

**Foreman/Conard Hall  
Residence Handbook  
2008-2009**

**Important Dates**

## September 2008 - June 2009

September 21.....	Jumpstart Move In Day
September 21.....	Jumpstart Registration
September 28.....	Returning Students Move In
September 28.....	Fall Quarter Registration
September 29.....	Classes Begin
October 5.....	AGA Mudbowl
October 6-10.....	Week of Worship
October 9-11.....	Fall Classic
October 24-26.....	Family Weekend
October 31-Nov 2.....	OPS Weekend
November 2.....	Daylight Savings Time Ends
November 23-30.....	Thanksgiving Break
December 7.....	AGA Open House
December 15-17.....	Fall Quarter Final Exams
December 17-January 4.....	Christmas Break
January 4.....	Winter Quarter Registration
January 5.....	Classes Begin
January 12-17.....	Week of Worship
January 19.....	Martin Luther King Jr. Day
January 21-24.....	NPUC Band/Orchestra Festival
February 5-7.....	Friendship Tournament
February 16.....	Snow Frolic Day No Classes
March 5-8.....	March University Days
March 8.....	Daylight Savings Time
March 16-18.....	Winter Quarter Final Exams
March 18-29.....	Spring Break
March 29.....	Spring Quarter Registration
March 30.....	Classes Begin
April 5-7.....	University Days
April 13-17.....	Week of Worship
April 23-26.....	Homecoming Weekend
May 8-10.....	AGA Weekend
May 10.....	AGA Mother's Day Brunch
May 25.....	Memorial Day (No Classes)
June 8-10.....	Spring Quarter Final Exams
June 12-14.....	Graduation Weekend
June 14.....	Final Move-Out Day

## Guide To Residential Life

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# Welcome To Residential Life



Bunny Reed (right), Dean of Women  
Misty Puymon (center), Assoc. Dean of Women  
Kim Brown (left), Student Dean of Women  
Mindy Smith, Student Dean of Women

**A Dean is available at all times. Office Hours are:**

Day: 9 am – 4 pm (Friday 2 pm)  
Evening: 4 pm (Friday 2 pm) to closing

*The name of the Dean on Duty is posted at the front desk  
and she may be reached through the desk at any time.*

Housing Coordinator: Iva Armstrong  
Office Manager: Jeannie Stanford  
Director of Housekeeping: Shelly Palmer  
Maintenance: Casey Fant

*We are willing to serve you in any way we can.*



# **RA's for 2008-2009**

**Cara Butler  
Jehanna Erho  
Sadie Gonzalez  
Jennika Hanson  
Ashley Logan  
Carin Ojanen  
Marianne Quaile  
Kayla Quinn  
Danita Rasmussen  
Kayla Rumble  
Keleisha Wallace**

## **Resident Assistant Directors**

**Abby Higgins  
Brielle Trees  
Jennifer Vail**





## **Foreman Hall**

Built in 1970, seven-story Foreman Hall is named for Dorothy Foreman-Beltz who was the Dean of Women from 1931-1945. It houses mainly upper class women.

## **Conard Hall**

The original Conard Hall (now Meske Hall) was built in 1934 and named for Helen C. Conard who was preceptress (Dean of Women) and teacher from 1899-1907. Present day Conard Hall consists of a north wing, added in 1954, and a south wing, added in 1961. A skywalk connects Conard Hall to Foreman Hall with the Foreman Hall lobby serving for both Conard and Foreman Halls. Conard Hall houses mainly Freshmen women.

## **Mission Statement**

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

## **Residence Hall Verse**

“You have been set apart as holy to the Lord your God, and  
He has chosen you from all the nations of the earth to be  
His own special treasure.”  
Deuteronomy 14:2 NLT

# Residence Hall Theme

"The treasure is you."



