

WALLA WALLA UNIVERSITY

Hansen Hall Handbook



Residential Hall Mission Statement

Walla Walla University's Residential Life and Housing department exists to create a Christian community which encourages connectivity among all WWU residents; enhances personal, professional, and spiritual growth; and fosters an atmosphere conducive to a lifetime of learning and service.

Walla Walla University Vision

A community of faith and discovery committed to:

Excellence in thought
Generosity in service
Beauty in expression
Faith in God

Welcome

We are looking forward to getting to know each one of you this school year. We are very eager to make your stay in Hansen Hall a pleasant and rewarding experience. Hansen Hall has a unique coed family atmosphere. We trust it will become your "home away from home". As part of our family, we hope to share your joys and concerns! May God bless you throughout the coming school year.

Annette Riebe, *dean of residence and student life*

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RESIDENTIAL HALL HISTORY

Built in July 1979, Hansen Hall is a tribute to the compassion and generosity of people who care and have vision for our future. Howard and Martha Hansen and many other friends helped make our residence hall a reality.

MAILING ADDRESS

Your Name

WWU Hansen Hall (room #)
10355 SE Market Street
Portland, OR 97216-2947

Mail is sorted daily, Monday through Friday. It will be placed in your mailbox as soon as possible. Please wait to retrieve your mail after this is done.

All outgoing mail must be deposited in the mailbox on the wall outside the front entrance. Be sure flag is up.

DEAN ON-CALL

There is always a dean on-call. The information is posted in the lobby. The dean on-call is reachable on their cell phone. The cell phone number of the dean is posted in the lobby.

STUDENT RIGHTS AND RESPONSIBILITIES

We feel that each resident has the right to engage in physical, educational, social and spiritual pursuits that are a necessary part of their university life. The following statements outline the basic rights of a resident living in Hansen Hall.

Thus, it is one's responsibility to respect and ensure those same rights for others. This is possible by adherence to the following guidelines outlined in this handbook.

1. Each resident has the right to personal safety, which should be held paramount in the resident hall atmosphere. These rights include reasonable protection from fire, theft, sexual harassment, and physical abuse.
2. As a part of university life, it is a fundamental right to study in a quiet atmosphere in the residence hall.
3. The resident has the right to a healthy living environment which includes:
 - The right to sleep.
 - The right to quiet hours: 9 p.m.–9 a.m.
 - The right to be comfortable.
 - The right to cleanliness.
4. Each resident has the right to be an individual in a manner that does not interfere with the primary rights of others or school policy (refer to WWU Handbook).
5. A resident has the right to impartial and fair adjudication of grievances. A grievance or complaint should be first taken to the individual involved, then to a Resident Assistant. If dissatisfied with the result, the next step is to take the complaint to the dean on duty and/or vice president of Student Life.
6. Your enjoyment of life in a residence hall will depend to a large extent on the thoughtful consideration that you demonstrate to each other. Only you can protect these rights:
 - The right to read and study, free from undue interference, in one's room.
 - Unreasonable noise and other distractions inhibit the exercise of this right.
 - The right to expect that one's personal belongings will be respected.
 - The right to free access to one's room and facilities without pressure from a roommate.
 - The right to personal privacy.
 - The right to host guests with the expectation that guests are to respect the rights of the host's roommate, other hall residents as well as school policies.
 - The right to settle conflicts.
 - The right to be free from fear of intimidation and physical and/or emotional harm.

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Students' rights are established as guidelines and should be used as such. They are written in order that residents recognize they, as well as their peers, possess certain undeniable rights. It should be understood that along with every right comes a responsibility.

HOUSING INFORMATION

Room Reservations

You may apply for a room by completing a housing application online at wallawalla.edu.erezlife.com.

Room Deposit

A room deposit of \$200 (cash, check, or credit card) must be paid before a resident is assigned a room or moves into the Residence Hall. \$130 less any damages, charges, or fines may be refunded to you when you properly check out of the residence hall.

Student Residency

Single students under 22 years of age or who have not yet earned 135 credit hours are required to live in the residence halls. This includes returning student missionaries and Adventist College Abroad students. Walla Walla University sponsored student missionaries will be allocated 15 credits per successfully completed quarter.

Students 22 and older may live in the residence hall based on availability. Any student 22 years of age and older may live in off-campus housing.

Items to Bring/Optional Items to Bring

- Twin XL size bed linens. Mattress dimensions are 38" x 80" x 7"
- Mattress pad is mandatory.
- Towels, washcloths, toiletries/shower items.
- Desk and floor lamps (NO halogen, please).
- Large wastebasket (personal trash does not go in bathroom, kitchen, or lobby wastebaskets).
- Cleaning supplies for your room and for doing your laundry. Our washing machines use HE-type detergent.
- 3M products to hang posters (with pull release), etc, on walls. (Please do not make holes in the walls) .
- Basic cleaning supplies for your room. Personal vacuum cleaner recommended.

Optional

- Room decorations. Please bring only those items that reflect a Christian life style.
- Carpet or rugs.
- Computer and printer.
- Coffee maker, blender/mixer/juicer, Iron with automatic shut off.

- Microwave, small refrigerator (max 4.5 cu ft., 1 refrigerator per room).
- Bicycle.
- TV/DVD player.

Please Leave These Items at Home

- Lighters, matches, candles, incense, anything used with an open flame.
- Firearms/weapons/any knife with a blade longer than 3 inches, paint ball gun.
- Bed frame or mattress.
- Pets.
- Toasters and toaster ovens
- Inappropriate posters and room decorations.
- Darts/dart board.

