

# RESIDENTIAL LIFE HANDBOOK



WHEN YOU'RE HERE, YOU'RE HOME

COMMUNITY 🏠 FAITH 🏠 LEADERSHIP

Updated September 2023

# Welcome to the Residence Halls!

Residential Life welcomes our students to the residence halls with a commitment to creating an affirming, inclusive, and welcoming environment for all people.

Only with bidirectional and constant communication can we strive to create a community of love, fulfillment, and faith. Given the complexity of backgrounds and journeys of each individual student, we recognize that occasionally, accommodations will need to be made.

It is our goal that all residents will have equal opportunities to flourish in a safe and supportive space that is our residence halls.

\*If you feel certain policies have unintentionally or intentionally harmed a community of individuals, please let us know at [reslife@lasierra.edu](mailto:reslife@lasierra.edu).

We are here to listen.

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## Trial and Temporary Policies & Procedures

La Sierra University Residential Life is committed to developing and growing our residents. As such, we annually look at all our policies and procedures with the intention of improving our program for our residents. Some policies and procedures can be changed with no trial needed while others may only be for a season of University life. This section highlights these policy changes that are in place on a trial or temporary basis. These policies may be reverted at any time during the year to reflect the accepted policies and procedures listed later in this handbook.

### Curfew

Curfew times vary depending on class standing which is determined based on a student's academic standing/unit count with the Records Office at the start of the quarter.

Freshmen	1:00 AM
Sophomores – Graduates	6:00 AM

### Freshmen Incentive

\*Freshmen may earn a Curfew Incentive. To earn the incentive, freshmen must be in good standing both in the residence halls and on campus and earn a cumulative GPA of 3.0+. Freshmen Curfew Incentive can be earned or last each quarter. The incentive schedule is as follows. The first quarter a Freshman can receive the incentive is their second quarter as a resident.

1st Incentive Quarter	2:00 AM
2nd Incentive Quarter	6:00 AM

Current Accepted Curfew policy found on page 5.

## Definition of a Resident

The residence halls are available to students at La Sierra University who wish to live on campus in dormitory housing. However, the following need to be met to be considered a “resident” and maintain living in the residence hall.

### **To be defined as a resident:**

A resident is an active student at La Sierra University.

A resident is enrolled in at least 8 units for the current quarter.

A resident has an active housing assignment from Residential Life.

A resident is charged Room & Board and is on a payment plan with Financial Services at La Sierra University.

A resident is living in their assigned room and in the residence hall 4 nights out of the week.

## Resident Bill of Rights

Living successfully in a communal living environment requires work on the part of each resident, flexibility, and patience. As a community we must each remember to have consideration for others, acceptance of similarities and differences, and the understanding that we are responsible for and to each other.

### **As a resident, you have:**

The right to be respected by others.

The right to live in a clean, safe, and healthy environment.

The right to live, sleep, and study without undue disturbance from noise.

The right to be free from fear of intimidation, physical, and emotional harm.

The right to live in a community following the communal policies and procedures in this handbook which strives to create the best living environment possible.

While you can expect these rights from others, you also carry the responsibility to keep these rights to others as well. Only together can we create a healthy living environment.

## Roommate Bill of Rights

Living successfully with a roommate requires flexibility and the willingness to communicate in an honest, yet tactful manner. Consideration, communication, and compromise are key factors. We recommend you sit down with your roommate in the first few days to discuss room arrangement, needs, and expectations.

### **As a roommate, you have:**

The right to privacy.

The right to sleep without undue disturbance from noise.

The right to an equal share of the room and bathroom suite where applicable.

The right to expect that a roommate will respect personal belongings.

The right to live in a clean, safe, and healthy environment.

The right to be free from fear of intimidation, physical, and emotional harm.

The right to expect reasonable cooperation in the use of the dorm room amenities (beds, desks, dresser, ac/heat unit, fan, etc...)

## Breaks and Residence Hall Closures

Residential Life reserves the right to close residence halls over break periods. This may require residents to temporarily move to a different residence hall over the course of the break period. Housing charges may apply.

If a residence hall is closed, a fee of \$25 will be assessed, each time, for a resident to return to the resident hall for any reason to claim or pickup an item. While in the residence hall, the resident will be escorted by Residential Life staff.

Residents who have not vacated the residence hall upon its closure will be fined at least the entrance fee due immediately. Alternatively, an additional day's stay may be charged and the resident may be placed on Residence Hall Probation.