## Foreman/Conard Newsletter

### *The Bottom Line*

*The Bottom Line* is a newsletter that is posted at the end of each week in the bathroom stalls. Reading *The Bottom Line* will let you know what is happening over the weekend as well as upcoming events with AGA, around campus, and in the residence hall. This newsletter is also a tool for the Deans to get important information to you.

## Aleph Gimel Ain (AGA)

AGA was founded in 1928 by the women residing in Conard Hall at that time. Over the years, AGA has grown with the residence hall population and has become a well-known organization among WWU alumni.

AGA is now beginning its 81<sup>st</sup> year of its existence. AGA is an active organization offering classic sports series, mud bowl, dorm activities such as open house, weekly worships, and a weekly newsletter, “The Toilet Paper”

## Resident Bill of Rights

We feel that each resident has the right to engage in those physical, educational, social, and spiritual pursuits that are a necessary part of her University life. The following statements outline the basic rights of a resident living in Foreman/Conard Hall:

1. Each resident has the right to personal safety, which should be held paramount in the residence hall atmosphere. These rights include protection from fire, theft, sexual harassment, 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.
3. The resident has the right to a healthy living environment, which includes:
  - The right to sleep
  - The right to quiet hours 10 pm – 9 am
  - The right to be comfortable
  - The right to cleanliness

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*).

4. A resident has the right of 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.
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. Only you can protect these rights.
  - The rights 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 a roommate will respect one's personal belongings.
  - The right to free access to one's room and facilities without pressure from 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 and other hall residents.
  - The right to settle conflicts.
  - The right to be free from fear of intimidation, physical and/or emotional harm.

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

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# HOUSING INFORMATION

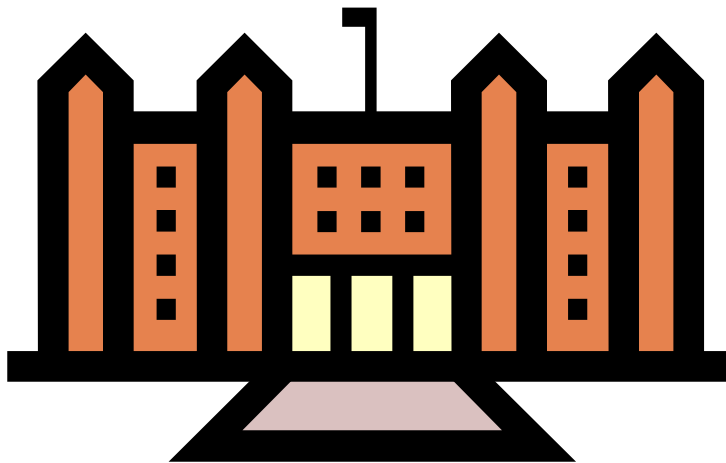
**The Housing Coordinator is Iva Armstrong.** Her office is located in the Village Life Department at 26 N. College Ave in College Place. She can be reached by calling (509) 527-2533 or (509) 527-2904. Or you can e-mail her at [iva.armstrong@wallawalla.edu](mailto:iva.armstrong@wallawalla.edu). Iva is responsible for matching, assisting and coordinating all roommates for women, men, and village housing.

**Room Reservations:** You may apply for a room on-line at [www.wallawalla.edu/campus-life/housing/women/](http://www.wallawalla.edu/campus-life/housing/women/) or call (509) 527-2531 and ask for the Housing Coordinator.

**Room Deposit:** \$175 (*cash, check or credit card*) must be paid before a resident is assigned a room or moves into the residence hall. This one-time fee is paid by each resident and remains with WWU as long as they live in the residence hall. If a resident decides not to live in the residence hall, they must notify the Housing Coordinator to receive the \$175 room deposit refund. There is a \$60 processing fee on any deposit returned after the quarter has begun.

