

2006-2007

# residential student guidebook



seattle pacific **university**

*Engaging the culture, changing the world.*

Welcome

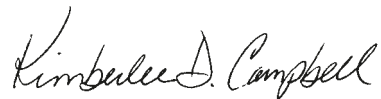
It's our pleasure to introduce you to Seattle Pacific University's residential community. Living on campus extends your education beyond the classroom and offers important opportunities for growth.

You will find there are many choices to be made as you develop relationships with roommates, friends, faculty, and staff members. You will also make decisions that affect academic success, including how to stay healthy, manage a busy schedule, and have time for recreation.

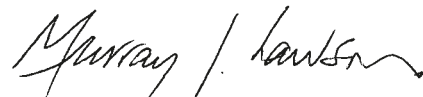
As an adult member of the SPU community, you are asked to respect the rights of others and be accountable for your actions. So that you clearly understand your responsibilities, this guidebook is part of the Room and Meal Plan Contract that you will sign.

The Office of Residence Life oversees the educational programming and management of campus living and the Office of University Services is home to housing operations (assignments) and meal plan services. Together, we work with students and other colleagues toward a common purpose — to create an integrated educational experience and vital campus community through scholarship, leadership, service, and spiritual formation. We value your contributions to this worthy goal.

Wishing you the best in the coming academic year,



Kimberlee D. Campbell  
Director of Residence Life/Chief Judicial Officer



Murray J. Lawson  
Director of University Services

2006-2007

# residential student guidebook

The Seattle Pacific University

*Residential Student Guidebook* is

incorporated in and is binding as part

of the 2006-2007 Room and Meal Plan

Contract. The University reserves the

right to make changes to the contract

as appropriate. It is the student's

responsibility to read and comprehend

the University regulations, including

those in the Room and Meal Plan

Contract, the *SPU Undergraduate*

*Catalog*, and this document.

seattle pacific university



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## Acronyms and Abbreviations

<b>ARLC</b> .....	Assistant Residence Life Coordinator
<b>CHA</b> .....	Campus Houses and Apartments
<b>CIS</b> .....	Computer and Information Systems Office
<b>ORL</b> .....	Office of Residence Life
<b>OSL</b> .....	Office of Student Life
<b>OSS</b> .....	Office of Safety and Security
<b>OUS</b> .....	Office of University Services
<b>PA</b> .....	Peer Advisor
<b>RLC</b> .....	Residence Life Coordinator
<b>SMC</b> .....	Student Ministry Coordinator
<b>SUB</b> .....	Student Union Building
<b>Uni-Com</b> .....	University Communications Center

## Residential Calendar 2006–2007

### Autumn Quarter 2006

Thu., September 21	9 a.m.–4 p.m.	New-student check-in
Thu., September 21	5–7 p.m.	First meal served in Gwinn Commons
Sat., September 23	11 a.m.–5 p.m.	Returning-student check-in
Sun., September 24	1–5 p.m.	Returning-student check-in
Mon., September 25		First day of classes
Thu., October 5	5 p.m.	FUSION
Wed., November 22	7 p.m.	Gwinn Commons closes for Thanksgiving Break
Thu.–Fri., November 23–24		<i>Thanksgiving Break (no classes)</i>
Sun., November 26	5–6 p.m.	Gwinn Commons reopens
Mon., November 27		Last day to submit housing withdrawals for Winter Quarter

Fri., December 1

Last day to submit room changes for Winter Quarter

Fri., December 8

Last day to change meal plans for Winter Quarter

Fri., December 8

Last day of exams

Fri., December 8

7 p.m.

Gwinn Commons closes for Christmas Break

Sat., December 9

10 a.m.

Residence Halls close for Christmas Break

### Winter Quarter 2007

Tue., January 2	1 p.m.	Residence Halls open
Tue., January 2	1–4 p.m.	New-student check-in
Tue., January 2	5–6 p.m.	First meal served in Gwinn Commons
Wed., January 3		First day of classes
Mon., January 15		<i>Martin Luther King Jr. Day (no classes)</i>
Mon., February 19		<i>Presidents Day (no classes)</i>
Fri., March 2		Last day to submit housing withdrawals for Spring Quarter
Fri., March 9		Last day to submit room changes for Spring Quarter
Fri., March 16		Last day to change meal plans for Spring Quarter
Fri., March 16		Last day of exams
Fri., March 16	7 p.m.	Gwinn Commons closes for Spring Break
Sat., March 17	10 a.m.	Residence Halls close for Spring Break

### Spring Quarter 2007

Tue., March 27	1 p.m.	Residence Halls open
Tue., March 27	1–4 p.m.	New-student check-in
Tue., March 27	5–6 p.m.	First meal served in Gwinn Commons
Wed., March 28		First day of classes
Fri., April 6		<i>Good Friday (classes end at noon)</i>
April–May		2007–08 Housing Sign-Up Process
Mon., May 28		<i>Memorial Day (no classes)</i>
Thu., June 7		Last day of exams
Thu., June 7	7 p.m.	Gwinn Commons closes for Summer Break
Fri., June 8	4 p.m.	Residence Halls close for Summer Break
Sat., June 9		Commencement
Sun., June 10	1 p.m.	Graduating seniors vacate housing

*Dates are subject to change.*

## Office of Residence Life (ORL)

### Residence Life Mission

As educators, we seek to provide a living-learning environment that encourages educational excellence and personal growth. We are committed to the following:

- > Provide a residential community founded on Christian faith and values.
- > Provide residential housing facilities that are safe and welcoming.
- > Train and supervise student leaders.
- > Offer co-curricular programming according to student developmental needs.
- > Operate a fair and just disciplinary process.
- > Advise residence hall councils.

### Staff and Student Leadership

The director of residence life oversees all aspects of the residence life program and serves as the chief judicial officer and appellate source for residential disciplinary cases. The assistant directors of residence life provide leadership to departmental programs and offer support and counsel to the director and ORL staff.

Each residence hall is supervised by one or two live-in residence life coordinators (RLC) or an assistant residence life coordinator (ARLC). RLCs hold a master's degree in counseling, student development, or a related field. ARLCs hold at least a bachelor's degree and generally are in the process of obtaining a graduate degree in a related field. RLCs and ARLCs provide leadership by supporting the development of a living-learning community; interacting with students regarding personal development of Christian faith, values, lifestyle choices and academic progress; advising and supervising student leaders.

Peer advisors (PAs) are students selected to assist with the implementation of residential policies, procedures, services, and programs. They are University staff members who are trained in peer counseling, leadership, management, and community development, and they serve as resource persons for residents on a daily basis.

The Residence Hall Council consists of students elected by their peers to provide leadership in the hall. They plan hallwide programs and activities that emphasize social, intellectual, and spiritual growth. Hall Council practices good stewardship in the allocation and management of resources.

Student ministry coordinators (SMCs) are students selected and trained by the Office of Campus Ministries to give primary attention to the spiritual needs of students in the residence halls. SMCs initiate and coordinate activities such as Bible studies, prayer groups, outreach projects, and individual and group discipleship programs.

## Community Standards

SPU's residence life program provides you with an opportunity to experience the fulfillment and challenges of living in a community. Basic rights and responsibilities are the starting point for any living environment. The expectations of the SPU community reflect the University's commitment to its Christian philosophy of education in the context of a Wesleyan heritage. Community standards are designed to provide a positive learning environment for students and are intended to promote the intellectual, social, spiritual, and physical well-being of students.

You may not agree with, or fully understand, some facets of the University's behavioral expectations. But by enrolling as a student at SPU, you agree to live according to the expectations outlined in this booklet. Nonmatriculated students admitted to special programs are also expected to maintain these standards. The primary responsibility for discipline rests with the individual student. It is expected that qualities such as self-discipline, concern for the rights of others, intellectual and social maturity, and respect for public and private property will be fostered and developed. Violations may result in disciplinary action up to and including removal from housing or dismissal from SPU. The policies included in this booklet are not intended to define misconduct in exhaustive terms. Policy questions should be addressed to your RLC or ARLC.

