

Residence Life Handbook

2011 – 2012

Southeastern Bible College
Student Life Office, ext. 240

WELCOME TO RESIDENCE LIFE!

Southeastern Bible College is focused on the growth of the whole individual. We are committed to providing opportunities for students to grow in academics, practical ministry skills, and in their personal walk with the Lord.

The Residence Hall is one of the main classrooms for spiritual growth. Living together provides opportunity to live out the fruit of the Spirit. We believe the residence hall is more than just a place to sleep; it is a place to grow and be challenged spiritually, to make life-long friends, to develop servant leadership and to have lots of fun. We are committed to the pursuit of spiritual development through on-campus living and we believe residence life is a vital component to the student's whole education.

The Student Life staff and the Residence Life student staff have been praying and planning for a meaningful year for all who will live in the residence halls. As a staff, it is our desire to provide a quality on-campus housing experience that encourages spiritual and relational development.

Our Residence Life student staff consists of 4 Resident Assistants (RAs), responsible for each building, under the direction of the Student Life Staff. The RAs are responsible for the general welfare of the students in residence, which includes giving advice, counsel and encouragement. They are also responsible for the security of each building, for room inspections, and for the general administration of the facility. In addition, with the help of residents, the RAs plan residence social events, help with residence prayer times, and generally leading in residence spiritual and social life.

As you move in to the residence hall, you have a choice to make. Are you going to make the most of this opportunity to live on-campus surrounded by fellow believers? You can engage with your fellow residents, be challenged in your walk, join in the fellowship opportunities or you can sit on the sidelines. The choice is yours. We encourage you to join in. If you are having a hard time connecting, please talk with your RA. They want to help in any way they can help.

To help foster a healthy community, the SEBC residence hall does have residential policies in place in addition to SEBC community standards and policies. As a resident you are responsible for the following policies, so please read them carefully.

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RESIDENCE LIFE POLICIES

Appliances

All rooms include bed, mattress, desk, bookshelf, closet, and dresser for each resident. School-owned furniture **MUST** remain in the resident's room. It may not be stored in the Community Rooms. Any school furniture not in the resident's room at check-out will be charged to the individual student.

Additional furniture/appliances permitted in the residents' rooms:

- small refrigerators
- chairs
- lamps
- stereos
- computers
- fans
- coffee pots
- TV

Items not permitted in the residents' rooms:

- Microwaves over 700 watts
- halogen lamps
- candles
- fish tank over 15 gallons

Assignments

The Dean of Students is responsible for room assignments. Every housing assignment is based on prayer, student preference, and on the date of deposit. On-campus residents are required to be enrolled in an academic program. Students taking less than a full load are accommodated as space is available and with the permission of the Student Life staff.

Automobiles

Please see the Student Handbook for school policies.

Babysitting

No one is permitted to babysit in the residence halls.

Bikes

Bikes must be stored in designated areas only. They are not allowed in the community rooms or in the resident's room. Bike racks are provided between the residence halls. Over the semester breaks, students must label their bikes and lock them in the designated areas. All unlabeled bikes will be removed at the end of each semester.

Check-In

Check-In dates for each academic year are listed on the academic calendar located on the school website.

The check-in process includes filling out the appropriate paperwork and informational sheets, and verification of the \$200 housing deposit prior to receiving your room key.

The RA will complete an Inventory Sheet for each resident. This provides a detailed assessment of the condition of the room at check-in and prevents students from being charged for damages they did not cause. It is the resident's responsibility to review the Inventory Sheet for the room. If there are corrections, contact the RA within 24 hours of the check-in date. During check-out, the Inventory Sheet will be used to assess the condition of the room upon departure. The resident will be held responsible for any changes, damages, or missing items.

Check-Out

The RAs will provide information on how to checkout of your room for breaks and the end of the semester. Depending on the time of year and residence usage during the vacation, there may be varying instructions on how a room is to be left. It is the **RESIDENT'S** responsibility to make sure he/she has done everything required prior to leaving their room. A \$50 fine will be charged for an unsatisfactory room. Please remember that at the end of the year, all rooms are completely emptied and cleaned!

Cleaning Supplies/Equipment

SEBC provides a vacuum and limited cleaning supplies for residents in the hall janitorial closet. Residents are expected to provide their own cleaning supplies for their room and bathroom. Doulos cleaning supplies are available for checkout through the Student Life Office, Monday-Friday, 8:00am-4:00pm.

College Authority

The College reserves the right to make whatever reassignment or adjustment in accommodations or removal from the halls deemed necessary by the staff; to determine appropriate use of rooms and furnishings; to inspect room for cleanliness, upkeep, security, discipline and orderly operation of the College.

Curfew

Off-campus students or friends should not be in the halls or on campus after 2:00 a.m. Students under discipline may be assigned curfew.

