

WALLA WALLA UNIVERSITY

# Residential Life Handbook



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2021–2022



# Residential Life Handbook

## **Residential Life vision statement**

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To know Christ and make Him known is our business here.

## **Walla Walla University vision**

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A community of faith and discovery committed to:

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

## **Residential Life and Housing mission statement**

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

A dean is available at all times.

The name of the dean on duty is posted at the front desk.

# **RESIDENT BILL OF RIGHTS**

The following statements outline the basic rights of a resident living in Foreman/Conard/Sittner/Meske halls:

1. Each resident has the right to personal safety. These rights include reasonable protection from fire, theft, sexual harassment, and/or verbal 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, which includes the right to quiet hours, 10 p.m. to 9 a.m.
3. 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, including the WWU Student Handbook, Code of Conduct, and Residential Life Agreement.
4. A resident has the right to impartial and fair adjudication of grievances. A grievance or complaint should be taken first to the individual involved, then if needed to a resident assistant (RA). If unresolved, the next step is to take the complaint to the dean on duty.
5. Your enjoyment of life in a residence hall will depend to a large extent on the thoughtful consideration that you demonstrate to each other. Roommate rights include:
  - The right to read and study, free from undue interference, in one's room.
  - The right to expect that a roommate will respect one's personal belongings.
  - 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 a fellow resident with the expectation that guests are to respect the rights of the host's roommate and residence hall policies.
  - The right to be free from fear of intimidation and physical and/or emotional harm.



## **RESIDENCE HALLS ORGANIZATIONS**

Residents are automatically members of their respective club.

### **Foreman and Conard**

#### **Aleph Gimel Ain (AGA)**

AGA was founded in 1928. AGA stands for “comrades in services.” AGA historically organizes Mud Bowl; AGA Weekend; in-house activities such as open houses, weekly worships, and resident appreciation; and a weekly newsletter, *The Toilet Paper*.

#### **Muscles in Motion (MIM)**

MIM is located on Foreman first floor. This fitness facility, which includes treadmills, stationary bikes, free weights, and cable TV, is free to Foreman/Conard residents only.

### **Sittner and Meske**

#### **Omicron Pi Sigma (OPS)**

OPS was founded in 1927. OPS stands for “loyal fellow workmen.” OPS historically organizes OPS Weekend, Mud Bowl, Monday night worship, and other activities in the residence halls, as well the *Urinal Journal* newsletter.

#### **Fitness Factory (FF)**

This fitness facility is available to Sittner and Meske residents only. Equipment includes weights, exercise bike, treadmill, and cable TV.

## **HOUSING INFORMATION**

### **Enrollment fee**

An enrollment fee of \$200 must be paid before a resident is assigned a room or moves into the residence hall. This is a one-time, nonrefundable fee you pay when you enroll at WWU.

### **Room reservations**

You may apply for a room by filling out a housing application online at [abode.wallawalla.edu](http://abode.wallawalla.edu).

### **Room rent**

Room rates are charged quarterly during the school year, and weekly during the summer.

## Renters insurance

The university does not provide insurance to cover a resident's personal items, and this is the responsibility of the resident. All residents living or storing items in university-owned housing should strongly consider insurance to cover personal items (bikes, books, computers, electronics, etc.) that may be lost, damaged, and/or destroyed by accident, theft, or other means. Family homeowner policies may provide limited coverage or renters insurance. Residents' personal property insurance coverage is highly advisable and can be purchased for a nominal fee online (see below). You should check with your insurance agent and request a written note on what is and is not covered under your homeowners policy. Verify whether there are limitations on computers, electronics, or other such things, the coverage limit, and the deductible amount, which is typically much higher than a student personal property insurance policy.

For more information on renters insurance for college students, look up "Renters insurance for college students" on [naic.org](http://naic.org) and "Should you buy dorm insurance" on [consumerreports.com](http://consumerreports.com).

Examples of companies specializing and providing student personal property/renters insurance include [collegestudentinsurance.com](http://collegestudentinsurance.com) and [nssi.com](http://nssi.com).

## Room dimensions (approximate)

Residence Hall	Room Numbers	Room Size
Conard north	248–260, 348–361, 448–461	12 feet x 15 feet
Conard south	134–146, 222–246, 322–346, 422–446	10 feet x 16 feet
Foreman	All rooms	12 feet x 18 feet
Sittner	All rooms	12 feet x 15 feet

Blinds are supplied for all rooms.

# HOUSING POLICIES

## Housing application

Fill out a housing application at [abode.wallawalla.edu](http://abode.wallawalla.edu).

## Selecting a roommate and room

- All rooms in the residence halls are considered double occupancy. Each resident rents only half of the room; the unoccupied space may be filled at any time.
- In order to select a roommate, be sure their name is listed on your housing application. If your roommate selection changes, notify the housing dean via email as soon as you find out.
- To select a roommate you must fill out a housing application online and

fill out a roommate group.

- If you have not selected a roommate by the communicated timelines, then you will be matched by the housing dean.
- Once you are paired with a roommate, you may select a room after your enrollment fee is paid.

### **Housing confirmations**

Once your housing arrangements are finalized, you will receive a confirmation in your WWU email with your room information as well as move-in dates. For up to date information, please see [abode.wallawalla.edu](http://abode.wallawalla.edu) and [wallawalla.edu/residencehalls](http://wallawalla.edu/residencehalls).

