



RESIDENTIAL LIVING GUIDE 2019-2020

MEET THE RESIDENTIAL LIFE STAFF



Dr. Shawn Holtgren
*Vice President for
Student Development*



Julie Beam
Dean of Students



John Kaehr
*Associate Director
for Community Life*



Annie Bennett
Tuckey Hall



Johnny Bennett
Manges Hall



Courtney Chapman
*Founders' Village
(Women)*



Robert Ortiz
*Founders' Village
(Men)*



Stephanie Ferrell
Bridges Hall



Nat Montiel
Oakwood-Slater Hall



Michelle Mason
Shupe Hall



Anna Letens
*Student
Engagement
Coordinator*

Residential Staff Roster

SHUPE HALL

| | | |
|---------------------|------------------|----------|
| Resident Director | Michelle Mason | SHUP 202 |
| Resident Assistants | Hannah Marshall | SHUP 102 |
| | Greta Johnson | SHUP 111 |
| | Rebekah Spencer | SHUP 203 |
| | Mahalia Gaff | SHUP 210 |
| | Abigail Erkelens | SHUP 304 |
| | Madison Garton | SHUP 311 |

OAKWOOD-SLATER HALL

| | | |
|---------------------|-----------------|----------|
| Resident Director | Nat Montiel | OAKW 214 |
| Resident Assistants | Kaene Haughee | OAKW 115 |
| | Luke Hillegonds | OAKW 215 |
| | Drew Stichter | OAKW 314 |
| | Matthew Pietsch | OAKW 315 |
| | Bailey Mott | OAKW 316 |

TUCKEY HALL

| | | |
|---------------------|------------------|----------|
| Resident Director | Annie Bennett | TUCK 224 |
| Resident Assistants | McKenna Liebenow | TUCK 121 |
| | Haleigh Ellson | TUCK 108 |
| | Jamie Mast | TUCK 221 |
| | Megan Brady | TUCK 308 |
| | Molly Claeys | TUCK 321 |

MANGES HALL

| | | |
|---------------------|-----------------|----------|
| Resident Director | Johnny Bennett | TUCK 224 |
| Resident Assistants | Evan Roth | MANG 252 |
| | Andrew Peter | MANG 262 |
| | Franklin Joyce | MANG 352 |
| | Carson Bolinger | MANG 362 |

EASTWOOD HALL

| | | |
|-------------------|----------------|----------|
| Resident Director | Johnny Bennett | TUCK 224 |
|-------------------|----------------|----------|

FOUNDERS VILLAGE

Brenneman Hall

| | | |
|---------------------|--------------|----------------|
| Resident Director | Robert Ortiz | 902 Lowell St. |
| Resident Assistants | Jordan Young | BREN 201 |
| | Noah Laman | BREN 301 |

Ramseyer Hall

| | | |
|---------------------|------------------|----------------|
| Resident Director | Robert Ortiz | 902 Lowell St. |
| Resident Assistants | Thomas Smith | RAMS 101 |
| | Gabriel Ferreira | RAMS 301 |

Egle Hall

| | | |
|---------------------|------------------|----------|
| Resident Director | Courtney Chapman | EGLE 101 |
| Resident Assistants | Hannah Darling | EGLE 201 |
| | Rachel Crepinsek | EGLE 301 |

Lambert Hall

| | | |
|---------------------|------------------|----------|
| Resident Director | Courtney Chapman | EGLE 101 |
| Resident Assistants | Elizabeth Hawley | LAMB 101 |
| | Karis Brewer | LAMB 301 |

BRIDGES HALL

| | | |
|---------------------|-------------------|----------|
| Resident Director | Stephanie Ferrell | BRID 107 |
| Resident Assistants | Shelby Prows | BRID 101 |
| | Madison Eads | BRID 201 |
| | Carly Bontrager | BRID 301 |

RESIDENTIAL LIFE

Mission of Residential Life

Residential life is an important aspect of the Christian academic community that Bethel University seeks to foster. It exists to enhance the learning experience by providing a safe and supportive community that is Christ centered and student focused.