## Cleanliness

Residents are responsible for keeping their own rooms clean. Residents are required to provide their own cleaning supplies for use in their rooms. However, vacuum cleaners are available at the front desk. Fines may be assessed for excessively dirty rooms at any time during the quarter. A formal inspection will be scheduled at the end of each quarter for cleanliness and damage. Any contraband found will be confiscated.

Do not put boxes, trash, etc. outside your door or in community spaces, even for a few minutes. Do not use any laundry room, bathroom, or other residence hall receptacles for your personal trash. Please take food containers to the trash bins outside. Do not forget to bag your trash.

The University provides a housekeeping service to clean all the communal areas such as community bathrooms, lobby, lounges, etc. However, you are responsible to clean up after yourself. Excessively dirty communal areas and hallways will be charged to the community residents. See the Group Damage Policy for more information.

## Cohabitation

Cohabitation is not permitted. In addition to La Sierra University's policy on cohabitation, for Residential Life, cohabitation is defined as: the housing of unauthorized individual(s) in a room and/or the sharing of a housing space, including storage of another's belongings in one's assigned room without prior authorization from the Residence Hall Dean.

Cohabitation also refers to individuals engaging in sexual activity with one another while living/staying in a residence hall.

Residents and/or guests found engaging in cohabitation may face disciplinary action including, but not limited to, termination of residency or stay.

## Cooking

Cooking is not permitted anywhere outside of the designated kitchen area of the residence halls. This includes, but is not limited to, the use and/or storage of popcorn makers, rice cookers, hot plates, electric skillets, toasters/broilers, and other cooking appliances.

Each residence hall is equipped with a kitchen for residents' use. At no time should pork or seafood be cooked or stored in the residence hall kitchens or community refrigerators. Regulations also prohibit frying foods or cooking foods that create grease-laden vapors. Please follow all posted kitchen guidelines and usage hours.

For storage of personal cooking items (kitchen knives, rice cookers, etc.), please speak with your Dean.

## Curfew, Room Check, Leaves, & Memos

### Curfew

Curfew times vary depending on class standing which is determined based on student's unit count with the Records Office.

Freshmen	1:00 AM
Sophomores – Seniors	2:00 AM
Graduates	No Curfew

\*Freshmen may earn a Curfew Incentive. To earn the incentive, freshmen must receive less than 11 memos, meet the Residence Hall Worship requirement, and earn a cumulative GPA of 3.0+. Freshmen Curfew Incentive earns a Freshman a curfew of 2:00 AM and allows them to submit weeknight leaves.

### Room Check

For safety purposes, all residents, regardless of age or class standing, must sign out when leaving and sign in when returning between 10:30pm and 6:00am.

At 10:30 PM every night, a Resident Assistant (RA) completes a nightly room check to gain a head count of residents currently in the dorm and to get in touch with the residents on the RA's floor.

### Leaves

All residents leaving for the night or weekend must submit a Leave in Abode which can be accessed through the Campus Portal. A leave is a request to be absent from the residence hall for the night if not returning before 6:00 AM and for the weekend if not staying in the residence hall Friday to Sunday night. Leaves must be completed and submitted before 10:30 PM for the night that a resident is requesting the leave for.

Freshmen may submit weekend leaves, but leaves submitted for weeknights will not be approved.

## Memos

Breaking curfew, failing to submit a Leave, being out of the residence hall when a leave was denied, or failing to sign in and/or out at night will result in a Memo. Ten memos are allowed per quarter. Eleven or more memos in a quarter will result in Residence Hall Probation.

To clear a memo, a resident must speak with a Dean within 24 hours of receiving their memo or on the Monday after the weekend when the memo violation occurred. Please note that weekends are not combined, and you will receive a memo for each night of the weekend that you break curfew without an approved leave.

## Destruction of Property

Destruction of property or tampering with equipment such as telephones, furniture, carpet, walls, signs, fire extinguishers, or any other residence hall property is forbidden and subject to discipline. Charges may apply.

All residents hold responsibility for all public areas. Areas and property for which each resident is responsible include but are not limited to the lounges, lobby, kitchen, elevator, stairs, recreation rooms, laundry room, doors, walkways, fire extinguishers, restrooms, exit signs, and lights. When damage and or filth occur and the person(s) responsible cannot be identified, a period of 72 hours will be allowed for the person(s) responsible to be identified and held accountable. If the person(s) is not identified, the cost will be charged to all residents in the surrounding areas, depending on the extent of the damage and or filth.