## **ITEMS TO BRING**

### **Items to bring**

- Cleaning supplies for your room
- High-efficiency (HE) laundry detergent only
- Lamps (no halogen)
- Trash can (personal trash does not go in bathroom, kitchen, or lobby trash cans)
- Surge protector
- Towels, washcloths, toiletries/shower items
- XL twin-size bed linens
- XL matress cover/pad
- Cloth facemasks (without vents or valves)

### **Optional**

- Bicycle
- Carpet or rugs
- Computer and printer
- Crockpot (with enclosed heating elements), rice cooker, coffee maker, blender/mixer/juicer, iron with automatic shut-off
- Microwave, small refrigerator (max. 4.5 cu ft)
- Room decorations: Please bring only those items in line with a Christian lifestyle
- Vacuum

### **Items not allowed**

- Bed risers with outlets
- Bed frame or mattress
- Darts/dartboard
- Drugs and other illegal items
- Extension cords
- Firearms/weapons (any knife with a blade longer than 3 inches including chef's knives), paintball or airsoft guns, ammunition.
- Fireworks
- Halogen lamps
- Inappropriate posters and room decorations
- Instant pots
- Lighters, matches, candles, incense, anything used with an open flame
- Materials for creating a loft in the room
- Pets
- Over-the-door hangers
- Routers, access points and switches
- Panini maker
- Toasters and toaster ovens
- Vaporizers, e-cigs, other paraphernalia
- Waffle iron/maker

### **Violations and fines (see pg.**

**20):** Students in possession of items not allowed are subject to fines and/or disciplinary actions.

## **Resident arrival**

You can begin moving in for a particular quarter the Sunday prior to classes beginning, with the exception of fall quarter, when new residents may move in the Sunday of JumpStart. Arriving early must be approved ahead of time by the housing dean and, if approved, will incur extra charges. All move-ins must be scheduled ahead of time.

## **Room change**

If you and your roommate would like a new room, you must see the housing dean to make arrangements. Before any move can begin, paperwork must be signed and Student ID cards programmed. Moving into a room without permission from the housing dean or signing paperwork will incur extra charges. All moves must be completed within 48 hours to not incur a charge. *See Procedure and steps to moving out, pg. 10.*

*If you have challenges in your rooming situation, please follow the following steps:*

1. Read the “Resident Bill of Rights” listed in this handbook on pg. 5.
2. Communicate your concerns with your roommate.
3. Seek counsel from your RA.
4. If concerns remain unresolved, both you and your roommate must contact the housing dean.

*For a room change to occur:*

1. Explain your intent to your roommate.
2. Finalize moving arrangements with the housing dean.
3. Follow all check-in/check-out procedures.

## **Roommate change**

If you decide you would like a new roommate, the following steps must be followed.

1. Meet with the housing dean to discuss your plans.
2. Discuss your plans with your current roommate.
3. You and your current roommate must meet with the housing dean.
4. If you are the one requesting a roommate change, it is understood that you and your new roommate will be moving to a new room.

If your roommate moves out, you will be given 2 weeks to select a new roommate. Single occupancy charges will begin after that time period.

## **Eligibility**

Students 22-25 years of age may live in the residence hall based on availability. Please contact Village Housing if you are 25+.

## **ROOM ALONE POLICY**

### **Medical need**

You must connect with Disability Support Services at (509) 527-2366 to discuss criteria for a medical need to room alone. They will notify the housing dean of your accommodations.

### **Room alone criteria**

Rooming alone is based not only on meeting the criteria but also on availability and cannot be guaranteed quarter to quarter. All room alone requests are put on a waiting list. Rooms are released based on the following order: medical need, age 22 or older, class status, and age within class status. The additional room alone charge is 1½ times the regular room's rent. If selected for a room alone, a signed contract is required.

## **MOVING IN/OUT**

### **Keys**

Your WWU ID card will be programmed for security and room access upon check-in. A metal mailbox key will also be issued. See fines for replacement keys.

### **Procedure and steps to moving out**

Once you have submitted the paperwork, you are allowed 48 hours in which to vacate the room and check out properly with the dean on duty. If you have not completely checked out of the room by the end of the 48 hours, a fine for improper checkout will be assessed with any additional cleaning and/or damage fines upon inspection. Students moving out must complete the following requirements:

1. Meet with the dean on duty.
2. Have your whole portion of the room clean, including:
  - Floors swept and mopped or vacuumed.
  - Drawers, cabinets, and closets cleaned out.
  - Fire escape route fastened to inside of door.
  - Inside and outside of door free of tape, name tags, and pictures.
  - Mirrors cleaned.
  - Countertops and bookshelves wiped down.
  - All tape and adhesives from walls removed.
  - Windowsills wiped down.
  - Windows closed and locked.
3. Remove mattress cover.
4. All bunk beds must be bunked.
5. All furniture must be in the room at time of move out.
6. Fill out all forms including the mail forwarding information portion.
7. Return key(s).
8. See the dean on duty or RA to be officially checked out.

9. No checkout during Sabbath hours (sunset Friday to sunset Saturday).

### **Terminating occupancy**

The residence hall is for **current or preregistered students only**. If your status changes, then you will be asked to vacate within 24 hours.

### **Graduation**

Non-graduating students must move out by Thursday of test week by 10 p.m. Graduating seniors must move out by 5 p.m. of graduation day.

**Failure to follow any of the above procedures will result in a \$150 improper checkout fine, along with any and all fines listed. See Fines.**

## **EVENING ACCOUNTABILITY**

### **abode.wallawalla.edu**

This website brings you the ability to review and manage parts of your residence hall program. The website **abode.wallawalla.edu** requires you to log in using your student account information. This website will allow you to:

- Review your night check history.
- Review your worship attendance record.
- Review your entire leave request history. Make sure you fill out all the information and select a date and time that have not already passed.  
**Leave requests are due before 9 p.m. each night by Thursday night for the weekend or 24 hours before leave.**
- Check **abode.wallawalla.edu** for leave request approval before leaving.

