in trash receptacles. If you lose money in a Village laundry machine, please contact the Regent Village Student Housing Office for a refund.

In the interest of health, hygiene, and preventing theft, any clothes or other laundry items left in laundry machines or anywhere in the laundry rooms more than 48 hours will be disposed of by Student Housing staff.

LOCKOUTS

During normal business hours (8am-5pm Monday-Friday), students may check out a lockout key at no cost (up to three times) from the Student Housing Office in their residential area. **As a deterrent against housing assignment key misuse, a \$75 lockout key fee may be applied to a student account for the fourth and all subsequent lockout key checkouts.** Students must leave a photo ID with the housing staff member issuing the lockout key. Lockout keys must be returned no later than 5pm the same business day. Failure to return a lockout key will result in housing assignment locks being changed and a \$125 lock charge to a student's account.

Outside of normal business hours (5pm-8am) and on the weekend charges apply for lockout service. There is a \$25 fee for the first service, a \$50 fee for the second, and a \$75

fee for the third and all subsequent lockouts. If you lock yourself out after office hours or during the weekend, contact Regent/CBN PD at 226-2075. They will assist you in gaining access. Only the student assigned to the housing assignment will be granted access. Students who request lockout services will be billed the appropriate lockout fee whether or not service is still needed when the staff member responds. If a lockout service is no longer needed students should contact Regent/CBN PD or their RA immediately.

MAIL SERVICE

Mail service is provided by the United States Postal Service. Regent Commons residents are issued a mailbox key at move-in. Mailboxes in the Regent Commons are located in the lobbies of both buildings. For Regent Village residents, mailbox keys are distributed by the Regent Village office. If you need assistance or more information on replacing lost or misplaced mailbox keys, please contact the student housing office at 757-352-4890. Student Housing has no control over mail delivery. Students are responsible for updating/changing their address with the United States Postal Service. The University is not responsible for any misplaced or undelivered mail.

MAINTENANCE

Damage to housing assignments or the grounds caused by resident negligence (or that of your guest) will be charged to the resident. Plumbing stoppage is your responsibility. Do not throw any object in the sink, garbage disposal or toilet that may cause plumbing failure. (TIP: Buy a household plunger – a very handy tool to have around).

Furniture, appliances, windows, floor coverings, light fixtures/bulbs or any permanent fixtures in Student Housing assignments are not to be altered in any manner.

No bookshelves, lamps or other furnishings may be affixed to walls or ceilings in the housing assignments or hallways.

Trash bags should never be left in building hallways. In addition, do not leave trash outside the dumpsters. If the dumpster closest to your building is full, try another dumpster in the community or go to the landfill. There is no cost for discarding trash at the landfill. There will be a \$25 charge for leaving trash outside of a dumpster.

MAINTENANCE REQUESTS

Maintenance requests may be completed and submitted online at the Student Housing website (in the “Request Forms” section). You are giving the maintenance department permission to enter your housing assignment, in your absence, when you submit a maintenance request. The maintenance department typically responds to requests within 24 hours. The maintenance department will respond electronically informing you of the status of the maintenance issue.

PARKING AND DRIVING YOUR VEHICLE

All students residing in University housing must have a Regent University parking decal properly displayed in their vehicles. Do not park in handicapped spaces. Please

inform the office staff if you are handicapped and require a reserved parking space. The parking lot is for residents' motor vehicles only including, automobiles, motorcycles, and pick-up trucks. Inoperable vehicles or vehicles with expired registrations are not allowed to be parked on the property and will be towed at the student's expense. Temporary parking permits for guests can be obtained in the Student Housing Office during regular business hours

Washing cars in the parking lot is prohibited. Driving on the grass or sidewalks is prohibited in Student Housing and will result in a \$100 fine for each offense. In addition, truck and trailer loading ramps must not touch grassed areas. There are no exceptions to this rule. Violators will have their vehicles towed at their expense. The speed limit in residential area parking lots is 15 MPH. Students who violate parking rules and regulations risk having their vehicle towed at their own expense.