**Make deposit checks payable to:**  
Walla Walla University or WWU

**Mail payments to:**  
Walla Walla University  
Housing Coordinator  
26 N. College Ave.  
College Place, WA 99324



**Room Rent:** Room rates are charged quarterly during the school year. Rates are as follows:

<b>**Foreman</b>	\$850 per person, per quarter
<b>**Conard</b>	\$815 per person, per quarter
<b>Single Room:</b>	an additional \$200.00 per quarter (non-refundable)

**Rooms:** Rooms in all residence halls are double occupancy. Each resident rents only half of the room; the unoccupied spaces may be filled at any time.

**Room and Window Dimensions:**

**Conard North**

**Room #'s:** 139-152, 241-254, 317-330  
**Room Size:** 12' x 15' (floor space)  
**Windows:** 58"L X 44"W *blinds supplied*

**Conard South**

**Room #'s:** 032-044, 153-166, 255-280, 331-356  
**Room Size:** 10' x 16' (floor space)  
**Windows:** 48"L X 79"W *blinds supplied*

**Foreman**

**Room #'s:** All Rooms  
**Room Size:** 12' x 18' (floor space)  
**Window:** 54" x 80"

**Roommates:** Residents are encouraged to choose their own roommate. If a roommate is not chosen the Housing Coordinator will assign one.

After the quarter has begun all roommate issues are handled by the Dean on Duty.

In the event that there are concerns with current roommate, the following must take place before a move occurs:

1. Try to communicate your concerns with your roommate.
2. If concerns cannot be resolved, both you and your roommate must contact and meet with the Dean on Duty.

In the event that a room change does occur, the following steps must take place:

1. Explain to your roommate your intent.
2. Finalize moving arrangements with Dean on Duty.
3. Follow Check In/Check Out Procedure.

**\*\*Room Alone:** Single rooms are granted in the following order:

**Medical Need** – Doctors must confer with Sue Huett (ext. 2366) and she will notify the Housing Coordinator and the Head Dean.

**Availability** – 10 days after the quarter has began and unexpected new residents have arrived, empty rooms are granted based on age first and classification second. Anyone occupying a single room by choice will be charged an additional *Room Alone Fee* of \$200 per quarter.

**Room Alone Requirement:** Due to the high volume of Room Alone Requests, which limit our hosting abilities – room alone residents are encouraged to host at least two visitors in their rooms during hosting seasons.

**New Resident Arrival:** Residents moving in for a particular quarter can arrive the Sunday prior to classes beginning, with the exception of Fall Quarter, when new residents may move in the Sunday of Jumpstart (*listed below*). Arriving before the below dates must be approved ahead of time by the Housing Coordinator and the Head Dean and, if approved, may incur an extra charge.

**\*New Students**  
Fall Quarter – September 21, 2008  
Winter Quarter – January 4, 2009  
Spring Quarter – March 29, 2009  
Summer Quarter – June 21, 2009

**\*Returning Students**  
Fall Quarter – September 28, 2008  
Winter Quarter – January 4, 2009  
Spring Quarter – March 29, 2009  
Summer Quarter – June 21, 2009

**\*New Students:** Fall Quarter Move-In begins on Sunday, September 21, 2008. If you need to move in before the above date, please contact the Housing Coordinator or Head Dean.

**\*Returning Students:** Returning students will be charged extra to move in before Registration Day, Sunday, September 28, 2008. For questions, please call the Coordinator or Head Dean.

**Resident Agreement:** When you move into the residence hall or change rooms within the residence hall, you must sign a check-in form and a room change procedure form. This form is needed to process your housing information, and to also reflect that you received a key and agree to abide by the residence hall policies outlined in this handbook.

**Summer Residents:** Walla Walla University offers summer programs that allow students to remain on campus to work, attend classes, or both. Contact the Dean on Duty or Office Manager for more information at (509) 527-2531.

To qualify for summer residency, a student must fall into one of the following categories:

1. Employed & pre-registered for fall quarter (or)
2. Currently taking a minimum of 6 credit classes.

Summer 2008 room rates are charged on a weekly basis. \$ 85.00 per week double occupancy.