Any damage to the room is the responsibility of the residents assigned to that room. If neither of the residents claims responsibility, the charge is shared between the residents.

## Dress/Attire

Because the lobby is open to the public and there are communal areas shared by all residents, attire is to be modest and appropriate when not in your room. (For further information regarding the dress code, consult the Student Handbook).

## Drugs, Alcohol, Smoking, or Vape

Residential Life provides residents with an alcohol, drug, marijuana, tobacco, and vape-free environment. Alcohol, marijuana, tobacco, vape products, and all illegal drugs and substances, including any form of paraphernalia are strictly prohibited from use and possession on the La Sierra campus and properties. Residents should not take prescription medication of any kind unless it has been prescribed for them by their physician or by medical personnel at Student Wellness Services.

Residential Life reserves the right to investigate residents where reasonable suspicion exists of drug or alcohol involvement. This includes the right to search a residence hall room, vehicle,

bags & belongings, and the right to require an appropriate drug test and confirmation by a retest. If a search is to be made, it must be authorized by the Residence Hall Dean. The entire process will be treated in confidentiality.

If unlawful possession of controlled substances or drug paraphernalia is discovered, Residential Life will confiscate the item(s), investigate the circumstances, and institute disciplinary actions. All confiscated contraband will be given to the appropriate authority or destroyed.

If a resident does not claim responsibility for any drugs, alcohol, and/or related paraphernalia in his/her room, then all roommates will be held accountable for the items found. In addition, residents are also held responsible for items brought into the dorm by any of their guests as if it was their own.

## Fire Prevention & Alarms

Fires, although uncommon, are a potential threat to the Residence Hall. To ensure the safety of all residents we ask that you follow and abide by these policies.

When the fire alarm sounds residents must leave the building immediately. Follow procedures as posted in each resident's room, or by the nearest safe exit. Go directly to the designated areas until the record has been taken. Residents should be 100 feet beyond the building. Keep all sidewalks, paths, and roadways clear for emergency personnel and equipment. Only return to the residence hall when instructed to do so by the Fire Chief, Security, Residence Hall Deans, or other University official. Failure to evacuate the building during a fire alarm will result in a \$500.00 fine.

Cooking appliances, hot plates, portable heaters, portable air-conditioners, halogen lamps, candles/wax warmers, kerosene lamps, incense, firecrackers, hover boards, and other flammables or heat producing elements are not to be used in the residents' rooms. Offending items will be confiscated and a fine may be assessed.

For your safety, only extension cords and multi-adapters with surge protectors are permitted for use.

The illegal use of or tampering with fire protection equipment such as fire alarms, fire escapes or fire extinguishers is a grave violation of campus and city fire ordinances. The misuse of fire protection equipment will be subject to a \$500.00 fine and/or other discipline. It is illegal to pull a fire alarm falsely or to tamper with the fire alarm equipment. The offender will be charged a \$800-\$1000 fine. The Fire Department may also cite the offender for a misdemeanor, and the matter then becomes a court case.

## Firearms, Explosives, and Weapons

Possession of firearms, ammunition, explosives, or weapons of any kind including any items in resemblance of a firearm, ammunition, explosive, or weapon in the residence halls or on campus is strictly prohibited. Possession of such is cause for question and may result in disciplinary action.

## Furniture

Room furnishings include beds, desks, dressers, chairs, and blinds. Standard twin-sized beds and mattresses are provided by the residence hall. Longer frames and mattresses can be requested depending on availability. Residents are responsible for keeping all furniture assigned to the room. If furniture is missing from a resident's room, both roommates will be charged. At no time is it permissible to remove furnishings from the room, even temporarily, without a Dean's approval. Moving furniture without permission will result in a minimum fine of \$25.00 per day per item of furniture moved. Residents who are living in single occupancy must keep all furniture in the room, even if the room is set up for double occupancy.

Furniture in public areas (lounge, study rooms, etc.) may not be taken into students' rooms. This includes anything intended for public use such as trash cans, plants, chairs, pillows, couches, tables, pictures, etc. Moving furniture without permission may result in a minimum fine of \$25.00 per day per item of furniture moved.