### Lifestyle Expectations

Lifestyle expectations are the general standards that govern the personal conduct of all students and student organizations at SPU. Behaviors for which students or student organizations are subject to disciplinary action include, but are not limited to the following:

1. Actions that constitute violations of municipal, state, or federal law. The University reserves the right to follow its normal conduct process whenever a student is accused of a criminal act, regardless of the location of its occurrence and regardless of whether civil or criminal proceedings have been instituted against the student.
2. Actions that interfere with the educational process or the administration of the University, including those that obstruct or disrupt the use of University premises, buildings, rooms or passages, or which incite a disturbance.
3. Cohabitation and related forms of premarital, extramarital, or homosexual sexual activities. For more information on the subject of sexuality, refer to SPU's Statement on Human Sexuality, available in the Office of Student Life.
4. The possession, use, distribution, or sale of alcohol or illegal drugs, or the illicit use of prescription drugs. The University does not permit students to smoke, or to use or possess, alcohol or tobacco products on or off University property or as part of any of its activities; and it expects that students will not be involved in situations where such

activities are present. In keeping with our heritage, we require that students refrain from the use of alcohol while they are members of the SPU community. However, SPU makes no attempt to preempt the customs of the family, which may include the use of alcohol at a family meal or family event (see statement on Drug-Free Workplace and Drug-Free Schools and Communities).

5. Dishonesty such as cheating or plagiarism; knowingly furnishing false information; alteration or unauthorized use of University documents, records or property; or the misuse of student identification.
6. Participation in any actions that involve discrimination or harassment based on race, color, national origin, religion, disability, or gender.
7. Any form of coercive or unwelcome sexual behavior, including sexual assault, rape, acquaintance rape, indecent liberties, or related actions.
8. Activities that cause or threaten emotional, mental, or physical harm or suffering; that demean the dignity of any individual; or that interfere with one's academic process. Examples of such actions are verbal threats or abuse, harassment, intimidation, threatened or actual physical assault, or consistent disregard for the rights and welfare of others.
9. Conduct or activities that are lewd, indecent, or obscene, whether demonstrative, visual, verbal, written, or electronic (see Acceptable Use Policy Statement at [www.spu.edu/CISHelpDesk/computerpolicies/index.asp](http://www.spu.edu/CISHelpDesk/computerpolicies/index.asp)).
10. Failure to comply with the directions of authorized University officials in the performance of their duties, including the failure to comply with the terms of disciplinary sanction. This also includes the failure to identify oneself when requested to do so.
11. False reporting or warning of an impending fire, bombing, crime or emergency, or tampering with safety equipment.
12. Unauthorized possession of, or damage to, University property or services, or property belonging to others. Unauthorized presence in, or unauthorized use of or duplication of keys to, University premises or property.
13. Possession, use or display on University property of any firearms, weapons, fireworks, live ammunition, incendiary devices, or other items that are potentially hazardous to members of the campus community.
14. Activities that may cause damage or constitute a safety or health hazard or interfere with the academic process. Such activities include, but are not limited to, entering or exiting buildings through the windows; throwing, projecting, or dropping items that may cause injury or damage; and pranks that create safety and health hazards for others and/or cause damage to University or personal property.
15. Any violation of other University policies, regulations, or rules.

## Room Rates / Meal Rates

Upon signing the Room and Meal Plan Contract, the student (and parents or legal guardian) agrees to accept responsibility and the legal obligation to pay all room and meal plan charges and other fees incurred. Although the student's parents or legal guardian may serve as co-signer, the student remains primarily responsible and legally obligated to SPU.

### Room Rates

#### Ashton, Hill and Moyer Residence Halls

*Requires purchase of Platinum, Gold, Silver, Bronze or Copper meal plan each quarter.*

Double Room	\$1,404 per person/qtr.
Triple Room	\$1,204 per person/qtr.

#### Emerson Residence Hall

*Requires purchase of Platinum, Gold, Silver, Bronze or Copper meal plan each quarter.*

Single Room — Private Bath	\$2,209 per person/qtr.
Single Room — Shared Bath	\$2,075 per person/qtr.
Double Room — Private Bath	\$1,945 per person/qtr.
Double Room — Shared Bath	\$1,812 per person/qtr.
Triple/Quad Room — Shared/Private Bath	\$1,680 per person/qtr.

#### Campus Houses and Apartments (including Theme Housing)

*No meal plan requirement except for one Block 25 in Theme Housing. Residents may choose an expanded plan if desired.*

One- or two-person unit	\$1,917 per person/qtr.
Three- or more person unit	\$1,573 per person/qtr.
Robbins two-person unit	\$1,759 per person/qtr.
Robbins four-person unit	\$1,483 per person/qtr.

### Meal Plan Rates

Platinum	\$1,202 per quarter
Gold	\$1,149 per quarter
Silver	\$1,083 per quarter
Copper	\$1,149 per quarter
Bronze	\$1,060 per quarter
Block 50	\$350 per Block*
Block 25	\$194 per Block*
Advantage Points	\$15 minimum purchase*

*\*Additional blocks and points may be purchased throughout the year as needed.*

## Occupancy Guidelines

### Residential Living Requirement

Since it was founded in 1891, Seattle Pacific University has been committed to the education of the whole person. For this reason, the residential experience is considered an integral part of a student's education. Research shows that students who belong to a campus residential community have a more productive, and ultimately more satisfying, college experience than those who live off campus.

The Residential Living Requirement is evaluated yearly to support the residential experience, as well as respond to housing demand. For the 2006–07 academic year, students are required to live on campus unless:

- > They are 20 years or older, or have achieved junior status (completed 90 SPU or transferable credits) prior to the first day of class for the quarter for which they are applying.
- > They live at home with parent(s), legal guardian, spouse, or dependent children.
- > They are graduate students.
- > They are enrolled for eight credits or less.

If you do not fulfill one or more of these requirements and believe you have a situation that warrants special consideration, you may petition ORL for an exemption. Approval is granted only for exceptional need or hardship. Any student living off campus without the approval of ORL will not be permitted to register until he or she is in compliance.

### Credit Load

Priority for housing is given to matriculated (admitted) students registered for nine or more credits each quarter. Students enrolled for three to eight credits are housed as space permits. Dropping to part-time status from full-time does not automatically cancel a Room and Meal Plan Contract.

### Room Consolidation and Space Utilization

A student contracts for a space on campus, but not for a specific hall, room, apartment, or roommate. SPU reserves the right to the following:

- > Assign roommates unilaterally.
- > Reassign students who are without roommates.
- > Use a room when it is not occupied.
- > Assign single rooms.
- > Reassign students to different rooms or buildings in the event such reassignments are determined necessary.

Residents who do not have a roommate may be assigned one at any time during the quarter with 24-hours notice. During the academic year, most placements occur during Winter and Spring breaks. If you have a vacant space in your room, apartment, or theme house when the halls close for

break, you must prepare your room before you leave in anticipation of a new roommate. You will be notified prior to your return to campus (at your home address or SPU email account) if you have a new roommate.

### **Personal Property**

The University will make a reasonable effort to protect the personal property of residents. However, SPU will not be liable for articles lost, stolen, or damaged by fire, water, heat, and/or other natural disasters or by other individuals. When storing goods in University space, students assume the risk of loss or damage (see Storage, page 21). **Students are encouraged to purchase insurance to cover loss of or damage to personal property or extend parents' insurance for this purpose.**

If you believe that any of your personal property has been stolen, inform your PA, RLC, or ARLC, and call OSS at 206-281-2922 to report the theft. They will assist you in contacting the Seattle Police Department.