**Keys:** You will receive a room key and a mailbox key at check in. Once signed into your possession, they are your responsibility. Replacement charges are as follows:

Room key - \$50

Mailbox key - \$10

Prox/Swipe Card - \$15 (cost to replace your ID card)

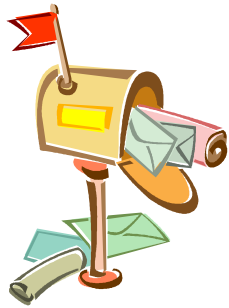
Temporary Swipe Card - \$5 (refunded when returned)



**Lost Key:** In an effort to maintain a secure environment in the residence hall, the following key policy has been put into place. If a room key is lost, misplaced, or stolen, the lock will be

replaced immediately. The resident responsible for the loss will be assessed a non-refundable charge of \$50 for the lock replacement. If the keys are found at a later time, the resident may discard them because the replacement cost will not be refunded.

**Mail Boxes:** At time of check-in you will be assigned a mailbox key. If your mailbox key is lost, you will be charged a \$10 replacement fee. Mailboxes are located on Foreman 2<sup>nd</sup>, across from the kitchen.



**Repair Request:** For those situations that necessitate repairs to your room, you can access the repairs request form on-line at [www.wallawalla.edu/services/plant/](http://www.wallawalla.edu/services/plant/) and fill out the Dorm Room Maintenance Request Form. When filling out this on-line form, be sure to identify what needs to be fixed. Include your name, room number, phone number, and the date of your request. The repair will usually be made within 24 hours of your request. Maintenance will lock the doors after they have fixed a repair, so remember to always carry your key.



**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. See page 39 for service animal policy.

**Window Dowels:** Conard Ground floor rooms all have window dowels. A charge of \$5/per dowel will be assessed at move-out if dowels are missing from the window.

# WHAT TO BRING

## Items to Bring From Home:

- ✓ Linens for a twin size bed
- ✓ Towels/toiletries/shower items
- ✓ Desk and floor lamps (**no halogen lamps**)
- ✓ Wastebasket
- ✓ Telephone for room land line
- ✓ Cleaning supplies
- ✓ Carpet and/or Rug
- ✓ Room décor to reflect *Christian* atmosphere
- ✓ 3M products to hang posters up



## Optional Items to Bring:

- ✓ Computer/Printer
- ✓ Hot pot with enclosed heating elements
- ✓ Microwave
- ✓ Rice Cooker
- ✓ Slow Cooker
- ✓ Coffee Maker
- ✓ Blender
- ✓ Stereo
- ✓ TV/VCR/DVD Player
- ✓ Small refrigerator (**up to 4.5 cubic feet approved**)
- ✓ Bicycle

## Items to LEAVE At Home:

- ✓ Candles/Incense
- ✓ Firearms/Weapons/Knife Blades over 3"
- ✓ Fireworks
- ✓ Halogen Lamps
- ✓ Inappropriate Posters (*see "Posters" under Policies*)
- ✓ **Mattress/Bed** (*no storage space*)
- ✓ Pistols/Guns of any kind (*including paint ball guns*)
- ✓ Darts/Dart Board
- ✓ Computer Role Playing Games
- ✓ PETS (*see Pet Policy page 38*)
- ✓ Toaster/Toaster Oven
- ✓ Lighters/Matches

# Room Change Procedure

*(During the School Year)*

**Moving Out or Switching Rooms Policy:** When a resident is changing rooms within the dorm during the school year, or moving out of the dorm, they are allowed 48 hours in which to vacate their room and **checkout properly with the Dean on Duty**. If they have not completely checked out of the room by the end of the 48 hours, a fine of \$25 per day up to 7 days will be charged. On the 8<sup>th</sup> day, you will be placed on Academic Hold (See Dean Bunny Reed), until the official check out procedure is complete.