PETS

Pets are not allowed in student housing facilities (to include individual student housing assignments) or on the grounds of student housing facilities. This policy applies to approved guests in your student housing assignment. Please advise guests to make other arrangements for their pets before visiting student housing. **Fresh water** aquariums containing only fish are permitted, but limited to 5 gallons in size.

While no exceptions to the pet policy are offered, the University does have a formal policy and process for individuals seeking to have a trained service animal (not considered a pet) reside with them in their student housing assignment. The University service animal policy may be found at the following hyperlink:

http://www.regent.edu/admin/stusrv/student_life/animals.cfm

Please contact the Regent Village or Regent Commons offices (757-352-4890) for any questions regarding the pet policy and University Disability Services (757-352-4867) for any questions regarding the University service animal policy.

PLAYGROUND/SOCCER FIELD

The playground at Regent Village is for the use of the students' children and their guests. The playground equipment is made for children. We ask that adults do not use the equipment. Parents should supervise their children when they are playing in the area. Please do not allow children to throw the mulch off of the playground into the walkways.

The soccer field at Regent Village is for the use of children and family play. An area on campus has been designated for students who would like to play soccer. You may find out the exact location of this area by telephoning the Student Services Office at (757) 352-4103.

QUIET & COURTESY HOURS

The residence halls should always be an environment conducive for studying. To help support the academic focus and success of residential students, quiet hours are 9:00PM until 8:00AM. Twenty-four hour courtesy hours are always in effect in the residence halls. Be considerate of your fellow community members when watching television, listening

to music, and engaging in any other activities that have the potential to create excessive amounts of noise. Courtesy Hours does not mean 'anything goes.' If you are confronted for noise (even during Courtesy Hours), you are expected to comply with the request as if it were Quiet Hours. Excessive noise during Courtesy Hours can still result in referral to the student conduct system.

RECYCLING

Student Housing is proud to offer recycling to both Regent Commons and Village residents. Please note that all recyclables must be in clear trash bags before being placed in the recycling containers. There is a designated recycling container located in each residential area. For Regent Commons, the dumpster to the right of the bike racks and en route to the stone bridge is for recyclables only. For Regent Village, a small recycling dumpster in the parking lot near the community building is for recyclables only.

Recyclable items that can be placed in the recycling dumpsters include the following: flattened cardboard, aluminum cans, glass bottles & jars, plastic bottles, magazines, newspapers, paper, brown paper bags, phone books, junk mail, and paperboard. Items ***not*** permitted in the recycling dumpsters include the following: plastic grocery bags, plastic tubs, garbage (food/liquids), and VCR Tapes.

ROOM CHANGES

Students desiring to move from one housing assignment to another must complete and submit a Room Change Form to the Student Housing Office. The student will be notified when and if a housing assignment becomes available. A room change fee will apply, and transfers are based on availability. Please note that there is a two week room change freeze at the beginning and end of each semester.

ROOM ENTRY

Student Housing staff and authorized personnel may enter a student's room for the purpose of assuring fire protection, life safety, sanitation, scheduled or emergency maintenance of University furnishings, fixtures and facilities. Any such inspections or entry, except in the case of emergencies, shall be announced at least 24 hours in advance. The student will be notified either by posting a note on the student's housing assignment door, sending an email, or bulletin board postings.

When a resident has requested repairs or pest extermination services by submitting a maintenance request, they are authorizing maintenance personnel and/or a contractor hired by the University to enter the housing assignment in the resident's absence for the sole purpose of making the repairs or providing the necessary service.

If a roommate moves out of a room, a member of the Student Housing Staff may enter the room following the completion of the move out to inspect for damage and ensure that the space is available for a new occupant.

Student Housing policy prohibits staff members from unlocking housing assignment doors for anyone other than students who are assigned to that specific space. Photo identification is required.

It is understood and agreed that a resident's housing assignment, room or possessions on campus will not be searched by University authorities for violation of

University rules and regulations or applicable law, unless there is reasonable administrative cause to believe that a resident is using his/her housing assignment and/or room for purposes in violation of the University rules or regulations, or in violation of the student housing contract.