### **Special Accommodations**

If you require special housing accommodations due to a documented disability, please contact the coordinator for disability support services in the Center for Learning at 206-281-2272. For Autumn Quarter, returning students should submit their requests by April 1 and incoming students by June 1. For Winter or Spring Quarter, requests should be submitted six weeks before the start of the quarter. If your disability or impairment requires that you have special assistance in an emergency situation, please note it on your Campus Housing Application and notify your PA, RLC, or ARLC when you arrive on campus.

### **Checking In and Out**

Upon move in, each student is required to complete a check-in form indicating the condition of their residence. An ORL staff member will sign it and provide the student with a copy for their records. Upon checkout, the residence will be inspected to assess any change in condition. If cleaning or maintenance is required, the student will be financially responsible. Please note: Failure to meet your checkout appointment or leaving without checking out will result in a minimum fine of \$75.

### **Keys**

Room keys are issued to all students at the completion of check-in. In Ashton, Hill, and Moyer, residents' room keys open the main doors of the hall and provide access to the living areas within it. In Emerson, residents' campus ID cards open the doors of the hall and provide access to the elevators; a separate key allows them to access their rooms. Carry your key and campus ID card with you whenever you leave your room. Do not give your key or campus ID card to another person for building access.

The residence halls are locked at all times. If you are locked out, a temporary key and/or keycard may be checked out at OSS. If a room key is reported lost or not returned, the lock will be changed and you will be

charged a re-core fee. Room keys may not be duplicated or given to other students. Anyone who illegally possesses, uses, or duplicates a University key will be subject to a fine and/or disciplinary action.

### **Damages**

Students are financially responsible for all changes in the condition of their residences, as well as for damages they make to common areas. If individual responsibility for damage or loss beyond normal wear cannot be determined, charges may be assessed equally among room/apartment residents, or equally among floor and/or hall residents for common areas (see also Pranks, page 20, and Vandalism, page 26).

### **Room Change**

Guidelines for room change may be obtained from the PA. Approval must be received, and your room change and checkout paperwork must be completed prior to moving. Students who move to another room without permission may be subject to disciplinary action. Due to the need to establish the hall community and to provide a smooth transition into the academic year, no room changes will be permitted during the first four weeks of Autumn Quarter or the first weeks of Winter and Spring quarters. If you are approved for a room change at the end of the quarter, you must move into your new unit prior to the closing of the residence halls so that the space you vacate is prepared for a new resident.

### **Quarter Break Housing**

During Christmas and Spring breaks, residence hall students must vacate their rooms; however CHA will remain open. Students living in residence halls who want to remain on campus during those times may contact students living in CHA to request use of their apartment during the break.

The Junior Science Symposium, a two-day conference for young scientists, is held at SPU during Spring Break. Moyer residents may have participants stay in their rooms so that SPU may honor its longstanding commitment to provide housing.

### **Subletting**

Under no circumstances may a student sell, transfer, or sublet his or her contract to any other person, including another student.

### **Summer Housing**

If you wish to live on campus during the summer, you will be required to contract for housing from the end of Spring Quarter until Autumn Quarter begins. To qualify, you must be a continuing residential student and be enrolled for either Summer Session(s) or Autumn Quarter. If space is available, graduating seniors are also eligible. Summer housing information is available in OUS early in Spring Quarter.

## Meal Plan Guidelines

### Meal Plan Requirement

- > **Residence Halls:** Students living in the residence halls are required to choose from one of five “metal” meal plans: Platinum, Gold, Silver, Copper, or Bronze. Each plan allows students unlimited access to the main dining hall during different times of the day, along with SPU Points to spend at any campus dining location. There is no refund or adjustment made for meals missed. A meal plan is required because the dining hall provides an opportunity for community-building; residence-hall kitchens are not designed to accommodate daily meal preparation; OSS has determined it would be a fire hazard to allow general meal preparation in the residence halls; and the meal plans are kept at a lower price because of the ability to determine a specific number of diners. For these reasons, there is no petition process for this policy.
- > **Theme Housing:** Theme housing residents are required to choose a minimum of one Block 25 meal plan per year, but may choose an expanded meal plan if desired.
- > **Campus Houses and Apartments:** Although not required to have one, students living in CHA may purchase any meal plan, including those listed above or a Block 25 (25 entrances into Crossroads), a Block 50 (50 entrances into Crossroads), or Advantage Points.

A campus ID card is needed to access your meal plan (available at OUS). Meal plans are nontransferable; another person may not use your meal plan at any time.

### Meal Plan Changes

Residents may change their meal plans in OUS during the last three weeks of each quarter (including finals week), effective for the following quarter. No meal plan change requests will be accepted outside of these dates:

For:	Beginning:	Up to and Including:
Autumn Quarter		September 1, 2006
Winter Quarter	November 20, 2006	December 8, 2006
Spring Quarter	February 26, 2007	March 16, 2007

### Special Dietary Needs

If you have a special diet or food allergy, contact Campus Dining at 206-281-2225 to discuss options to meet your needs. Medical documentation will be required. A wide selection of vegetarian items is offered at all meals, but strict vegans may find the choices restrictive. Students with dietary needs that are unable to be met by Campus Dining should consider living in CHA where a meal plan is not required.

## Meal Plan Options

Choices	Cost	Points	Description	Mon-Fri	Saturday	Sunday
Platinum	\$1,202/ quarter	7,500 (\$75)	Unlimited access to Gwinn Commons.	7 a.m.–7 p.m.	8:30–10 a.m. 12–1 p.m. 5–6 p.m.	8:15–10 a.m. 12:30–2 p.m.
Gold	\$1,149/ quarter	10,000 (\$100)	Unlimited access to Gwinn Commons.	11 a.m.–7 p.m.	12–1 p.m. 5–6 p.m.	12:30–2 p.m.
Silver	\$1,083/ quarter	12,000 (\$120)	Unlimited access to Gwinn Commons.	7 a.m.–2 p.m.	8:30–10 a.m. 12–1 p.m.	8:15–10 a.m. 12:30–2 p.m.
Copper	\$1,149/ quarter	12,000 (\$120)	Unlimited access to Gwinn Commons.	7–10 a.m. 4–7 p.m.	8:30–10 a.m. 5–6 p.m.	8:15–10 a.m.
Bronze	\$1,060/ quarter	15,000 (\$150)	Unlimited access to Gwinn Commons.	4–7 p.m.	5–6 p.m.	12:30–2 p.m.
Block 25	\$194		Any combination of 25 meals in Gwinn Commons.	7 a.m.–7 p.m.	8:30–10 a.m. 12–1 p.m. 5–6 p.m.	8:15–10 a.m. 12:30–2 p.m.
Block 50	\$350		Any combination of 50 meals in Gwinn Commons.	7 a.m.–7 p.m.	8:30–10 a.m. 12–1 p.m. 5–6 p.m.	8:15–10 a.m. 12:30–2 p.m.
Advantage Points	\$15 minimum	1,500 minimum	A debit card that saves sales tax on all purchases.	For use in all locations during service hours.		

### Food Service Availability and Hours

The dining hall, Crossroads at Gwinn Commons, provides service beginning with the evening meal on the day the residence halls open and ending with the evening meal on the last day of examinations (see Calendar, page 4). No food service is provided in Crossroads or Falcon’s Landing (including Academic Perks) during Thanksgiving, Christmas or Spring breaks; Corner Place Market is open reduced hours.

	Weekdays	Saturday	Sunday
Crossroads at Gwinn Commons	7 a.m.–7 p.m.	8:30–10 a.m. noon–1 p.m. 5–6 p.m.	8:15–10 a.m. 12:30–2 p.m.
Falcon’s Landing*	8:30 a.m.–3 p.m.	Closed	Closed
Corner Place Market* (in Gwinn Commons)	Mon.–Thu.: 7:45 a.m.–11 p.m. Fri.: 7:45 a.m.–9 p.m.	9 a.m.–8 p.m.	2–11 p.m.
Academic Perks*	Mon.–Thu.: 7:30 a.m.–7 p.m. Fri.: 7:30 a.m.–6 p.m.	Closed	Closed

\*Retail hours are subject to change.