Moving In

You will need to set a move in appointment time. See your email for instructions on setting up your appointment.

When you move into the residence hall, you must sign several documents and receive your room access code, mailbox key, and campus door access, before you can move into your room.

Furniture

- Each room is furnished with a bed, desk. You may request a chair or bring your own.
- No Hansen Hall furniture is to be moved into, out of or between rooms.
- Any changes to the room furniture have permission by the dean.
- All fabric mattresses must be covered with a mattress pad.

Keys

- Room, mailbox, and campus door access information is issued at move-in time.
- There will be a \$25 fee per key if lost or not returned.
- Once signed into your possession, they are your responsibility. Please keep your room doors locked. For your safety and the safety of others do not allow unknown persons access to the building with your door keyfob.

Electrical Outlets

- If the number of outlets is not adequate in your room, a power strip with a circuit breaker (UL Listing or other approved lab testing) may be used. No plugging of one power strip into a second one is allowed.
- No electrical cords may be draped over furniture, dangled down the wall or run under throw rugs or loose carpeting.

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Lighting

- Residence hall rooms have lighting over the sink & counter. You may wish to supply a bedside lamp or desk study lamp.
- No halogen lamps are allowed in the residence hall.
- Christmas lights or any other string lights are manufactured for temporary use only. They must not be left up year around or left on all the time.

Heating

Rooms are heated through hot water pipes from the hospital. They are turned on in the fall as the night temperature drops and turned off in the spring. The knob on the lower right of the baseboard heater only opens or shuts the louvers which may help to adjust the room temperature. Otherwise room temperature isn't adjustable.

Maintenance

- Keep room neat and clean. A vacuum is available on each hallway.
- Report any spills on carpet immediately. We may be able to assist in proper clean up and avoid potential damage.
- Nothing may be used that will damage the ceiling, including pole lamps, hook lamps, and bike racks. There is a minimum \$50 fine for damage to the ceiling.
- Any damage to walls from nails, screws, sticky backing or anything that necessitates any type of repair or maintenance will be charged to you.
- Do not use double-sided sticky strips without a pull/release function.

Room Inspections & Quarterly Inspections

- Quarterly building and room inspections will be conducted on a random basis to help insure that residence hall housing safety conditions are being met.
- The university reserves the right for the residence hall dean, their representative or an AHPL security officer to enter and inspect the resident's room at any time, with or without notice to resident, and with or without resident being present for purposes of management, health, safety, maintenance and to investigate and assess resident's compliance with university and Hansen Hall rules and regulations.
- Resident acknowledges that acts by Walla Walla University as well as Hansen Hall do not violate resident's reasonable expectation of privacy.
- Hansen Hall reserves the right to seize and remove any items from a resident's room that do not comply with WWU school policy.

Check Out Procedure

Before an occupant checks out:

- All personal belongings must be out of your room.
- All drawers, counters, mirrors, closets and cupboards are to be cleaned inside and out.
- Floor is to be vacuumed.
- Sinks and counters cleaned.

- Mirror polished.
- Shelves, window ledges and furniture dusted.
- Garbage emptied.
- Windows closed.
- Forwarding address and room keys are to be given to the dean when you check out.t.
- Juniors: Items to be stored must be clearly labeled. Juniors may make arrangements to store their belongings over the summer in the room they will have the following fall quarter.

*Note: When you have **completed** the above procedure, go to the desk and let them know that you are ready to be checked out. Be sure that everything is out of the room and that your room is clean or your check will be delayed.*

- Turn in your room key, mailbox key and door keyfob.
- Leave your forwarding address.

There is a \$100 charge for failure to check out properly. All furniture must be in the room and beds assembled at time of check out. Room damages are charged as per list.

Abode

Abode is used for you to submit your leave slips online. Abode can be accessed at abode.walla.walla.edu. This website brings you the ability to review and manage parts of your residence hall program. The website requires you to login using your student account information.

LEAVE POLICY

Although there is no curfew, there is a night check for all Hansen Hall residents. This is a safety check to make sure each student is accounted for on a daily basis. If you have not seen a dean, you may go down to the lobby and be checked in there. It is your responsibility to get checked in each night.

Night Checks

- Night accountability check will take place between 6:45–7:45 p.m. each evening. It is your responsibility to be sure that you are accounted for each night.
- Arriving after the nightly accountability check has begun, you are asked to sign-in on the Nightly Sign-In/Out sheet at the front desk.
- If you leave the building after the nightly check, you are asked to sign-out on the Nightly Sign-In/Out sheet at the front desk
- We will be checking the list each day to be sure everyone is accounted for at least once in every 24 hour cycle.

Overnight & Weekend Leaves*

Leave Requests: For emergency/information purposes, any time you leave the residence hall overnight, a leave request is required; this includes any school sponsored event. If you need to extend your weekend leave or if your destination plans change, you should call the dean on duty. If your leave must be canceled or you return early from a leave, a dean is to be informed. Violation

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of this policy will result in a missing violation.

Weekend/Overnight Leave Process

1. Fill out leave request form online at dorm.wallawalla.edu
2. **Submit leave request before you leave**
3. Contact the dean on duty for any questions

Camping

To leave campus for weekend camping trips, you must submit a leave request. The following information must be verified:

- Must have an approved chaperone.
- Specific identification of camping site.
- Approved married couple or chaperone to accompany mixed-gender groups.
- Separate sleeping arrangements for each gender.
- Women camping alone must have parents' permission before receiving the dean's approval.
- Campus-sponsored organizations are expected to follow these same guideline.