Residents must not bring in their own furniture (except desk chairs) without prior Dean approval.

## Gambling

Gambling in all its forms is prohibited in the residence halls and at La Sierra University.

## Guests

Residents may entertain guests in their residence hall room. Guests must sign in and out at the front desk of the residence hall. Residents must check with their roommates before inviting guests into their residence hall room. Guests are not given the same access to dorm amenities and/or services as to residents. Residents are responsible for the actions of their guests while in the residence hall. Residents must always accompany their guest through the residence hall.

Residential Life does not permit guests of the opposite sex, couples in a dating relationship, and/or those engaged in a romantic/sexual relationship visitation in residence hall rooms.

Guest hours are from 8:00 AM to 10:30 PM. If a guest plans to visit a residence hall room outside these hours, prior arrangements must have been made by the resident with the Residence Hall Dean.

Guests are welcome in the Residence Hall Lobbies between the hours of 8:00 AM and 2:00 AM

## Overnight Guest

All overnight guests must be registered at the front desk and approved by all roommates. Residents must make arrangements with the Residence Hall Dean for approval of their guest for an overnight stay. An overnight guest may not stay over for more than three (3) nights per quarter, after which the guest and their host may be subject to disciplinary action.

Guests who are not residents but who continually stay overnight in the residence hall will be subject to charges as a regular resident. If not a student at La Sierra University, these charges may be levied against the resident host. Guests must register their vehicle with the Dean or Security to avoid a parking citation.

## Hazing/Harassment

Hazing and/or intimidation in any form of any person in the residence hall is forbidden. Hazing is defined as any action taken or situation created, whether on or off university premises, whether in person or online, to produce mental or physical discomfort, embarrassment, humiliation, or ridicule. Any resident who conspires to engage in hazing or commits any act that injures, degrades, or disgraces a fellow resident or person on campus will be subject to disciplinary action and possible dismissal. Harassment includes but is not limited to threats, slander, malicious pranks, abusive name-calling, hate speech, and racial or sexual misconduct.

## Internet Access

Ethernet ports and wireless internet is available in the residence halls. Personal wireless access points/routers are not permitted in the residence halls as they interfere with the residence hall networks.

For all internet related questions, complaints, or issues, please submit a ticket to IT by using the IT Helpdesk link found in your MyCampus portal.

## Keys, Locks, & Lock Outs

### Keys

Room keys are the property of the dorm and must be turned in or replaced by cost by the resident upon checkout. A \$40.00 fee will be charged for a lost room key. Room keys are non-transferable, may not be loaned to anyone, and cannot be copied. Anyone found violating this policy will receive disciplinary action and may be charged a fee. The resident may be billed for re-keying all involved doors.

### Locks

Residents are not allowed to install additional locking devices on any doors. In addition, residents are not allowed to tamper with any installed locks or door handles.

### Lock Outs

Should a resident lock themselves out of their room, the Residential Life staff will open the door for an upfront fee. Lockouts will be addressed in a timely manner; however, a resident may need to wait for staff to become available.

Lock Out Fees are based on times and number of lock outs per student per quarter. \$1.00 fee from 8:00 AM to 10:30 PM, \$2.00 fee from 10:30 PM to Midnight, and \$5.00 fee from Midnight to 8:00 AM. A surcharge may be applied for three or more times a lockout takes place a quarter.

## Laundry Rooms

The residence halls are equipped with washing machines and dryers. These rooms and equipment are for resident use only and are not open to the public or non-residents. La Sierra University & Residential Life are not responsible for damaged or stolen items. Do not leave items unattended.

Laundry room hours are posted. If a resident needs to access the laundry room for any reason after hours, an up-front Lock Out Fee may be assessed.

## Living Off-Campus

Unmarried students under the age of 21 are required to live on campus unless they live with their parents or other approved host. Students may petition to live off-campus under the following circumstances:

- You live with your parents/legal guardian.
- Living with a blood relative who is at least 25 years of age. (Cousins will not be approved)
- Living with LSU Faculty/Staff member
- Financial Hardship (to be considered by the financial committee)
- Married and/or have a dependent child.
- Medical condition that cannot be accommodated on campus.
- Will be 21 within the first 5 weeks of the upcoming Quarter.

\*Students enrolled in less than 8 units may live off campus.

The last day to petition to live off campus is the last day to register for classes. Please send documents to [reslife@lasierra.edu](mailto:reslife@lasierra.edu).