### **SPU Point Balances**

SPU Point balances will carry forward through Spring Quarter, provided you remain on a meal plan. Any remaining balance at the end of Spring Quarter will be forfeited. If a student cancels his or her meal plan, he or she forfeits any remaining SPU Points.

### **Advantage Point Balances**

Unused Advantage Points will carry from quarter to quarter and year to year. If no activity is recorded on an account for three consecutive quarters, any remaining Advantage Points will be forfeited. Advantage Points purchased on your housing contract do not automatically renew at the end of the quarter; you may renew them at your discretion in OUS. No refunds are given on Advantage Points.

### **Block Meal Plan Balances**

Unused Blocks will carry from quarter to quarter and year to year. If no activity is recorded on an account for three consecutive quarters, any remaining Blocks will be forfeited. Block 25 and Block 50 plans purchased on your housing contract do not automatically renew at the end of the quarter; you may renew them at your discretion in OUS. No refunds are given on Block meal plans.

### **Schedule Conflicts / Sick Tray**

If your class, work schedule, or athletic program conflicts with your meal plan, contact Campus Dining at 206-281-2225 for assistance. They will discuss options to meet your needs (i.e., bag lunches and take-out trays).

If you are ill and confined to your room, a friend may bring you a meal from Crossroads at Gwinn Commons. Send your campus ID card with your friend to receive the meal.

### **Dining Hall Behavioral Expectations**

Each diner is responsible for maintaining a comfortable atmosphere in Crossroads at Gwinn Commons. Diners must enter through the designated main entrance with a valid campus ID card or pay cash. If a student allows another to use his or her card to access food service, both students will be subject to disciplinary sanctions. Each diner is expected to show respect for others and clean up his or her own spills and messes. Throwing food and other objects will not be tolerated. Food, beverages, dishes, and decorations may not be removed from the premises.

## **Termination of Contract**

This contract remains in effect until the end of the contract period, but may be terminated under the following conditions:

- > If a student officially cancels his or her enrollment.
- > If a student violates the terms of this contract, University regulations, local, state or federal laws, SPU reserves the right to cancel the contract with no refund of room and meal plan charges.
- > If a student is not required to live on campus (see Residential Living Requirement, page 9).

### **Withdrawal From Housing**

To cancel a contract, you must complete a Withdrawal from Housing form available in OUS. You must also complete a checkout appointment with your PA prior to leaving. If you officially or unofficially withdraw from classes, you are required to vacate University housing immediately and cease using your Platinum, Gold, Silver, Copper, or Bronze meal plan. Any student who continues to reside on campus after his or her withdrawal will be held liable for room and meal plan charges beyond his or her last date of attendance. Students withdrawing for the following quarter must check out by the residence hall closing date and time of the current quarter (including CHA residents).

### **Refund Schedule**

If you withdraw from University housing after the beginning of the contract period, you will forfeit your room deposit and be refunded your room and meal plan charges based on the day you sign the checkout form, according to the following schedule:

Prior to midnight on the day the halls open	100%
First week of the quarter*	90%
Second week of the quarter	75%
Third week of the quarter	50%
Fourth and fifth weeks of the quarter	25%
Sixth week of the quarter and following	0%

*\*The first week of the quarter begins the day after the residence halls open and ends the Monday after the first day of classes. Each successive week runs Tuesday through Monday.*

SPU Points are considered part of the meal-plan charge. The entire charge for the plan will be refunded according to the above schedule. No refunds are given for Block 50, Block 25, and Advantage Points.

### Room Deposit

> **New Students** who cancel their housing applications by the following dates will receive a refund of their housing deposit:

Autumn Quarter	by June 30, 2006
Winter Quarter	by December 9, 2006
Spring Quarter	by March 17, 2007

> **Continuing Students** who contract for Autumn Quarter housing during the spring sign-up process will forfeit their deposit if they cancel their contract anytime after reserving housing. For Winter and Spring Quarters, continuing students must cancel their contract by the following dates to receive a refund of their housing deposit:

Winter Quarter	by November 27, 2006
Spring Quarter	by March 2, 2007

Once a student occupies a room, his or her room deposit will remain on the student account until he or she officially withdraws from University housing. If the room is not damaged and all contract obligations are met (i.e., proper notice is given, checkout is complete, etc.), the deposit will be credited to the student's account. If the student has an owing balance, the credit will reduce the amount owed. If the student does not have an owing balance, a check for the amount of the credit will be cut and you will receive email notification from Student Financial Services.

## Residential Guidelines

In addition to endorsing the Lifestyle Expectations (pages 6–7), ORL has established policies and procedures to help create a safe and enjoyable living community. Nearly everyone must adapt his or her lifestyle to some degree in consideration of other individuals or groups. We believe all students have the right at all times to study, sleep and live in an atmosphere of mutual respect. Therefore it is important to understand what is expected of you while a member of the SPU residential community. Standards are designed to allow for the freedom and flexibility of the individual and to ensure the rights and privileges of the community as a whole.

### Acceptable Computer Use Policy

The purpose of the University's "Acceptable Use Policy" is to outline individual responsibilities in the legal, ethical, and appropriate use of University computer systems and network resources. All persons utilizing the campus network are expected to review, understand, and abide by the conditions set forth in the policy. Please refer to the Acceptable Use Policy link found at [www.spu.edu/CISHelpDesk/computerpolicies/](http://www.spu.edu/CISHelpDesk/computerpolicies/) for details on these expectations and requirements.

### Advertising and Posting

Any advertising in campus housing is subject to approval of the RLC or ARLC. The following criteria should be used as guidelines for advertising:

- > Do not use tape. Postings placed on bulletin boards should be hung with staples or pushpins, and a temporary adhesive should be used on walls; postings are not permitted on glass.
- > Non-University related postings will be removed if the University needs space. Materials from commercial organizations will not typically be approved for posting.
- > Individuals hanging advertisements are responsible to remove them within 24 hours after the event takes place. Undated material will be removed at the RLC's or ARLC's discretion.
- > No advertisements can be hung on the exterior of residential buildings without prior approval from ORL.

### Alcohol

The University does not permit the possession, use, distribution, or sale of alcohol as defined by federal law; students should not be involved in situations where such activities are present. SPU does not permit students to use or possess alcohol on or off University property or as part of any activities. Substances so prohibited will be confiscated and disposed of by University staff members. Student(s) in violation will be subject to disciplinary action.

### Community Areas

At the beginning of Autumn Quarter, your PA will discuss the management of areas shared by students on your floor (bathrooms, lounges, kitchens, etc.). Although community areas are cleaned several times each week by the custodial staff, you are expected to participate in keeping your environment clean and livable. Emerson Hall residents are required to clean their own bathrooms with supplies provided. Community-area furnishings are not to be removed.

### Disruptive Behavior

Students are expected to cooperate with one another, with ORL staff, and with other University officials. Students should not interfere with the educational process or the administration of the University, including, but not limited to, actions that obstruct or disrupt the use of University property, endanger the safety of the residential community, or incite a disturbance. Students who harass, provide false identification, or information, or in any way fail to cooperate with University officials acting in the performance of their duties, are subject to disciplinary action.

### **Drugs and Narcotics**

SPU does not permit students to use, possess, or sell illegal drugs as defined by federal law, or illicitly use prescription drugs, on or off University property or as part of any activities. Substances and/or paraphernalia so prohibited will be confiscated and disposed of by University staff members and the student(s) will be subject to disciplinary action.

### **Elevators**

Do not overload or tamper with any part of a campus elevator. Failure to comply with this policy may result in disciplinary action and/or closure of the elevator(s). If an elevator malfunctions, immediately report it to your RLC or ARLC and OSS.

