

CAMPUS RESIDENT POLICIES

Residence hall life plays a significant role in the educational process. The residence halls provide a living environment in which students may develop a strong sense of community, receive encouragement, support, and guidance, and be allowed to serve others and grow in Christ. Each student will be challenged to increase social skills, make new and lasting relationships, examine new ideas, learn new skills and adjust to new and different situations and people.

Because everyone has their idea of what makes an ideal learning environment Bryan College has attempted to develop a set of guidelines that reflect the values of the College, allow for limited personal freedom and choice, and protect the rights of all residents.

Residency Requirements

Because Bryan College desires to build community among its students, most full-time students are required to live on campus. A student who meets at least one of the following qualifications is exempt from this policy:

- Married
- Is at least 22-years-old during the semester in which they plan to live off-campus
- Is living at home or with immediate relatives in the area (relatives must be at least 22-years-old)
- Has completed at least eight (8) semesters of College since high school graduation
- Is student teaching
- Is granted an ADA exemption

Under special circumstances, the Director of Residence Life & Student Accountability may grant exceptions to the residency requirements. All residence hall students must register for a meal plan. Married students may not live in the townhouses or residence halls.

Part-Time Students

Students taking less than 12 hours are not required to live on campus. *Note: Only those students who are enrolled in a degree-seeking program in the School of Humanities and Christian Studies, the School of Professional Studies, the Vogel School of Engineering and taking at least seven (7) credit hours are allowed to live in Bryan College on-campus housing.*

Note to those receiving athletic scholarships: students receiving athletic scholarships **MUST live ON CAMPUS:**

Students who are 25, married, or already currently enrolled are granted an exception to this requirement. No exceptions exist for any other situations, including but not limited to living at home with a parent. Please note that appeals granted to housing requirements related to Student Life policies are separate and do not apply to the scholarship policy.

Students who fail to live on campus will have their athletic scholarship(s) revoked **ENTIRELY.**

Residence Life Staff

Each residence hall is supervised by a Resident Director and several Resident Assistants. Together the staff seeks to identify and meet residents' needs through individual care, group activities, Bible studies, and educational programming.

Housing Assignments

Before school closes each semester/year, current students are given the opportunity to make room and roommate requests for the following semester/year, given the required housing fee. Every attempt will be made to honor these requests, but they cannot be guaranteed. In partnership with the Housing Coordinator, the Residence Life staff reserves the right to make roommate adjustments during the year if serious conflicts occur. If one roommate leaves during the year, the Residence Life staff may assign another student to fill that vacancy.

Room Responsibilities

Room Furnishings

All room furnishings belonging to the College must remain in good condition. Students will be financially responsible for misplaced or missing furnishings and furnishings damaged due to other than normal wear. The disassembling of furniture is not permitted.

Residents may use personal items, such as desk chairs and mattresses, in place of College-provided items in the residence hall rooms. However, even if they are not in use, all College items that have been provided are still the responsibility of the room's occupant(s) and must be left as they were found upon departure from the College. All personally owned appliances and furnishings must be removed from the room when the resident moves out.

Only finished furniture is to be used in residence hall rooms. The construction of lofts or other structures, including stacking beds, within residence hall rooms is allowed only with permission from the Physical Plant Department. Cinder blocks are not allowed to be used in the residence halls.

No College-owned furniture is to be removed from the residence hall rooms without permission from the Office of the Physical Plant Director.

Remodeling

Any remodeling of the residence hall may be done only with permission from the Office of the Physical Plant Director.

Ceilings

No items are to be attached or fastened to the ceiling of the residence hall rooms. A fine will be assessed for items that are hung from the ceiling and there will be a charge for damage done to the ceiling.

Decorations

Nails are not to be put into any furnishings or walls. "Plasti-tak" and low-temperature hot craft glue are the only fasteners that may be used to attach postings to non-bulletin board surfaces. High-temperature

glue gets too hot and chips off the paint when removed. All "Plasti-tak" and glue must be COMPLETELY removed when the resident moves out.

Note: 3M Command Strips can sometimes pull the paint off the wall when removed. As a result, they can only be used on certain surfaces. (For instance, cement block walls are usually OK, but walls made of drywall are usually damaged by Command strips.) Use discretion, keeping in mind that you will be charged for any damages.