Residential Life required

It is for educational and developmental reasons that all unmarried, full-time students under the age of 21 and not living with parents are required to live in the university's residential housing and participate in a meal plan, as are most students who receive scholarship assistance from the university. Students under 21 who have lived on campus for four semesters may apply to move off campus before their fifth semester, provided they are not receiving scholarship assistance. Housing preference is given to single, traditional undergraduate students. It is university policy that every residential student has at least one roommate. In rare cases, the Student Life Office may grant permission for single occupancy of a room; in such a case, the room charges will be increased. The number of roommates may vary among the residential facilities. Room charges may vary depending upon the number of persons living in a unit, and from facility to facility.

RESIDENTIAL LIFE GUIDELINES

Antennas

No antennas, satellite dishes or similar devices may be placed or installed on the exterior of the residential facilities.

Air Conditioners

No air conditioners may be installed in the residential facilities.

Bicycles, Skateboards, Rollerblades

The safe use of bicycles, skateboards, rollerblades, etc. is permitted on the campus. These may at no time be used within the residential facilities. Bicycles may not be stored within the residential facilities except as specifically arranged with the Resident Director. Students are responsible for the security of bicycles that they bring onto the campus. Students shall remove bicycles from the campus at the end of the school year. Bicycles left behind after move-out will be disposed of.

Candles and Incense

The use of candles is prohibited; this includes wickless gel candles and candle warmers. Decorative candles with unburned wicks may be permitted if approved by the Resident Director. All forms of incense are prohibited.

Check-in and Check-Out

Students shall complete a room condition agreement through their online campus profile within one week of moving in. Upon leaving the residential facility, whether it be at the end of the school year, or in the case of a withdrawal or change of rooms during the year, each student must officially check-out with the Resident Assistant or Resident Director. The official check-out involves the removal of all the student's possessions from the facility, the thorough cleaning of the room and its furnishings, the return of the student's key to campus safety, and the review of the state of the vacated room with the Resident Assistant or Resident Director. Prior to the room review, students must schedule the check-out with the Resident Assistant or Resident Director. Failure to officially check-out of the residential facility will result in forfeiture of the student's housing deposit. The cost of repairs due to any damage to the residential facilities or university furniture will be deducted from the student's housing deposit, with any excess costs applied to the student's school bill.

Changing Rooms

Room changes are typically not allowed during the semester. Upon appeal to the Resident Director, room changes can be made at semester break provided all parties involved in the change are in agreement and the change has been approved by the Resident Director. The check-out and check-in procedures shall be followed in the event of a room change.

Cleaning and Dorm Checks

Students are responsible for maintaining a reasonable state of cleanliness in their rooms. This includes sweeping regularly, removing trash, keeping any appliances clean, properly disposing of expired food products, doing laundry regularly, cleaning bathroom facilities regularly (if applicable) and maintaining general tidiness. With advance notice to the students, the Resident Director shall perform room inspections regularly throughout the school year to monitor living conditions within the rooms of the residential facilities. If the condition of a room is found to be unacceptable in any way, the students will be given 24 hours to correct the deficiencies. If, upon the second check, the deficiencies have not been corrected, the residents of the room shall be fined \$25. This fine shall be assessed against their housing deposit. Upon repeated offenses of the room inspection process, the Resident Director may choose to apply any necessary fines upon the initial check of the room.

Curfew

If a student is going to be late for curfew, prior arrangement should be made with the Resident Director or Resident Assistant. Curfew violations shall be handled by the Resident Director and may include disciplinary action appropriate to the level of the violation.

See also: Overnight Absence/Staying Off Campus.

Curfew:

All students are required to be in residential facilities by 12:30 a.m. Sunday through Thursday nights, and by 2 a.m. on Friday and Saturday nights.

Students are expected to remain in the residential facilities until the following morning.

Damage and Accountability

Students living in the university's residential facilities are required to pay a \$100 housing deposit. Students are responsible for any damage they cause to the residential facilities or to any university property. The costs for repair of any such damage will be deducted from the student's housing deposit. In the event that costs exceed the amount of the housing deposit, the excess will be charged to the student's account. In the case where damage within a room, suite, apartment or house cannot be attributed to an individual occupant, the costs will be equally split between the residents. In the case where damage to common areas within a residential facility cannot be attributed to an individual student or students, the costs will be equally split between the residents of a hall, floor or the entire facility, as deemed applicable by the Resident Director. Prior to the beginning of each school year, students who have had charges made to their housing deposit in the previous year shall pay the additional funds necessary to bring their housing deposit back to the full \$100 before they will be permitted to move back into the residential facilities.