### **Exercise Centers**

Both Hill Hall and Emerson Hall have **R**ecreation and **E**xercise Centers. Each "REX" offers both aerobic and circuit-training equipment. To protect against overcrowding, these centers are for use only by SPU campus residents. Out-of-town and nonresidential guests may use them for \$5 per visit when accompanied by a resident (see an exercise center supervisor for details). Robbins has a Nautilus machine and aerobic equipment and is for use only by Robbins residents. Hours vary depending on location.

### **Floor Hours**

Men and women may visit each others' floors only during specified hours. These hours are subject to evaluation or change by the floor members or by the University if residents are not in compliance with the policy. The University establishes the maximum number of hours and days allowed for visitation. These days and hours are as follows:

- > **Ashton, Hill, Emerson, and Moyer:** Sunday–Thursday, 12–11 p.m., and Friday–Saturday, 12 p.m.–12 a.m. When there are no regularly scheduled classes the following day, floor hours are extended to midnight.
- > **Campus houses and apartments** have a 24-hour visitation policy; however, persons are not permitted to sleep in the house or apartment of students of the opposite gender.

### **FUSION**

The new-student welcoming activities sponsored by individual residence hall floors are known as FUSION. The activities are planned to identify and welcome community newcomers, encourage positive interaction between returning and new students, and to promote a sense of community among residents. FUSION activities require approval of the FUSION task force.

Hazing is a fundamental violation of human dignity and is strictly prohibited by the University. SPU defines hazing as any action taken or situation created intentionally, whether on or off campus, to produce mental or physical discomfort, embarrassment, harassment, or ridicule.

### **Garbage Disposal and Recycling**

Each resident is responsible for the frequent and proper disposal of his or her garbage. Receptacles and disposal services are provided for each residential facility. Students must appropriately dispose of larger items that cannot be contained in the trash chutes or dumpsters. Failure to remove and dispose of garbage will result in a fine.

Chemical or biological hazardous waste must be disposed of properly. If you are unsure of the appropriate means to dispose of something, consult your RLC. Needles and syringes used for medical purposes (e.g., diabetes) must be discarded in a specified Sharps container, available at the Health Center. When someone has been ill or injured and clean up of bodily fluids is required, please contact your PA immediately to arrange for housekeeping services; do not attempt clean up bodily fluids on your own.

The recycling program at SPU involves individual students working together. Its success depends on each resident making an extra effort to dispose of garbage appropriately. Recyclables collected include aluminum and tin cans, glass and plastic bottles, paper, cardboard, and newspaper. Detailed information about SPU's recycling program, including a map of central recycling locations, is available at [www.spu.edu/depts/facman/recycle](http://www.spu.edu/depts/facman/recycle).

### **Laundry**

Coin-operated washers and dryers are located in each residence hall and most campus apartment buildings. If a machine malfunctions, place an out-of-order sign on it and notify Uni-Com (206-281-2000) of the machine number, its location and the nature of the problem. If you need a refund, it may be obtained at the Uni-Com desk in the SUB.

### **Lead-Based Paint Hazard Reduction Act**

In 1992, Congress passed the Residential Lead-Based Paint Hazard Reduction Act (known as Title X), which directed the Environmental Protection Agency (EPA) and the Department of Housing and Urban Development (HUD) to require disclosure on lead-based paint before the sale or leasing of housing built before 1978. Housing built before 1978 may contain lead-based paint. Lead from paint, paint chips, and dust can pose health hazards if not managed properly. Lead exposure is especially harmful to young children and pregnant women. Before renting pre-1978 housing, lessors must disclose the presence of known lead-based paint and/or lead-based paint hazards in the dwelling. Lessees must also receive a federally approved pamphlet on lead poisoning prevention.

In compliance with this act, SPU is required to make this information known to you regarding University-owned apartments and houses:

- > The University has no knowledge of the presence of lead-based paint and/or lead-based paint hazards in University-owned apartments or houses.

- > The University has no reports or records pertaining to lead-based paint and/or lead-based paint hazards in University-owned apartments or houses.
- > Upon checking into University-owned apartments or houses, you will be supplied with a booklet entitled Protect Your Family From Lead in Your Home, published by the EPA.

Since most University-owned apartments and houses were built before 1978, there may be lead-based paint or lead-based paint hazards. You are encouraged to follow the precautions suggested in the booklet named above.

### **Lounge Use Policy**

For a group activity, you may reserve your floor lounge through your PA and your residence hall lounge through your hall council. The seminar room in Emerson Hall is reserved through the RLC. Residents and guests are not permitted to sleep in lounges overnight. If the event you are planning is a dance, you must receive prior approval through the Office of Student Programs. Events that require moving, or removal, of the furniture must receive prior approval from your PA or hall council.

### **Parking**

OSS manages campus parking. SPU is located in a residential area with limited parking facilities and street parking, so please consider leaving your car at home and using Seattle buses, which stop near campus. Parking applications are available online to all registered students through the Banner Information System. Paper forms are available in OSS. A quarterly fee is charged to use campus parking facilities. Parking spaces at the residence halls and apartments are limited. Spaces are assigned based on seniority and the date the application was submitted, so apply early.

### **Pranks and Other Inappropriate Activities**

Any individual or group activity that results in the disturbance or distress of others, or that causes damage, destruction, or defacement to property is prohibited and subject to disciplinary action. Any resulting damage fees are charged to the students involved (see Damages, page 11). Recreational activities (e.g., soccer, basketball, wall climbing, Frisbees, paint guns, Airsoft guns, water fights, etc.) are not permitted in the halls.

### **Quiet Hours**

The minimum for quiet hours in all residence halls and CHA is from **10 p.m. to 10 a.m.** Quiet hours are defined as times when students' stereos, televisions, and conversations are to be kept at a level that does not interfere with other students' study or sleep. Common courtesy prevails at all times. The right to study or sleep supersedes the privilege to be entertained or entertain others. If someone asks you to be quiet, respect his or her request. Noise that is audible beyond the confines of one's room is prohibited and may result in disciplinary action.

Please note that the regular workday for University employees begins at 8 a.m. and their activity may create sounds heard within the residence halls. Also, various residential facilities may be impacted to some extent by construction noise. The construction day typically lasts from 7 a.m. to 6 p.m. but may extend to 10 p.m.

### **Smoking and Tobacco**

SPU does not permit students to use or possess tobacco products on or off University property or as part of any activities. Substances so prohibited will be confiscated and disposed of by University staff members and students will be subject to disciplinary action.

### **Solicitation**

The time, place, and manner of solicitation is subject to regulation by the University. Recognized SPU organizations may solicit door-to-door in residence halls for selected projects only. Door-to-door solicitations require approval from the director of residence life. Students, student groups, and off-campus persons selling commercial products or services are not permitted to sell door-to-door in residence halls under any circumstances. They may sell at other campus locations only with the written approval of the Uni-Com manager.

### **Storage**

Residents may utilize the residence hall storage rooms during the academic year on a space-available basis. Space is limited. Students who live more than 100 miles from campus may use a storage room during the summer months; however access is limited. Contact your PA, RLC, or ARLC for gaining access into storage. Any item stored must be boxed and have the student's name, home address, phone number, and the date it was stored. **Students placing items in storage at the University do so at their own risk** (see Personal Property, page 10). Your RLC will post specific dates and times for cleaning the storage facility. Items must be removed at these times and may be returned to storage the following weekend. Unclaimed items will be given away or auctioned.

Bicycles may be stored only in designated areas and at the student's own risk. Students must supply their own locks. Motorized vehicles are not permitted in the residence halls and must be parked in designated areas only.

### **Vending Machines**

If a vending machine malfunctions, place an out-of-order sign on it and notify Uni-Com at 206-281-2000 of the location and nature of the problem. If a machine has taken your money, a refund may be obtained at Uni-Com in the SUB.