### **Room check**

Room check for all residents is at 10 p.m. Although curfews differ for each class standing, this is a safety check to make sure each student is accounted for on a daily basis. **If you have not seen an RA, it is your responsibility to get checked in each night.** Everyone entering or leaving the residence hall after check has begun must check in/out with the desk.

### **Overnight leave requests**

For accountability, emergency, and information purposes, any time you leave the residence hall overnight, a leave request is required; this also includes any school-sponsored event. If you need to extend your weekend leave or if your destination plans change, please call the dean on duty. If your request must be canceled or you return early from a leave, inform the dean and be in the residence hall by curfew. You are expected to spend a minimum of four nights per week (Sunday–Saturday) in the residence hall. Please resolve any missed leaves within 24 hours for safety/wellness.

Leaves will not be approved to houses or hosts that have had WWU policy violations and are currently on citizenship probation. Freshman are eligible to submit leave requests after the second week of fall quarter. Leave request approvals are at the discretion of the dean.

### **Local leaves**

Local leaves within a 30-mile radius are a privilege for juniors and seniors. Freshman and sophomore leaves are not allowed unless they meet eligibility.

### **Camping**

To leave campus for camping trips, you must submit a leave request. Mixed-group camping trips must be accompanied by an approved chaperone 22 years of age or older. To become a chaperone you must apply with the dean on duty (make an appointment at least 24 hours prior to event). The following information must be verified:

1. Must have an approved chaperone.
2. Provide a detailed and accurate location to the dean.
3. Separate sleeping arrangements for each gender.
4. Students requesting camping leaves must see dean in person in order for their leave to be approved.

If leaves do not follow these guidelines, they will be processed as falsified. Campus-sponsored organizations are expected to follow these same guidelines.

### **Falsified leave requests**

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

- First offense will result in four-week residence hall probation and signing a Behavioral Contract.
- Second offense will result in meeting with the Undergraduate Student Conduct Board and may result in further discipline.

### **Leave request violation**

If you forget to fill out a leave request and remember while you are away, please call and speak with the dean on duty. Failure to fill out a leave request results in a no contact violation and the consequences that come with it. *Please note: Although you call to notify the dean about forgetting to fill out a leave request, this does not guarantee you will be excused and may still result in a no contact violation.* Accountability is a high priority in order to maintain accurate student records for safety purposes.

### **Holiday leaves**

(Thanksgiving, Christmas, and spring break)

Failure to submit a leave request will result in a no contact violation and a cash fine of \$5 per day.

## CURFEW

Freshman (1–44 credits)	12 a.m.
Sophomore (45–89 credits)	1 a.m.
Junior (90–134 credits)	2 a.m.
Senior/age 22 (135+ credits)	5 a.m. (if staying out past 5 a.m., a leave request must be submitted)

### Minors

If you are under the age of 18, you are subject to specific regulations appropriate to your age and relationship to the university. Specific regulations for minor residents (under 18):

- Curfew—same as freshman status.
- Overnight leaves—deans must receive approval from parents with specified destination and people involved.
- Waivers require a parent or guardian signature.

### Curfew and no-contact violations

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

	<b>Curfew violations</b>	<b>No-contact violations</b>
<b>First violation</b>	Notice from the dean.	No overnight leave, home only for one week.
<b>Second violation</b>	Reduced curfew by one hour for two weeks.	No overnight leave, home only for an additional three weeks.
<b>Third violation</b>	Meet with a dean and sign a Behavioral Contract and four weeks additional reduction.	Meet with a dean and sign a Behavioral Contract.
<b>Fourth violation</b>	Meet with the director of Residential Life and Housing.	Meet with the director of Residential Life and Housing.
<b>Fifth violation</b>	Meet with Undergraduate Student Conduct Board.	Meet with Undergraduate Student Conduct Board.

If a resident fails to meet with the appropriate person, they will be moved to the next level of discipline. All who leave or enter the residence hall between the hours of 9 p.m. and 6 a.m. will need to sign in and out with the front desk worker.

### Clean quarter policy

Residents wishing to request off-campus housing must complete a clean quarter in the residence hall. A resident did not have a clean quarter if they

incurred one or more of the following items:

- Drug and Alcohol Policy violation.
- Residence Hall Contract for violating curfew/no contact.
- Any conduct requiring a Behavioral Contract.
- Citizenship probation

### **Residence hall probation**

A student may be placed on residence hall probation involving a behavioral contract for:

- Dishonesty; providing false information.
- Theft.
- Fire code noncompliance.
- Unauthorized entry into residence halls or admittance of unauthorized individuals.
- Worship program noncompliance.
- Other violations of policy.

Residence hall probation may include a reduced curfew, leave slip restrictions, residence hall leadership and work positions terminated, ineligibility to live off campus for 1–2 quarters, or other as written in contract.

## **WORSHIP PROGRAM**

Worship is an integral part of the residence hall program at Walla Walla University. Our purposes for worship are as follows:

- Offering a daily reminder of who we are and why we are here.
- Developing a Christian community.
- Strengthening and encouraging you through Christian fellowship.
- Enhancing your spiritual growth.
- Encouraging the habit of daily devotions.

Students living in the residence hall are required to receive 16 credits of worship attendance.

Freshmen, sophomores, juniors: 16 required/quarter

Seniors/22+/135+ credits: Encouraged to attend but credits not required

It is the student's responsibility to turn in credit for attendance directly after the attended program. Only one attendance card will be accepted per student. Credit for worship attendance must be completed by vespers before review week of each quarter.

### **Worship opportunities**

For a complete list of all worship opportunities for credit, please see the office of campus ministries or visit [wallawalla.edu/worship](http://wallawalla.edu/worship).