SMOKE DETECTORS AND FIRE SPRINKLERS

Residents should test their smoke detectors on a regular basis (once a month is suggested) to make sure that the batteries are operable. Residents need to submit a maintenance work order online should smoke detector batteries need to be replaced. Items cannot be hung from sprinkler heads. Sprinkler heads cannot be covered or blocked by furniture or other personal items

SOLICITING

Soliciting is prohibited in Student Housing. Students, student organizations, businesses, and churches are prohibited from sliding flyers under housing assignment doors. Door to door solicitation is prohibited. All flyers, advertisements, and promotional items must be approved by Student Housing staff prior to being posted on bulletin boards in the residence halls. Postings of any kind that have not received approval will be removed.

SPORTS AND PRANKS

Participating in sports or other athletic activities in the residence halls is prohibited. Throwing balls, Frisbees, and other objects in the residence halls can disturb others and possibly damage Student Housing property. Riding bikes, skateboards, and other self-propelled or motorized equipment in the residence halls is prohibited.

Due to the potential for damage to University property and/or disruption of others in the community, participating in pranks is prohibited. Engaging in activities that involve water guns, water balloons and shaving cream is prohibited.

SUBLEASING

Residents are not allowed to sublet their campus housing assignments.

TERMINATION OF AGREEMENT/DISMISSAL FROM STUDENT HOUSING

A student who has withdrawn from Regent University, whose enrollment at Regent University is terminated for any reason or who is dismissed from Student Housing must vacate at the time specified by Student Housing staff. In the event that the student does not vacate on the specified date, Regent University reserves the right to immediately change the lock on the housing assignment and remove the student's belongings without further notice.

TOBACCO AND SMOKING

Regent University Student Housing is a smoke-free and tobacco-free community. All tobacco products and all non-tobacco smoking products (i.e. electronic & herbal cigarettes)

are prohibited in the residence halls. Hookahs and shisha pipes are also prohibited in the residence halls. Smoking is not permitted within the residential facilities or outside of them in areas such as parking lots and picnic areas, etc.

Residents in violation of the tobacco and smoking policy will be assessed a \$75 fine.

TRASH COLLECTION

There are several garbage dumpsters throughout Student Housing for students to dispose of their trash. Waste Management empties the dumpsters several times each week. They will not empty a dumpster that has trash around or outside of it; instead we are fined and must wait until the next collection date for the dumpster to be emptied. Please do not leave trash outside of the dumpster. Students who leave trash outside of the dumpster will be charged a \$25 fine. We ask that you break boxes down before putting them into the dumpster. Items too large for the dumpster should be taken to the landfill for disposal.

Please close the dumpster doors after each use – this will prevent animals from getting into the dumpster and possibly causing a threat to students.

UNAUTHORIZED ACCESS

Students are not permitted in unauthorized areas of Student Housing including, but not limited to, maintenance rooms, mechanical rooms, balconies, roofs, and storage rooms/areas.

UNSANITARY AND UNSAFE CONDITIONS

Living conditions that could adversely affect residents' health and safety are prohibited. Residents are responsible for maintaining reasonable standards of cleanliness and safety in their housing assignments and rooms, laundry room, the fitness center, hallways, lounges, bathrooms and lobby areas. This includes proper garbage/trash disposal. Upon vacating a room or housing assignment, the resident must ensure that the space is clean and in acceptable condition for the next student to occupy. Residents will be billed for cleaning charges.

VACATING (Does not apply to undergraduate students in the residence halls).

Students are required to complete and submit a Notice to Vacate on October 1 if vacating by December 31. Students are required to complete and submit a Notice to Vacate on February 1 if vacating by May 31 or July 31.

A student's housing contract will automatically roll-over to the next semester when a Notice to Vacate is not submitted as outlined in their housing contract and this policy, resulting in the student being responsible for the full amount of the roll-over term.