Decorations

You are free to decorate your room as you wish as long as you keep within the following parameters:

- Room numbers must be visible at all times.
- Do not paint the walls, ceiling, or any school-owned property
- Do not attach any items to the ceiling. (No stars, tape or tacks.)
- All pictures and/or posters must be within the school's standards and attached **ONLY** by masking tape, small nails/pins or Plasti-tak adhesive (clear or white colored).
- No large nails, scotch tape, hot glue guns, or double adhesive tape may be used on the walls, doors or furniture.
- Contact paper may not be used on school property.
- Do not attach posters or stickers to the window.

Do not remove the following items:

- light fixtures
- window screens
- door vents
- any school furniture from your room

Deposits

Students planning to live on campus pay a \$200 room deposit. This room deposit guarantees a room each succeeding semester until the student leaves school. After completing proper check-out procedures, your deposit will be refunded by mail from the Business Office. Any room damages will be deducted from this deposit, or in the case of a returning resident, will be charged against the student's account.

Dorm Refuge

Each semester the Student Life Office will hold approximately three MANDATORY meetings. All residents are required to attend the meetings. *SEBC Class and Service Learning are the only excused absences.* Residents must notify the Student Life Office in advance if they will be missing due to class or Service Learning. All other reasons for missing the meetings will result in a 1 hour work penalty. All residents will be responsible for the material covered in the meetings. Plan your schedule accordingly.

Doulos

Part of living in the residence hall is sharing community cleaning responsibilities. The lounges, kitchens, community rooms and hallways will be cleaned by residents during bi-weekly Doulos assignments. The RAs will make the Doulos assignments for each room. You are expected to complete your cleaning assignment on time. Failure to complete your Doulos responsibilities on time will result in points and ultimately in a work penalty with Student Life. Continued failure of Doulos duties can lead to removal from the Residence Hall and/or a \$50 charge for each failed Doulos. While your Doulos assignment may not be for a particular area, you are still personally responsible for keeping all common areas free of clutter.

Entry

College officials may enter rooms for the purposes of extermination, repair, cleanliness, inspection, search, to ensure vacancy during fire drills, to conduct normal business, and to show rooms to prospective residents. In order to provide the safest environments for residents, regular safety/room checks will be made to ensure that all buildings and rooms comply with local, state, and federal regulations.

Exterior Doors

Exterior doors are locked 24 hours. Do not prop doors open.

Fires

By order of the Fire Marshall, there are to be NO open flames under any circumstances in the residence halls. Candles, oil lamps, incense, gasoline or lighter fluid may not be used or stored in the residences as they pose a fire hazard.

Fire Safety

In the event of a fire emergency in the residence hall, all residents should be familiar with and follow the guidelines listed below: (1) If fire alarm sounds, immediately leave the building; (2) if door is hot, remain in rooms; (a) block entrance of smoke and heat into room by stuffing towels around the door; (b) Stay low near floor to avoid smoke and heat. Cover head with wet cloth if necessary, to aid breathing; (c) If necessary, break window. Do not exit through upper floor windows; (d) Place a towel out of your window. Fire personnel will get to you as soon as possible. (3) If door is cool, open slightly and check for heavy smoke and heat. (a) If clear, proceed to exit. (b) If light smoke, stay low near floor to avoid smoke and heat; (c) Before leaving, wear shoes and coat; carry wet towel, if available, to aid breathing. (d) If hallway is too smoky to reach stairwell, remain in room. Follow instructions as listed above; (4) When leaving building, get clear of entire area; (5) Proceed to the designated assembly area; (6) Report to the University official for roll check; (7) Remain quiet and orderly for further instructions.

Residents who knowingly refuse to vacate a hall during a fire or a fire drill are subject to disciplinary action. Do not tamper with smoke alarms or fire extinguishers. This will result in disciplinary action.

Grills

Grills are to be used in an open exterior area only. Grills are not to be left unattended while in use. Grills are to be stored in the designated area beside the stairwell of each residence hall. They may not be stored in the residence hall or the residence hall entryway.

Illness

In case of illness requiring hospitalization, please contact your RA. This is for the purpose of good communication among the residents and the offices on campus.

Keys

The following are policies for residence hall keys: (1) Keys are issued to current residents only; (2) Keys are issued by Student Life staff and Residence Life student staff only; (3) Keys are not to be duplicated; (4) Each resident is required to personally sign for his/her key at check-in; (5) Keys are not to be given to guests; (6) Keys are to be returned to the Residence Life staff during check-out.

Residents who lose their keys will be charged for replacement keys. Any key that is found should be turned in to the Student Life Office.