## Lost & Found

Lost and Found is located at the front desk in each residence hall. Items in Lost and Found, if not claimed, will be discarded at the end of each quarter. Residential Life is not responsible for tracking or ascertaining rightful owners of lost and found items.

## Mail & Packages

All residents are assigned a mailbox and mailbox combo that is associated with their assigned room. A resident may find their mailbox combo by logging into their Abode portal. Letters and small packages that will fit will be placed in the resident's mailbox.

Packages are stored separately from the mailboxes and may be picked up by the resident at the front desk of the residence hall. You will need to have your Student ID Card to digitally “sign” for the pickup of your package.

Please allow adequate time in processing your mail and packages. Mail is processed by Physical Plant and then picked up by the residence hall daily. It is then sorted. Residents must check their mailboxes for any mail but will be notified by email for large packages.

Mail and/or packages that are received by the residence hall for a former or non-resident is returned to the University Post Office. Residential Life is not responsible for lost and/or damaged mail and/or packages.

## Meal Plan

According to La Sierra University policy, a meal plan is required for all students living on campus. There are three meal plan options for students under the age of 22. A reduced plan for students 22 years of age and older is available. The student ID card is used to obtain meals in the Commons or Eagle's Nest Cafe. Meals cannot be purchased on behalf of another resident. The student must be present with their ID card to obtain their meal. It is mandatory for lost ID cards to be replaced, which can be obtained at the Office of Student Life or at the Security office. A fee will apply.

If a resident would like to request a different number of meals, please speak to your Dean and they will work with you to change your meal plan.

If you wish to petition to remove your meal plan, please contact Financial Administration or Tracy Tyler to obtain the petition and learn of the petition process.

## Move-in/Move-out

### Move-in

To move-in to the residence hall, a Housing Application must be submitted through Abode and a dorm deposit of \$150 must be on file with the Bursar office. In addition, the Housing Application must be approved, and a move-in date must be scheduled with the residence hall Dean.

Upon arrival, an incoming resident must complete the forms required and receive their key to begin moving their items into the residence hall room. This process activates their meal plan, Student ID for residence hall access, and begins Room and Board charges.

### Move-out

A resident must inform their Dean or RA before moving out. Before completing the move-out process, the resident must clean their room and make sure to move out all their belongings. After completing the correct forms, the resident will then be officially Moved/Checked out.

Failure to Check-out properly will result in a charge of \$150 to the student's account.

Residential Life is not responsible for any items left by the resident after Moving/Checking-out.

## Noise

Noise levels that negatively affect study, sleep, or other activities will not be tolerated regardless of the time of day. It is the responsibility of all residents to be considerate of fellow students living in close quarters so that an environment conducive to academic success and personal happiness is maintained. While instruments, music, etc. may be played in the residence hall room, we ask that it be done so at a reasonable level. If a reasonable level is not maintained, a noise complaint may be filed.

Perpetual offenders will have their offending source(s) of noise (musical instrument, audio/video equipment, etc.) confiscated. Violations may also result in additional disciplinary action and/or termination of the housing contract.

## Quiet Hours

Quiet Hours are from 11:00 PM to 7:00 AM. Consideration for other residents is requested during the periods not designated as quiet hours. Quiet Hours may fluctuate based on the academic calendar and will be relayed by the Resident Assistant.

## Parking

To park on campus, all cars must first be registered with the Office of Security. Angwin, Calkins, and Sierra Towers parking lot gates may be opened only by checked in residents with a current/active Student ID card. Please refrain from parking in the visitors' section, red zone, Deans', or RA spaces, handicapped, and timed spaces to avoid citations.

## Pets, Service Animals, & ESAs

Pets of any kind are forbidden in or around the residence halls. If a pet is found, a \$25.00 minimum fine will be charged per day and the resident will be asked to remove the pet from the residence hall immediately.

Service Animals and ESAs must be registered with and approved by the Office of Accessibility Services of La Sierra University before they are permitted in or around the Residence Halls. Failure to comply with Office of Accessibility Services policies may result in having the ESA/Service Animal removed.

## Refrigerators, Microwaves, & Coffee Makers

### Refrigerators

You may bring a 3.5cu. (or smaller) refrigerator for use in your room. If you do not wish to bring your own, each residence hall is equipped with a communal refrigerator. Items stored in the

communal refrigerator should be marked clearly with the resident's name. Items left for too long or past expiration date will be discarded.

