

Welcome

We have anticipated this day for the past several months, the beginning of your journey of success towards your academic goals. You will soon learn that college life offers more than academic challenges as the year unfolds. You will meet new men from around the world, you may have concerns about how to build a good relationship with your new roommate, or you just might have feelings of being homesick, whatever your challenges may be I am confident that someone on our staff will be willing and able to give you the guidance and assurance you need.

We, your residence hall staff, are prepared to help you transition. We are here to serve you. Reach out to us as you feel the need.

This handbook is your information guide on appropriate social behavior, accountability expectations and general information about services available to you on and off campus.

We are intentional in our efforts to help our residents come to the full realization that they have INCREDIBLE VALUE to their Heavenly Father, to their Parents, and to Us their residence hall staff...Step UP!

Here at Andrews University our residence halls have a long history of Excellence, Excellence in service, Excellence in developmental programming, Excellence in staffing. This year our theme and our challenge to you is Step UP! Step UP, to the INCREDIBLE VALUE that has been placed upon you by God and those who expect Excellence from you.

We are so glad you are here, welcome, and together let us Step Up!

Sincerely,

Spencer Carter
Dean of Men

The Seven Habits of Highly Effective People

By Stephen R. Covey

1. Be Proactive

This means taking responsibility for your attitudes and actions. Break the word "responsibility" into two parts: response/ability. Proactive people recognize that they have the ability to choose their responses. Their behavior is a product of their own conscious choices, based on values, rather than a product of their conditions, based on feelings.

2. Begin With The End In Mind

This is the habit of personal leadership, meaning you begin each day or task with a clear understanding of your desired direction and destination. The most effective way to begin with the end in mind is to develop a personal mission statement, philosophy, or creed that focuses on what you want to be (character) and do (contributions).

3. Put First Things First

This is the habit of personal management, which involves organizing and managing your time according to the personal priorities you established in Habit 2.

4. Think Win-Win

This is the habit of interpersonal leadership. In personal relationships and businesses, effectiveness is largely achieved through the cooperative efforts of two or more people. Win-Win is based on Abundance Mentality - the paradigm that there is plenty for everyone, that one person's success is not achieved at the expense or exclusion of the success of others. Win-Win means that agreements or solutions are mutually beneficial and satisfying.

5. Seek First To Understand, Then To Be Understood

This is the habit of communication-the most important skill in life. Most people don't listen with the intent to understand; they listen with the intent to reply. In contrast, Empathic Listening gets inside another person's frame of reference. You see the world the way he or she sees it, you understand how he or she feels.

6. Synergize

This is the habit of creative cooperation and teamwork. Two people, creatively cooperating, will be able to produce far better results than either one could alone. Synergy lets us discover jointly things that we are much less likely to discover by ourselves.

7. Sharpen The Saw

This means having a balanced, systematic program for self-renewal in the four areas of our lives: physical, mental, social/emotional and spiritual. Without this discipline, the body becomes weak, the mind mechanical, the emotions raw, the spirit insensitive and the person selfish.

(Covey, Stephen R., *The Seven Habits of Highly Effective People*)

MEIER/BURMAN DIRECTORY

Administration

<i>Name</i>	<i>Ext.#</i>	<i>Home #</i>	<i>Cell #</i>	<i>E-mail</i>
Dean Carter	3395	471-1495	208-4705	scarter@andrews.edu
Dean McCullum	3393	471-6547	208-0397	mccullum@andrews.edu
Dean Salyers	2757	471-3037	876-6293	salyers@andrews.edu

Meier Hall Extensions

<i>Departments</i>	<i>Ext.#</i>	<i>Home #</i>	<i>Cell #</i>	<i>E-mail</i>
Michele Bunker (Office Manager/Housing)	3397	na	208-9303	micheleb@andrews.edu
Health Club (Don Bishop)	3389	471-5279	na	bishop@andrews.edu
Housekeeping (Emma Tenorio)	3531	471-3722	na	etenorio@andrews.edu
Maintenance (William Colwell)	6172	473-2460	989-6162 pgr	colwell@andrews.edu
Guest Services (Willyta Wamack)	3664	461-6186	325-6187	wwamack@andrews.edu
Front Desk	3390	na	na	na

Student Deans

<i>Name</i>	<i>Office #</i>	<i>Cell #</i>	<i>E-mail</i>
Java Mattison	6245	208-5489	mattison@andrews.edu
Rodrigo Correa		631-484-8687	correa@andrews.edu

Resident Assistants

<i>Name</i>	<i>Phone #</i>	<i>Hall</i>	<i>Room #</i>	<i>E-mail</i>
Phillip Byrd	8400	1 st . East	101	pbyrd@andrews.edu
Jason Webster HEAD RA	8529	1 st . East	136	websterj@andrews.edu
Ernesto Sanchez	8409	2 nd . East	201	ernesto@andrews.edu
Joseph Underhill	8538	2 nd . East	236	underhil@andrews.edu
Hudson Drakes	8418	3 rd . East	301	drakes@andrews.edu
Trevor Smith	8547	3 rd . East	336	trevor@andrews.edu
David Choi LNRA	8479	1 st . West	139	choid@andrews.edu
Emmanuel Scott LNRA	8454	1 st . West	137	scotte@andrews.edu
Pohlmarc Lawrence LNRA	8558	1 st . West	171	pohlmarc@andrews.edu
Michael Anderson LNRA	8583	1 st . West	172	michaela@andrews.edu
Eddie Infante	8463	2 nd . West	237	edy@andrews.edu
James Walangitan	8592	2 nd . West	272	walangit@andrews.edu
Brandon Gabel	8472	3 rd . West	337	gabel@andrews.edu
Jonathan Lenor	8603	3 rd . West	372	leonorj@andrews.edu
Richard Bass	8778	Burman	G17	bassr@andrews.edu
Jesse Lee HEAD RA	8705	Burman	118	jessel@andrews.edu
	8790	Burman	418	
Brian Ibanez ALTERNATE	8553	Meier	130	ibanez@andrews.edu
David Baker ALTERNATE	8523	Meier	342	dbaker@andrews.edu

Administrative Staff

Spencer Carter

Dean of Men

GENERAL SERVICES	Support and Advising Short Term Counseling & Referrals Crisis Intervention Overnight Leave Approval and Night Check Supervision Substance Abuse Prevention and Accountability Worship Services Speaking appointments as assigned Residence Hall Dean's Workshop Instructor as assigned
RESIDENT ADVISORS/ ASSISTANTS	General Supervision, Training and Hiring
HOUSING	General Supervision Roommate Negotiation
SCHEDULING	Dean's Schedule Worships and RA Schedule
FACILITY MANAGEMENT	Housekeeping and Maintenance supervision Loft Inspection Room Inventories Check ins/Check outs
MEIER OFFICE	General Supervision
MEN'S CLUB	Sigma Phi Delta Sponsor and Social Programming
PUBLICATIONS	TP Times, The Dean's Bulletin Board, The Dean's Door, Summer Letter
COMMITTEES	Deans' Council Student Services Council Professional Recommendations Substance Abuse Advisory Convention Service/HCPA Black History
STUDENT DEANS	Supervision, Training, and Scheduling