**The dean reserves the right to deny any leave slips.*

Chaperones

Mixed-group camping parties must be accompanied by an approved chaperone. To become a chaperone, you must apply at Student Life or with the dean on duty. Chaperones must be at least 22 years of age.

Falsified Leave Requests

Falsification of a leave request will result in the following disciplinary action:

1st offense will result in 2 weeks residence hall probation, an appearance before Dean's Council, and signing a Behavior Contract agreement.

2nd offense will result in Citizenship Probation and an appearance before Residence Life Council.

Leave Request Violation

If you forget to fill out a leave request and remember while you are away, please call the residence hall and talk with the dean on duty. This is to your advantage! Failure to fill out a leave request will result in a Missing Violation and the consequences that come with it. Please note: Although you may call to notify you have forgotten to fill out a leave request, this does not guarantee you will be excused and may still result in a missing violation.

Missing Violations

Not being accounted for at night check without making prior arrangements will result in violations as follows:

1st Violation: Meet with the dean.

2nd Violation: Residence Hall Probation for 1 week.

3rd Violation: Meet with Dean's Council and sign a Behavior Contract.

4th Violation: Meet with Residence Life Council.

Missing Violations

Failure to comply will result in Residence Hall Probation. All violations will be renewed at the beginning of each quarter on the condition that the student has had no violations within the last two weeks of the current quarter. You have no designated curfew, however, to assure that each student has been accounted for, please sign-in/out at the front desk. All students who have not filled out an overnight leave should check back into the residence hall before 5 a.m. Residents who return to the residence hall after 5 a.m. without a Leave Request will be considered "missing" and will receive a Missing Violation. Failure to sign-in/out will result in loss of privileges.

FACILITY

Computers

- Three computers for student use are located the lobby.
- Use of the computers are for studying first, then entertainment.
- Be courteous of your time on the computer so others can use it.
- The Library has a computer lab with extended hours.
- Downloading any programs onto the computers is NOT allowed.
- If you have any questions or problems with the computers, please tell the dean or the WWUSN office manager.

Exercise and Sauna Rooms

- The exercise room is located on the first floor across from the guest rooms.
- Put all equipment away following use.
- Report malfunctioning equipment to dean.
- Observe residence hall quiet hours: 9 p.m.–9 a.m.
- Please keep music and TV levels low.
- Follow directions posted for use of the sauna.
- Make sure to turn the sauna off before leaving.
- Do not leave sauna running unattended.

Kitchen

- You must provide your own cooking supplies.
- Clean up after EVERY time you use the kitchen. Hospital trays and dishes must be returned to the cafeteria promptly.
- Do not prepare or cook meat, poultry or fish in the kitchen.
- Personal dishes left in sink or on counter may be disposed of.
- Do not leave cooking food unattended. Leaving food unattended on the stove, in the oven or microwave can cause a fire alarm and may result in a fine of up to \$500.

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Laundry Room

- Washers and dryers are available in the residence hall. All personal belongings should be removed promptly from the laundry rooms. These are HE machines and you will need to use HE detergent.
- Use only 1 tablespoon of detergent in each load. Please rinse the tablespoon and clean the lint catcher.
- No dyeing is to be done in any washing machine or laundry sink.
- No cooking is allowed in the laundry room.
- Laundry is not to be done during Sabbath hours.
- Do not deposit personal garbage or food in the laundry room.
- Do not wash dishes in the laundry room; there is no garbage disposal in the sink.
- WWU is not responsible for any items lost or damaged in the laundry rooms.

Storage

- Limited storage space is available in the Residence Hall. To reserve a storage unit, please check with the dean. Storage cubicles must be labeled with your name, room number and date.
- The women's storage room is unlocked for your convenience, but you will need to provide your own lock for your storage cubicle.
- There is a \$50 charge for storage in the storage cubicle during the summer.
- There is a \$200 charge to store your belongings in your room for the fall over the summer.
- The Residence Hall will not store bikes, tires, skis, furniture, or anything that is not neatly or properly contained and labeled.
- Hazardous or perishable items must not be stored at any time in the residence hall.
- There is a bike storage unit under the alcove of the dean's garage.

See the dean or the WWUSN office manager for the code.

The University and Hansen Hall personnel will not be responsible for items left in storage at any time. Storage is limited to summer only and only during such time as a resident is a student at the University and has made arrangements to live in Hansen Hall the following fall quarter. The university reserves the right to dispose of any articles left in storage by students no longer residing in Hansen Hall and will be disposed of at the discretion of the dean.

Trash

- Trash and recycle dumpsters are located in the fenced area at the end of the sidewalk leading to the employee/student parking lot.
- Absolutely no personal trash is to be left in the hallway, or any other trash bin in the residence hall, including the bathrooms.
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TV Room

- The TV room is for the use of everyone living in the residence hall. Please respect the rights of each other when using this room.
- Videos, CDs, and all cable programs should be consistent with

Adventist Christian principles.

- No X-rated movies are allowed in the residence hall, whether in TV room or in your residence hall room.
- Viewing of secular programs should be done outside of the Sabbath hours (sundown Friday to sundown Saturday). The TV room will be locked during this time.

TV Room Etiquette

- Please keep feet, food, marking pins, (anything that will mar or damage the leather couches and tables) off the furniture.
- Do not sit on the furniture if you are wearing pants with rivets, studs, or anything that will damage the leather couches.
- The residence hall has a small library of DVDs which you may borrow. Contact the dean to arrange to borrow the DVDs.

