



Student Housing Assignment Packet

Greetings from the Student Housing Office! We are excited to welcome you to residential living at Regent University. Our office hours are: Monday – Friday 8 a.m. to 5 p.m. **The office is closed every Wednesday from 11 a.m. to 1 p.m. for chapel and lunch.**

The information contained in this packet is provided to assist you in preparing for your upcoming move in date here in **Regent Village.**

Your Housing Assignment Packet

Your housing assignment packet contains the following:

- Student Information Card
 - Utility Providers
 - Maintenance Handout
 - Housing Services
- Public Schools, Private Schools, and Daycare Centers

At this point, you are probably wondering what to do next. You will need to review and understand this information before moving in. A general idea of how to proceed is listed below:

- ✓ Contract Acceptance Form (***a copy will be prepared for you when you pick up your keys***)
- ✓ Complete the Student Information Card (***print and bring with you to the office***)
- ✓ Contact the Utility Providers (***connect electric and any additional services***)
- ✓ Review the Maintenance Handout (***details about maintenance request***)
- ✓ Review the Housing Services document (***details of services housing offers***)

***Arriving After Hours**

Regent Village is unable to facilitate after hours arrivals. You must arrive during normal business hours on your responsibility date or the next business day to pick up the keys to your housing assignment and sign your Contract Acceptance Form.

***Renters Insurance**

It is strongly recommended that all residents have insurance coverage for their possessions. Whether or not you're covered under your parent's homeowner's policy, it is wise to keep an individual policy to cover things like: computers, stereos, televisions, clothing, books, cameras or any other valuables that are kept in your apartment. Regent Student Housing does not carry individual insurance coverage for each residents' possessions and in the unlikely event of theft, fire or any other accident, it is necessary that residents are covered.

Regent University – Student Information Card

Last Name, First Name, M.I.

Banner/University ID#

Birth date

Building Assignment and Apt. /Room #

Room Phone #

Email Address

Home Phone #

Cell Phone #

Home Street Address

City

State

Zip

Allergies: _____

Medical Conditions (if applicable): _____

Medications / Special Needs: _____

Emergency Contact Names(s): _____

() _____ () _____ () _____
Home Phone # Work Phone # Cell Phone #

In the event of a medical emergency, I hereby authorize Regent University staff or qualified medical personnel to call my Emergency Contacts listed above.

Student Signature

Date

Please Read Before Signing:

I understand that Student Housing Policy on lockouts requires that a charge be added to my student account to cover the costs of lock changes and new keys being made. I further understand that during normal business hours each lockout after the THIRD ONE will automatically result in an administrative charge being placed on my student account. Administrative charges will occur as follows: \$25.00 for the 4th lockout, \$50.00 for the 5th lockout and \$75.00 for the 6th and all subsequent lockouts.

#	Signature	Key Code	Date Out	Time Due	Staff Initial	Date In	Staff Initial

Attention Student Housing Staff Members: Please remember to also fill out the Lockout Key Log. Complete a Lockout/Key Billing Form (if applicable). Flip this card to vertical position while the temporary key is out. If all the above spaces are filled, staple an additional Student Information card to this one.

Utility Providers

Electricity

Dominion Power

www.dom.com

(888) 667-3000

Phone

Cavalier

www.cavtel.com

(888) 612-7383

(757) 248-4000

Verizon

www.verizon.com

(800) 837-4966

(757) 954-6222

Cable, Internet & Phone

Cox Communications

www.cox.com

(757) 222-1111

(757) 222-2222

Cox Communications

Cox Communication provides both the explained cable television and wired internet services in Regent Village. These services are included in your housing fees. Residents need to bring their own coaxial cable for cable television and ethernet cable for wired internet. For any cable TV or internet issues, please call Cox Communications at **757-222-1111** (for customer service questions and upgrades) or **757-222-2222** (for technical issues) and inform them you are a part of a bulk resident account at Regent Village.

To set up a landline phone in your housing assignment call:

222-1111 or visit www.cox.com/hr

Regent University Student Housing Maintenance Handout

Student Housing Maintenance Staff is committed to serving you in an efficient and Christ like manner. This means that we implement biblical principles like respect, stewardship, and accountability by quick response time, good communication, and a high quality of work.

1. Maintenance Request can be submitted online through SchoolDude. SchoolDude is available through the Student Housing website in the **'Request Forms'** section (<http://www.regent.edu/housing/forms/>). Once there, click on **'Maintenance Request.'** This system will also allow you to track your requests. Please read all instructions before submitting your request and be sure to provide your building and apartment number. Include as much information as possible when describing the problem you are having and include your telephone number should we need to call for clarification. The submittal password for SchoolDude is **'password.'**
 - Once you submit your request, Maintenance Staff will respond within 24 hours.
 - Requests submitted over the weekend will be addressed on Monday.
 - A maintenance request is your invitation for us to enter your apartment at our earliest convenience to respond to your request. Maintenance Staff will knock several times before entering your apartment and announce themselves to respect your privacy.