Decorating

Students are allowed to decorate their rooms if they so choose. Decorations shall be appropriate to the university's standards. Only fasteners that will not damage or leave residue after removal are permitted. No items should be hung from exposed pipes or fixtures. Students should consult their Resident Director if unsure of the appropriateness of their decorations and/or fasteners. Because of the potential fire hazard, live Christmas trees, wreaths, etc., are not permitted.

Early Arrival/Delayed Move-Out

Students are not permitted to move into the residential facilities prior to the posted dates and times, nor stay beyond the posted move-out dates and times. This applies to the beginning and end of the school year, as well as to breaks when the residential facilities are closed. Violations of this policy warrant a fine of \$50 per day.

Electrical Appliances

The use of electrical appliances is limited because of sanitation, safety and circuit overload considerations. Hot plates, “Foreman” grills, griddles, electric frying pans, crock pots, space heaters, halogen lamps, sun lamps or infrared lamps are not permitted in the residential facilities. Microwaves, small refrigerators, coffee makers, hot-air popcorn makers, blenders and fans are permitted, provided they are UL listed appliances. All extension cords shall be heavy duty and UL listed. Appliances not directly plugged into a wall receptacle shall be plugged into a UL listed power strip with overload protection.

Emergency Procedures

Fire drills will be held throughout the school year to ensure that residents will be able to evacuate the facilities quickly and safely if necessary. Fire and tornado procedures are posted in the residential facilities. Students who are present at the time of safety drills must participate. Failure to responsibly participate will result in a \$50 fine and may result in disciplinary action. *See also: Security/Safety.*

Fire Arms/Weapons/Explosives

The possession of firearms, weapons and explosives on campus is prohibited. Refer to the Student Handbook for details. Airsoft guns and paintball guns may not be used on campus or stored in the residential facilities.

Furniture

Each student living in a residential facility is provided with the minimum of a desk, chair, bed and dresser. In the case where closets are not available, a wardrobe is provided. This furniture may not be removed from the room, disassembled or modified in any way by the student, though placement of the furniture within the room may be changed as the student desires. Some of this furniture is designed to be arranged in several configurations and, at the beginning of the school year, the residence life staff or maintenance staff will configure it as closely as possible to the student’s request. Students are not

allowed to modify the furniture configuration on their own unless approved by the Resident Director.

Personal Furniture: Students are welcome to bring additional furniture for their rooms. The removal, storage or disposal of any personal furniture is the responsibility of the student. If personal furniture is left behind, a fine of up to \$100 will be assessed for each item.

Guests

Students are permitted to have guests of the same gender stay with them in the residential facilities. Guests should be peers of the students (not young children, parents, or other older adults). In consideration of roommates and other residents, no overnight guest (including other campus residents) may stay with a student more than three nights per semester. If a guest stays with a student more than three nights in a semester, the student will be fined \$25 for each additional night. All overnight guests must be registered with the Resident Assistant, and are required to comply with the residential life guidelines. Hosting students are responsible for the behavior of their guests.

Hallways/Stairwells

The hallways and stairwells of the residential facilities provide emergency exits for the residents and must be kept clear at all times. Students may not place personal possessions or trash in these areas at any time.

Holidays/Breaks

All residential facilities are closed during semester break and spring break. There will be no access to the residential facilities during these breaks. During fall break, Thanksgiving break, semester break, spring, and Easter break, most campus facilities (including food service) are closed, and students are encouraged to spend these breaks away from campus. Those who choose to stay on campus during breaks where the residential facilities remain open must notify the Resident Director that they will be staying in their rooms. All university policies, including residential life guidelines, remain in effect during breaks.

ID Cards

Each student is issued a university ID card. This card is required to access most of the residential facilities, as well as other facilities on campus. The card is also required when utilizing the student's meal plan. Students are responsible for

maintaining possession of their ID card at all times. Lost, stolen or damaged ID cards may be replaced in the Student Life Office for a fee of \$10. A card that is defective due to normal wear may be replaced at no charge.