Asa Solomon McCullum

Assistant Dean of Men

GENERAL SERVICES	Support and Advising Short Term Counseling & Referrals Crisis Intervention Overnight Leave Approval and Night Check Supervision Substance Abuse Prevention and Accountability Worship Services Speaking appointments as assigned Residence Hall Dean's Workshop Instructor as assigned
MEIER DESK SERVICES	Hiring, Supervision, Training and Scheduling
RESIDENCIAL SECURITY	Personal Safety, Security Access System Supervision
EVENING ACCOUNTABILITY	Supervision and Records Discipline for Overnight Leaves, Night Check and Curfew Violations Check Sheets and Overnight Leave Supervision
LATE NIGHT RA	Supervision, Training, and Scheduling
DEVELOPMENTAL PROGRAMMING	General Supervision and Assessment of Educational PROGRAMMING Academic Support and Advising
COMMITTEES	Deans' Council Student Success Campus Safety and Appeals

Jason W. A. Salyers

Assistant Dean of Men

GENERAL SERVICES	Support and Advising Short Term Counseling & Referrals Crisis Intervention Overnight Leave Approval and Night Check Supervision Substance Abuse Prevention and Accountability Worship Services Speaking appointments as assigned Residence Hall Dean's Workshop Instructor as assigned
WORSHIP PROGRAMMING	Worship Structural Planning, Promotion and Assessment Music Coordination Supervising Guest Speakers
WORSHIP ATTENDANCE	Records and Accountability

HEALTH CLUB	General Administration and Support of Student Manager
RESIDENCE HALL Fire Safety	Programming for Fire Prevention and Drills Fire System Supervision
HOSPITALITY	Preview Weekends and Visiting Groups Fall and Spring Semester Welcomes New Student Orientation Registration Packets
COMMITTEES	Deans' Council CERP

Michele Bunker

Office Manager

GENERAL ACCOUNTING	Records, Meier and Burman Departmental Accounting
HOUSING	Records, Assignments, and Charges
OFFICE Management	General Office Operations
FACILITIES MANAGEMENT	Rental of Meier and Burman Facilities

Emma Tenorio

Housekeeping Director

CUSTODIAL	Hiring and Supervision, Laundry Services Physical Plant Management and Cleaning
STORAGE	Students Personal Items limited time and Space
LAUNDRY	Provision of Individual Laundry service for Meier Burman

William Colwell

Maintenance Director

MAINTENANCE	Residence Hall Maintenance and Repairs Hiring and Supervision of Staff Preventive Maintenance
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Willyta Wamack

Director/Coordinator of Guest/Summer Convention Services and Residence Hall Housing

GUEST SERVICES	Student Room Assignment, and Guest Reservations for Meier/Burman, Lamson Halls, and other campus facilities
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Accountability

The Goal of Discipline

Consistent with the mission of the University and the Student Services Department, the goal of discipline is a character development. Six hallmarks, listed below are referred to as the "Andrews Ethic."

1. Respect

- Respect for self as God's creation
- Respect for individuality
- Respect for others in general
- Respect for diversity--gender, the challenged, culture

2. Safety

- Physical and personal safety needs
- Acceptance and belonging needs
- Emotional safety of self and others
- Racial, ethnic and diversity needs

3. Protection of Property

- Personal belongings
- Property of others
- University property

4. Keeping on Task

- Attending to spiritual development and worship opportunities
- Attending classes, studying, completing work assignments
- Functioning within reasonable time-lines, limitations, and boundaries
- Developing a strong and balanced work ethic

5. Appropriateness

- Developing appropriate relationships with fellow students and the University community
- Being appropriate in deportment
- Learning acceptable social behavior

6. Internalization

- Contemplating the beneficial character development in relationship to eternal life
- Embracing and practicing Christian principles
- Thinking clearly and making rational applications for life
- **Using social behavior that is appropriate for the self and the situation**

Choosing to follow this "Andrews Ethic" will assist you in your over-all development as self-disciplined man. Imposed discipline is recognition that self-discipline according to the "Ethic" has not been chosen.

Auto Repair

For the non-mechanic, there are several garages in the immediate vicinity where you can have your automobile repaired. If you have the expertise to do the job yourself, feel free to do so in the parking lot area over behind the tennis court. Be sure to clean up behind yourself and do not start a job that you cannot finish in the same day. No cars should be left in pieces or up on stands overnight. If you need to use a garage for small repairs that will take a few hours to complete contact Dean McCullum or Dean Salyers and see if their garages are available. Do not plan any major overhauls or major paint jobs in this area. A garden hose is (seasonally) available to help keep your car clean. Those who use the garages are expected to leave it clean. Please dispose of all used oil in a proper manner. We also request that you do not take car or motorcycle parts into the residence hall to work on.

Auto Use & Parking

Auto use on campus is a privilege and must be treated as such. The Campus Safety Department coordinates this area with the full cooperation of the residence hall. Remember to use common sense in driving. Help keep this campus safe for pedestrians and joggers. Parking is provided in the area behind Meier Hall for both Meier and Burman residents. The lot behind Burman, the west end of the tennis courts, as well as the west end of Meier Hall parking lot is for Burman residents. Please do not park in access lanes or in areas posted as no parking. Make sure that any vehicle you bring onto campus is registered. The necessary sticker can be obtained free of charge at the Campus Safety Office. Parking of unused vehicles must be cleared by Dean McCullum and Campus Safety. All vehicles parked in campus parking lots must be in operating condition and have a valid license plate and insurance.

Beds

If you want to bunk your beds, you can take the extra feet and end caps to the Housekeeping department to exchange for bunk bed connectors. Bed ends must have feet and end caps at all times. All mattresses must be off the floor. You should use the springs that are provided. If your springs are too soft, contact Housekeeping. **All bed parts must remain in your room.** Waterbeds are allowed only on the ground floor.

Bicycles

Always lock your bicycle, even if you are leaving it only briefly. Remember to ride safely on campus sidewalks. You will appreciate the same consideration as you walk on campus. Fire regulations require us to keep the stairwells, lobbies and halls clear of obstructions. Bicycles placed in these areas will be removed. Many people keep their bicycle in their room or locked in the bike racks that are provided outside of the residence halls and classroom buildings. **Bicycles are not to be ridden in the buildings.** RA's may confiscate the bicycles of repeat offenders. Further questions on bicycles and policies should be directed to the Campus Safety Department, ext. 3321. It is strongly encouraged that your bicycle be registered with Campus Safety.

Burman Lobby

Burman Lobby is closed to visitors 11:00 p.m. Sunday- Friday, and is closed at 1:00 a.m. Saturday night. Burman Lobby is open to visitors at 5:30 a.m. **Gentlemen remember you are responsible to maintain the Dignity, Integrity, and Reputation of your guest.**

Canteen (Vending Machines)

If hunger pangs should strike at unusual hours, you will find canteen machines in Meier and Burman. These machines are stocked with a variety of snacks and soft drinks for your convenience. The Terrace Cafe stocks and maintains all canteen machines on campus. Please address all complaints and suggestions to the food service office. You may also redeem your Michigan soda can deposit at the Gazebo.