The resident will receive a letter from the Student Housing Office confirming receipt of the Notice to Vacate form and important information for vacating. Individuals living in Regent Commons with roommates will also receive notification that their roommate is vacating and specific information pertaining to the incoming roommate(s).

In the case where a roommate is vacating from a housing assignment in Regent Village, the remaining resident will become solely responsible for that assignment upon the first day of the next student housing contract period. New roommate configurations are not available in Regent Village as this residential area has been designated for single resident occupancy, married resident occupancy or family resident occupancy only.

VACATING EXPECTATIONS

In addition to following all instructions included on the Move-Out Cleaning Checklist distributed prior to vacating, students are expected to follow the guidelines listed herein when vacating their housing assignment. Please remove all items that you have added to the housing assignments. This includes child-safety devices.

Please do not attempt to spackle your walls. All trash and personal items must be removed from the housing assignment. This includes welcome mats, food, telephone and TV cables and anything that is not the property of Student Housing. **There is a \$30 fee per item that must be removed from student housing. In addition to this \$30 fee per item, additional fees for disposing of these items (landfill costs, specialized container costs, etc.) may be placed on a student account.**

FOR RESIDENTS OF REGENT VILLAGE: please do not remove or dispose of the Regent University owned Cox Communications cable/internet modem in the assignment. Removing/disposing this modem will result in a \$42 replacement fee placed on a student's account.

Do not turn off your refrigerator or water heater. Residents not abiding by these guidelines will be subject to a maintenance and/or housekeeping charge.

VANDALISM

Vandalism of Student Housing and/or University property or the destruction of personal property of others is prohibited. Students found in violation of this policy may have to make restitution to the appropriate parties and may face judicial sanctions from the Office of Student Life.

VOLLEYBALL COURTS (Regent Commons & Regent Village)

All students are expected to demonstrate good sportsmanship when using the volleyball courts. Students are to refrain from intentionally damaging the nets, poles and all other provided equipment. The University is not responsible for any injuries students experience while playing volleyball or any damage done to nearby vehicles due to a stray volleyball.

WEAPONS

Regent University faculty, staff, students or visitors are prohibited from using or possessing fireworks, firearms, or adjoining property owned by CBN. Firearms are defined as any gun, rifle, pistol or handgun designed to fire bullets, BBs, pellets, or shoot regardless of propellant used. Weapons include, but are not limited to, knives, razors, metal knuckles, hatchets, foils, stun guns, tasers, blackjacks, nunchuks, bows and arrows, or any explosive or incendiary devices. Exception to this policy will apply to sworn or authorized public safety personnel in the performance of their duties.

WINDOWS

Throwing objects and pouring liquids from windows is prohibited and dangerous. Objects may not be placed on the window sills as they may fall out or be knocked out accidentally, causing harm and/or damage to persons or property. Engaging in potentially dangerous behaviors such as sitting on window ledges, leaning out of windows and climbing in and out of windows is prohibited.

Prohibited Items (in Commons & Village)

In an effort to make the residential experience in Student Housing a safe one for all residents, the following items are prohibited in the residence halls. This is not an all-inclusive list. Student Housing staff reserve the right to remove other items not listed in the Student Housing Handbook that are deemed unsafe for the residence halls.

Alcohol: Alcohol and all alcohol containers (i.e. bottles, cans, flasks, kegs, etc.) are prohibited in the residence halls. Empty alcohol containers are prohibited in the residence halls and will be confiscated.

Appliances: Students are not permitted to bring additional appliances into their housing assignments (other than washers/dryers in Village phase II apts). Refrigerators, ovens and stoves are provided by Student Housing. Additional microfridges must be approved by and registered with the student housing professional staff. Microwaves are provided in Regent Commons. **Residents of Regent Village must provide their own microwave.**

Candles and candle warmers: All candles (wick or no wick) and candle warmers are prohibited in Regent Commons.

Dartboards: Dartboards are prohibited due to the potential damage that can occur to University property.

Drugs: The use, possession or sale of all illegal and/or illicit narcotics (to include narcotics paraphernalia) is strictly prohibited.