## Room Regulations

### Appliances and Other Equipment

You are permitted to have a small refrigerator (maximum 2.7 cubic feet capacity, 2.5 amp electrical) in your room (to be unplugged during vacation periods). Appliances prohibited from residence hall rooms, but permitted in residence hall lounges/kitchens, Robbins, and CHA include microwave ovens, toasters, toaster ovens, woks, coffee makers, hot plates, popcorn poppers, and rice cookers. Open-coil cooking appliances and heating equipment (such as space heaters) are prohibited from all residential facilities. Exterior antennas and halogen lights are also prohibited. No grills are permitted on balconies.

### Candles and Open Flame

Due to fire hazards, the possession or use of flammable items such as candles (with or without wicks, burned or unburned), incense, potpourri, and lanterns is not permitted in residence halls, CHA, or community areas. Violation of this policy will result in disciplinary action including confiscation, fines, or other sanctions.

### Computer Network Services

Each resident is provided a high-speed Ethernet computer connection to the SPU network, which will allow access to the Internet, as well as to essential campus resources for registration, classroom instruction, and communication. While there are general-purpose computer labs on campus, SPU strongly recommends that all students bring their own personal computer and printer.

To gain access to the SPU network and the Internet, your computer must be equipped with a 10BaseT or 10/100BaseT Ethernet network interface card. (Caution: 100BaseT-only cards will not work.) You also need to bring a 14- to 20-foot long CAT5, RJ-45 Ethernet cable to connect from your computer to the jack in the wall.

SPU requires that personal computers connecting to the campus network meet minimum security standards. These include ensuring your computer's operating system is up to date with all critical patches and that an auto-updating antivirus program be installed and running. CIS provides McAfee antivirus to students, available at the Help Pages download site at [www.spu.edu/CISHelpDesk](http://www.spu.edu/CISHelpDesk).

### Decorating Your Room

Within certain guidelines, you are encouraged to make your room a comfortable living environment. The guidelines for decorating your room are as follows:

- > No contact paper, wallpaper, or paneling.
- > Use of nails, screws, tape, or other adhesives that cause damage to painted surfaces is not permitted. A temporary adhesive (e.g., Plasti-Tak) is permitted for hanging posters, etc.

- > You may not remove drapes or mini-blinds. However, you may hang your own decorations over them.
- > You may not remove any of the furnishings from your room.
- > Non-University bunk beds, lofts, and/or waterbeds are not permitted. Beds must be set on the floor for safety reasons.
- > Furniture may not be stacked in any way nor may furniture that is bolted to the wall be removed.
- > RLCs have the authority to require the removal of room decorations if they are deemed offensive in nature. Display of alcoholic beverage and/or tobacco containers is not permitted.

### Electrical Safety

Extension cords must contain a ground wire, indicated by having a three-prong plug. Any extension cord having more than one outlet must also have a built in circuit breaker (e.g., a surge-suppression strip commonly used with a personal computer). Total electrical requirements added to rooms and apartments may not exceed one power strip per electrical outlet. Multiple socket plugs are prohibited. Extension cords may not be run under rugs, through doorways, or fastened through their insulation. Do not use frayed cords.

### Entering a Student Room

Students can expect reasonable privacy of their rooms and personal property. However, under specific guidelines, rooms may be entered and inspected by SPU staff members without permission. These guidelines include, but are not limited to, cases of emergency, need or request for repairs, health/safety inspections, and if there is probable cause to believe that a violation of University regulations or federal, state, or local laws may be taking place, or has taken place, in the room.

Entrance policy for staff members includes knocking on the door, stating who they are and why they are entering the room, and allowing approximately 30 seconds for a response before keying into the room or apartment. Students who submit a work request automatically give staff permission to enter their room without notice. For unplanned service or work that has not been requested, staff will attempt to notify students 24 hours in advance, but depending on the severity of the issue and the staff's ability to reach the student, advance notice cannot be guaranteed.

### Guests

Rooms are to be occupied by only the students for whom they are reserved, except in the case of guests. Guests must abide by all University regulations, receive approval from their hosts and register through the PA. Guests may not occupy or use residential facilities for more than four days or nights per quarter. The student hosting the guest is responsible for his or her behavior. SPU reserves the right to ask guests of residents to leave if they are violating University regulations, federal,

state, or local laws, and/or disturbing other residents. Guests who are 6 years of age or older must stay on a floor of their same gender.

### **Lighting**

Student-provided lighting must be UL approved. Halogen lights are prohibited.

### **Pets**

Fish are the only pets allowed in student rooms. Only one fish tank is permitted in each unit. Fish tanks may not exceed 25 gallons.

### **Room Repairs**

For any basic repairs, complete a green Route Maintenance card and drop it into the route maintenance box located in the lobby of your residence hall or near your PA's apartment. Your PA will explain the procedures at the start of Autumn Quarter. More extensive repairs should be directed to the PA, RLC, or ARLC. Emergency maintenance needs should be directed to Building Maintenance at 206-281-2330 during normal business hours. After hours, on holidays, and on weekends, call OSS at 206-281-2922.

### **Telephone Service**

A telephone, telephone line, and electronic voicemail service are provided in each residence hall room, campus house, and apartment. To facilitate campus communication, it is imperative that students establish, maintain, and regularly check their voicemail boxes. To reach a campus extension when using a campus phone, dial the last four digits. To get an "outside" line, dial "9" and then the number. Students who wish to make long distance phone calls should use a mobile phone, personal calling card, or prepaid phone card. Students will be billed by SPU for any necessary repairs due to tampering or improper use of telephone equipment. Additional information about telephone services may be found at [www.spu.edu/CISHelpDesk/](http://www.spu.edu/CISHelpDesk/) or by calling the CIS HelpDesk at 206-281-2982.

## **Safety and Security**

SPU seeks to maintain a safe and healthy environment for the campus community. However, because no security system can eliminate all risk, it is expected that each member of the SPU community contribute to campus safety. Many of the policies and procedures outlined in this booklet were developed in the interest of students' safety. Students can contribute to their safety by following these guidelines and being aware of how they can protect themselves. Tips on how to protect yourself and your property can be found at [www.spu.edu/depts/security/has.asp](http://www.spu.edu/depts/security/has.asp).

### **Office of Safety and Security (OSS)**

OSS operates 24 hours a day, seven days a week. OSS assists in all emergency situations, manages all parking and motor vehicle concerns, and offers safety escorts for individuals walking on campus. The office is located at 601 West Emerson and can be reached at 206-281-2922. In emergency situations, dial 206-281-2911 (x2911 on campus).

### **Building Safety**

Climbing on the outside of any building is prohibited and no student is allowed on any roof at any time. No objects or substances may be dropped, thrown, or poured from a stairwell, out of any window or off a balcony. Window screens in Emerson Hall are not to be removed. Such acts can be extremely dangerous and pose a threat to the safety of others.

### **Building Security**

The residence halls are locked at all times. It is your responsibility to carry your key and campus ID card with you whenever you leave your room. Students who jeopardize the safety and security of other residents by propping open or otherwise disabling exterior doors, or by letting unauthorized individuals into the building (intentionally or carelessly) are subject to disciplinary action.

### **Fireworks and Explosives**

Firecrackers and other explosives pose a danger to people as well as to property. Possession or use of fireworks or explosives is prohibited on University property. Items so prohibited will be confiscated and disposed of by University staff members, and the student(s) will be subject to disciplinary action.

### **Safety Escort**

A safety escort service is available for students who need to walk to different areas of the campus or within a reasonable distance (a few blocks) off campus. Please note that this service is offered in the interest of safety, not convenience. For an escort, call 206-281-2922 (x2922 on campus).

### **Security Equipment**

Campus security equipment including emergency telephones, cameras, and fire extinguishers should not be tampered with or used improperly. Violation of this policy will result in disciplinary action.