Checkout Procedure

Upon leaving or when changing rooms, it is imperative that your room be properly checked out by your Resident Advisor or Dean on duty. In both cases, this will require a thorough cleaning of the room. Failure to be responsible in this area will result in cleaning charges applied to your account. Additional charges will be made for careless or malicious room damage that has occurred during your occupancy. Please note that double-sided tape should not be used to hang posters! If your room or bathroom is damaged by someone other than you or your roommate, be sure to let one of the deans or housekeepers know at once so you will not be charged at checkout time.

At times during your stay you may be asked to move to another room. Failure to care for this within the time given may result in extra charges. Returning students are not charged extra for Christmas and Spring Breaks. When you check out, everything should be as clean as if you were the last one to leave. Plan your cleaning detail with your room/suite mates.

Cleaning Supplies

You are responsible for purchasing needed supplies and for the cleaning of the sink, bathroom (toilet, floor, and shower), mirror, windows, and blinds in your room. Do not use liquid bleach in the Residence Hall. Powdered bleach is available at the front desk in Meier Hall.

Commons Area

The commons area of the men's residence halls consists of the desk area and main lobbies. These areas are open for guest visitation until the regularly scheduled curfew. Electronic equipment, musical instruments, etc., are not to be played in these areas. Exceptions will be determined by the dean-on-duty. The Student Dean will supervise these areas during the evening hours. Because these are open to the public, may we please insist that proper clothing (including shirts) be worn when frequenting these areas. The Main Lobby is closed to female guests at 11:00 pm Sunday - Friday, and at 1:00 am on Saturday night. The Commons Area is officially closed to residents at 2:00 am. Individual exception may be made by the dean on duty for study groups or other legitimate group activities. **Gentlemen remember you are responsible to maintain the Dignity, Integrity, and Reputation of your quest.**

Computer Ethics

The use of computer resources at Andrews University is a privilege and responsibility to be used appropriately. The following inappropriate uses of a computer network connection include, but are not limited to:

1. Illegal actions such as:
 - a. Attempting to gain unauthorized access to data, computer accounts or systems.
 - b. Illegally copying or distributing licensed or copyrighted software.
Malicious attempts to damage data, software or hardware.

2. Using the computer or network in such a way as to intentionally impede the computing activities of other users (off-topic or blanket posting to news groups or list servers, excessive mail, filling all disk space, tying up computer resources for excessive game playing, etc.)
3. Using derogatory or profane language in electronic communication.
4. Harassment of other users through electronic communication.
5. Using computer accounts other than those assigned to the user.
6. Giving a computer account password to another person or enabling others to have unauthorized access to a computer system. Refer to Computer and Networks Usage Policy of which a copy may be secured in the Meier Hall Office.

COPY AND FAX SERVICES

Are available at the Meier Hall office for a fee: photocopies - \$0.10 per copy

Fax: **International:** \$2.00 1st page, \$1.00 additional pages

Domestic: \$1.00 1st page, \$0.50 any additional pages

INCOMING: \$0.10 PER PAGE RECEIVED

Disciplinary Actions

Andrews University has a system which informs you and your parents (or person to whom you are responsible) of violations of university policies, and the resulting consequences. Depending on the severity of the situation, any of these steps may be bypassed at the discretion of Student Services personnel. In general, however, the process is in this order:

A. Counsel/AWOL (Absent Without Official Leave)

Student Services personnel may inform you of violations of University regulations and give appropriate counsel. This communication may be verbal or in the form of a computerized card, memo, or letter. Parents are not usually notified at this stage.

B. Citizenship Probation

This status is enacted to help you overcome unwise social habits and carelessness or lack of respect for people, property, and established regulations. They are as follows:

1. Your membership is considered tentative, and additional lack of cooperation with University regulations may result in withdrawal or dismissal.

2. If you were on citizenship probation you would not be considered a viable example of the Andrews student, and you would not run for or hold public office in any University or student organization, and would not participate in special intramurals and off-campus public appearances which represent the University except as involved in class activities. On-campus appearances would be limited to an un-featured member of a large organization such as choir, band, orchestra, etc. You would be responsible for limiting your activities to those outlined above. Failure to do this may result in a suspension.
3. While on probation, you might forfeit the privilege of:
 - a) operating a motor vehicle
 - b) weekend leaves
 - c) and other privileges as seen appropriate by the University official writing the probation contract.
4. You would be required to consult regularly with a counselor.
5. If your behavior while on citizenship probation requires the sending of an additional disciplinary letter, a Letter of Suspension may be issued.
6. Other restrictions may be specified by the Vice President for Student Services or the residence hall deans as the need arises.
7. If you were placed on citizenship probation you would be asked to sign a contract, pledging to perform faithfully the terms of probation and agreeing to withdraw from the University upon failure to do so.

C. Code of Student Conduct

See the current Student Handbook, which is available at the office of Student Services, located in the Campus Center.

D. Dismissal

If you receive this letter, you are permanently separated from the University.

Note: For more detailed information see current Student Handbook.

E. Letter of Warning

This letter from a residence hall dean or the Vice President for Student Services indicates that you have been involved in a more serious disregard of University expectations. Further irresponsibility may lead to probation, suspension, withdrawal, or dismissal.

F. Removal of Privileges/Residence Hall Probation

This letter from a residence hall dean indicates that you have a serious disregard for our expectations. Your status is considered tentative. Further disregard of residence hall expectations may lead to suspension, withdrawal,

or dismissal. Residence hall probation usually lasts for 10 weeks. During this time you may forfeit the privilege of any or all of the following:

1. Overnight leaves
2. Class status as it applies to privileges, Honor Status, or Graduate Status
3. Leaving the residence hall after room check
4. Use of television and /or sound equipment in your room
5. Other privileges as seen appropriate by the residence hall deans

G. Suspension

There are three types of suspension involving separation from the University:

- a) for a definite time
- b) for an indefinite time
- c) until a specified condition is met after which the student may apply for reinstatement.

At the discretion of the residence hall dean or the Vice President for Student Services suspension involving separation from the University may be:

- a) to one's own home
- b) to an acceptable off-campus home
- c) on campus in the residence hall which usually is accompanied by "Residence Hall Probation" and "Community Service" work. Further disregard of University expectations could result in your being dismissed or asked to withdraw.

H. Withdrawal

A student, who is consistently irresponsible in regard to University policies, is insubordinate, or who is involved in a single major misbehavior may be asked to withdraw. A student who willingly withdraws may be considered for readmission after absence of one quarter. Refusal to withdraw may result in formal dismissal.

Door and Name Tags

We require that all residents have a clearly printed card (listing the occupants) in the place provided on the outside of each room door. **Please do not put any decals on your door.**

Dress Code

Campus attire should reflect principles of modesty and appropriateness. Shorts may be worn providing that they are of the "boxer" style. A suit and tie is always proper attire for vespers or church. Note that the cafeteria requires the wearing of a shirt, acceptable shorts or pants, and appropriate footwear for all meals.

Electrical Appliances

Electrical appliances may be used only if the wiring can adequately handle the current demands. If an appliance causes a circuit to overload, please notify the Meier Desk at ext. 3390, or your Resident Advisor so that he can reset the circuit breaker.

- **Halogen lamps are not permitted in your room.**
- Hot plates, electric frying pans or appliances with open heating elements are not allowed in your room and may be confiscated.
- If you need a space heater, it must be an approved UL (Underwriters Laboratories) space heater. Meier provides all the space heaters. They must be used safely. Don't leave your room with the heater on. Failure to comply may result in confiscation of the heater.