## **Steps to move out:**

1. Have your whole/portion of the room clean, including...
  - Floors swept and mopped
  - Drawers and closets cleaned out
  - Fire escape route on door
  - Door free of tape, nametags and pictures, inside and out
  - Mirrors cleaned
  - Counter tops/book shelves wiped down
  - Remove all tape/nails/screws/adhesives from walls
  - Windowsills wiped down
  - Windows closed and locked
2. Remove mattress cover.
3. All bunk beds must be down and at the same level; tool kits are available at the front desk and from your RA.
4. All furniture must be in the room at time of move out: 2 beds, 2 desks, 2 chairs.
5. See the Dean on Duty or RA to be officially checked out.
6. Sign for and return your room/mailbox key to Dean on Duty.

Failure to follow any of the above procedures will result in a \$100 improper check out fine, along with any and all fines listed at the beginning of this page and those listed on page 15.



# Checking out of the Dorm

*(Withdrawal from dorm)*

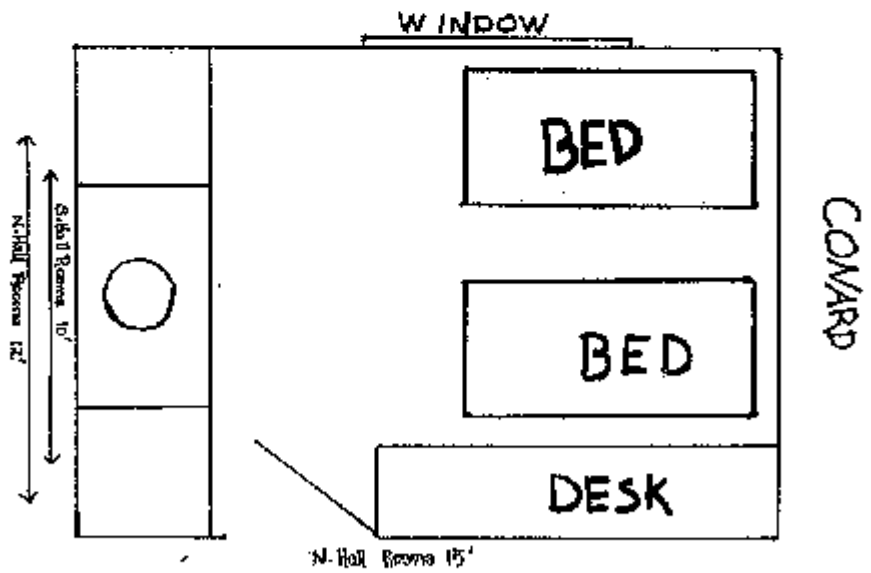
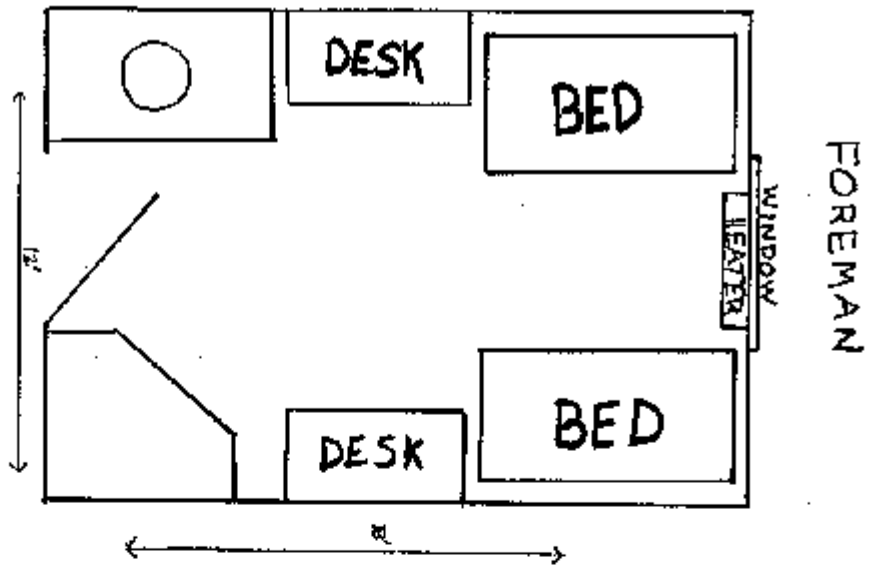
Up to \$115 may be refunded upon move out, pending there are no damages, fines, or outstanding account balance. All furniture must be in the room and beds assembled at the lowest level (un-bunked) at time of check out.