Kitchens

Residence kitchens are supplied with refrigerators, microwaves, and hot plates. Students are responsible to keep this area clean and neat. Each person who uses the kitchen is expected to clean up the area used. Residents must store pots, pans and dishes in their own room. Dirty dishes may not be left in the sink or on the counter. All dirty dishes will be thrown in the trash can. Residents are to label all items stored in the refrigerator and freezer. Unlabeled items will be thrown out. If hall kitchens are continually dirty, the kitchen may be closed at the discretion of the Student Life Office.

Laundry Rooms

Washers and dryers are located in the back of the kitchen of each floor. Residents are to keep this area clean and orderly. Also, residents need to remove clothing immediately rather than leaving clothing in machines 2-3 days. Machines are for the use of on-campus residents only.

Maintenance

Report all maintenance requests to your RA, who will notify the Facilities Director for proper handling. Please allow two weeks turn around time for non-emergency repairs.

If you are responsible for damaging or breaking school property, you will be charged the cost of the items being fixed plus labor.

Missing Student Policy

In compliance with the Missing Student Notification Policy and Procedures 20 USC 1092 (Section 488 of the Higher Education Opportunity Act of 2008), SEBC will notify the appropriate law enforcement agency not later than 24 hours after the time that the student is determined missing. Students may provide the name and contact number of the individual(s) to be contacted in the event of the student being reported missing for a period of no more than 24 hours. SEBC will contact the parent or guardian of missing students under the age of 18, and not emancipated, not later than 24 hours after the time that the student is determined missing in accordance with College procedures.

Open Dorms

Open Dorms are when the residence halls are open for visitors of the opposite sex. At the beginning of each semester, Open Dorm dates will be set. SEBC policies apply. Room doors must remain fully open, lights must remain on when the opposite sex is in the room. Individual halls can opt out of participation. The Residence Hall buildings will remain locked, so the open hall is by invitation only. Appropriate clothing must be worn (no sleepwear).

Overnight Guests

Residents who will have overnight guests must register their guests in advance with their RA or the Student Life Office. Guests must be at least 13 years old. The host resident is responsible for providing linens and to see that guests observe all residence regulations. No keys will be given to guests.

The maximum number of days guests may stay in the halls is three consecutive nights and no more than five times per semester unless prior permission received. Guests may not hop from room to room to avoid the five night limit.

Personal Property

The College is not responsible for the loss or damage of any residents' property. It is recommended that the resident obtain adequate property insurance for protection against such loss.

Pets

No animals are allowed in the residences at any time, except licensed service/guide dogs necessary for medical or disability assistance. Fish kept in aquariums are the only pets that meet our residence regulations. Each room is limited to one aquarium with a maximum of 15 gallons tank. Please do not feed stray animals on campus as this encourages them to stay.

Points, Work Penalties and Fines

In order to provide a residence hall that meets the needs of the community, we have a group of residential policies that all residents are asked to adhere to while living on-campus. Various warnings and penalties are given when residents do not abide by agreed upon residential policies. Examples of warnings and penalties:

Points. Residents are allowed 10 points per semester without penalty. Some reasons for receiving points may be failure of room check, doulou, etc.

Work Penalties. Residents who have exceeded their points allotment, or have missed Dorm Refuge may receive a 1 hour work penalty assigned by Student Life. Failure to complete a work penalty within the assigned time will result in a **\$50** fine.

Fines. Residents who misuse and damage school property will be assessed a fee for the damage or misuse. Failure to complete Doulos may result in fines. Example of other fines: turning in forms late, loss of keys, etc.

Propped Doors/Unlocked Windows

In order to insure the safety and security of each resident and their personal belongings, propping exterior doors is prohibited. Fines will be issued to those who violate this policy.

Quiet Hours

Residents are to keep noise levels to a reasonable level.

Quiet hours are: Monday - Thursday 10:00 p.m. - 7:00 a.m.
 Friday - Sunday 11:00 p.m. - 7:00 a.m.

It is expected that residents will respect the rights of others wanting a quiet environment by keeping noise produced by stereos, instruments, voices, etc. at a reasonable, minimal level. No noise should be heard outside a resident's room with the doors and windows closed.

Students gathering in front of the residence halls need to be mindful of the level of noise they make while socializing in front of the building in the evenings.

Beginning the Sunday before Finals Week and during Finals Week, quiet hours are 24 hours.

Refunds

Residents who decide to withdraw from SEBC before completing their program must notify the Student Life Office of their intent to leave. Room refunds will be made according to the refund schedule listed below.

- \$200 Housing Deposit Refund:

<u>Fall Semester</u>	<u>Spring Semester</u>	
Full Refund if notified by:	May 1 st	Dec. 1 st
1/2 refund if notified:	May 2 nd - July 1 st	Dec. 2 nd - Jan. 1 st
No refund if notified:	July 2 nd	Jan. 2 nd

- Room Rent Refund:

The initial payment includes the semester charges for room rent. Since space once reserved cannot be used for a semester, no room rent is refunded, regardless of date of withdrawal.