Parking

- Parking is provided in the PAMC employee parking lot behind the residence hall. This is the most secure place to park.
- The parking lot in front of the residence hall is for short-term visitors only. *Security may fine you if you park here.*

POLICIES

Alcohol and Drug Abuse

This University is committed to the academic, spiritual, and social success of our students, as well as their personal safety. Because of this commitment, we value sobriety. Walla Walla University therefore prohibits the presence of alcohol on our campus, as well as the consumption of alcohol by any WWU students, faculty, and staff on or off campus. We encourage you to read the Walla Walla University Drug and Alcohol Policy. A resident possessing, using or involved in alcohol or drugs will be required to go through WWU drug and alcohol evaluation and aftercare program.

Assault

In accordance with WWU's campus policy, residence halls will not tolerate physical and/or verbal assault. Residents involved in this type of behavior will be subject to discipline, including possible dismissal. The local authorities may prosecute the resident.

Bed Risers

The use of bed risers is limited to two layers of stackable bed risers per bed. Bed risers can be found at Home Depot, Walmart, Target, or Bed Bath and Beyond.

Bicycles

Bicycles are to be stored in your room or outside in the bike storage unit ONLY. Bicycle hooks are not allowed in the ceilings or walls. Bicycles are not

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to be ridden under any circumstances in the Residence Hall. Bicycles will be removed by security if they are chained to poles, fences, or left in common areas. Bicycle locks are to be provided by owner

Bulletin Boards

Student Life must approve all material placed on the residence hall informational bulletin boards. The dean on duty must approve announcements, posters, and flyers posted in the residence halls.

Cell Phones

Please register your cell phone number with the deans.

Cinder Blocks

Cinder blocks are not permitted for use in the residence halls.

Changes in Policy

Policies in this handbook are subject to change. Changes occur only after consultation with administration. Any changes will be announced in the newsletter and by flyers on bulletin boards.

Cleanliness

Rooms are to be kept clean and orderly. A conference with a dean will be necessary if you have a problem with cleanliness. A cleaning charge may be assessed for inability to follow dean instructions.

Cleaning supplies are not available for personal use. You will need to provide your own cleaning supplies if you wish to clean your room. A vacuum, broom and dustpan are available on each hall for your use. Please return it when finished. Personal items left in the hall are in violation of the fire code and citations will be issued. See the dean on duty to reclaim confiscated belongings. If you have concerns regarding these areas and/or need supplies restocked, contact the dean on duty.

Clubs/Raves

As a student of Walla Walla University, please refer to the Student Life Agreement found in the WWU Student Handbook as you plan social activities and outings both on and off campus. Attending clubs and/or raves are not condoned activities. Please consult the WWU Student Handbook for additional information about the Student Life Agreement and proper student conduct.

Computer Usage

Remember that all games and activities on the computer should be consistent with the university's Christian values. It is strongly encouraged by this Institution that you limit the activities that could detract from your spiritual and academic experience. Excessive or inappropriate use may constitute restriction, confiscation of Internet access and/or computer equipment.

Decorations

In accordance with Fire Code:

- Decorations on doors exposed to the hallways cannot exceed 20% of the space available.
- Room numbers must not be covered at any time.
- Beads or other objects cannot hang over the door frame covering the door itself.
- Lights on the ceilings are not to be covered with fabric, as it is a fire hazard.
- Hallway walls need to be free of decoration.
- Chalk is not to be used to write on the wall.
- Do not write on your door, or anyone else's door.

Disability Support Services

Students with disabilities who require personal attendants or who require special residential accommodations must have their requests and plans approved by Disability Support Services.

Service Animal Policy

In accordance with the Americans With Disabilities Act, service animals are permitted in University facilities for persons with documented disabilities. A service animal is any guide dog, signal dog or other animal individually trained to do work or perform tasks for the benefit of an individual with a disability, including but not limited to guiding individuals with impaired vision, alerting individuals with impaired hearing, providing minimal rescue or protection work, pulling a wheelchair or fetching dropped items. The service the animal is providing must be directly related to the functional limitation of the person's disability. Service animals whose behavior poses a direct threat to the health or safety of others or is disruptive to the campus community may be excluded, regardless of training or certification. Therapy or companion animals are not service animals and are not covered under the ADA. For more information look on the website at wallawalla.edu/services/tlc/dss/services/animal.html.

Display of Affection

Display of affection in the lobby or entry of the residence hall is always in poor taste and will be addressed by the dean on duty or the resident assistant.

Dress

Residents are expected to be tastefully, modestly, and appropriately dressed at all times, exemplifying Christian standards. (For Jewelry, see the WWU Student Handbook).

Drug Policy

Hansen Hall is a smoke-free, drug-free, alcohol-free residence. As such, no smoking, drinking or involvement with drugs is allowed. Failure to comply may terminate residency in this residence hall. (Please refer to Drug and Alcohol policy in WWU Student Handbook.)

Electricity

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To conserve energy, lights and appliances should be turned off when not in use. When you go on vacation or away for the weekend, please turn off all lights, electrical items, computers, stereos, curling irons, etc. Power strips must have internal breakers. Surge protectors with UL ratings and auto shut-off are required and should be used.

Engine Repair/Oil Change

Because of the potential damage this sort of activity can do, automobile, motorcycle or chainsaws, etc, or any parts belonging to them, are not to be repaired or stored in the residence halls or in the parking lots. This also includes tires.