### **Worship noncompliance**

Please note that failure to comply can affect off-campus housing privileges. It is the student's responsibility to periodically check credits of worship

attendance ([abode.wallawalla.edu](http://abode.wallawalla.edu)) and reconcile any mistakes with the dean before review week of each quarter. Noncompliance quarters do not reset after the end of the academic year. So if a student is found to be noncompliant in the spring, it may affect their fall quarter housing privileges.

### **Reasons for receiving violation:**

1. Not meeting the required credits of worship attendance
2. Dishonesty:
  - a. Turning in a card for someone else and/or having a card turned in for you.
  - b. Collecting a card for someone who is not in attendance.
  - c. Collecting a card and not attending the service/event.

<b>First violation</b>	Meet with Accountability Dean*	<ul style="list-style-type: none"> <li>• Sign worship attendance contract.</li> <li>• Provide worship coordinator with a worship attendance four-week schedule.</li> </ul>
<b>Second violation</b>	Meet with Accountability Dean*	<ul style="list-style-type: none"> <li>• Sign worship attendance contract which includes four-week residence hall probation.</li> <li>• Name is submitted to the director of Residential Life and Housing.</li> </ul>
<b>Third violation</b>	Meet with the worship committee*	<ul style="list-style-type: none"> <li>• Sign Behavioral Contract with additional four weeks residence hall probation.</li> </ul>

\*Failure to meet with the Accountability Dean will result in being required to sign a Behavioral Contract, which includes four weeks of residence hall probation.

Meetings with the Accountability Dean will be scheduled during review week of the quarter for students who did not meet the credit requirement.

## **RESIDENCE HALLS POLICIES AND SERVICES**

### **Changes in policy**

Policies in this handbook are subject to change. Any changes will be emailed to your WWU email address. Current and updated handbooks are online.

### **Advertisements/bulletin boards**

All surveys, posters, and/or fliers need WWU-stamped approval prior to distribution in the residence halls on the designated bulletin boards. Unaddressed and general mass mailings/surveys will not be accepted.

### **Automobiles**

Motor vehicles (cars, trucks, scooters, etc.) may be brought to campus but are limited to the personal use of the owner. Be sure to register your vehicle with

Campus Security and obtain your parking permit. Unregistered vehicles can be cited/ticketed and/or towed. No major repairs are allowed in the parking lot.

Because of the potential damage this sort of activity can do, automobiles, motorcycles or chainsaws, etc., or any parts belonging to them, are not to be repaired in the residence halls or in the parking lots.

### ***Bed risers***

The use of bed risers is limited to one bed riser per bed. No bed risers with outlets.

### ***Bed safety rails***

If you would prefer a bed safety rail, email [residencehalls@wallawalla.edu](mailto:residencehalls@wallawalla.edu).

### ***Bicycles***

Bicycles are to be stored in your room or outside on bike racks only. Bicycle hooks are not allowed in the ceilings or walls. Bicycles are not to be ridden under any circumstances in the residence hall. Bicycles will be removed by security if they are chained to poles or fences or left in common areas. Bicycle U-locks are recommended. Bicycles should not be left on the racks over the summer unless you are a summer resident.

### ***Cinder blocks***

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

### ***Cleanliness***

Rooms are to be kept clean and orderly. A meeting with the accountability dean or RA will be necessary if you have a problem with cleanliness. A cleaning fine may be assessed for inability to follow dean instructions. (See Fines).

### ***Computer/online game usage***

All online activities and games should contribute to the development and enhancement of 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 denial of access and/or confiscation of computer equipment.

### ***Computers/media usage in lobbies***

No watching movies or playing video games in lobbies. Headphones must be worn when listening to any device with sound.

### ***Deans***

There is a dean on duty 24/7. The deans are a resource and support for you. Deans facilitate RA programming, housing, accountability, safety procedures, front desk, hospitality, and all residence halls policies and procedures. If a dean is not in the office, please have the front desk call one for you or email [residencehalls@wallawalla.edu](mailto:residencehalls@wallawalla.edu).

## **Decorations/posters**

Posters or pictures of nude or scantily clothed bodies are inappropriate room decor. All decorations that violate the Student Code of Conduct, such as alcohol- and drug- related materials, certain movies and language material, and certain music, are considered inappropriate. Offensive items will be removed/ confiscated. Chalk is not to be used to write on the wall, as it is difficult to remove. Do not write on your door or anyone else's door.

In accordance with fire code, please keep posters and decorations inside your room and abide by the following requirements:

- Decorations on doors exposed to the hallways should be limited to name tags.
- 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.
- Hallways need to be free of decoration.
- No more than 20 percent of wall or door can be covered per fire code.
- Windows should remain free of any decorations other than curtains.
- No personal items left in hall at any time.
- Candles are not allowed (even for decoration).

## **Disability Support Services**

Disability Support Services (DSS) helps coordinate specific housing or meal plan accommodations for students with both long-term and short-term disabilities whenever possible. The DSS staff works with the Residential Life staff and/or cafeteria staff to help evaluate and provide appropriate housing accommodations. **Because housing requests for disabilities may take time to arrange, it is important that requests and supporting documentation be provided to the DSS office at least six weeks prior to the beginning of the quarter.**

Students who are new to Walla Walla University will need to meet with or have a scheduled phone interview with the DSS coordinator on the lower level of Village Hall, (509) 527-2366. Students must specifically declare their disability-related need and request accommodations through the DSS coordinator. Requests made to residence hall directors, admissions officers, or other staff do not constitute a declaration of request for disability-related services or modifications.

Students who are currently receiving housing accommodations and wish to continue and/or make changes to those accommodations should make those requests known during the room selection process. Any required updated information should be submitted to the DSS coordinator at that time.