Extension cords, multi-plug adapters and outlet splitters: Only power strips with reset buttons are permitted in the residence halls.

Fireworks: Fireworks, to include sparklers and explosives of any kind, are prohibited in the residence halls

Fog/Smoke Machines: Fog and smoke machines are prohibited in the residence halls due to the risk of setting off building wide fire alarms.

Furniture: (Regent Commons only) large pieces of furniture in student rooms in addition to what is provided by Student Housing are prohibited. Special requests may be submitted to the student housing professional staff for this residential area

Fuels: Flammable and potentially dangerous fuels to include gasoline, kerosene, and propane are prohibited in the residence halls.

Grills: Charcoal and gas-powered grills are prohibited in housing assignments including porch/patio areas. Several grills are provided in both the Regent Commons and Regent Village picnic areas which are far removed from housing assignments.

Incense: Incense is not permitted in Regent Commons or Regent Village due to fire safety concerns.

Pets: No pets are permitted in the residence halls except fish in a 5 gallon or smaller freshwater tank.

Plug-in Air Fresheners: Air fresheners that include a pass through plug/additional outlet are prohibited.

Pressurized Containers: All pressurized containers containing gases such as CO₂ and propane are prohibited in the residence halls.

Tobacco Products and Paraphernalia: All tobacco products (i.e. chew, cigarettes, cigars, clove cigarettes, electronic cigarettes, herbal cigarettes and smoking paraphernalia (such as hookahs) are prohibited in the residence halls.

Space Heaters: Space heaters are prohibited in the residence halls due to fire safety concerns.

Weapons and Firearms: BB guns, paintball guns, air soft guns, stun guns, swords, fixed blade non-culinary knives, sling shots, live ammunition, handguns, and martial arts practice weapons are prohibited in the residence halls.

Wireless Routers-Wireless routers are not permitted in the Commons as they interfere with the internet provided by the University.

Fire Safety

In the event of any emergency, fire related or not, please call 9-1-1. Non-emergency calls may be made to Regent/CBN Police at **757-226-2075**.

Residence halls fires are extremely dangerous. Therefore, all students are expected to respond to all fire alarms as if a real fire were occurring. Failure to adhere to any or all fire safety policies or evacuate the building when a fire alarm has sounded may result in judicial sanctions. If you have a disability, and responding to a fire alarm may prove to a challenge for you, please notify the Student Housing Office.

Fire Safety Equipment

Residents should know the location of all fire alarm pull stations in the building (if applicable). Residents should know the location of the fire extinguishers in their residential area. Items should not be hung from sprinkler heads in housing assignments or in hallways. This can set off the sprinkler head resulting in significant damage to both University and personal property. Tampering with fire safety equipment is strictly prohibited. Individuals found to be responsible for tampering with fire safety equipment will face significant judicial sanctions.

Fire Drills and Alarm Evacuations

Residents need to identify the exit closest to their housing assignment and use this as their evacuation route during fire drills and/or true fire alarms. Determine other alternative evacuation routes in case your normal evacuation is obstructed during a fire. Avoid using elevators during fire drills and fire alarms. All residents are expected to evacuate during planned drills and fire alarms. Failure to do so will result in significant judicial sanctions.

Students with special needs requiring assistance during an evacuation should go to the foyer area by the elevators on their floor. Student Housing staff or emergency response staff will check these areas for students requiring assistance.

Important Fire Safety Information

- In the event of a fire, calmly but quickly evacuate the building. Do not use elevators.
- Call 9-1-1.
- As you evacuate, alert others of the fire and the need to evacuate by knocking on housing assignment doors you pass.
- Feel doors before opening them to insure they are not hot. Close all doors when exiting. Go to the nearest stairway. Do not use an elevator. If one exit is blocked by fire, heat or smoke, go to another exit. If all stairways are blocked, go to the nearest window and signal for help.
- Close doors & windows in the vicinity of the fire to hinder spread of smoke and fire.
- If you cannot exit a room, seal the cracks around the door, using sheets, pieces of clothing or whatever is available. To let smoke out and bring fresh air in, open windows a few inches. Hang an object out the window to alert the Fire Department of your location. Stay low to the floor and breathe through a damp cloth or towel. If possible call 9-1-1 and Regent/CBN PD at 757-226-2075 to report being trapped.