External Antennas

No external antennas are to be hung outside the window of your room. No satellite dishes or cable TV are to be installed.

Fines

Fines include, but are not limited to:

Cleaning Room	\$100
Cleaning Door	Actual cost or \$25
Cleaning Ceiling	\$1 for every star or hook
Wall Holes	\$10 plus repair
Nail Holes	\$10 per hole
Broken Windows	Cost of replacement/repair
Window Screens	Cost of replacement/repair
Personal Belongings Left in Room or Hall	\$50-250
Carpet Left in Room or Hall	\$50
Miscellaneous Damage	Cost of Repair
Pet/Animal	\$50
Failure to Evacuate When Fire Alarm Sounds	\$1000
Failure to Check Out or Improper Check Out	\$150
Unattended cooking food in the kitchen	\$500
Fire Code Violation	\$250 minimum
Use of non approved electrical appliance/heater in room	\$250
Improper use of Emergency Exits	\$75
Key Loss (Mailbox)	\$10

Cleaning Room	\$100
Exiting or Entering Through a Window	\$200
Tampering with Fire Detection or Suppression Systems	\$250 minimum
Window security bars unsecured	\$100

Firearms/Weapons

All guns, rifles, slingshots, starting pistols, martial arts weapons and paint ball guns are strictly prohibited in the residence halls or in a resident's car. Possessions of knives larger than a 3-inch pocket knife are also prohibited and will be confiscated.

Footwear

Please make sure that appropriate footwear is worn in the residence hall. Flip flops are recommended in the showers. When returning from a sporting event, please take off cleats and make sure that any mud has been wiped off.

Friends & Guests

We understand that you may want to share your residence hall home with your friends, fellow students and special guests. The following are guidelines that we require you to respect in this residence hall.

- Overnight guests are not allowed in student's rooms unless prior authorization has been given by the dean.
- Floor mats are available upon request. Please do not take mattresses off beds or use lobby couch cushions.
- Residence hall room reservations must be made with the dean.
- There is a reduced fee for use.
- Sleeping is only allowed in residence hall rooms which are equipped with smoke detectors.
- The lobby and the TV room provide pleasant areas to entertain your friends and special guests. Your rooms must not be used to entertain those of the opposite gender. They are private areas and must be respected as such.
- Men are not allowed on the second floor. Special permission must be obtained from the dean for men to enter the women's residence area for help with moving.
- Women are not to enter men's rooms at any time.
- Mixed study groups are encouraged to meet in the main lobby area or TV room.
- A host of the same gender is required when a guest of the opposite gender is visiting overnight. Opposite genders may not reside in the same room overnight. If there is no available host of the same gender, the dean will attempt to accommodate the host by permitting their use of an otherwise empty residence hall room (if any) in the applicable gender-specific area of the residence hall.

Games

WWU policy specifically prohibits the playing of "Dungeons and Dragons",

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“Magic”, “Quest”, “Monopoly”, “War Craft” or any card/board/computer game associated with the occult.

Grievance Policy

You have the right to impartial and fair adjudication of grievances. A grievance or complaint should be first taken to the individual involved, then to the dean on duty. If dissatisfied with the result, the next step is to take the complaint to the Vice President of Student Administration.

Haircuts

Hair cutting will be restricted to your room or outside only. Failure to clean up may result in a fine.

Hazing

Hazing is against the law in the State of Oregon. A resident who engages in or conspires to engage in hazing or who commits any act that injures, or tends to injure, degrade, or disgrace a fellow student, will be subject to serious discipline, including dismissal. The City of Portland Police Department will be notified.

Ice Machine

An ice machine is located in the lobby near the computers.

Illness

Inform the dean of any illness which confines you to your room and keeps you from attending school or clinical.

Internet

Access to the internet is available to all students in the residence halls. Internet service is built into your monthly rent. Your use of the internet should be consistent with the Christian values WWU maintains. Walla Walla University reserves the right to check the contents of computer files on the campus and in individual rooms for illegal activities and pornographic materials. You accept this authorization when you rent a room. Accessing pornography, hate sites, and other non-Christian material will be justification for turning off individual Internet services. If you violate the law, criminal prosecution may result.

Lost and Found

Lost and Found is located at the front desk. Items are held for 30 days and are then donated.

Male & Female Room Policy

Men are not allowed to visit or entertain women in their room and women are not allowed to visit or entertain a male in their room. Disregard of this policy will immediately place the violator on probation with the possibility of termination of residency in Hansen Hall. A letter outlining the probationary or termination status of the student will be given to the student and placed in the

student's file on campus and with Student Administration.

Painting

Use of any paint or any spray adhesive is not permitted in the residence hall. Clean-up charges apply to infractions of this policy.

Pet Policy

With the exception of fish, no pets or animals of any sort are allowed in the residence hall. This includes turtles, insects, spiders, or fresh water reptiles. The total fish tank capacity for each room is not to exceed two bowls or two tanks. Tanks should not exceed 10 gallons per tank. Parents and friends who visit residents must leave their pets outside of the residence hall.

Pornography

Magazines, internet sites, posters or any inappropriate material that contains pornography are inappropriate material for the residence halls. These items will be confiscated and offenders of this policy will be subject to discipline and may be referred to counseling.

Posters

Posters or pictures of nude or scantily clothed bodies are inappropriate room decor. A poster may not cover more than 20% of the wall. See, Decorations. Likewise, all decorations which violate the Student Life Agreement, such as alcohol- and drug-related materials, certain R-rated movie and language material, and certain music are considered inappropriate.