Evening Accountability

Curfew times are increased according to class standing. Late passes will be given only for emergencies or unusual circumstances. Students are expected to be in by the proper curfew time. Please note: Residence hall probation will affect curfew requirements. If you miss night check, please sign-in at the reception desk. Signing-in after your curfew does not excuse you from missing check, but it will keep you from being counted absent for the entire evening.

Class Standing	Sunday-Friday	Saturday
<u>FRESHMAN</u> (0-24 Credits)	11:00 PM Honor Status: none	SUN 1:00 AM
<u>SOPHOMORES</u> (25-56 Credits)	12:00 MIDNIGHT Honor Status: 1 am	SUN 1:00 AM Honor Stat.: Sun 1:30 am
<u>JUNIORS/SENIORS</u> (57-86) (87+)	1:00 AM Honor Status: 2 am	SUN 1:30AM Honor Status: Sun 2 am
<u>HONOR 21</u>	NONE	NONE
<u>GRADUATE STATUS</u> (In graduate school or 22+ years of age)	NONE	NONE

Accountability Requirements

All Undergraduates

1. All undergraduates must be accounted for at all night checks according to policy.
2. No restrictions on the number of overnight leaves per quarter.

Graduate Status

1. Can be achieved by meeting the requirements.
2. Graduate status students are requested to submit overnight leave requests when leaving the residence hall overnight. This need not be pre approved by a dean.
3. Room check for Graduate-status students will be made nightly. Although there is no specific curfew, a record will be kept of the pattern of late entrances.
4. You may apply for Graduate Status in the Meier main office.

Night Check - Sign-In

Night check is at 11:00 PM, Sunday through Friday and at 1:00 AM (Saturday Night) on Sunday morning. When room check is taken, you are expected to be accounted for or to sign-in at the front desk or other designated areas. It is your responsibility. If you are not on your floor or area and don't have an authorized overnight leave or late pass, an administrative RA will try to locate you. If he cannot find you or if you are late and do not sign in, you will be counted as absent from room check. Discipline will result from irresponsibility in this area.

Late Entrances: Any resident who returns to the residence hall after curfew up to 1 hour and 30 minutes after curfew will receive a Letter of Counsel stating he has a Late Entrance. If he chooses to dispute the Letter of Counsel he should see the Student Dean the following day.

AWOL's: Any resident, who returns to the residence hall 1 hour and 30 minutes past their published curfew until 4 am, will receive a Letter of Counsel stating he has AWOL and must see a Dean within 24 hours. Every student who is warranted an AWOL will receive a letter of warning from the dean. If the AWOL is excusable no Letter of Warning will be given but, the discussion concerning the AWOL will be documented and placed in the students file as with all other meetings with the students regarding accountability issues.

Overnight AWOL's: AWOL residents who return after 4 am, or who have not been accounted for the entire night, will face disciplinary action that may result in suspension. Every student who has been unaccounted for will receive a letter from a dean. If a resident accrues one AWOL, he forfeits the possibility of accruing 3 Late Entrances without penalty. In other words, he automatically moves to the level in which he will receive a letter of Warning.

Curfew Follow-through			
Late Entrance #1	Letter of Counsel		See Student Dean
Late Entrance #2	Letter of Counsel		See Student Dean
Late Entrance #3	Letter of Warning	AWOL #1	See Dean / SD
Late Entrance #4	Letter of Counsel		See Dean
Late Entrance #5	Letter of RHP	AWOL #2	See Dean
Late Entrance #6	Letter of Suspension	AWOL #3	See Dean

Overnight Leaves, (OV)

All Overnight Leaves (OV) must be authorized by the Dean on Duty, Student Dean or designated person, before you leave campus. OV requests must be submitted online by **Wednesday at 11:00 p.m.** so they can be authorized and returned by Thursday. If your OV is not submitted by Wednesday you must find a Student Dean or Dean and have them authorize your OV. Remember, it is your responsibility to make sure your OV has been authorized before you leave campus. Leaving before an OV is approved or any OV misuse will result in disciplinary action and removal of overnight leave privileges. If plans change after an OV is approved, it is your responsibility to notify the Dean on duty to cancel or arrange a new approved OV. A copy of undergraduate students OVs will be sent home. Overnight leaves are normally approved if you are going to a family home: your home, a home with parents or married host couple present, and/or a home with an adult male over 25 years of age present. The dean must receive an invitation (by letter, phone or fax) from host families, other than your home. When requesting to go to a non-family home (single, male friend under 25) you must initiate your own parents' permission which must be communicated to the Dean prior to departure. You can fill out your OV online by entering the Andrews website. Enter the Vault and click on Residence Hall Occupancy.

Entrepreneurial Selling

Residence halls prohibit the selling of food or beverages from your room. All other entrepreneurial selling must be approved by the dean.

Female Visitors

All female visitors must obtain permission from the dean-on-duty to visit Meier's and Burman's living areas. Permission is granted only because of the special merit of the request. The female visitor must be accompanied by a Dean, Student Dean, or Resident Assistant. Violation of this policy will result in discipline.

Fighting/Harassment

Physical abuse, assault, and verbal threats made to any other person, or conduct which endangers the health or safety of another, either on or off-campus may result in discipline. This includes harassment, obscene gestures, or inappropriate telephone calls.

Fire and Life Safety Code

Fire regulations require that stairways and halls be free from obstruction at all times. The Life Safety Code does not permit the possession or the use of incense or candles. Violators will be subject to disciplinary action, which may also include a fine. Upon moving into your room, refer to the fire information stickers on your door for exit instructions. Make sure that you learn all possible routes of escape from your room to the outside as indicated by red exit lights.

Fire Drills

Fire drills are scheduled periodically and state law requires that all residents participate. **Participation is not an option!** If you detect smoke or evidence of fire, notify 911 immediately!

Fire Extinguishers, Hoses and Fire Alarms

Fire extinguishers, hoses and fire alarms are for fires only. Michigan law states that false alarms may be punishable by no more than \$500 in fines and up to one year in jail. In addition, a fine of up to \$500 may be assessed by the Residence Hall. A reward may be offered by the Residence Hall for information leading to the discovery of any person setting off a malicious or false alarm.

**Take special attention to read and understand
table III on the following page.**

TABLE III		
FIRE SAFETY SANCTIONS		
VIOLATIONS	SANCTIONS*	
Tampering with fire safety equipment Misuse of smoke detector Inappropriate discharge of fire extinguisher Pulling fire alarm without just cause	Up to \$500* fine plus related costs included but not limited to those assessed by AU \$500 fine \$500 and up to 1 year imprisonment*	
Willful disregard of fire safety rules and regulations Obstructing hallways, blocking fire exits, propping doors open, smoking in residence hall, improper use of alarmed exit door, leaving cooking pots unattended.	(\$50 - \$500) plus related costs as determined by the Residence Hall director and/ or Campus Safety department.	
Noncompliance with office orders Willful disregard of interference of office's (fire, police, campus safety, or residence hall personnel) orders	\$500 fine, and letters of warning or suspension as deemed appropriate by the Residence Hall director	
Use of incendiary materials Matches, lighters, flammable liquids, fireworks, smoke bombs Incense, candles, halogen lamps, space heater, open coil heating device i.e. hot plates	\$50 fine plus related costs Destruction of AU property will be dealt with according to the policy \$25- \$50 fine as determined by Residence Hall deans, University Housing, &/or Academic Administration	
Possession of incendiary materials Matches, lighters, flammable liquids, fireworks, smoke bombs, space heater, open coil heating device	\$25- \$50 fine Items will be confiscated	Appeal Process: Appeals to the appropriate VP must be submitted in writing no more than five business days after the charge is made.