### Microwaves

Microwaves are available in designated areas in Angwin Hall, Calkins Hall and South Hall, but are not permitted in the residence hall rooms. Microwaves are permitted in Sierra Towers residence hall rooms.

### Coffee Makers & Water Kettles

Coffee makers with hot plates, espresso machines, and other heat producing elements are not permitted.

We do allow the following in the residence hall rooms if all requirements are met. Single-serve coffee makers with auto-shutoff and without a hot plate are allowed. We also allow hot water kettles with a fully insulated heating element and auto-shutoff are allowed in the residence hall rooms.

## Residence Hall Probation

Residence Hall Probation is a disciplinary status that indicates a violation of any residence hall policy. This includes but is not limited to behavior, curfew, and worship policies. Students who are placed on RHP are required to meet with their Residence Hall Dean to discuss the parameters of their probation. Residence Hall Probation consequences and length are assessed on a case-by-case basis.

Consequences of being placed on Residence Hall Probation may include but are not limited to reduction in curfew, fines, and/or dismissal from the residence hall.

Residence Hall Probation is separate from any disciplinary action taken by the school or the Office of the Dean of Students.

## Residence Hall Worship

Worship is an integral part of who we are at La Sierra University and Residence Hall Worship is a worship experience designed especially for residents. Residence Hall Worship opportunities, please look for posted signs or ask a Resident Assistant or Residence Hall Dean.

This worship is not the same as University Chapel which is required for all La Sierra University students and has its own attendance requirements.

Residents are required to attend 10 worships per quarter. Each week there are four worship options to choose from that count towards Residence Hall Worship. The 10-worship requirement breaks down to about 1 worship per week. If you have completed your Residence Hall Worship requirement, we still invite you to attend and continue to worship with us.

### Worship Times and Locations:

<b>Time</b>	<b>Worship</b>	<b>Location</b>
Monday at 10:00 pm	Gather	Angwin Hall Chapel
Tuesday at 10:00 pm	Valor	Sierra Towers Chapel
Wednesday at 8:00 pm	Rendezvous	Various Locations
Thursday at 11:00 am	Calkins Worship	Calkins Fishbowl

\*Times and locations may change. All changes will be announced through email, social media, and/or flyers.

Residents age 22 and older are welcome, but not required to attend. If you turn 22 any time after the first day of classes, you are still required to attend 10 worships for that quarter.

Students who do not meet the worship requirement will be placed on Residence Hall Probation.

### Resident Storage

Due to limited space, Resident Storage is restricted to out-of-state residents, residents who live 6+ hours away, and international student residents. You may store up to six stackable items (boxes, containers, suitcases, refrigerators, etc.) Trash bags, backpacks, duffle bags, and/or like items, are NOT allowed and will NOT be stored.

A storage fee of \$100.00 will be charged at the time the storage tags are given. Items not claimed within one quarter of your approved return will be discarded. Residential Life is not responsible for lost, damaged, or discarded items. Storage is not available for non-returning students.

### Room & Board Charges

The Residential License Agreement to occupy a bed space in a residence hall is non-transferable. The university may require a resident who is renting at a double room rate but living alone to move to a room with a roommate or pay a single rate at any time. Residents living alone in a double room but not paying for a single room may be required to house another resident or guest as needed.

Residents who move out must notify the Dean immediately. No refund or proration is given after the first week of the quarter. To be considered for a refund, the student must submit a petition to the Office of Financial Administration.

### Room & Residence Hall Maintenance

Residential Life works hard to keep the residence halls in good condition. There are times, however, when maintenance may need to take place in a residence hall and/or room. Residential Life and/or Physical Plant staff may enter your room to perform maintenance tasks. We will do our best to notify you in advance, but notice may not be given.

Maintenance may require utilities or services to be shut off. This may occur at any time, however, when possible, notice will be given.

If you have a maintenance request, please fill out a ticket in your Abode portal and Residential Life staff will work to fix the issue. In case of a maintenance emergency, please inform the front desk of your residence hall.

## Room Assignment Changes

Room assignments and room changes are made only at the approval and discretion of the Residence Hall Dean.

### Room Changes:

Residents may request a room change at any time; however, most room changes will only take place at the end of the quarter or after the first two weeks of the new quarter. All room changes must be made to the Residence Hall Dean.