If DSS receives your request after the six-week deadline, we cannot guarantee the accommodation will be met. Requests received after this deadline will be reviewed for approval and implementation on a space-available basis.

Walla Walla University follows the ADA and the most recent guidance from the Department of Justice regarding service animals and follows the most recent guidance from the Department of Housing and Urban Development regarding

emotional support animals. Please contact Disability Support Services to discuss this possible accommodation need in university-owned housing. Please see the appropriate guidelines on the DSS web page for further information.

The information provided to Disability Support Services will be shared only with other relevant staff in a discreet and confidential manner and will be used only as permitted under Section 504 of the Rehabilitation Act of 1973. This information will have no bearing on students' general eligibility for housing.

Specific information regarding documentation guidelines for housing requests may be found at [wallawalla.edu/DSS](http://wallawalla.edu/DSS).

### ***Display of affection***

Display of affection in the lobby or entry of the residence hall should be limited to appropriate professional demeanor. These incidents will be addressed by the dean on duty or staff. Multiple incidents could result in a trespass violation from the opposite gender residence hall.

### ***Dress***

Please stay appropriate in dress. Disregarding this request may result in a conduct violation.

### ***Drug and alcohol policy***

Walla Walla University is committed to an environment of learning that supports the fullest possible human development. To achieve this goal, the university holds that a drug-free lifestyle is essential and thus maintains policies that support an alcohol-, tobacco-, and drug-free campus environment. Employees, faculty, staff, and students are expected to practice this lifestyle.

If students are fearful for the health and safety of themselves or others, they are encouraged to contact 911 and/or Campus Security and to seek the appropriate intervention for those in need. Students should refer to the WWU Amnesty and Good Samaritan policy for these situations.

See the full drug and alcohol policy in the Student Code of Conduct.

### ***Electricity***

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 your air conditioner or heater as well as all lights, electrical items, computers, stereos, curling irons, and lamps, and close windows. Wall outlet extensions and surge protectors with UL ratings and auto shut-off are required and should be used.

### ***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.

## Email

Residential Life staff will use WWU email as our official communication with residents. It is your responsibility to check your WWU email daily.

### **Residencehalls@wallawalla.edu:**

Description of email type...

### **Housing@wallawalla.edu:**

Description of email type...

### **Village@wallawalla.edu:**

Description of email type...

## Fines

Fines must be paid with cash, check, or credit card. If you fail to pay the fine by the deadline, it will be charged to your account. Fines include but are not limited to:

Broken/defaced access point.....	\$400
Broken windows.....	Cost of replacement/repair
Candles/incense.....	\$25
Candle/incense burning.....	\$100 per candle/incense
Carpet left in room or hall .....	\$50
Cleaning room/door/ceiling .....	\$25–200
Covering fire exit route maps.....	\$30
Door usage outside of posted hours .....	\$200
Exiting or entering through window.....	\$200
Extension cords.....	\$5
Fabric on ceiling/walls .....	\$10
Failure to check out or improper checkout .....	\$150
Failure to evacuate when fire alarm sounds .....	\$1000
Fire alarms due to inattentive behavior.....	\$25–\$1,000
Halogen lights.....	\$5/bulb
Hot plates .....	\$10
Items blocking heater .....	\$5
Items on sprinkler pipe .....	\$10
Key loss (metal key) .....	\$50 (nonrefundable)
Key loss (mailbox) .....	\$10
Furniture (room or decor) .....	Cost of replacement
Matches/lighters .....	\$10
Miscellaneous damage .....	Cost of repair/assessed by dean
Missing furniture .....	Cost of replacement
More than 20 percent of wall covered .....	\$10–\$100
Nail holes (more than 10 holes in dry wall) .....	\$10 per hole
Octopus outlet (without surge protector).....	\$5
Personal belongings left in room or hall/common areas .....	\$5–\$250
Pet/animal.....	\$50
Piggy-backed lights .....	\$5/strand
Piggy-backed power strip .....	\$5/cord
Power strip (without surge protector).....	\$5
Riding bicycles/longboards in residence hall.....	\$100 and cost of repair
Space heaters.....	\$10

Tampering with fire alarm/pull station/sprinkler system....	\$250-\$500/cost of repair
Tampering with wireless routers/access points.....	\$50 /cost of repair
Tampering with property.....	\$100
Taping door locks .....	\$50
Toasters/skillet/other cooking surface .....	\$15
Trash.....	\$5-\$100
Wall damage .....	\$10 plus repair
Weapons/knives .....	\$250
Window screens (tampering) .....	\$50 and cost of replacement/repair
Vaporizer or paraphernalia.....	\$200
Vandalism .....	Cost of repair

*Fire inspection policies are put in place by the fire marshal of College Place and require that the university uphold city regulations in the residence hall.*

### **Food delivery**

Food deliveries should be met outside. No deliveries between sundown Friday to sundown Saturday. Delivery will be turned away at the door.

### **Firearms/weapons**

Firearms, including pellet guns, BB guns, paintball guns, toy guns, and ammunition are not allowed on campus. Violation will result in a fine of \$250, suspension, or other disciplinary action. Use of knives, toy weapons, makeshift weapons, other weapons, bombs, possessing or exploding fireworks, or other explosives on campus is expressly forbidden. Violators are subject to campus discipline which may include suspension or dismissal and may be prosecuted under the Washington state legal code. Please see the Student Code of Conduct.

### **Footwear**

Please make sure that appropriate footwear is worn in the residence hall. Flip-flops are recommended in the showers. Cleats should not be worn in the residence hall or stored in the hallway.