Refunds will be returned by mail through the Business Office, provided it is not forfeited, there is no damage to your room and no money is owed to SEBC.

Resident Assistant "On-Call"

Your RA's job is to be available to assist you as needed. However there will be times when your RA is unavailable, off-campus or out of town. For emergency purposes, there is an RA on-call the following times:

Monday - Friday	4:30 pm until the following morning at 8:00 am
Saturday - Sunday	24 hours

The Emergency RA phone number is **(205) 960-7322**.

Room/Safety Checks

Room/safety checks are conducted twice a month by the RAs. To pass a room check you must have the following items completed:

- Sweep & Mop Room
- Vacuum Room
- Clean Sink
- Clean Toilet
- Clean Bathtub
- Clean Mirror
- Room in Organized/Clean Order

Rooms that do not pass will receive 3-5 points and will still be required to have their room in order within 24 hours. Failure to pass within 24 hours will result in a 1 hour work penalty with Student Life.

Reminder: RAs will always lock your room door following a room check. Make sure you take your room keys with you or be willing to pay a \$1.00 fine to have your door unlocked.

Security

Security personnel are responsible for providing a safe campus. Security handles parking issues, health and facility emergencies, and is available to help students in need. Security personnel are available 6:00 a.m. - 11:00 p.m. Monday-Saturday. They may be reached at (205) 266-8355 or (205) 970-9230.

Student Life Office

The Student Life Office is open Monday - Friday from 8:00 a.m. - 4:30 p.m. The office is located to the left of the student mail boxes. The phone number is (205) 970-9240.

Tobacco, Alcohol, Illegal Drugs

SEBC is a tobacco, alcohol and drug-free campus. See the Student Handbook for more information.

Tornadoes

At the first Dorm Refuge of the semester, the Shelter Zone for each residence hall will be discussed. As a general reminder, in the event of a tornado, all residents should be familiar with and follow the guidelines listed below. (1) When the area sirens sound, seek shelter in the most secure building available. The interior spaces of the lower floors are the safest; (2) Avoid windows and large glass sections; (3) Sit with your head to your knees and arms protectively covering your head. (4) Follow instructions of college personnel.

Trash

Residents are responsible for the removal of their own trash. Trash is to be taken to the dumpster, not left in the kitchen or community room. Bagged trash is not to be left in the hallway or in the entryway.

Vacations and Holidays

Residents may not arrive earlier than the scheduled day/time of hall openings or leave later than the scheduled day/time of hall closure. A fine will be assessed for those not complying.

Residence halls are closed during Thanksgiving, Spring Break and between semesters. Residents may not remain in their rooms during these holiday breaks unless they have filled out the proper Vacation/Holiday Housing paperwork ahead of time. While there is no financial charge to residents who choose to stay on campus during Thanksgiving and Spring Break, there is a charge for residents who desire housing between semesters. The SEBC calendar and the Student Life Office will have the dates and times for check-in, check-out, and holidays. It is the resident's responsibility to make other housing arrangements during these times. Please plan accordingly. While the halls are open during Fall Break, we encourage you to take advantage of the opportunity to get away from campus.

Visitation

SEBC does not permit women in the men's hall or men in the women's hall. The exception to this is during Open Dorms and when SEBC personnel have responsibilities in the various halls.

Weapons and Flammable Materials

The use and storage of gasoline, solvents, paint remover and dry cleaning fluids in the residences is prohibited. Exploding any device or container on school property is a federal offense, and authorities may be contacted. No firearms, dangerous weapons, air-powered or spring-loaded guns (Paint ball guns, BB guns, pellet guns, etc...), knives, swords, spears or fireworks of any kind are permitted on campus. Please contact David Powless at extension 225 if you are unsure as to whether or not an item is considered a weapon.

Withdrawal From Classes

Residents who completely withdraw from all classes will be required to move out of the residence halls within 5 days of their withdrawal. Residents who stop attending classes to the point they cannot pass their classes will be required to move out of the residence halls immediately. Please be aware of refund policy.

Residence Life Handbook

READING SCHEDULE

You are required to read the current Residence Life Handbook the first semester in which you enroll each year.

By September 1 - ALL residents

By February 1 - Residents who entered Spring Semester

Please sign below indicating that you have completed your reading.

Submit this form to your Resident Assistant by the above deadline.

Name _____
(Please Print)

Box _____

Having read the current Residence Life Handbook, I understand the conduct and lifestyle expected of me as a SEBC resident. Whether or not I agree with all the policies, with God's help I promise to conduct myself in accordance with them.

Signature _____ Date _____