Residential Life reserves the right to change room assignments in the interest of health, discipline, or the general welfare of the resident and the university. Disciplinary action also may result in an administrative room change. Any additional request for change of room must be supported by a justifiable need and approved by the Dean.

## Room Condition

Residents are responsible for the condition of the room they are assigned to. This includes the room furniture. Any damage and/or missing furniture will be charged to the resident. If the resident does not take responsibility for the situation, all residents of that room will share the cost of the damages.

## Room Decorations

Residents are encouraged to decorate their rooms in a way that is pleasing and comfortable to them. However, residents need to be respectful of roommates and community members when decorating.

### Door Decorations

Only the names of the residents are allowed on the outside of the students' door. An exception may be made for holiday decorations which must be approved by the Dean.

### Paint

Painting of the residence hall room, door, and/or furniture is not allowed.

### Posters/Pictures/Wall Decorations

Wall type decorations should be hung with putty, poster tabs, or removable adhesive strips. Nails, screws, and/or other devices that cause damage to the walls are not permitted.

## Windows

No signs or other items of any kind (i.e., flags, posters, stickers, etc.) may be displayed in the window. Windows, screens, and safety bars must always be kept in place. Removal and/or tampering with these items may result in disciplinary action and/or fines.

## Inappropriate Decorations

All decorations should be appropriate when taken in conjunction with all La Sierra University and Residential Life policies. Some words, symbols, images, etc. may offend others and as a communal living environment we take this seriously. Any decorations that are reported as offensive will be reviewed by the Residence Hall Dean.

Decorations out of compliance with policies and/or found to be offensive will need to be immediately removed. Additional disciplinary action may be taken.

## Room Inspection

The university reserves the right for the residence dean, his or her representative, or a University security officer to enter and inspect the resident's room at any time. This may be done with or without notice, with or without probable cause, for purpose of management, health, safety, maintenance and to investigate and assess resident compliance with university rules and regulation.

## Skateboards, Skates, Bicycles and Roller Blades

Due to damage to carpets and floors, skateboarding, skating, bicycling, rollerblading, and/or other like activities are prohibited in all residence halls. Additionally, the operation of and storage of these items may not cause damage to the residence hall facilities. If damage occurs, the resident may lose the privilege of use or storage of the item and repair costs may be charged to the resident.

## Soliciting

Soliciting door-to-door or on University property is not permitted. Residents who are approached by a solicitor should contact the Dean or the RA-on-duty.

## Student ID Card

For security purposes, Residence halls are locked 24 hours a day and are only accessible by a resident's Student ID Card. A resident's Student ID Card will be activated for use in the dorm upon completion of the check-in procedure. If a resident finds that their Student ID Card no longer works at the parking lot gate, the residence hall doors, or interior doors, the resident should speak with their Residence Hall Dean.

A resident's Student ID Card should always be kept on their person in accordance with University policy. Not having your Student ID Card and needing to access the residence halls

may be considered a lockout and subject to charges. Use of a La Sierra University ID card by anyone other than the individual is prohibited and may constitute a violation of University policies. Guard your ID card as you would your driver's license, credit cards, or cash.

Report a lost or stolen card in person to the Office of Student Life immediately (Administration Building, Room 202) as you will need to get a replacement ID Card. Failure to replace your ID card or multiple lockout infractions due to lost ID card may result in Residential Life charging your account and providing you with a replacement ID Card.

## Swimming Pools

Angwin and Sierra Towers both have swimming pools that are available for residents of their respective residence halls. Guests and non-residence hall residents are not allowed to use these swimming pools.

Swimming Pools are open from 8:00 AM to 11:00 PM. There is no lifeguard on duty and all swimming is done at your own risk.

## Theft & Prevention

Theft, tampering, or misuse of personal or residence hall property is considered a serious offense. The university is not responsible for losses that may occur in the room or in public areas. Expensive equipment should be covered by a resident's personal insurance.

It's highly recommended to:

Lock your door whenever you leave your room.

Keep your key with you and do not loan it out.

Never keep cash unsecured in your room.

Storing, providing, or possession of anything illegal (stolen items, drugs, etc.) is strictly prohibited.

## Unlawful Entry

It is unlawful to enter someone else's room without their verbal or written consent. You may not obtain a key to anyone else's room from the desk.



# La Sierra

RESIDENTIAL LIFE

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