Renter's Insurance

Students are encouraged to purchase Renter's Insurance to protect their personal belongings.

Residence Hall Closures

Hansen Hall is closed during Thanksgiving, Christmas and Spring vacations. You will need to make plans to be out of the residence hall during this time. If you have extenuating circumstances, please speak with the dean.

Right of Entry

The university reserves the right for a residence hall dean, her representative, or a university security officer to enter and inspect a student's room, personal property, vehicle or person, whenever necessary. You accept this authorization when you rent a room.

Sabbath Observance

Sabbath begins at sundown on Friday and ends at sundown on Saturday. Students are encouraged to attend Sabbath School and Church on Saturday morning as well as other campus weekend religious services and are asked to respect the Sabbath in their general conduct and dress. For further information about the Sabbath, please see the following texts: Genesis 2:1-3; Exodus 20:8-

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11; Luke 6:6-9.

Selling and Soliciting

Sales parties, such as plastic ware, candles, cosmetics, pots and pans; using one's room for a business; and, soliciting funds for an unapproved activity are prohibited in the residence halls. Such activity may be in violation of the WWU non-profit status. Exceptions are made through a dean or the Student Life department.

Sexual Misconduct Policy

Walla Walla University does not tolerate sexual misconduct in any form. Sexual misconduct includes violation of Biblical principles of sexuality as outlined in the Student Handbook as well as all forms of sexual harassment. Abusive sexual behavior within the WWU community is harmful to both the learning environment and the sense of community WWU wishes to foster among students, faculty, staff, and administrators. All members of the WWU community have an obligation to act responsibly in the realm of sexuality, accepting personal responsibility for choices made about alcohol and drug consumption, which might lead to volatile behavior.

Abusive sexual misconduct is defined as follows:

- Actual or attempted non-consensual sexual activity such as unwanted touching, fondling, kissing, groping, attempted disrobing, or coerced physical contact and threats designed to force sexual activity.
- Sexual penetration resulting from force or threat of force if one of the involved parties does not freely consent to sexual activity. Penetration is understood to include any orifice or opening in the body. Threats, force, or threat of force includes physical force as well as any type of coercion.

Consent requires actual words indicating a freely given agreement to have sexual intercourse or participate in sexual activities. Silence, previous sexual relationships, current relationships, or the use of alcohol and/or drugs may not be taken as an indication of consent. Use of alcohol and/or drugs by the perpetrator is not an excuse for violation of the Sexual Misconduct Policy. Engaging in sexual acts or conduct with an individual who is impaired because he or she is under the influence of alcohol or other substances may constitute sexual misconduct.

If an individual is found to have violated the Sexual Misconduct Policy, in addition to counseling at the discretion of WWU, one or more the following sanctions may be applied.

- **Warning:** A formal statement that the student's behavior is unacceptable and a warning that further infractions of any institutional regulation will result in more severe disciplinary action.
- **Probation:** A written reprimand that may include denial of specified social privileges, exclusion from certain campus facilities, exclusion from co-curricular activities and other appropriate measures.
- **Suspension:** Termination of student status for a definite period of time from one to four quarters or until specific criteria is met.
- **Expulsion:** Permanent termination of student status.

Reporting: ***Call the dean of residence and student life (971) 400-6672.***

Sound Equipment

Radios and stereos, musical instruments, keyboards, amplifiers and computer speakers are permitted in your room. It is your responsibility to ensure that the sound from the equipment/computer in your room is at a level not disturbing to others. The sound level should not be heard outside the room. Headphones are required if the music or sounds are being heard from outside the room. Headphones should be used on all equipment from 9 p.m. until 9 a.m. the next morning. Residents who are not able to control their noise level as outlined, will lose their privilege.

Televisions

TV sets/VCRs/DVDs/Lap top computers are allowed in student rooms under the following guidelines:

- Videos/DVDs and games should be consistent with Adventist Christian principles.
- Viewing/usage of secular programs should be done outside of Sabbath hours.
- Refrain from use of vulgar, violent, profane, or pornographic media.
- Cable/satellite hookups are not permitted.
- Video games, movies on laptops, and loud music should be played or viewed in public lobbies only so long as it is not disruptive to others and the content is in line with the Christian values of WWU.

Theft

In the event of theft, please notify the dean on duty.

EMERGENCY FIRE & SAFETY PROCEDURES

Evening Accountability

DIAL "88" (The Initial Response to ALL Emergency Situations)

Note: Dialing "88" accesses the intercom system in the hospital. Begin speaking immediately after hearing a long ring, giving your name and location (Hansen Hall). Hang up only after the operator confirms your location.

Immediately Upon Discovery of Smoke or Fire

Use the R-A-C-E acronym!

R. RESCUE (evacuate) those in immediate danger, if safe to do so.

- Close door to fire area.

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A. ACTIVATE THE FIRE ALARMS.

- Pull closest manual alarm. Red pull boxes are located at every exit door to the outside and at every upstairs stairwell door.
- Dial “88” – the hospital number for emergency.

C. CONTAIN THE FIRE.

- Close all other doors.
- Extinguish the fire (PASS) if safe to do so.

E. EVACUATE THE BUILDING, USING THE NEAREST SAFE EXIT.

- Maps showing exit routes are located on the back of residence hall room doors.
- Knock on doors as you exit building, alerting others.
- Do not return to room until OK is given.