Room and bulletin board postings, decorations, or any other items found morally offensive by the Residence Life Staff (i.e. erotic pictures or posters; crass or offensive jokes, cartoons, or postings; alcoholic beverage bottles, cans, posters, etc.) are not permitted.

Damage

Students are financially responsible for any damage to their room or its furnishings not caused by normal usage. Operations will determine "normal usage" and the amount of the fine assessed. Students are also financially responsible for any damage they cause to other areas of the residence hall. Any object, games, etc., which could easily cause damage (i.e. darts/dartboard, water guns/balloons, baseballs, golf balls/clubs, etc.) are not permitted to be used in the residence halls.

Repairs

It is the responsibility of the student to report any repairs needing to be made in his or her room. Students may report repair needs by calling the work order hotline at (423-775-7470 or by sending a work request through MyBryan as soon as possible. A student may be fined for damage caused by not reporting repair needs.

Safety Regulations

The following guidelines have been provided to promote the safety of all residents. These and other safety regulations will be strictly followed. Under the supervision of Student Life and Operations, a safety team will inspect residence hall rooms regularly.

Keys

Students are strongly encouraged to keep their rooms locked. The College is not responsible for students' personal property. Individual room keys are provided to allow greater privacy and a sense of security and safekeeping.

The following standards govern the use of College keys:

- If a key is lost during the school year, it must be reported to Operations Department immediately. The key will be replaced upon payment of a \$35.00 fee.
- Students are not to duplicate College keys or allow duplicates to be made under any circumstances. Substantial fines and/or other appropriate corrective action will be assessed for any student who violates this guideline.
- If a key is broken or bent, it is to be returned to Operations. A new key will be issued at no charge if the old key is returned.

Hallways

In accordance with fire codes, all residence hallways are to be completely free of personal items at all times. The only exception to this policy is a doormat. The Housekeeping Department will collect any items left in the hallways. There will be a \$10 charge per item for the return of these items. All

unclaimed items will be donated to charity at the end of each semester. There will be a \$10.00 charge for any trash that is not removed from the hallway.

Doors, Windows, and Stairwells

Stairways must not be blocked. Room numbers or identification plates on residence hall doors must not be covered or removed. Doors must not be propped open. When windows are open, heaters and air conditioners are to be turned off. Caution should be used to prevent curtains or blinds from being ruined by carelessness or the weather, as residents are financially responsible for the furnishings. Removal of screens is not permitted. Residents who do not follow these guidelines or use doors and windows to circumvent regulations will be subject to fines and other appropriate disciplinary action.

Electrical Cords

Electrical cords must not be covered by carpet, rugs, or any other articles and should not be touching the bed and/or linens in any way.

Appliances/Lamps

The College allows for the use of most small appliances in residence hall rooms. However, the following specific items are prohibited:

- Coffee makers and irons without an automatic shut-off feature
- Hot plates / hot pots
- Toasters/toaster ovens
- Oil popcorn poppers
- Any appliance with exposed coils or heating surface
- Halogen lamps

Please use caution! Students are financially responsible for any damage to their rooms.

Candles, Incense, and Open Flames

Open flames and the use of candles and lit incense are prohibited in all residence halls. The following exception: lit candles on a cake for a birthday party are acceptable in the kitchen and lounge areas only of each residence hall, with the permission of the residence hall's RD. In addition, candle warmers are prohibited.

Firearms, Fireworks, and Weapons

Firearms, including pellet guns, other weapons such as paintball guns, airsoft guns, paintballs, bows and arrows, machetes, knives with more than 4" blades, etc., and fireworks are not permitted on campus. Students who violate these guidelines may be fined up to \$350 and have the weapons confiscated.

Pets

In other people's interest in the residence hall, the care and upkeep of College property, and Health Department regulations, fish are the only pets permitted on campus. Students who violate this guideline will be fined \$50 per day.

Service Animals and Emotional Support Animals (ESA) may be on campus only after a student applies through the ADA Coordinator's Office and is granted approval.