Whenever the Fire Alarm Sounds

1. Stop whatever you are doing and leave the building at once. If your window is open, close it.
2. Feel the door before opening it. If it doesn't feel hot, open it slightly. Hold your head away and brace the door with your foot. Test heat of air by putting your hand across the opening. If the door is hot, the hallway is not safe.
3. If the hallway is not safe remain in the room. Plug any opening or cracks where smoke may enter using wet towels, sheets, blankets, mattresses, etc. Stay as close to the floor as possible.
4. In rooms with a window, open the window slightly and stay near it. KEEP CALM, avoid hysteria. DO NOT climb out of the window, unless on ground floor. Many lives are saved by closing doors, sealing all openings against hot air and gases from the hallway, and calmly awaiting rescue.
5. To indicate that you are in the room, hang a towel or sheet outside your window. If smoke enters your room, make a tent with a towel or blanket at a slightly open window and breathe outside air.
6. If your door is not warm or hot, put on your coat and shoes and leave your room. Close your door as you go out and check the hallway for possible hazards or smoke.
7. If the hallway looks safe, use your designated exit.
8. Exit single file down the designated stairway. Do not use the elevator if you are in Burman.
9. Once you are outside the building move at least 250 feet away from the building and wait quietly. Do not stand in stairwells or entries.
10. Once the alarm has ceased, wait for Campus Safety or the fire department to give the all clear signal. Then you may re-enter the building in an orderly manner.
11. If you are not on your own wing when the fire alarm sounds, please leave the building by the nearest exit.
12. Discipline may result from not exiting a building during a fire alarm.
13. It is a good idea for you to count the doorways and any other features between your room and the exit in case the hallway is filled with smoke and you can't see the exit.

Firearms and weapons

FIREARMS and **WEAPONS** are **FORBIDDEN** anywhere **ON CAMPUS**.

- In the State of Michigan a Firearm is "any weapon which has a rifled barrel and is propelled by a spring, air, or explosives."
- Possession of martial arts weapons, paintball guns, BB guns, pellet guns, bow and arrow, hunting or fighting knives, or any other item that may be used as a weapon may result in major discipline.
- For More information on Campus Weapons Police review the Department of Public Safety Vehicle Code booklet, pages 9 and 20.
- IF THE DEANS, CAMPUS SAFETY or THE POLICE CONFISCATE ANY OF THE ABOVE ITEMS YOU WILL NOT GET THEM BACK.

Flammable Materials

Are not to be stored in the residence hall, nor are they to be used in the residence hall in heaters, experiments or in any other manner one's imagination may conjure up.

Food

Please remember that the preparation of meats, poultry, and fish is not appropriate in the residence halls. Those who store food in their room are responsible for maintaining proper storage and cleanliness. And all food is to be prepared and cooked in the kitchen. The kitchen is located on ground floor in Burman and it is located on the third floor west side in Meier Hall.

Games

Group games must be in keeping with Christian standards. University policy specifically prohibits the playing of overtly violent board or computer games. Other games associated with the occult or gambling are also prohibited. Water fights are never appropriate in the residence halls. Squirt guns and other water fighting supplies that are used within the halls will be confiscated and not returned.

Ice

Ice is sold at the Meier Hall front desk for \$1.00.

Identification Cards

I.D. cards are obtained at registration and are needed access into the residence halls, for identification to charge meals in the cafeteria, to use vending machines and to check out available items at the desk. If you lose your I.D., you must make arrangements with the Food Service office for your meals. A lost I.D. may be replaced by going to NIDA, located on the second floor of the Administration building. A \$10 charge will be assessed.

Keys

Your room key is assigned to you at check in. Please know that there will be a \$60 charge if you;

- a) Loose your key
- b) Fail to return your key at check out time
- c) Change rooms without returning your key

If you do loose your key, come to the main office at Meier to get a replacement. The cylinder will be changed and a new key will be issued to you.

Kitchenette

In the Burman Hall Activity Center, G18 in Burman and 355 in Meier Hall there are kitchenettes that may be used by residents. G18 is for Burman residents only. M355 is for Meier residents only. Please keep these areas clean and make sure that you turn the stove off when you are finished. Advance reservations for the kitchen in the activity center can be made for group use by contacting Meier Hall Office @ 3397 and paying a \$100.00 deposit. This is returned after the room is checked by Housekeeping. We request that these facilities not be used for the preparation of fish, poultry, or meat. Clean up when you are finished. Please do not use this area to get your hair cut. **All cooking must be monitored by someone who remains physically in the kitchen as long as anything is in the oven or on the stove. Kitchens will be locked at 11:00 p.m.**

Laundry

There are coin-operated washing machines in the basements of Meier and Burman. These machines are for residents only! You will find ironing closets provided at the end of each floor. (Caution: Hot irons placed on carpeting tend to melt carpet. A minimum charge of \$25 may be placed on your account in the event of an accident.) The residence hall will not be responsible for items stolen from these areas. You need to stay by your laundry at all times. If any clothing is damaged in the laundry, please notify the dean-on-duty as soon as possible.

Laundry service

Laundry can be washed, dried and flat folded for only \$0.45 per pound for sorted clothes and \$0.90 per pound for unsorted clothes! It costs less for you and it saves you time. The laundry service is located on the west side of Meier Hall on the first floor.

Legal Awareness

As an adult, the consequences for breaking the law become more serious. Many infractions, both on and off university property, may involve legal action by civil authorities. For your information and protection, the following partial lists of felonies and misdemeanors are provided. Michigan is a zero tolerance state when it comes to alcohol possession in motor vehicles. This is not an exhaustive list.

Felonies:

1. Any crime punishable by more than one year in prison.
2. Sexual assault
3. Rape / Date Rape
4. Breaking and entering
5. Theft over \$100
6. Larcenies
7. Aggravated assault with intention to do bodily harm short of murder; assault with a weapon of any kind.
8. Second or third offense of a misdemeanor.
9. Bad checks over \$100
10. Forgery
11. Embezzlement
12. Illegal use of explosives

Misdemeanors:

1. Possession or use of marijuana
2. Simple assault with no weapon
3. Theft under \$100
4. Retail fraud (shoplifting)
5. Trespassing
6. Reckless driving (third time becomes a felony)
7. Bad checks under \$100
8. First-offense drunk driving
9. Disorderly conduct
10. Open intoxicants in a motor vehicle

Loft Information

Only modified lofts or stilted beds are permissible. The basic structure of the room must not be changed or defaced by any modification. All structures must meet the regulations that are listed in the building code. You can get a copy of the building code from Meier office.

Before you begin construction, you must have approved plans, and get a building permit from Maintenance. If you start construction before receiving approval of plans, and you may be asked to remove the structure and any damage to the room will be charged to your account.