To extinguish a small fire:

Activate P-A-S-S:

- P. Pull the pin on the extinguisher.
- A. Aim the nozzle/hose at the base of the fire.
- S. Squeeze the handle.
- S. Sweep from side to side to cover.

Upon Activation of the Fire Alarm

- Everyone must leave building immediately.
- Check door frame. Do not open if hot.
- Follow exit sign routes only if safe to do so.
- Knock on doors while exiting the building to alert others.
- Meet in designated assembly areas.

Assembly Areas

- Assemble on the sidewalk to the hospital cafeteria.
- Check in with the individual taking record.
- Do not leave assembly area until told to do so.

Familiarize yourself with the location of all exits, alarm pull boxes and fire extinguishers. Know how to use them before a fire starts.

Practice safety. Your life may depend on it.

Fire Drills

The residence halls are required to hold periodic fire drills. When the residence hall alarm sounds, the law requires that the residence halls be evacuated as promptly as possible. You should follow the fire escape route and safety locations posted on the back of your room door and please check in with the Residence Hall staff. Failure to evacuate the residence hall during a fire alarm may result in a cash fine up to \$1,000.

Sound the Alarm

Use a pull-station on the wall to trigger a fire alarm. Alarm pull-stations are

located in the hallways near each exit. The Fire Department is automatically dispatched.

Take necessary precautions:

- Slip on a pair of shoes or sandals.
- Grab a blanket in case of cold weather or partial nudity and wrap it around you.
- Grab eye glasses if needed.
- Evacuate the building.

Exit Routes

Door: if not hot, open slowly, checking for pressure or smoke.

Outside exits and exit stairwells: use if safe from a fire hazard.

Secondary exit: be aware of the secondary exit for your hall and use it if safe from fire hazard.

Window: exit through the open window. If necessary, break the window, using extreme caution. Shield your face and use a chair or other object to break glass. Wrap a towel or blanket around your arm to remove shards of glass from the pane.

DO NOT run, panic, or return to your room or the building until advised. Go directly to your assigned safety area.

- Knock on doors as you exit the building, alerting others that there is a fire alarm and they must get out.
- If you exit from a different area than usual, you must walk to your designated area to check in with your RA, or let another RA know who you are and stay with them until the all clear is given.
- Control the fire: If time permits and you can fight the fire without endangering yourself, use the proper fire extinguisher and try to put out the fire. Remember these three classes of fire:

1. Combustible: wood, paper, trash, etc.
 - Use water, foam or multi-purpose dry chemical to extinguish.
2. Electrical: DO NOT USE WATER!
 - Use multi-purpose dry chemical or CO₂.
3. Chemical: Gasoline, oil or other flammables.
 - DO NOT USE WATER!
 - Do NOT "beat" the fire out!
 - Use multi-purpose dry chemical, or CO₂.
 - In the event of fire in your room, keep low to the floor.
 - Read and familiarize yourself with the "In Case of Fire" instructions on the back of your residence hall door.
 - Familiarize yourself with the location of all exits, alarms, and fire extinguishers, and learn how to use them BEFORE a fire starts.
 - In case of bodily contact with fire: stop, drop, & roll.

Fire Exits

Fire exits are to be used only during fire drills or other emergency warnings. Use of these exits during any other time without permission may result in a \$250 cash fine.

The Portland fire marshal, AMC Security and WWU have strictly forbidden the use of the following items in your room:

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- Candles, oil lamps, incense burners or other smoldering devices.
- Halogen lamps.
- Storing of any flammable products, i.e. gasoline, kerosene and oil.
- Storing or discharging on premises of any firearms, fireworks or dangerous weapons.

Electrical appliances NOT ALLOWED in room:

- All electrical appliances such as space heaters, toasters, toaster ovens and cooking appliances--are strictly prohibited for use in residence hall rooms. Cooking appliances can only be used in the kitchenette on the 1st floor. Irons must be used in the laundry room.
- Failure to comply is subject to a **\$75 fine. NO exception.**

Electrical appliances ALLOWED for use in residence hall room:

- Microwave and water and coffee pots (so long as the pots automatically turn off) may be used in room.
- Irons with automatic shut-off
- All power strips must have an internal breaker, not just an on/off switch and must be UL rated.
- You must be present during their operation.

Additional items NOT ALLOWED in room:

All extension cords, including multi plug adapter. Use a UL rated power strip. Do not store flammable items on fridge or microwave.

***The items listed above are prohibited in the residence. Residents using such items may be fined up to \$250.**

Halls must be free from all obstructions at all times. No boxes, trash, furniture, bicycles, or other personal items, should be left outside of a student's room. Garbage should be placed in designated areas and not left in bathroom receptacles or in the halls. Stairwell doors are not to be propped open.

Fines will be assessed for the following:

- Misuse of fire extinguishers.
- Misuse of fire alarms.
- Misuse of smoke detectors.
- Misuse of any other protection equipment.
- Tampering or hanging on the sprinkler system pipes (nothing can be hung from pipes).
- Hall obstructions/tripping hazards in halls.
- Not exiting during a fire alarm.
- Food left unattended while cooking in the kitchens.
- Misuse of fire exits.
- Any open flames.
- Leaving electrical items turned on while away.
- Covering or tampering with Fire Escape Route plaque on the back of room door.
- Putting combustible textiles (fabrics) on walls and ceilings.

- Covering lamps with fabric.
- Covering or putting anything on or up against the heat registers.