General Safety Information

- Commit the Regent/CBN PD phone number to memory: 757-226-2075.
- Students should avoid walking alone at night if at all possible. You can request a police escort by contacting Regent/CBN PD at 757-226-2075.
- Call boxes are available throughout campus if you need immediate contact with Regent/CBN PD.
- Never lend your housing assignment keys to anyone.
- Always lock your housing assignment door before heading to class, chapel, or off-campus.
- For your safety and that of your neighbors, do not prop open entrance doors.
- Lock your vehicle and do not keep valuables in your car.
- Secure your bike to the provided bike racks.
- Create a fire evacuation route, a severe weather plan, and consider purchasing a fire extinguisher.
- Know your neighbors, watch out for one another, and notify Regent/CBN PD immediately of any individual or situation that seems suspicious. (Regent/CBN PD will investigate to ensure that the person or activity is legitimate).
- **It is strongly recommended that you obtain renter's insurance for your personal belongings.**

Finding Common Ground: “How To” Guide For Roommates

No two people are the same. You may have a lot in common with other people when it comes to your likes and dislikes in music, movies, and food. When it comes to things like sleeping and studying habits, however, people tend to have routines and practices in place that are uniquely their own.

When living with a roommate, individuals with different habits must learn to share a space with each other. In some cases, roommates can adapt very easily to one another's schedules and customs. In other cases, roommates can experience some difficulty in adjusting to sharing a space with someone that may not go to bed as early or late as them, come from the same background as them or have the same interests as them.

To help make your transition into life with a roommate a smooth one, please consider the following:

- Learn to compromise. Regardless of your roommate situation, you must realize that you and your roommate will be different in small or big ways. Be flexible with and understanding of your roommate and her/his differences. Both roommates must learn how to compromise in order to make the relationship a successful one.
- Communicate regularly. It seems easy enough. In reality, however, talking to someone about a frustration or concern you may have with him/her can be very difficult to do. Keeping an open line of communication with your roommate is critical because leaving concerns and frustrations unaddressed over time can lead to a meltdown or explosive argument that is not about one specific issue but, rather, about several differences.
- Use “I” statements. When talking to your roommate about some difficulties you may be experiencing in the relationship use “I” statements to take ownership of your concerns and feelings. For example: “I feel frustrated when I can't go to sleep at night because your music is being played loud until 3am. Please use headphones starting at midnight.” This is a more productive way of explaining how you feel, what is happening to make you feel this way and what can be done to resolve the situation. Pointing fingers, arguing, accusing and shouting only produce more conflict.

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- Put yourself in your roommate's shoes. Always be sure to consider your roommate's perspective if a disagreement arises. For example, if your roommate has an 8am class but you do not have class until noon the next morning and you decide to invite a bunch of friends over for a movie marathon...how might that impact him/her?
 - Listen to your roommate. If you and your roommate are disagreeing about something make sure you allow him/her to share their perspective on the situation. Many times when we are trying to make a point we just wait for the other person to finish talking so we can share what we want to say. Take the time to consider what your roommate is sharing and how it relates to your experience, feelings, and perspective.
 - Seek out a RA. The RAs are trained to assist students and serve as a neutral third party when a roommate conflict occurs. RAs will work with you and your roommate to insure both of you understand each other's perspective and then help you both to find some common ground.

Campus Resources

Campus Ministries: Supports the University's goal to train Christian leaders to change the world by promoting the spiritual development of Regent students, faculty, and staff. Located in Robertson Hall, Room 328.

Contact Info: Dr. Richard Kidd-- ministry@regent.edu or 757-352-4840

Website: http://www.regent.edu/admin/stusrv/campus_ministry

Central Financial Aid: Assists aspiring servant leaders by facilitating access to financial and informational resources related to educational costs. Located in Student Center, Suite 241.