Before construction begins, you can get carpet pads from Housekeeping. These need to be placed at any point where your loft structure contacts the wall, ceiling or floor.

A safety inspection is required on completion of construction. Failure to comply may result in discipline and/or loss of the privilege of having a loft.

If the need arises to store any of your furniture outside of your room, contact housekeeping.

Mail

Mail boxes will be assigned to each Meier and Burman Hall student upon taking residence in the halls. The resident will receive their mail at the boxes assigned to their room number. If a resident relocates to another room the mail will be placed in the new mailbox that is associated with the new room, after the student has properly checked out of the old and in to the new room.

Mail will be delivered to mail boxes in Meier and Burman Halls Monday through Friday. Outgoing letters may be mailed in the slot at the front desks. Intercampus envelopes are available at the desk for on-campus communications.

Your Proper Address Is:

Your name

(Burman/Meier Hall) (Room #) (if Meier indicate A or B)

Berrien Springs, MI 49104-0900.

Packages will be available for pick up at the front desk of Meier Hall. All residents receiving packages will be contacted by phone or email. ID is required to pick up your package.

Forward your mail when leaving for the summer or extended absences. Come to the Meier Hall Office and inform the Office Manager of your forwarding address. Failure to do so may result in long delays in receiving your mail. We regret that we are unable to hold mail in the mailroom for extended periods. To hold mail students must make arrangements with the Campus Post Office.

MUSIC AND SOUND EQUIPMENT

Amplified equipment or musical instruments are not to be played in the public areas of the residence halls. Exceptions to this rule will be determined by the deans. Amplified equipment or musical instruments are not permissible in the residence halls unless the sound is confined to the room. Violation of the above may result in loss of the item in question. **Do not bring Sub Woofers or Amplifiers into your rooms for use.**

Noise Pollution

Noise Courtesy 24hrs 7 Days A week. Especially Quiet 10p.m.-6a.m.

Noise & Sound is to be confined to room. Violation of this policy will result in **Discipline & Documentation by letter**. Repeated violations may result ultimately in suspension. Quiet Hall Residents agree to not only keep the noise confined to their room at all times, they agree to use head phones if they choose to listen to audio equipment. If the need arises to have loud conversations after 10:00 p.m., please use the lobby outside the Gold Room or the Front Desk. **Remember Noise Pollution applies to inside as well as outside of your room and the residence halls.**

Oil Changes

Please dispose of your used automobile oil in a responsible matter. Do not put it in dumpsters, pour it down storm sewers, or dump it on the ground. Take waste oil to Dennis at transportation and he will show you where to place it

Ombudsperson

If you have a problem that you cannot resolve in any area on campus, you can contact the ombudsperson Dr. Roger Dudley, ext. 3589 or 6533. He has been chosen to be the faculty and student advocate. Further information may be obtained from the Student Labor or Human Resources Offices in the Administration Building on Campus.

Outdoor Recreation Facilities

There are a variety of outdoor recreational facilities on campus. These include football and soccer fields, softball diamonds, tennis courts, a volleyball court, a quarter-mile track and basketball courts. Basketball, volleyball, and tennis courts are located North of Meier Hall. Courts are closed 30 minutes before sundown on Friday, and until 30 minutes beyond sundown on Saturday night. Amplified equipment may not be used in these areas. If you plan on using the lighted fields at night, the football lights must be turned off by midnight. The lower track lights may be used for jogging. These facilities close one-half hour before Sabbath. If you are going to be out of the residence hall after room check or curfew, get approval from the residence hall dean. Bicycles, skateboards, roller blades/skates are prohibited from the tennis and basketball courts. In any recreational area, visitors are welcome to use the facilities as long as they do not interfere with any scheduled class or activity. Visitors are also expected to abide by any posted school regulations.

Overnight Guests

All overnight guests must register at the desk before they stay in the residence halls, they must also carry with them their Guest Card to show upon request. You may have a registered guest in your room for up to three days per semester. After that you may be charged for each day that the guest is in your room unless you make special arrangements with the office manager or the Deans.

Overnight Leaves, (OV)

All Overnight Leaves (OV) must be signed by the Dean on Duty, Student Dean or designated person, before you leave campus. OV requests must be submitted to your RA by Wednesday at 11:00 p.m. so they can be signed and returned by Thursday. If your OV is not turned in by Wednesday you must find a Student Dean or Dean and have them sign your OV personally. You CAN NOT drop off an OV after Wednesday, it must be hand carried to Dean or Student Dean and signed by the Dean or Student Dean before you will be authorized leave. Remember, it is your responsibility to find the Dean on duty and have it approved before you leave campus. Leaving before an OV is approved or any OV misuse will result in disciplinary action and removal of leave privileges. If plans change after an OV is approved, it is your responsibility to notify the Dean on duty to cancel or arrange a new approved OV. A copy of undergraduate students OVs will be sent home. Overnight leaves are normally approved if you are going to a family home: your home, a home with parents or married host couple present, and/or a home with an adult male over 25 years of age present. The dean must receive an invitation (by letter, phone or fax) from host families, other than your home. When requesting to go to a non-family home (single, male friend under 25) you must initiate your own parents' permission which must be communicated to the Dean prior to departure.

Personal Devotional Life

If you come to Andrew University and only leave with a Degree of Science or Art, you have wasted your time. The greatest thing you can leave Andrews University with is a personal relationship with Jesus Christ. We as your staff desire that you will take the opportunity that has been given you to develop a real and personal relationship with your Creator. We will do all in our power to afford you the environment and opportunities to develop that and have it grow. **We want to see you in Heaven, we don't make excuses about that.**

Pets

Animals are not allowed in the Residence Halls, *fish in small tanks are the only exceptions*. If any animal other than a fish is found in your room, in addition to removing the creature, you will incur a \$50.00 fine.

Repairs

Damage of an accidental nature that is promptly reported will be charged at replacement costs. Unreported damage that is discovered will be handled differently. Any person or persons involved in unreported damages will be charged the cost of the item's, labor, and possible discipline. Call 6172 to report any repair needs.

ROOM CARE AND INSPECTION

Your residence hall staff may inspect your room for cleanliness and needed repairs. Your (Meier) bathroom should be regularly cleaned. It is advisable to combat mildew in your bathroom by leaving the bathroom door open as often as possible. Note that fire regulations call for clear floor space under windows and the doors must be able to open fully.

Housekeeping has a service for cleaning up spots caused by juice spills or food spills at no cost to you. They will be happy to come and clean the spot. Remember the sooner you call, the better your room will look.

Please remember that inspection of your room for cleanliness, orderliness, appropriateness, and fire and safety hazards, either by one of the deans or persons authorized by them, may be conducted at any time, even if you are not present.

ROOM CHANGES

After a two week-period at the beginning of each semester, we expect that you will be content with your housing arrangements. If there is a legitimate need to move to another room or to change roommates, please contact the office manager. Any room or roommate changes must be approved by a Dean and the office manager

There is an additional charge for rooming alone. Rooming alone will be contingent upon available space and seniority. It is your responsibility to get a roommate should you lose your current roommate. We will provide suggestions, but if they are unwilling to move or you are unwilling, then both parties are charged the single rate. When you change your room, you must follow the proper check out procedure or else be charged the \$50.00 fee.