## **Steps to Check Out:**

1. Fill out forwarding address card for the Post Office.
2. Turn in your Leave Slip at the front desk.
3. See the Housing Coordinator to reserve a room for next year and fill out a Dorm Room Reservation Card.
4. Have your whole/portion of the room clean, including...
  - Floors swept and mopped
  - Drawers and closets cleaned out
  - Fire escape route sheet intact on door
  - Door free of tape, nametags and pictures, inside and out
  - Mirrors cleaned
  - Counter tops/book shelves wiped down
  - Remove all tape/nails/screws/adhesives from walls
  - Windowsills wiped down
  - Windows closed and locked
5. Remove mattress.
6. All bunk beds must be down and at the same level; tool kits are available at the front desk and from your RA. Your room needs to be placed in the configuration according to the diagram (see diagram on page 17).
7. Carpets must be rolled, taped, tagged, and stored or taken home. A \$25 carpet storage fee will be required.
8. Foreman residents turn off air conditioning.
9. See the Dean on Duty or RA to be officially checked out (fill out all forms including the mail forwarding information portion).
10. Sign for and return your room/mailbox key to Dean on Duty.

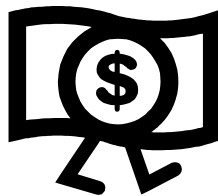
Failure to follow any of the above procedures will result in a \$100 improper check out fine, along with any and all fines listed on page 17.

## **Room Configuration at Check-Out**



# Room Charges

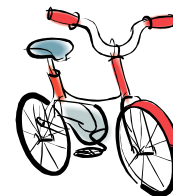
<b>Cleaning: room</b>	\$100.00
<b>Cleaning: door</b>	Actual cost or \$25
<b>Cleaning: ceiling</b>	\$1.00 for every star or hook
<b>Wall holes:</b>	\$10.00 plus repair
<b>Nail holes:</b>	\$5 per hole/Conard \$15 per hole/Foreman
<b>Broken windows:</b>	Cost of replacement/repair
<b>Window screen:</b>	Cost of replacement/repair
<b>Personal belongings left in room or hall:</b>	\$50.00
<b>Carpet left in room or hall:</b>	\$50.00
<b>Miscellaneous damage:</b>	Cost of repair
<b>Failure to check out or Improper check out:</b>	\$100.00
<b>Key Loss (Conard only)</b>	\$50.00 (non-refundable door re-key charge)
<b>Failure to return mailbox key:</b>	\$10.00
<b>Lock replacement:</b>	\$50.00
<b>Lock Out Charges:</b>	Normal Business Hours \$1.00 Late Night after Dean goes home \$5.00
<b>Swipe Key Card – temporary key charge</b>	\$5.00 deposit – refunded when key is returned



# Residence Hall Services and Facilities

**ATM (*Bank of America*):** Located in the U-Shop (University store).

**Bicycle Storage:** Bicycles may be stored in your dorm room or on the racks located outside all dorms. Bicycle locks are to be provided by owner. Bicycles left in hallways, laundry rooms, or other public areas will be confiscated. Students can claim their bike for \$5. After one quarter an unclaimed bicycle becomes dorm property.



**Bicycles/In-line Skates/Skateboards/Scooters:** These should not be used in the residence hall, or left in hallways.

**Conard Chapel:** The chapel is available for small group worship, weddings, religious services and other group functions. It remains locked unless there is a program scheduled. To reserve the chapel for special occasions, contact the Head Dean for rental fees and availability.