Contact Info: 757-352-4125/finaid@regent.edu

Website: <http://www.regent.edu/admin/finaid/>

Community Life: Promotes student involvement through programs, student organizations, leadership opportunities, and experiences. Located in Student Center, Suite 201.

Contact Info: Roger Cheeks-- rogeche@regent.edu or 757-352-4486

Website: http://www.regent.edu/admin/stusrv/community_life

Disability Services: Provides assistance to those students with disabilities. Located in Student Center, Suite 201.

Contact Info: Carolyn Hughes-- chughes@regent.edu or 757-352-4867

Website: http://www.regent.edu/admin/stusrv/student_life/disabilities.cfm

Health Insurance: Provided (and REQUIRED) for on-campus students. On-campus students are automatically billed for the Regent health plan, unless they are already covered under another plan and complete an online waiver form.

Contact Info: Carolyn Hughes-- chughes@regent.edu or 757-352-4867

Website: http://www.regent.edu/admin/busoff/student_insurance.cfm

Intramurals: Provides the Regent community with opportunities to be involved in athletic activities in a Christian environment.

Contact Info: sports@regent.edu

Website: <http://www.regent.edu/admin/stusrv/intramurals/home.cfm>

International Student Services: Serves the Regent University international student population and their families. Located in Student Center, Suite 201.

Contact Info: LeeAnne Johnson-- ljohnson@regent.edu or 757-352-4130

Website: <http://www.regent.edu/admin/stusrv/iss>

Psychological Services Center (PSC): Provides therapy and testing services to the Regent community and the local community. Located in Classroom Building, Suite 188.

Contact info: psc@regent.edu or 757-352-4488

Website: <http://www.regent.edu/acad/schcou/psc>

Regent Ordinary/On Campus Dining: Open Monday-Friday 7am-8pm, Saturday 10am-1pm. Closed Sunday. Located in the Student Center.

Contact Info: ordinary@regent.edu or 757-352-4931

Website: <http://www.regent.edu/campus/ordinary>

Student Organizations: There are over 40 active student organizations on campus. If you can't find one you like, start a new one!

Contact Info: Carolyn Hughes-- chughes@regent.edu or 757-352-4867

Website: http://www.regent.edu/admin/stusrv/student_life/studentorgs.cfm

University Shuttle: The complimentary shuttle service provided to the Regent community. Please refer to the website listed below for the shuttle schedule.

Contact Info: shuttle-service@regent.edu or 757-352-4926

Website: http://www.regent.edu/about_us/campuses/shuttle.cfm

University Writing Center: Offers one-on-one assistance to Regent students working on an academic writing assignment.

Contact Info: writing@regent.edu or 757-352-4925

Website: <http://www.regent.edu/admin/stusrv/writingcenter/>

Important & Helpful Websites

Academic Calendar: <http://www.regent.edu/admin/registrar/academiccalendar.cfm>

Bookstore:

Business Office: http://www.regent.edu/general/student_orientation/businessoffice.cfm

Campus Ministry: http://www.regent.edu/admin/stusrv/campus_ministry/

Campus Police: <http://www.regent.edu/campus/police/>

Career Services: http://www.regent.edu/admin/stusrv/career_services/

Dining: <http://www.regent.edu/campus/ordinary/>

Financial Aid: http://www.regent.edu/acad/undergrad/admissions/financial_info/

Housing: <http://www.regent.edu/campus/housing/>

IT: <http://www.regent.edu/it/>

Learning Assistance:

http://www.regent.edu/acad/undergrad/current_students/assistance.cfm

Library: <http://www.regent.edu/lib/>

Parking: http://www.regent.edu/admin/admsrv/parking_policy.cfm

Psychological Services: <http://www.regent.edu/acad/schcou/psc/>

Registrar: <http://www.regent.edu/admin/registrar/>

Student Organizations:

http://www.regent.edu/acad/undergrad/current_students/organizations.cfm

Writing Center: <http://www.regent.edu/admin/stusrv/writingcenter>