### **Trespass**

A student may be charged with criminal trespass if he or she knowingly enters or remains unlawfully in or upon the premises of another, or if he or she fails to leave when instructed by the occupant, an ORL staff member, or a security officer.

### **Vandalism**

Malicious destruction or defacing of another's property is a criminal offense. Anyone guilty of vandalism will be charged for repair and replacement of damaged property. Vandalism is subject to disciplinary action and may result in criminal prosecution.

### **Weapons**

To maintain a safe environment in campus housing, firearms, and other dangerous weapons (including but not limited to antique weapons, weapons for display, swords, and large folding and nonfolding knives with blades longer than 3 inches) are prohibited in or around University property, including student rooms and common areas. If your circumstances do not allow you to leave these items at another location, you must ask OSS to store them for you.

## **Emergency Procedures**

### **Earthquake**

Earthquakes rarely do occur in the Pacific Northwest, and you must be prepared to act quickly. Take a few minutes to become familiar with the locations of fire extinguishers, emergency exits, and evacuation locations. If you are inside, remember: Drop, cover, and hold. Never leave a building during an earthquake.

Above all, it is important that you think safety. Most injuries result from falling objects or debris, so check your room to be sure you haven't placed heavy objects on high shelves or above your bed. In the event of an earthquake, utilities may be affected, so avoid downed power lines, using matches (because natural gas lines may be damaged), and drinking anything other than bottled water until SPU has determined the utilities are safe.

Students are encouraged to prepare a personal earthquake kit to keep easily accessible should the need arise. Basic recommendations include a battery-powered flashlight and radio, batteries, bottled water, nonperishable food items, supply of prescribed medications, and first-aid items.

During an earthquake, follow these emergency procedures:

- > **If you are indoors**, stay inside and protect yourself by taking cover under a desk, table, or bed, or brace yourself in a doorway. Stay away from windows. Once it is feasible, go to the nearest evacuation location (listed on page 28 and on emergency signs in each building).
- > **If you are outdoors**, move to an open area away from overhead hazards (power lines, falling brick, glass, or trees). Stay far enough from buildings to avoid falling objects. Do not attempt to enter a building. Once it is feasible, go to the nearest evacuation location (listed on page 28).

After an earthquake, follow these emergency procedures:

- > Remember to remain calm and help others, if necessary.
- > Check for injuries and fires, and report them to ORL staff or OSS at 206-281-2911.
- > Limit telephone use to emergency calls only. After an earthquake, personal calls often overload the circuits and may prevent real emergency calls from getting through. Emergency phones are located outside of each residence hall and Robbins Apartments.
- > Do not turn on light switches or appliances, or light a match.
- > Do not enter an elevator.
- > Wear shoes at all times to avoid injury from broken glass, etc.
- > Meet at the nearest evacuation location (listed on page 28) and wait for further instructions from your RLC, ARLC, or other University officials. Buildings will not be accessible until they have been checked for structural damage.
- > Listen to your radio for general information.

### **Fire**

If you see a fire and don't hear an alarm, activate a fire alarm immediately. If smoke is present in your room, stay close to the floor and move to the door. If the door is hot, do not open it. Seal the cracks with available cloth and call OSS at 206-281-2911 to report your location. If the phone isn't working, open the window and hang a sheet or other material out of the window to attract attention.

If you hear an alarm and your door is not hot, close the windows, open the curtains/blinds, turn the lights on, leave the room, and close the door leaving it unlocked. Proceed to the nearest exit (do not use any elevator), checking to see if the rooms next to you are empty. Each hall and apartment building has posted evacuation routes that are designed to eliminate confusion. Proceed to the nearest evacuation location (see page 28). Do not return to the building until you receive approval from residence hall staff, OSS, or the fire department.

Vandalism or pranks resulting in false fire alarms and/or damage to the fire alarms, smoke detectors, or fire safety equipment is a crime and creates a potentially life-threatening situation. Students tampering with this equipment and/or failing to exit the building will be subject to disciplinary action. A minimum fine of \$200 per person will be assessed to the individual(s) responsible, according to each situation. If the responsible person(s) cannot be identified, fines ranging from \$500 to \$3,000 will be levied against the residents of the floor(s), hall, or apartment where the problem originated. Any accidental activation of a fire alarm must be reported immediately to a PA, RLC, or ARLC.

## Evacuation locations

In an emergency, proceed to the nearest meeting area, as follows:

### Residence Halls

- > Ashton: Floors one through three should exit to the lower level street area (Dravus Street) and gather on the basketball court. Floors four through six should exit to upper parking lot.
- > Hill: Exit the building and line up with your floormates on the opposite side of Sixth Avenue West, starting at Demaray Hall and continuing up the hill to Gwinn Commons. Students should stay out of the street.
- > Emerson: Exit the building and meet in the parking lot behind Emerson.
- > Moyer: Exit and proceed to the lawn in front of Moyer Hall.

### Campus Houses and Apartments

- > Robbins: Exit and meet on Third Avenue West in front of the building.
- > Davis: Exit and meet in the alley behind the apartment building.
- > Falcon, Falcon Duplex, Falcon 4-Plex, 605 W. Emerson, 608 W. Emerson: Exit and meet in the parking lot across from the Falcon Duplex on Sixth Avenue West.
- > Bailey: Exit and meet on Third Avenue West in front of the apartments.
- > 18 W. Cremona, 26 W. Cremona, 34 W. Cremona, and 35 W. Cremona: Exit and meet on the sidewalks in front of each apartment building or house.
- > 37 W. Dravus and 49 W. Dravus: Exit and meet on Dravus in front of each apartment building.
- > 528 W. Dravus and 3212–3214 Sixth Ave. W.: Exit and meet on the sidewalk at the corner of West Dravus and Sixth Avenue West.
- > 650 W. Bertona, 604 W. Cremona, 650 W. Cremona, 651 W. Bertona, 3304 Seventh Ave. W., 3305 Sixth Ave. W., and 3311 Sixth Ave. W.: Exit to Irondale Avenue West (alley) and meet next to the small parking lot in the middle of the block.

Note: If you are in class, register your presence with your professor then proceed to the evacuation location designated on the classroom signs for the building you are in. If outside, go to the nearest open parking lot: Bookstore, Crawford, Ross (corner of Third West and Bertona), Miller Hall, Nickerson, or Dravus. **Do not go under covered parking lot areas.** If in Royal Brougham Pavilion, go to Wallace Field.

### Emergency Closure Hotline

In case of snow, a natural disaster, or a campus emergency, call the Emergency Closure Hotline at 206-281-2800 for information concerning canceled classes, office closures, and emergency procedures. A “late start” notification indicates that campus offices and classes will open later than usual; specific starting times will be posted on the hotline. “Closure” means all classes are canceled and all offices are closed. The Library, Campus Dining Services, and the SUB will be operational on a

limited schedule. For evening classes and events, students should call the hotline for updated information.

### Medical Emergency

In case of a medical emergency, call OSS at 206-281-2911 (x2911 on campus), then notify your PA, RLC, or ARLC immediately. Stay with the person until instructed otherwise. OSS will contact the appropriate medical service. SPU is not responsible for providing emergency medical transport. The Seattle Fire Department (SFD) will be notified and the student may be transported via SFD medic units or by private ambulance, depending on the circumstances. In less critical situations, students may opt to be transported by friends or family in a private car.

### Personal or Psychological Crisis

SPU has trained professionals who can provide counseling and support for students in the midst of crisis. Students who are experiencing difficulties should contact the Student Counseling Center during normal office hours. After office hours, students should contact a member of the ORL staff or OSS.

A student who exhibits behaviors that indicate he or she may be a danger to himself or herself (e.g., suicidal attempts, gestures, or statements; eating disorder; substance abuse; etc.) or a danger to others (violent actions or statements), may be referred for a psychological, psychiatric, or alcohol/drug evaluation. This evaluation may be required as a condition to remain in University housing. The results will be used to determine the best course of action for the individual and his or her residential community. A student may also be required to enter into a behavioral contract to continue residency in campus housing.