**Change Machine:** The change machine is located on Foreman 1<sup>st</sup> Floor near the vending machines. This machine will exchange currency (1's, 5's, 10's, and 20's) for quarters.

**Desk Receptionist:** There is a desk receptionist (ext. 2531) available 24/7 for all your questions and needs when the Dean is not in her office.

**Fitness Center/Muscles in Motion:** Muscles in Motion is located on Foreman first floor, this facility is free to women residents only. Users are expected to abide by the following policies: (1) Personal listening devices must be used when listening to music. (2) All residents work out at their own risk. Between 10 pm – 9 am be respectful to those sleeping. All residents will be required to sign a waiver to use the Muscles in Motion workout room.

**Furniture:** Each room is provided with 2 headboards, 2 footboards, 2 frames, 2 mattresses, 2 desks, and 2 chairs. **All furniture must stay in the room.** All furniture must be in the room and beds assembled at time of check out. If furniture is removed a \$50 fine will be assessed.



**Housekeeping:** The housekeeping office is located on Conard 1st South. A student housekeeper will be assigned to your hall to keep the carpets vacuumed, the kitchens sparkling (**they don't do dishes!**), and the bathrooms clean. If you have concerns regarding these areas and/or need supplies restocked, contact the Director of Housekeeping or your RA. If after hours, contact the Dean on Duty.

Cleaning supplies are not available for personal use. **Bring your own.** 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 Housekeeping Director or the Dean on Duty to reclaim your belongings.

**Ice Machine:** Located on Foreman 1<sup>st</sup> Floor (near Muscles in Motion).

**Internet:** Access to the internet is available to all students in the residence halls. Internet service is built into your monthly rent. There are two (2) high speed internet hook-ups per room. To utilize this service you must register with Information Services (IS). Inquire at Information Services, ext. 2317, for more information.

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.

**Kitchens:** These facilities are equipped with a stove/oven, refrigerator, and microwave. You are asked to supply your own cooking utensils. There is a limited supply of cooking pans, dishes, etc., available from your Resident Assistants. Please do not cook any type of meat including poultry and fish in the kitchens. **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 \$200.**

**Kitchen Locations:**

**Conard**  
First  
Second  
Third

**Foreman**  
First  
Second



**Laundry Rooms:** All washers are coin operated and cost .75 cents each to operate. All dryers are .25 cents for 14 minutes. To avoid theft of personal property, do not leave laundry unattended. Residence halls are not responsible for lost or stolen items. Remove laundry promptly so that machines are ready for the next user. Please refrain from doing laundry during Sabbath hours.

If there is a problem with a washing machine or dryer, please e-mail Shelly Palmer, Housekeeping Director, at [shelly.palmer@wallawalla.edu](mailto:shelly.palmer@wallawalla.edu) or see the Office Manager. Include the location of the machine and **describe the problem** in your e-mail to Shelly.

**Laundry Room Locations:**

**Conard**  
Ground  
1 North  
2 North, South  
3 North, South

**Foreman**  
2-7 floors

**Lost and Found:** Is located at the front desk. Items held for 30 days or until June 14 will be put in AGA and donated to the annual summer dorm yard sale.

**Mail:** Mail is distributed every day, except Sunday. You will find an outgoing mail slot in Foreman hall. A postal carrier picks up mail daily except Sunday. Please check your mailbox regularly, as we will often put messages in your box to communicate with you. **Desk workers are not allowed to retrieve items from your mailbox, so use your key.**

**Your Mailing Address For US Mail, FedEx and UPS:**



Your Name  
Foreman/Conard Halls  
200 SE Ash Ave. (then put your room #)  
College Place, WA 99324

**Newsletter:** The women's residence hall publishes announcements, reminders, and policy changes in their weekly newsletters known as *The Bottom Line*. Information on these sheets has the same significance as that published in this handbook or in the Walla Walla University Student Handbook.