Residence Halls

While Bryan College does not enforce a formal curfew, students are encouraged to make wise choices about staying out late. Most students are mature enough to recognize the wisdom of being in the residence hall at a reasonable hour; however, there are times you may be exercising poor judgment in this area. If a Resident Director or Resident Assistant believes you are making poor choices in this area, they have the right to ask you about it in a spirit of concern for your welfare.

Check-In System

Scanners in the residence halls, Rudd, Mercer, Latimer, and Summers Gymnasium will be used to know if you have been on campus within 48 hours. There are occasions when you stay overnight at an off-campus location. In those times, you are expected to sign out through MyBryan. If you have not scanned in or signed out during the 48 hours, your RD will contact you to determine your location and safety. If your RD doesn't hear from you within the next 72-hour period, a missing person report will be filed with local law enforcement (Dayton Police Department).

Additional Information

- Residence Hall lounges close from Midnight to 9:00 a.m.
- All campus buildings (Rudd, Mercer, Practice Gym, etc.) are open from 6:00 a.m. to Midnight.
- Latimer and Summers Gymnasium are open from 6:00 am to 2:00 a.m. on Friday and Saturday.
- No camping on-campus, including the use of hammocks, eno, etc. between midnight and 6:00 a.m.
- Quiet Hours are from Midnight to 9:00 a.m.
- Students are allowed to sign out a maximum of three days per week.

Visitation & Overnight Guests

Definitions

1. **Daytime** - 9:00 a.m. until midnight (11:59 p.m)
2. **Overnight** - 12:01 a.m. and beyond to 9:00 a.m.
3. **Guest/Visitor** - defined as any person (parents, friends, faculty, staff, alumni, etc.) who is not a resident of the residence hall and/or room being entered.
4. **Host** – Any Bryan College resident student who has a current housing assignment.

Visitation

All visitors are under the same residence hall regulations and campus expectations as current students. Student hosts are responsible for the actions of their guests. Any visitor who fails to comply with regulations will be asked to leave campus.

A guest/visitor may be denied permission to enter or remain in the Residence Hall at the discretion of the Resident Director or Director of Residence Life.

Daytime (9 a.m. - midnight) guests' visits should be brief, limiting the length of visitation to a maximum of 2 hours.

Overnight Guest

Overnight guests to residence halls must be registered by their host student in advance and stay in a student's room (not in an empty room, community area, etc.). Students may register their guests by emailing the Resident Director a minimum of 12 hours before the guest arrives. Appropriate corrective action will be given to any student violating these guidelines.

Overnight guests cannot stay more than three nights within 30 days, except in special situations approved in advance by the Residence Life staff. No overnight guests under the age of 16 are permitted - except for siblings, those accompanied by a parent, or visitors for official College-sponsored events.

Visiting a Residence Hall of the Opposite Sex

Except as noted below regarding scheduled visitation times, **students may not enter any area of a residence hall of the opposite sex.** Exceptions to this guideline may be granted by a Resident Director (RD). Appropriate corrective action will be given to any student violating these guidelines.

Residence hall lounges are open to all students and guests daily from 9 a.m. until midnight. Family members of the opposite sex may visit their family member's room only if approved by the RD and accompanied by their student host.

Friday/Saturday Night Residence Hall Visitation

Residence hall visitations are scheduled on most Friday and Saturday nights during each semester to allow students the opportunity to visit other residence halls. Huston, Arnold, and Robinson's halls are open on Friday nights, and Long and Woodlee-Ewing's halls are open on Saturday nights. Residence hall visitation time is normally 8:00 p.m. – Midnight. Occasionally, the time will be changed or canceled because of special circumstances.

During residence hall visitation time, the following guidelines must be observed:

- If a couple or a mixed group is in a residence hall room, the door must be propped entirely open.
- All CLS guidelines (including PDA guidelines) must be upheld.
- Members of the opposite sex must promptly be out of the residence hall rooms when Residence Hall visitation is officially over.

Quiet Hours

In order to preserve a peaceful atmosphere conducive to study and relaxation, quiet hours are in effect between 12:00 a.m. (midnight) and 9:00 a.m. every day. Any action which interferes with another resident's ability to study or sleep during this time is a violation. Please remember that the principle of consideration of others applies at all times. Students who disregard these guidelines will be assessed points. Students are encouraged to confront gently anyone making excessive noise.