2. Someone is always on-call for emergencies between 5:00 p.m. and 8:00am on weekdays and all day on weekends and holidays. If you have an emergency maintenance request, contact Regent Police Department at (757)226-2075 only **IN CASE OF EMERGENCY**. Maintenance will not respond to routine maintenance needs after hours and they reserve the right to use their discretion. Emergencies consist of:
 - Plumbing emergencies
 - Clogged toilet (If there is only one toilet in the apartment and you were not able to clear the clog when plunging it yourself)
 - A leak that cannot be taken care of by placing a small bowl under the leak
 - Completely inoperative refrigerator or stove
 - Inoperable Air Conditioner when outside temperature is above 80°F
 - Inoperable heat when outside temperature is below 50°F
 - Inability to close and/or secure the front door to your apartment
 - Loss of electricity to your entire apartment

3. A weekly inspection of the grounds and buildings (not individual apartments) is conducted to ensure safety, convenience, and cleanliness for residents. If we need to enter your apartment when you have not placed a request we will give you 24-hours notice. Examples would be air filter changes and inspections for damage. Emergencies are the only time we will not provide 24-hour notice.

4. Please remember God's stewardship principles. It is your home right now, but it is also student housing and will be the home of many others in the future. Please take care of your apartment with this in mind.
 - Please assist us in keeping the grounds clean by not littering
 - Ensure your children's toys are placed on your porch or in your apartment by night fall
 - Please don't place furniture in or around the dumpsters (\$25 fee per item).
 - Lock bikes only to provided bike racks
 - Please report maintenance or safety issues on the grounds or common areas via SchoolDude.
 - Be mindful of the mowing schedule in the summer.

5. Under your student housing contract, you will be responsible for any damage in the apartment due to neglect or carelessness. You will be charged for the cost of repair parts and the time spent repairing the damage. Please conduct routine checks of your apartment to look for leaks under sinks, leaks in ceilings, etc. If you have any question about your responsibilities as a tenant please feel free to call your area Student Housing Office.

Student Housing Maintenance Staff is looking forward to doing everything we reasonably can to make your time at Regent a pleasurable experience. We thank you for the opportunity to serve.

HOUSING SERVICES

1. The Student Housing Office opens everyday at 8:00am and closes at 5:00pm. ***The office is closed every Wednesday from 11:00am to 1:00pm for Chapel and Lunch.***
2. The **COMMUNITY ROOM** is available for residents to use for authorized activities. **The community room reservation form must be completed online.** Details of scheduling and policy are available by calling the Student Housing Office during regular business hours.
5. The **KING'S PANTRY** is an emergency food distribution program sponsored by Student Services. It is open for students and their families every Wednesday from 5:00pm to 6:00pm in the Community Room.
6. The **AZALEA GARDENS DISTRIBUTION** is a food supplement for residents to receive every month. Forms are available in the office to get signed up for this distribution (**based on first come--first serve**). The distribution is made every last Thursday of the month in the Community Room.
7. A **SHUTTLE** is available from Monday through Friday for residents to use. It goes to and from campus every 15 minutes during the day and every 20 minutes during the evening. It runs from 7:30am to 9:00am, 11:30am to 1:00pm, 5:00pm to 6:30pm, and 9:00pm to 10:30pm. Please visit: http://www.regent.edu/about_us/campuses/shuttle.cfm for schedules and more information.
8. **BLESSING DAY** is held the first Saturday of each month in the Community Room. Students can drop off items to donate or they can come and shop for items. Items can be dropped off from 9:00am – 11:45am and shopping hours are from 12:00pm – 3:00pm. **Blessing Day is not held during the summer.**

Schools for the Regent Village/Jake Sears Circle District

For more information visit www.vbschools.com

Virginia Beach Public Schools

Tallwood Elementary

2025 Kempsville Road
Virginia Beach, VA 23464
757-648-3840

Brandon Middle

1700 Pope Street
Virginia Beach, VA 23464
757-648-4450

Tallwood High

1668 Kempsville Road
Virginia Beach, VA 23464
757-648-5700

Private Christian Schools

Atlantic Shores Christian School

1861 Kempsville Road
Virginia Beach, VA 23464
757-479-1125
www.shoreschristian.org

Coastal Christian Academy

640 Kempsville Road
Virginia Beach, VA 23464
757-217-2151, 757-495-5200

Gateway Christian School

5673 Virginia Beach Boulevard
Virginia Beach, VA 23462
757-499-6551
www.gatewaycrusaders.com

New Light Baptist School of Excellence

1458 Kempsville Road
Virginia Beach, VA 23464
757-467-5285
<http://www.newlightfgbc.org/school.aspx>

Pleasant Grove Christian Academy of Excellence

2153 Kempsville Road
Virginia Beach, VA 23464
757-479-0996
www.pgcaoe.org

Daycare Centers**Barefoot Kids Christian Day School**

1458 Kempsville Road
Virginia Beach, VA 23464
757-467-5285
www.barefootkids.com

Children World Learning Center

5230 Indian River Road
Virginia Beach, VA 23464
757-467-5285

Childtime

1506 Kempsville Road
Virginia Beach, VA 23464
757-474-1888
www.childtime.com

New Light Baptist School of Excellence

1458 Kempsville Road
Virginia Beach, VA 23464
757-467-5285
<http://www.newlightfgbc.org/school.aspx>

Kimbi's Playworld

405 Lee Highlands Blvd.
Virginia Beach, VA 23452
757-498-KIDS (5437)
www.kimbisplayworld.com