### **Furniture**

All furniture must stay in the room. All furniture must be in the room and beds assembled/bunked at time of checkout. Community space furniture cannot be removed. See Fines. Any exceptions for chairs (\$10) must be approved.

### **Haircuts**

Hair cutting will be restricted to laundry rooms or outside only. Failure to clean up may result in a fine. The residence hall is a nonprofit institution; please keep haircuts for profit out of the residence hall.

### **Hosting**

There are several events throughout the year that will give you the opportunity to represent WWU by hosting guests. We want our guests to feel welcome when they arrive. Make sure to sign up early for the guest(s) you want.

If you are interested in hosting guests during one of the university events, please consider the following guidelines to ensure a positive experience for you and your guests:

- Read hosting training guidelines.
- Host with a clean room.
- Provide a positive and welcoming atmosphere.
- Both roommates should agree to host the guests, and at least one of the roommates must be present (sleep in room) for the duration of the event.
- Guests are distributed based on a first come, first served basis.

There will be a sign-up sheet posted before each event so you can sign up for guest(s) in advance. The maximum residence hall room capacity is four people per room, including residents. A courtesy of \$4 per person, per night, is paid to each host room. All unclaimed money will be used for residence hall improvement.

- The guest list will be removed once it is full. Once the list is removed, no more switches can occur, unless you have spoken to the hosting dean and the switch has been approved. This should take place before the guests arrive.
- Guests will be told upon check-in that there will be no changing of rooms.
- Approval from both the dean on duty and the school sponsor must be received prior to any switching; switching will only be allowed in the event of concerns of physical or emotional harassment, or if a room is extremely messy or dirty.
- In the event that a switch has been approved for reasons other than those listed above, the original host who signed up for the guest will be paid the hosting money. The new host will not receive compensation.
- If switching does occur due to physical or emotional harassment or extreme messiness of a room, the new host will receive the cash and your eligibility will be revoked for the remainder of the year. A fine of \$50 could be assigned for not following policy.
- Hosting eligibility can be revoked at any time.

### **ID cards**

WWU ID cards will be programmed for security access and room access. Each resident is issued a room key and is expected to keep his or her room locked. Please report lost IDs. You cannot have more than one key ID programmed. Security access is for your use only; do not loan out your ID card. Misuse of an ID card may result in student conduct violation and/or fine.

### **Illness**

For minor illness or injury, the front desk will provide bandages. If your illness or injury is more serious, see the dean on duty for resources and seek medical attention. Please keep the a dean updated. Deans cannot excuse your classes. Medical transportation by a dean cannot be guaranteed.

### **Internet**

Internet access is available to all students in the residence halls. The cost is factored into your quarterly rent. Each living space is covered by our wireless

network and most rooms also offer a wired connection.

Your access to university-provided internet services is a privilege—not a right—and its use should be consistent with the Christian values maintained by the university. Walla Walla University reserves the right to check the contents of files on campus computers for illegal activities and pornographic materials. This right extends to the review of your personal computer in your residence hall room. You accept this authorization when you rent a room. Accessing pornography, hate sites, and other non-Christian material will be justification for deactivating an individual's internet services.

U.S. federal law treats the unauthorized uploading, downloading, or sharing of copyrighted material as a serious offense that carries serious consequences. Any student who infringes on copyright laws risks a lawsuit by the copyright holder, loss of access to the computer system, and disciplinary action. If the university ever receives a copyright infringement complaint about your internet usage, your internet access will be revoked and you will have to work with Information Technology to reactivate it.

### **Access points**

The Information Technology department has worked hard to provide wireless connectivity in all the rooms. Since there is adequate coverage in these locations, personal routers, access points and switches will be prohibited within these residence halls. You may notice a small, often white-colored box, mounted in your room. This device is called an access point and it provides wireless internet to your room. It is your responsibility to maintain the physical condition of this device. This means that you are liable for any damage that occurs to the device during your stay in that room. Please do not cover, mark, or deface this device in any way. The fine for damaging or defacing an access point is \$400. If for any reason you are not receiving wireless internet, please contact the Information Technology department at (509) 527-2317.

### **Kitchens**

For safety, do not leave cooking food unattended. See Fines. Clean up and remove all personal items from kitchen after each use. Do not cook any type of meat including poultry and fish in the kitchens. If kitchens are left dirty, they will be closed for a determined amount of time.

### **Laundry rooms**

Our laundry facilities provide high-efficiency, environmentally friendly washers and dryers. All washers and dryers are coin-free. Please use high-efficiency liquid soap in the washers. To avoid theft of personal property, do not leave your laundry unattended. Residence halls are not responsible for lost or stolen items. Remove laundry promptly so that machines are ready for the next user. When not in use, please leave the washer doors open to help prevent mold and mildew odors. Please refrain from doing laundry during Sabbath hours. If there is a problem with a washing machine or dryer, please let a dean or the administrative assistant know within 24 hours. Include the location of the machine and describe the problem. Items left over 72 hours will be removed.

Laundry rooms are for current residents only. Failure of compliance will result in a trespass violation from the residence hall, a fine, and possible student conduct action.

## **Lofts**

Due to risk and safety policies, lofts are not permitted.

## **Lost and found**

Lost and found items are located at the front desk. Items unclaimed after 30 days are donated.

## **Lost keys**

If a mailbox key is lost or stolen, please contact the dean. See Fines.

## **Mail**

Please check your mailbox regularly. *Desk workers are not allowed to retrieve items from your mailbox; please use your key.* Inappropriate/contraband items will be returned to the sender. Please take outgoing packages to the mail room located at Facility Services for ground pickup or to a local post office.

## **Orientation**

JumpStart residence hall orientation is required for all freshmen and new students. Orientation for all other residents is the first Monday of the school year and attendance is required. Other info sessions will be scheduled and communicated via email.