Inspections

Authorized university personnel may enter a student's room for reasons of health, safety and general welfare, or to make necessary repairs to the room or room equipment. The university reserves the right to conduct searches and inspections of persons, residential living areas, vehicles, computers, furniture, clothing, purses, book bags and lockers while on university property or during university sponsored functions, with or without the student present and without warning. These searches will be approved by the Dean of Students or Vice President for Student Development. "Reasonable cause to believe" (not the protected criminal law standard of "probable cause") is justification for search by university officials. A student who lives in campus housing waives objection to reasonable searches by university authorities charged with the responsibility of maintaining discipline and order. Items, substances and information discovered during these searches may be retained by the university and, when appropriate, may be turned over to law enforcement authorities.

Keys

All students are issued keys to their rooms, apartments or houses. Students are responsible for maintaining possession of their keys at all times. In the event of a lost key, the student shall report the loss to the Resident Director and visit Campus Safety to acquire a replacement for a fee of \$25. Failure to return a key upon move-out shall result in a charge of \$25 being assessed to the student's housing deposit.

Laundry

Free laundry facilities are available to all campus residents and may not be used by outside guests. Students should remove their items from the machines in a timely fashion, clean up detergent/softener spills, clean out lint traps with each use, dispose of dryer sheets and follow posted instructions for machine use and detergent/softener use. The Resident Director may assess a fine for improper use of the laundry facilities.

Lounges/Lobbies

A number of the residential facilities have common areas which are open to members of the opposite sex. See *Lounge Hours*

Maintenance Requests

Students shall report any problems with the residential facilities to their Resident Assistant or Resident Director. The Resident Director will file a maintenance request to have the problem corrected. Students should notify the Resident Director if the problems are not corrected within a reasonable amount of time.

Media: Music, Movies, Shows and Video Games

Students are generally permitted to use any form of media on campus unless it contains sexually explicit or pornographic material, excessive profanity or violence, promotes or celebrates the occult, devalues a particular gender or race, or devalues the worth of God. Movies, music, shows and video games with warning labels, ratings for mature audiences, or “R” (restricted) ratings should be avoided unless they are specifically designed for educational and/or cultural purposes.

Students are encouraged to use wise judgement regarding the content and quantity of their media consumption, and consider how their media choices may affect others around them. University staff members, including Resident Assistants, are responsible for maintaining a healthy and edifying living environment for all students, and will prohibit any form of media that is considered in poor taste or in conflict with the university’s mission and policies. Students who repeatedly violate this policy will be subject to disciplinary action.

Lounge Hours:

SHUPE (3RD FLOOR)

Daily, from noon – midnight

BRIDGES HALL (2ND & 3RD FLOOR)

Friday – Sunday, noon - midnight

FOUNDERS VILLAGE (BASEMENT)

Monday – Friday, from 6 p.m. – midnight

Saturday – Sunday, from noon – midnight

SAILOR (ACORN AND GREAT ROOM)

Daily, from 8 a.m. – curfew

Shupe & Bridges lobbies open daily

8 a.m. to curfew

Illegal Downloading:

Illegal file sharing and the downloading or possession of copyrighted materials is prohibited.

Public viewing:

It is illegal to show films in public venues unless rights are obtained and appropriate fees are paid. Because of copyright laws, movies may only be viewed in a student's room.

Pornography:

Pornographic materials in any form are not to be viewed, possessed, or distributed on or away from campus. Further, the use of institutional or personal computers for the viewing, transmission, retrieval and/or storage of such material is prohibited.

Open Dorms

“Open dorms” is the only time that members of the opposite sex are permitted in the residential facilities, other than in the lounges.

During open dorm hours, all residents of the facility must be modestly clothed while in the facility’s common areas, or in their rooms if the door is open.

Open Dorms Hours:
Fridays 6 p.m. – midnight
Saturdays and Sundays, noon - midnight

When members of the opposite sex are present, room doors must be fully open and the overhead lights kept on. The window blinds to the common areas in the Perimeter houses and Logan Village must be fully open when members of the opposite sex are present. Inappropriate activities including making out, overlapping and blanketing are not permitted. Any violation of the “open dorm” policy will result in disciplinary action. Repeated violations of the policy may result in the suspension of “open dorms” for individuals, select rooms/apartments or the entire residential facility for a period of time, as determined by the Resident Director.