Room Check

Students are responsible for cleaning their rooms. Residence Life staff will announce a weekly room check to help maintain College buildings and furniture and encourage clean and courteous behavior. Students should take room trash to the dumpster, properly store food and beverages, and keep the room floor clear of personal belongings. In addition, shared living spaces (where applicable) such as living rooms, kitchens, and bathrooms should be cleaned. Students who share living spaces are expected to work together to keep areas clean. The Residence Life department believes highly in the importance of shared responsibility for students that are living together.

Resident Assistants will document weekly room check violations that could lead to fines for failing to keep living spaces clean. This is how the Residence Life staff will warn students about what they may be fined for in their room or townhouse.

Three times a semester (typically once a month), the Resident Director will complete room checks for the entire dorm & townhouses. Students are expected to clean their entire room and shared living spaces. Failing to completely clean will result in a \$10 fine. If a shared living space (kitchen, living room or bathroom) is not cleaned, every student responsible for that space will be fined \$10.

The Resident Director reserves the right to schedule additional room inspections for students who have failed to maintain the College's facilities responsibly. An additional fine will occur. Students failing to respond appropriately to the College's Room Check guidelines may be subject to disciplinary action.

End of Year

Both the townhouses and residence hall rooms and bathrooms are to be cleaned prior to the occupant's departure. If occupants of rooms choose not to clean their living spaces, then a \$50 cleaning fee will be charged per student. Students who share living spaces are expected to work together to leave their room the way they found it. The Residence Life department believes highly in the importance of shared responsibility for students that are living together.

CAUTION: DO NOT MIX BLEACH WITH ANY AMMONIA PRODUCT. POISONOUS GAS RESULTS FROM THIS COMBINATION.

Guidelines for Room Check

There are six universal guidelines for cleaning rooms on campus. Residents should ensure that these six criteria are addressed before every room inspection.

1. Dusting

All windowsills, chairs, desktops, shelves, dressers, tables, etc. must be reasonably dust-free

2. Beds

The bed must be made.

3. Floors

The floors must be swept, dry mopped, wet mopped (if needed), or vacuumed.

4. Scattered Articles

Articles must not be in a state of disarray anywhere in the room (i.e. clothes on the floor, piles of clothing, scattered papers or books, misplaced chairs, etc.) A coat or sweater placed neatly on the back of the chair or books neatly stacked on the desk are acceptable.

5. Wastebasket

The wastebasket must look presentable (not full to overflowing). Remember, trash must be taken away to the dumpster. Wastebaskets cannot be placed in or next to the trashcan on your hallway.

6. Mirrors

All mirrors must be clean.

Shared Space

Both the townhouse and residence hall rooms and bathrooms are to be cleaned prior to a room inspection or the occupant's departure. If occupants of rooms choose not to clean their living spaces, then a \$50 cleaning fee will be charged per student. Students who share living spaces are expected to work together to leave their room the way they found it. The Residence Life department believes highly in the importance of shared responsibility for students that are living together.

Residence Hall Opening and Closing Dates

Each residence hall will open the day before students are required to be on campus. Students who wish to take occupancy* in their room before their required arrival date must make arrangements with their Resident Director. Students will be charged for these extra days, as College room rates are based strictly on their semester occupancy.

Each residence hall will close at 10:00 a.m. on the Saturday following December commencement and at 4:00 p.m. on the day of May graduation. Students who need to stay late must make arrangements with their Resident Director. Students will be charged for these extra days, as College room rates are based strictly on their semester occupancy.

See fee and fines out lined in the Community Life Standards.

Students who choose to remain on campus after their exams are completed are still subject to the Bryan College Handbook policies.

**Occupancy is defined as moving a person and/or personal belongings into on-campus housing.*

Residence Hall Check-In and Check-Out Information

Upon checking into a College residence hall, each resident will be required to complete a "Room Status Report" on MyBryan. This report records the condition of the room to furnish our maintenance staff with a listing of necessary repairs. It is also used at checkout to determine the damage done to the room. This form should be filled out thoroughly and completely. If a resident fails to record a problem with the room at check-in and that problem is discovered at checkout, the resident will be charged for the repair cost.