Because the abuse of the fire and safety polices listed above can cause serious fire hazards in a residence hall setting, stiff penalties, including cash fines of up to \$250 and/or suspension, will be levied against any resident found to have violated them, by either possession of or misuse of prohibited items or fire protection equipment, or violation of safety procedures as outlined above. In addition, the involved person(s) will be held responsible for any damages caused by the fire or smoke.

Fire Door Closers

Because of the fire code, all hallways are equipped with automatic door closers. The purpose of these is to keep your hall closed during a fire, thus preventing its spread. Your tampering with these door closures is viewed as a serious offense.

RESIDENTIAL HALL & AMC SECURITY

Report any irregularities, or concerns for safety, immediately to the dean and Security. (503) 261-6009 or the AMC operator (503) 257-2500

AMC

Security is often available to help recharge car batteries and open locked car doors. While these inconveniences may seem like an emergency to you, the security officer you call may have other priorities and may not be able to help you immediately. Be respectful and courteous to them. They care about your security.

Doors

- All perimeter doors to the residence hall are LOCKED AND ALARMED 24 hours a day.
- The lobby doors are the only accessible doors to and from the building. The proximity fob given to you at check-in is used to gain access to Hansen Hall and the school building. Your proximity fob is only for your own personal use and should not be used by anyone else.
- **Do not allow anyone unknown to you into Hansen Hall. Contact the dean on duty. This is for your safety and the safety of all residents.**

Hallways and stairwells

- All public areas must be kept free of obstruction at all times.
- No boxes, trash, furniture, bicycles, or other personal items, may be left outside of a student's room.
- Garbage should be placed in the dumpster outside the residence hall and not left in bathroom receptacles or in the halls.
- Failure to comply may incur a fine.

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- Smoke Detectors are not to be blocked, covered or used for hanging items.

Personal Safety Tips

- Park your car in secured areas.
- Always take a buddy when walking or running, especially at night.
- Do not go to unfamiliar places alone.
- Be alert to your surroundings: people, cars, and the neighborhood you are in.
- Trust your instincts.

RESIDENTIAL HALL LIFE

The nursing academic program can be challenging and stressful. We want your stay here in the residence hall to be a place where you will feel encouraged, and comfortable, while achieving your academic goals. We also realize it is necessary to have some time to relax and have fun. Following are some of the things the residence hall offers.

Activities

The residence hall has a collection of table games, puzzles, as well as pool, foosball, and table tennis. All of these are located in the main lobby. Please do not remove any of the games from this area.

- The residence hall can sponsor indoor/outdoor activity events, movie nights, meals etc. If you have any ideas for events contact the dean and our Portland campus ASWWU.

Cafeteria Hours

Adventist Health provides cafeteria services for students. The cafeteria is located on the lower level in the hospital. Follow the sidewalk. To hear the daily menu, dial Ext.16368. Hours are posted in the Cafeteria.

Meal Cards

Meal cards can be charged on your Adventist Health ID card, which is issued from the Personnel Office in the hospital.

Club

IV LEAGUE is the name of our residence hall club which has funds that may be used for residence hall sponsored activities, or the purchase of items to benefit student life. The IV League provides the nonfood supplies for the Monday Bread Night in the residence hall.

SPIRITUAL LIFE

Growth in our Christian experience comes from developing an ongoing

personal relationship with God. Two distinct ways to worship God are:

Privately

Daily devotionals, prayer journals, prayer and meditation are some of the ways you can spend a quiet moment with God. It is often through these quiet times spent with God that we find strength to meet the challenges of the day. “Draw near to God and He will draw near to you.” James 4:8

Publicly

- “Where two or three are gathered together in My name, I am there in the midst of them.” Matt. 18:20
- Small Group: Small group worship opportunities may be available in the residence hall throughout the year. You are encouraged to participate. We are blessed spiritually when we pray and study the Bible together.
- Friday Evening Vespers: Greeting the beginning of the Sabbath hours is a time for joy and celebration. We invite you to experience these special moments every Friday at sundown. Check your newsletter and posted signs for where vespers is being held.
- Student Association: The Student Association will have plans for group worship opportunities throughout the school year.
- Church Service: Attending a church regularly is another way we can experience being a part of the family of God. There are many SDA churches in the Portland area that would welcome you to their church service.

SABBATH HOURS

WWU is a Seventh-day Adventist institution. We believe Sabbath is a special day God created for us to worship and commune with Him. Sabbath hours are observed from sundown Friday until sundown Saturday night.

During these hours please refrain from individual and group studying in the lobby areas, using the computer (other than to check e-mail), watching TV, and doing your laundry.

Churches

- **Sunnyside Seventh-day Adventist Church**
10501 SE Market St. (503) 252-8080
- **Crosswalk Church - Portland**
1415 NE 223rd Ave
- **Pleasant Valley**
11125 SE 172nd Ave. (503) 658-2248
- **Portland City Center Sanctuary**
1640 NW Irving St.
- **Tabernacle**

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▪ **Stone Tower**

3010 NE Holladay St.

Sabbath School: 10 a.m., Worship Service: 11 a.m.

There are several other churches in the Portland area that would also welcome young adults to their service. We trust you will receive a rich blessing from attending these services.

HEALTH SERVICES

Campus Health Service

Your health care will depend on your medical insurance. Please refer to your list of providers in the Portland area.

Counseling Services

Please refer to the WWU Counseling Service webpage for mental health resources. <https://www.wallawalla.edu/resources/student-support-services/health-wellness-center/portland-counseling-options/>

Hansen Hall Handbook

Hansen Hall

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wallawalla.edu