Avoiding Room Charges

- Check in properly
- Have your check-in sheet with you, have staff member go with you to check the room. Make sure that both signatures are on the check-in sheet
- Write your name and ID on the check-in sheet
- Return the check-in sheet form to Meier Main office. You will get your room key at that time
- Check out properly
- Leave your room clean
- Leave your mattress and bed in place
- Return your key
- Make sure you have a Dean, Student Dean, or your RA signature on your checkout sheet
- Your check-out sheet must have the following information: Exit date, your signature, a staff signature, and the key number, last but not least write your forwarding address on the check-out form.

If you are not intending to come back and you want your dorm deposit. Please send me an e-mail message to meierburmanhousing@andrews.edu

Room Decorations And Wall Posters

Nails or screws are not to be driven into the walls. Pictures, posters, etc., may be placed on the walls with tape or poster putty. Please see the Maintenance Supervisor if you are wanting to place a heavy wall hanging in your room. Remember, you are responsible for cleaning your walls upon checking out of the Residence Hall.

It is expected that all room decorations will be in keeping with Christian standards. Posters or decorations that emphasize alcohol, drug and rock culture, the occult or the exploitation of sexuality, or any decoration not in keeping with Christian standards may not be displayed and may be removed by a dean, student dean, or RA.

Room Deposit

A \$150.00 room deposit is required when you apply to live in the Men's Residence Halls at Andrews University. This \$150.00 deposit is refundable after a proper checkout has been done by an RA or a Dean. The \$150.00 deposit is released by request to your Student Account.

Room Inventory

Each room has a carefully-made inventory of furniture and accessories. Room dimensions are 18ft. 10 inches long by 9ft. 10 inches wide by 9 ft. high. Please do not move furniture or residence hall equipment from another area into your room or remove any of the furniture placed in your room. This includes all bed parts. Furniture removed from the Lobby areas and used in your room may cause both occupants of the room to incur a \$25 per day rental fee.

ROOM RESERVATION

Check your Andrews E-mail at least once a week. The housing coordinator will communicate with students through Andrews University E-mail.

Priority reservations as follows:

- 1st Seniors
- 2nd Juniors and Sophomores
- 3rd Freshmen

Before you reserve a room it is best that you have a roommate for the next school year. If you have questions contact mererburmanhousing@andrews.edu.

Room and Vehicle Searches

The University reserves the right for a residence hall dean, authorized representative, or an administrative officer of the University to enter and inspect a student's room or vehicle whenever deemed necessary. This includes, but is not limited to the right to inspect the contents of any locked containers and inspection for cleanliness, orderliness, fire and safety hazards. The student, by accepting a room in one of the residence halls, acknowledges and authorizes this procedure.

Sabbath

A central truth of this Seventh-day Adventist institution is the Sabbath. We expect your activities, the music played, your dress and your conversation to be different during Sabbath hours. We trust you will receive rich blessings from attending Sabbath services. God has many lessons to teach us through proper observance of the Sabbath. Please take advantage of this weekly opportunity. Remember that laundry rooms and recreational facilities will close 30 minutes before sundown. Note that vacuums, irons, and magazines are not available for checkout during Sabbath hours.

Security

The best way to prevent the problem of stealing in residence halls is for each man to be very responsible for his own possessions. Do not keep large amounts of money in your room. You are responsible for supplying your own security or safety lock box in your room. You may want to attach a chain or security cable to your bed frame. Please do not bolt or attach anything to walls, floors or any other Residence Hall equipment. Lock your room when you leave or sleep. Remember to lock your car, your bicycle or motorcycle. *The school will not be responsible for any loss of equipment or theft or items. All Students are admonished to purchase renters insurance if they have valuables they want protected.* **Report all losses to the dean on duty and Campus Safety at once.** We also recommend that your possessions be properly marked and insured. In case of theft, we expect your help and cooperation by agreeing to prosecute any theft that is over \$100 in value. Should you lose your room key, you may have your lock changed at your expense.

Garbage/Trash

Take pride in your room and the building that you live in. Please help us keep it clean by placing garbage in the proper containers. Trash cans are provided in the room next to the drinking fountain on each floor of Meier.

In Burman, they may be found on the south end of each floor.

If you have an exceptionally large amount of garbage, please place it directly in the dumpsters that are in the parking lots.

If you are discovered littering or dumping garbage on the grounds of the University, you may be subject to discipline. This may be no less than one hour of cleaning or picking up garbage around or in the Residence Hall.

The garbage rooms will be locked one week before finals week at spring quarter. Individuals who leave their garbage or other articles may be subject to a minimum fine of \$25.00. Please take all garbage to the dumpsters outside of the residence hall. Whenever you can, please recycle.

Meier Chapel and Burman Auditorium

In Meier Hall, the assembly room where group worships and other meetings are held use to be called the Gold Room will now be called the "Meier Chapel". It is located directly above the main lobby area and may be reached by going to second floor east or west. The Burman Auditorium is located behind the desk area. The Meier Chapel and Burman Auditorium are available for authorized use only. Please make a reservation with Meier Hall Office at 3397 before scheduling any activities in these areas

Graduate Status

Undergraduate men who are 22 years old and older and in good academic and citizenship standing may apply for graduate status. This status is a privilege, and may be revoked for irresponsible behavior. There will be a periodic "friendliness" check for Graduate Status students.

Harassment/ Fighting

Physical abuse, assault, and verbal threats made to any other person, or conduct which endangers the health or safety of another, either on or off-campus may result in discipline. This includes harassment, obscene gestures, or inappropriate telephone calls.

Health Club

The Health Club is a facility for students and community members where you can get in shape and relax. The facility is located in the basement of Meier Hall. The Health Club equipment includes Olympic free weights, some machine weights, aerobic equipment that includes three treadmills, a stair stepper, elliptical machines, and three stationary bikes. The Health Club also includes a dry sauna, a steam room, a tanning bed, temporary lockers and shower facilities. Basic instruction and spotting is available from the desk workers. The Health Club hours for each semester are posted on the wall just to the left of the Club front door. The Health Club will be sponsoring two bench/ endurance competitions, the details of which will be posted during the semesters. Membership questions can be answered by contacting the Health Club @ 471-3389

Honor Status/Honor 21

General Qualifications:

1. Must have lived in the residence hall one full semester.
2. Must have a clear citizenship record the previous semester. No disciplinary letters, no RHP, no suspensions, cooperation with television, noise, etc.
3. Must maintain a minimum cumulative G.P.A.:
Sophomores - 3.25
Juniors - 3.0
Seniors - 2.5

Honor Status Definition:

Senior Honor Status: Senior (87 credits) or 21 years old.

Junior Honor Status: Junior (57 credits) or 21 years old.

Sophomore Honor Status: Sophomore (25 credits) or 21 years old.

Expectations/Privileges:

Depends on class status.

See Honor Status Worship Requirements pg 38

See Honor Status Evening Accountability Requirements pg 15

You may apply for Honor Status at the Meier main office.

Services

We are happy to provide a number of items as services. Many items can be borrowed for a short time in exchange for an ID card and several items may be purchased. Please note that vacuums are not checked out after 10:00 PM. The reception area is not to be used as a storage or deliver/pick-up spot.