### Emergency and Crisis Management Plan

SPU is concerned with the welfare of faculty, staff, and students at all times. Since emergency situations are a potential threat to the safety of those at the University, faculty, staff, and students must be aware of the emergency procedures that will be utilized in a time of crisis. A manual is provided at [www.spu.edu/info/emergency/index.asp](http://www.spu.edu/info/emergency/index.asp) to help you familiarize yourself with the procedures.

It is hoped that we will be spared the need to implement these emergency procedures. However, a thorough understanding of this plan offers the greatest hope for providing maximum safety if a serious emergency does occur.

## Campus Resources

### Career Development Center

The Career Development Center (CDC) helps students discover their skills and vocational calling and find resources to reach their goals. As the link between SPU and the employment community, CDC facilitates student-employer relationships through internships, recruitment programs, and opportunities for career mentoring. CDC is located on the second floor of the SUB and can be contacted at 206-281-2485.

### Center for Learning

The Center for Learning (CFL) helps undergraduate students reach their academic potential through improving learning skills. A variety of programs and services are offered, including individual learning consultations, tutoring, mentoring, and writing support. Disability Support Services is also a part of CFL, arranging special accommodations for documented disabilities. CFL is located in Lower Moyer and can be reached at 206-281-2475.

### Health Center

The Health Center has a staff of licensed and board certified medical professionals committed to the physical well-being and health of the SPU community. All registered students are eligible for a full range of confidential medical services at the clinic. The clinic is located in Watson Hall and open Monday–Friday, 9 a.m.–4:30 p.m., and staff can be reached at 206-281-2231. For after-hour or weekend emergencies, contact an ORL staff member or OSS.

### Mailing Services

Residence hall students are assigned a “mailstop” (i.e., your mailbox). Mailboxes are located outside the SUB and are accessed by a combination. CHA residents will either receive a mailstop or, for specific buildings, have mail delivered directly to a mailbox at the residence. Mailing Services is located in Marston Hall and can be reached at 206-281-2077.

### Office of Campus Ministries

The Office of Campus Ministries (OCM) offers opportunities for the entire campus to explore the meaning and implications of the Christian faith. OCM advises or supervises various organizations, offers community services activities, plans services and events on campus, and administers the CFE Program. OCM is located on the second floor of the SUB. For more information, visit [www.spu.edu/depts/ocm](http://www.spu.edu/depts/ocm) or call 206-281-2966.

### Student Counseling Center

The Student Counseling Center (SCC), located in Watson Hall, is available to enrolled undergraduate students and staffed with professional clinical therapists who are committed to students' emotional and mental well-being. SCC provides therapy for individuals, couples, and groups. For most

students, services are provided on a short-term, time-limited basis. A registered dietitian is also available to provide nutritional counseling. In collaboration with the Health Center, medication evaluations are available as necessary. There is no fee for counseling services. For further information, please contact the SCC at 206-281-2657 or talk with your PA, RLC, or ARLC.

## Disciplinary Procedures

### Types of Procedures

**Informal:** This is typically a conversation between two people to resolve a problem. If it cannot be resolved, it may proceed to the formal level.

### Formal

1. An unresolved conflict is brought to the attention of an appropriate staff member (e.g., PA, RLC, ARLC, etc.). The staff member will provide clarification, consultation, and information to ensure due process.
2. Any community member may file a written report regarding an unresolved conflict or reported violation and forward it to the appropriate staff member. The RLC or ARLC will then review the document and contact the student to discuss the concerns as needed.
3. A disciplinary meeting is held with the student to provide an opportunity for problem resolution, clarification, and consideration of disciplinary action, if any. This step may also include further investigation and consultation.
4. Finally, the student is notified in writing of decisions regarding disciplinary action and sanctions, if any. Or the student is notified in writing that no further action is to be taken at this time.
5. Students also have the right to appeal (see appeal process).

Continued or repeated violations or failure to comply with imposed sanctions may result in further disciplinary action.

### Types of Disciplinary Action

**Warning.** A student receives a verbal or written warning for actions that are out of compliance with University policy or campus regulations.

**Written reprimand.** A student receives a written reprimand, which may be accompanied by disciplinary sanctions if the student is in violation of University policies or regulations.

**Disciplinary probation.** A student is placed on disciplinary probation for a specified period of time. Disciplinary probation may be accompanied by sanctions.

**Suspension.** A student is prohibited from all aspects of University life for a specified period of time (applying to all campuses of SPU). **Immediate suspension.** When there is reasonable cause to believe that a student's participation in an activity or presence could lead to physical abuse, threats of violence, or conduct that threatens the health or safety of any person on University property or at University functions, or is incompatible

with the orderly operation of the campus, an immediate suspension may be levied.

**Dismissal.** A student is indefinitely dismissed from SPU (applying to all campuses of SPU). Re-admission to SPU shall require special action by the president.

Note: Any disciplinary action may impact your priority for housing in future quarters.

### **Types of Sanctions**

The following disciplinary sanctions may be a condition of a written reprimand, disciplinary probation, suspension, or dismissal and will be specified in writing at the time the student is notified of disciplinary action. If the student fails to complete the sanction as directed, he or she may be subject to additional sanctions. The student may be required to do the following:

- > Participate in an educational activity (i.e., a specified educational or counseling process or program).
- > Pay restitution for the replacement or repair of any property damaged by the student.
- > Pay fines for violation of University codes; may sometimes be worked off at an hourly rate.
- > Provide community service as a means of philosophical restitution and redemption.
- > Transfer to a different residence hall or housing unit.
- > Be on housing probation.
- > Be suspended from University housing, rescinding the contract for such housing.
- > Lose privileges and/or exclusion from activities for a specified period of time.
- > Be excluded from areas on campus when there is reasonable cause to believe that the student's presence could lead to obstruction of University activities, threats of violence, physical abuse, conduct that threatens the health or safety of any person on University property or at University functions, or any other disruptive activity incompatible with the orderly operation of the campus.

### **Appeal Process**

Students have the opportunity for a self-initiated appeal of a disciplinary action. Appeals may be addressed in writing, to the appropriate University official, within 48 hours of receipt by the student of the written notice of disciplinary action. If the University official instituting the discipline is a member of the ORL staff, then the appeal should be directed to the chief judicial officer. If the official instituting the discipline is the chief judicial officer, then the appeal should be directed to the dean of students. If the dean of students instituted the discipline, then the appeal should be

directed to the vice president for academic affairs. Except in the case of dismissal, a student may appeal a decision once. Grounds for appeal are limited to four categories (1) There is new information that is material and that was unobtainable at the time of the original review; (2) the sanctions imposed are not appropriate to the violation(s); (3) procedural irregularities or errors; and (4) lack of a fair review.

SPU attempts to provide ample information about community structures, expectations, and practices to all members, especially to those who are new each year. If you would like more information about behavioral standards or the disciplinary process, contact the chief judicial officer or the dean of students.

## **Thank You**

Thank you for taking the time to review SPU's *Residential Student Guidebook*. These policies and services are designed to help maintain a safe and comfortable environment. As a member of the SPU community, your comments and suggestions are welcomed to assist us in our efforts. If you have any questions regarding these policies, please speak to your RLC, ARLC, or PA.



For more  
information

- > Call Residence Life: 206-281-2043
- > Call Housing Services: 206-281-2188
- > Email: [housing@spu.edu](mailto:housing@spu.edu)
- > Web: [www.spu.edu/depts/reslife](http://www.spu.edu/depts/reslife)
- > Fax: 206-281-2026
- > Address: Seattle Pacific University  
Housing Services  
3307 Third Avenue West, Suite 312  
Seattle, Washington 98119-1957