## **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.

## **Parking/parking lot**

Residents of each building have rights to their respective residence hall parking lots. At no time should a resident park in front of the dumpster. Towing may result. Residents who need to load or unload items from their cars should only use the loading zones. Parking permits are obtained through Campus Security.

## **Pets**

With the exception of fish, no pets are allowed in the residence hall. This includes turtles, insects, spiders, snakes, amphibians, or freshwater reptiles. The total fish tank capacity for each room is not to exceed two bowls or one tank. Tanks should not exceed 10 gallons per tank. Parents and friends who visit residents must leave their pets outside of the residence hall. Students are responsible to take their fish with them or find off-campus care during holidays and breaks.

## **Pornography**

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

## **Repair work orders**

For situations that necessitate repairs to your room, you can access the repairs request form online at [workorder.wallawalla.edu](http://workorder.wallawalla.edu) and fill out the Facility Services maintenance request form. When filling out the online form, be sure to identify what needs to be fixed in as much detail as possible. Include your name, room number, phone number, and the date of your request. Please make sure that your room is in acceptable condition and clean. Contact the dean on duty if it is an emergency or has not been completed within 48 hours. The phone number for Facility Services is (509) 527-2925.

## **Residence hall closures**

Residence halls are open throughout the year with the exception of the Friday noon after fall quarter finals through the Friday noon before classes begin winter quarter. During this time, the residence hall will be closed to all residents. You will need to make plans to be out of the residence hall during this time.

## **Right of entry**

The university reserves the right for a residence hall dean, their representative, or a university security officer to enter and inspect a student's room and personal property, with or without notice to the resident and with or without the resident being present, for purposes of management, health, safety, maintenance, and to assess a resident's compliance with university rules and regulations. See Residential Life Agreement.

## **Room inspection**

### **Fire safety room inspections and appeals process**

To ensure compliance with the university's policy, the deans will conduct periodic inspections of residence hall rooms, which are necessary to guarantee safe and healthy living conditions. The procedures followed by the deans and listed below are intended to cause minimal inconvenience to students while allowing the deans to do their inspections effectively. While doing inspections, deans will be courteous and reasonable, and students are expected to treat the deans in a similar manner. The deans will discuss with the residents the reason why a situation is unsafe and/or in conflict with the housing policy. If you have additional questions about the university's policy or a fine, contact the director of Residential Life and Housing at [housing@wallawalla.edu](mailto:housing@wallawalla.edu).

### **Inspection procedure**

- Deans will announce their presence by knocking loudly on the door and identifying their presence.
- If there is no response, the dean will unlock the door.
- If the resident is not available the dean will take care to leave the room as they found it. However, if the door is unsecured, it will be

secured by the dean on exit and noted in the appropriate box on the inspection report.

- While in student rooms, the dean will be courteous to residents and respectful of belongings.

If there are any infractions, deans may explain the policy violation to the resident and suggest possible remedies. Deans are not obligated or encouraged to engage the student in debate over the violation. The dean will leave the student a notice of confiscation, fine, or notice of inspection. The student will then be invited to email the address on the notice if he or she has questions or wants to appeal.

### **Appeals process**

To submit a procedures-related appeal or to dispute a fine over an interpretation of policy, send an email to [residencehalls@wallawalla.edu](mailto:residencehalls@wallawalla.edu).

You have five business days (Monday through Friday) from the date that you received a fine notification to email your appeal. Factual fines—those issued for infractions such as possession of an unauthorized appliance, storing fireworks or combustible liquids, candles, or covering/blocking smoke detectors and/or sprinkler systems—cannot be appealed.

The deans will respond to each appeal by email, but if you are not satisfied with the dean's decision, you may resubmit your appeal within two weeks to the director of Residential Life and Housing for review by the Housing Committee.

The committee may request individual interviews with the student and inspector(s) involved to reach its decision. If you fail to appear before the committee, you forfeit your right to appeal. Within a month of receiving the appeal, the committee will uphold, reduce, or waive the fine, and will send you a letter with its decision, which is final and binding. The director of Residential Life and Housing reserves the right to review and give final approval of the decision.

### **Sabbath observance**

Walla Walla University observes the philosophy of the Sabbath on the 7<sup>th</sup> day, Saturday. 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. Please be thoughtful of what you watch and listen to in your rooms and common areas. Residence hall TVs should remain off during Sabbath hours. Move-ins and move-outs are not conducted during Sabbath hours. Food deliveries are not allowed.

### **Selling and soliciting**

Sales parties, such as plastic wares, candles, and Cutco, cosmetics, or pots and pans; haircuts for business; 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 nonprofit status.

## **Sound equipment**

It is your responsibility to see that sound equipment is played at a level not disturbing to others. Audio should not be heard outside the room. Headphones are required for those who wish to enjoy their music above that level. Headphones should be used on all equipment from 10 p.m. until 9 a.m. Residents who are not able to control their equipment as outlined will lose their privilege to use sound equipment. *See Bill of Rights.*

## **Storage**

Limited storage may be available. Please see the administrative assistant or dean on duty for storage hours and fees. Space is not guaranteed. First come, first served. Furniture, bicycles, and auto parts may not be held in the storage rooms. *The residence halls do not assume responsibility for any articles placed in the storage room.* It is recommended that you take out renters insurance for these items. If the storage item is not claimed at the expiration date, WWU will attempt to notify the student. If the item is still unclaimed after an additional 45 days, the item will be disposed or donated. *See Renters insurance.*

Storage is for returning residence hall students only. If you are not staying in the residence hall, you must find other arrangements. Residents who do not return by Oct. 1 must make arrangements for their stored items to be picked up within a 45-day period.