SIGMA PHI DELTA

The **Men's Club** of Meier and Burman is responsible for planning a variety of social activities and programs throughout the school year. Officers include a president, vice president, religious affairs chairman, social affairs chairman, and secretary/treasurer.

Smoke Detectors

Smoke detectors have been placed in each room for your safety and must not be tampered with. In Meier, if the smoke detector starts to beep (the beep indicates a slow battery), notify Meier Maintenance (x6172) for a replacement battery or repairs. If you tamper with or damage the smoke detector in your room you may be charged the replacement and labor costs. Additional discipline may also be given.

Substance Abuse

Andrews University is committed to providing a drug-free environment for learning and working. Such a commitment led the university to establish a Drug-Free Policy which outlines clearly the University's Zero tolerance position and strives to educate its student body on the advantages of a drug free lifestyle. The university also assists chemically dependent students to find resources for their recovery.

A student enrolled at Andrews is expected to remain drug free while at Andrews. Drug free means abstaining from the use of alcohol, tobacco, other mind altering drugs, and abuse of prescription drugs. The university also upholds all laws which prohibit the possession, use, manufacture, or distribution of controlled substances. The possession of drug paraphernalia and use of "look alike" or designer drugs are also prohibited and considered an offense of the drug-free policy.

Voluntary Referral

All students have the choice of voluntarily seeking assistance in remaining drug-free. Faculty members, Counseling and Testing, or Student Services personnel are available for consultations which are kept confidential. No disciplinary action will typically be taken if the student initiates a voluntary effort to seek assistance.

Summer Use

Please note that regular summer use of Meier and Burman may require that certain floors be cleared for cleaning and for housing special groups.

Telephones

A private telephone line is provided in each room. You may apply for a personal long-distance calling card from the telephone representative on campus. Questions regarding phone line problems should be directed to ASTRA at 6600.

If you are dialing an off-campus number, you must first dial '9' to access an off-campus line. You can apply for a special access card to make international calls.

Remember that any attempt to defraud the telephone company may subject the violator to criminal prosecution as well as discipline from Andrews University. Keep your number only for your own use.

Televisions, VCRs and DVDs

The lobby television area is available for news, certain sporting events, and special programming. Televisions, VCR's, and DVD's are permitted in the Residence Halls. As per agreement, having a television constitutes a willingness to abide by the regulations.

They are:

1. Noise from your television must be confined to the room.
2. Spectator noise must also be confined to the room.
3. Secular programming will discontinue one-half hour before sundown on Friday to one half hour after sundown to one-half hour after sundown on Saturday night.
4. Discipline and possible confiscation of the television, VCR, and DVD may result from any residence hall violation of this policy.
5. Private satellite TV dishes are not permitted!

Tornadoes

In case of tornado, go to the areas of the building labeled TORNADO SAFETY AREA (basement interior hallways). Sit on the floor and put your head between your knees. Link your fingers over the back of your neck. Keep away from windows and doorways.

Vehicles

Do not store motorcycles, mopeds, or any combustion-type engine or parts of engine in your room.

Wake-Up Calls

A wake-up service is available for residents and guests. Contact Meier Hall desk, ext. 3390 to have your name placed on the wake-up list.

Worship Accountability

Residents must attend the indicated number of worships per week as a minimum requirement.

1st session of semester (before mid term) – 1st 7 weeks

Absence	Letter	Consequences	Deadline
-3	Warning		
-5	Probation (RHP)	8 hrs of community service, or \$50 fee	by the following Sunday
-7	Suspension	24 hrs of community services or \$100 fee	by the 2 nd Sunday

2nd Session of Semester (after mid term)

2nd Session attendance will start from a 'fresh' 0 points

Absence	Letter	Consequences	Deadline
-3	Warning		
-5	Probation (RHP)	8 hrs of community service, or \$50 fee	by the following Sunday
-7	Suspension for 2 days from classes	16 hrs of community services	by the 2 nd Sunday

Worship Record-Keeping & Notification System

1. The weekly worship credits accumulated by a student will be compared to the weekly requirements. For example: A freshman's worship requirement is 3 credits per week. Freshmen attend one worship each day (Monday to Friday) accumulating 6 worship credits which is three more than the requirement. (Thursday night worships count for 2 credits.) The record will show +3.
2. Attending the minimum worships required will not change your total of credits. It will stay the same as the previous week. Going to less than your weekly requirement will bring your worship record down.
3. If you don't attend your minimum requirement, you should expect a disciplinary response.
4. **Each resident should regularly check his current attendance total online.**
5. If a resident's total goes below zero, the resident is not asked to "make those worships up" but to go faithfully from that point on.
6. Although residents' records are reset to zero at the beginning of each midterm and semester, *disciplinary responses are cumulative.*

Small Group Worship

We encourage you to take advantage of witnessing and sharing Christ in small groups. Tuesdays are reserved primarily for those who would like to have a small group. You will need to formulate your own groups of four to six persons from your hall. Contact your RA or Dean Salyers for information.

Worship Requirements and Reductions

Freshmen and **Sophomores** are required to attend **3 worships** per week. **Juniors** and **Seniors** are required to attend **2 worships** per week. **Honors Seniors** and **Honors 21** year-olds are required to attend **1 worship** per week.

However, students with worship conflicts due to work or class conflicts that do not allow the student to meet their worship requirement may qualify for a reduction.

Your Worship Petition **MUST** include the following:

At the top:

1. Your ID#
2. Your name.
3. Your room number.
4. Your current class standing.

In the body of your petition:

5. Class schedule attached.
6. Work schedule attached.
7. Extra curricular ministries you are involved in.
8. **Typed** petition explaining the reasons for your request.
9. Turned in no later than the end of the 2nd week of the Semester.

WORSHIP OPTIONS

	Time	Presenters	Location
Sunday's	10:30 p.m.	Men's Club	Meier Chapel
Monday's	10:30 p.m.	RA's	Your floor
Tuesday's	7:00 a.m. Arranged	SS Lesson Small Groups	Conf. Room Arranged
Wednesday's (Coed Day)	7:00 p.m. 9:30 p.m.	Celebration Break Chaplains Office	PMC Meier Chapel
Thursday's	9:30 p.m. Arranged	Deans Dean Salyers	Meier Chapel Arranged-Run
Friday's	7:30 p.m. 8:30 p.m.	Vespers BSCF Vespers	PMC Burman

WORSHIP DECORUM

Credit for attendance requires that you:

1. Swipe only your own card upon entrance and exit.
2. Be in the scheduled meeting place by the posted time, and stay awake for the entire program. No cards will be swiped after the scheduled starting time.
3. Be dressed appropriately (no hats).
4. Behave appropriately and in a quiet manner that doesn't distract from the service .

YOU MUST LEAVE ALL PAPERS, BOOKS, AND FOOD, OUTSIDE OF THE WORSHIP SETTING.

If you have read these pages carefully, you should have no difficulties in adjusting to the busy life-style of Andrews University. Our expectations of you are high, but hopefully, your expectations of yourself are higher. We will be praying that you find fulfillment and real satisfaction as you function as part of our residence hall family.

If you have any questions about anything you read in this book, please contact a dean or RA.

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