Overnight Absence (Staying Off Campus)

Students must notify their Resident Director or Resident Assistant whenever they choose to spend a night off campus and will provide a contact number where they can be reached. Students are not permitted to stay overnight alone with a member of the opposite sex.

Pets

Pets are not permitted in the residential facilities, except for small fish.

Phones

The university provides public phones in the residential facilities. These phones do not have voice mail. The university phones also function as a part of the emergency notification system, and therefore must remain plugged in at their original location at all times, with the volume at an easily audible setting.

Quiet Hours

Since study and proper rest are vital factors for success in college, quiet hours have been established as a necessary part of community life.

Quiet Hours:

Quiet hours are from 11 p.m. until 7 a.m., and from midnight until 8 a.m. on open dorm nights.

Residential Facility Meetings

There will be a meeting for all the residents of each residential facility at the beginning of each school year to review residential facility and university policies, announce upcoming events and answer questions. The Resident Director may call additional residential facility meetings as necessary during the year. Attendance at these meetings is mandatory unless excused by the Resident Director.

Security/Safety

For security and safety, most residential facilities have controlled access entries. Tampering with, disabling or overriding a security, access or safety system — including individual door/room locks — is prohibited and will result in a fine of \$50 and/or disciplinary action. Students are cautioned not to let strangers into the residential facilities and should call their Resident Director or campus safety whenever unsure. Students are cautioned to keep their rooms locked at all times when not present.

Students should keep records of the serial numbers of their valuables and never leave cash, purses or wallets in plain sight. Campus Safety provides an engraving service for students' valuables, and certain valuables may be left with the Resident Director for safe keeping for limited periods of time.

Storage

Some of the residential facilities have limited storage space which may be used by students if approved by the Resident Director. Students are responsible for removal of stored possessions at the end of the school year. Anything left behind is subject to disposal, and a fine may be assessed to the student's account. There is limited storage space available over the summer for possessions of International students and students who live more than 400 miles from the campus. Furniture and carpeting may not be stored. The university assumes no responsibility for the possessions of any student while stored in the residential facility.

Sunbathing

Sunbathing is not permitted on the campus. Modest attire is expected of all students when not in the privacy of the residential facilities.

Television

All residence halls offer access to online viewing in their lounges. Students interested in accessing cable channels from their rooms may do so by purchasing/utilizing an online viewing provider.

Water Balloons/Squirt Guns

Water balloons, squirt guns, water fights and snowball fights are not permitted in the residential facilities.

Windows and Screens

Students are not permitted to remove window screens at any time. Entering or exiting a building through a window is prohibited and will result in a fine of \$25 and/or disciplinary action except in the case of an emergency.

2019-2020 Residential Hall Calendar

Fall Semester

2019

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|-------------------------|--|
| Saturday, August 17 | Residential halls open at 9:00 a.m. for new students. |
| Tuesday, August 20 | Residential halls open for returning students. First meal served to returning students is Tuesday lunch. |
| Thursday, August 22 | Classes begin. |
| Thursday, October 10-11 | Fall Break. Last meal served Wednesday evening. |
| Wednesday, November 27 | Thanksgiving holiday. Last meal served Tuesday evening. |
| Monday, December 2 | First meal served is breakfast. |
| Thursday, December 12 | Christmas vacation. Last meal served Thursday evening. Residential halls close on Saturday at noon. On-campus housing unavailable during Christmas Break. |

Spring Semester

2020

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|------------------------|--|
| Tuesday, January 7 | Residential halls open at 9:00 a.m. First meal served is lunch on Tuesday, January 7. |
| Thursday, January 9 | Classes begin. |
| Saturday, February 29 | Spring Break. Last meal served Friday evening. Residential halls close Saturday at noon. On-campus housing unavailable during Spring Break. |
| Sunday, March 8 | Residential halls open at 1:00 p.m. First meal served is dinner on Sunday, March 8. |
| Thursday, April 9 | Easter Break. Last meal served Wednesday evening |
| Monday, April 13 | First meal served is breakfast. |
| End of Semester | |
| Thursday, April 30 | Residents and possessions must be out of residential halls by noon on Monday, May 4. The last meal served is brunch on Saturday, May 2. Any person whose possessions are not removed by noon, Monday, May 4 will be assessed at the current weekly rate. |