## **Tampering**

Tampering with residence hall property includes furniture and security cameras is prohibited. *See Fines.*

## **Theft**

In the event of theft, notify the dean on duty and Campus Security at (509) 527-2222.

## **Title IX and your rights**

Walla Walla University is committed to providing all individuals with an environment free of sex discrimination and sexual misconduct. Title IX of the Education Amendments of 1972, Title 20 U.S.C. Section 1681 states that "No person in the United States shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any educational program or activity receiving Federal financial assistance."

Walla Walla University prohibits all forms of sex discrimination and sexual misconduct including but not limited to sex-based intimidation and harassment, sexual harassment, domestic violence, dating violence, stalking, and sexual violence.

If you have been subjected to or are aware of an instance of sex discrimination or sexual misconduct, you are highly encouraged to report it to the Title IX coordinator. The university has resources to offer and may be able to help.

For further information or to report an incident, contact the Title IX coordinator, at (509) 527-2141. To view the complete Title IX policy, go to [wallawalla.edu/title-ix](http://wallawalla.edu/title-ix).

## **Trespass**

All visitors not following stated guidelines will be considered trespassing and will be asked to leave the premises immediately. Anyone who is not a resident must check in and out of the residence halls. Passes must be clearly displayed.

## **Trash facilities**

Students are expected to dispose of their trash in the dumpsters located outside of the residence halls. Dumping personal trash in the restroom, hallway, or any common areas will result in a fine.

## **Visitors**

The main lobbies of the residence halls are open for visiting from 6 a.m. to midnight Sunday through Saturday. General mixed-gender visitation is restricted to the lobbies. Failure to abide by this will result in a conduct violation. Mixed-gender room permission is allowed if the following criteria are met (i.e. family visiting to see room or carrying large furniture):

- Get approval and the time limit from the dean on duty.
- Check the visitor in and out at the front desk.
- Accompany the visitor to and from the resident room.
- The door of a room must be left open anytime a visitor of the opposite gender is in the room, e.g., Facility Services personnel, computer repair personnel from Information Technology (IT), open-house guests, etc.

Visitors are allowed between 9 a.m. and 7 p.m. Monday through Friday and noon to 7 p.m. Saturday and Sunday. The protocol and hours also apply to family members. Residents are responsible for educating guests on housing policies.

## **Overnight guests**

Guests of the same gender are permitted to stay in your room three nights per quarter with notification to the dean on duty and your RA. Same-gender guests visiting after 12 a.m. in resident rooms must sign in at check time and sign out at the front desk by 2 a.m. or will be considered an overnight guest. Residents must fill out the overnight guest request form with the dean on duty by 10 p.m. Special arrangements must be made with a dean if your guest needs to extend his or her visit. Guests staying more than three nights will necessitate a \$10 charge per night to the occupant of that room and must be paid up front. Overnight visitors should notify Campus Security if they bring a vehicle.

Unaccompanied minors must have written consent from their parent/guardian(s). Please note that general overnight guests are not allowed during university-hosted events (Fall Classic, Friendship Tournament, and U-Days).

Failure to fill out a guest request form will result in a surcharge in the residents' account. All minors must be in the residence hall by 12 a.m. The dean on

duty reserves the right to limit or deny requests at any time. Guests who do not follow residence hall policies will be asked to leave and will not be granted future request or entry.

### **Vending machines**

Vending machines offering soft drinks, juices, bottled water, and snacks are available. Call Pepsi directly via the number located on the machine regarding any machine malfunctions. Damages resulting from machine abuse will result in a fine and/or damage charges. Vendors may seek legal action.

### **Windows**

Screens on all windows are to be left on at all times. Tampering with the window so as to remove the stop bar or screen will result in a fine. Exiting and entering rooms through windows will result in discipline and a fine. In consideration of others, there should be no visiting through residence hall windows.

## **EMERGENCY FIRE AND SAFETY PROCEDURES**

### **Fire drills**

Campus security is required to hold periodic fire drills in all residence halls. 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 your RA at your designated meeting location. Failure to evacuate the residence hall during a fire alarm may result in a cash fine up to \$1,000 by the fire department.

### **Sound the alarm**

If you see fire or smoke, 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.

Keep these tips in mind when dealing with fires:

- In the event of fire in your room, keep low to the floor and get out.
- 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, and roll.

### **Take necessary precautions**

- Slip on a pair of shoes or sandals.
- Grab a blanket or jacket in case of cold weather.
- 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:** Open window, or 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** use elevators, run, panic, or return to your room or the building until advised. Go directly to your assigned safety areas (see designated area assigned to your hall).

- 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.

### **Fire exits**

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

### **Fire hazards**

Examples of objects that are considered fire hazards are:

- Candles.
- Torches.
- Incense.
- Oil lamps.
- Fireworks.
- Combustible chemicals.
- Halogen lamps.
- Electric cooking appliances (except microwaves).
- Lighters.
- Matches.
- Irons (except in laundry rooms).
- Extension cords.
- Christmas trees (live or cut).

Fire prevention takes precedence over convenience. We reserve the right to refuse the use of a variety of appliances which may not be in our written rules.

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.

Stairwell doors are not to be propped open.

## **Fines**

Because the abuse of the fire and safety polices can cause serious fire hazards in a residence hall setting, stiff penalties, including cash fines of up to \$2,000 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. Items left in the residence hall will be removed and disposed of. *See Fines.*

## **Fire door closers**

In accordance with 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. Tampering with these door closures is viewed as a serious offense.



2021–2022

# **Residential Life Handbook**

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Residential Life and Housing

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[wallawalla.edu](http://wallawalla.edu)