Single Rooms

Generally, there are two people living in each residence hall room. Students may request to have a single room for an additional charge. These rooms are assigned on a seniority basis established by completed credit hours and based on availability. No student is guaranteed a single room. Students with single rooms must keep campus furniture in the rooms throughout the year. The school does not have the space to store additional furniture. Students who remove furniture that does not make it back into the correct room and/or has damage will be fined.

See fee and fines out lined in the Community Life Standards.

Use of Residence Halls during Breaks

Residence Halls are not open during fall break or spring break. The hours for closing and re-opening of the residence hall will be announced, and students are expected to regulate arrival and departure times to fall within these hours. College room rates are determined on the assumption that students will not occupy their rooms during breaks. In exceptional cases in which a student **must** remain on campus after his or her residence hall is closed, a student may request to stay on campus by completing a "Request to Stay on Campus over Break" form. *Except for students staying for official College-sponsored events*, students will be charged to stay in the residence halls during break times. The following conditions apply for those staying on campus during breaks:

- The student may be required to move to another housing area
- The student is subject to student handbook guidelines
- The student may be subject to special procedures during the time. In such cases, specific details will be sent in an email prior to the break
- Unless required to stay during the break by the College, the student will be charged rent for this time.
- Students are not allowed to stay in the residence halls during Christmas break unless they are required to stay due to involvement in a school-sponsored event.

See fee and fines out lined in the Community Life Standards.

General Residence Hall Information

Storage

Any article placed in Bryan College storage rooms must be labeled with the owner's name. Unmarked articles will be removed from storage and disposed of at the discretion of the College. The College is not responsible for articles lost, stolen, or damaged in storage. No flammable items are allowed in the storage closets. The College will dispose of items that were left elsewhere, including those in rooms, hallways, and stairwells. *Note: There is no on-campus summer storage. Students should make other arrangements.*

Laundry

Washing machines and dryers are provided in the laundry room of each residence hall and are for the exclusive use of its occupants. Each student is required to pay per load. More details can be found in the laundry room.

Common Area Furnishings

All furnishings in common areas (i.e., lounges, lobbies, kitchens, etc.) must remain in good condition and in the rooms where they have been placed. A fine will be assessed for students who violate these guidelines.

Residence Hall Televisions

Each residence hall has a television for students to use. Students are asked to be considerate of one another and remember Bryan College standards as they choose what they watch. Any devices connected to a residence hall TV must be approved by the Resident Director.

Haircutting

For health reasons, students are permitted to give haircuts only in the following locations.

- In their residence hall rooms (same-sex)
- Outside the residence hall.

Hair clippings must be cleaned up and discarded.

Hair coloring and hair bleaching is only allowed in personal showers. Students are expected to completely clean up after themselves and fined \$25.00 plus the cost of repairing damage to the facilities if they fail to do so.

Townhouses at Bryan Commons

The Townhouses at Bryan Commons have been established as transitional housing for upperclassmen. As such, certain policies are different from those that have been set up for the residence halls.

Qualifications for the Townhouses

There are certain qualifications for those students wishing to live in them:

- Must be an academic junior or senior by the end of the semester prior to seeking residency in the townhouses
- Must be at least 20-years-old by the end of the semester of requesting to move into the townhouses.
- Must be a student in good standing with the standards of community life. Students not in good standing may have the privilege of living in the townhouses revoked.

Visiting the Apartments of the Opposite Sex

Members of the opposite sex may be in the common living spaces in the apartments during the following hours: 9:00 a.m. until Midnight every day. No member of the opposite sex may be in any of the bedrooms.

All CLS policies (including PDA guidelines) must be upheld.

Noise Level

In order to preserve a peaceful atmosphere conducive to study and relaxation, noise from inside the building should not be audible outside. Inside the apartments, the noise level is determined by that apartment's residents. Please remember that the principle of consideration of others applies at all times. Students who disregard these guidelines will be assessed warnings. Students are encouraged to gently confront anyone making excessive noise.

Use of Townhouse during Breaks

Townhouse residents may stay in the townhouses during Fall, Thanksgiving, Spring, and Easter break with no additional charge. Christmas Break students are allowed to stay until the Sunday after December graduation and return in January on Friday before classes start. Students who choose to remain on campus during breaks are subject to the CLS guidelines.