**Parking:** There is student parking near the dorm. Residents wishing to park in the Dorm Parking areas must have a parking sticker. These parking stickers can be acquired from the WWU Security Department. Residents are **RESTRICTED** from parking in the Reserved/Deans Parking areas. Anyone not authorized to park in these reserved spaces will be ticketed and possibly penalized further if parking in these RESTRICTED areas continues. (See Parking map page 39.)

**Photocopies and Faxes:** A copier is located in Foreman main lobby for Foreman/Conard dorm resident's use only, but **you must supply your own paper**. Fax service is available during office hours also. The fax number for Conard and Foreman is 509-527-2451.

**Faxes are \$.50 per page, cash only**

**Printer:** ASWWU provides a printer at the front desk of Foreman Hall for your use. To access from your computer, you must be connected with Novell (the WWU system). Contact Information Services for a set of instructions.

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

**Stamps/Envelopes:** Stamps and envelopes may be purchased from the Office Manager of the residence hall during office hours. Stamps (.42), Postcard Stamps (.27), Envelopes (.05)

**Storage/Trunk Rooms:** A storage room is located in the basement of each residence hall. During the school year there is no charge for the use of this facility. Storage hours are as follows:

<b>Monday –Thursday:</b>	9 am – 2 pm	See Office Manager
<b>Sunday:</b>	1-6 pm	See RAD on Duty
<b>All Other Times:</b>		By Appointment
<b>Size of Conard Cubby:</b>	<b>3'x3'x3'</b>	



During the summer months the charges are as follows and must be paid before you store any items.

<b>Carpet</b>	\$25.00
<b>Fridge</b>	\$5.00
<b>One Cubicle</b>	\$15.00

Students going SM/Taskforce/ACA may store for free during the duration of their service.

All stored items must be put in plastic containers and fit in the storage cubicle. All plastic containers must be labeled with your name (you may obtain labels from the Dean on Duty of Office Manager). **Summer Storage is for returning dorm students only. If you are not staying in the dorm you must find other arrangements.** Residents who do not return by October 1 must make arrangements for their stored items to be picked up within a 30-day period.

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 Renter's Insurance for these items.

If the storage item is not claimed at the expiration of one year, WWU will attempt to notify the student. If the item is still unclaimed after an additional 30 days, the item will become the property of WWU.

**Trash Facilities:** Foreman trash chutes are located on each floor of Foreman Hall for the convenience of the residents. Conard trash bins are located outside at the north end of Conard Hall.

#### **DO NOT**

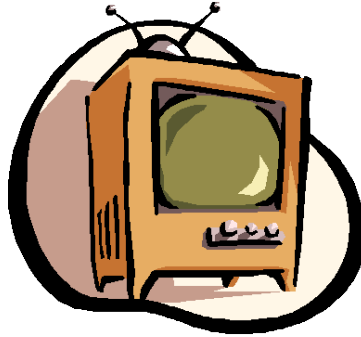
- Put glass down chute
- Put large cartons down chute
- Put personal trash in laundry rooms
- Put personal trash in kitchens
- Put personal trash in bathrooms
- And do **NOT** put trash, personal items, throw rugs, or obstructions in the halls, stairways, laundry rooms, and restrooms is in violation of the Fire Code and is considered a fire hazard and may carry a fine of up to \$250.00. Citations will be issued.

#### **YOU CAN**

- Put trash in plastic bags
- Tie plastic bag before throwing trash out
- Walk recyclables to trash room



**TV Room:** The residence halls have two TV's with DVD's and Cable service; located on Foreman first floor and Conard 1<sup>st</sup> parlor. These rooms are to be used by the residents only. The TV rooms are locked 1/2 hour **before** sundown on Friday and will be open 1/2 hour **after** sundown on Saturday.



**Vending Machines:** Vending machines offering soft drinks, juices, bottled water, and snacks are available in Foreman first floor, and Conard Ground South. Any machine malfunctions should be reported to the Office Manager for a refund and request for repair. Damages resulting from machine abuse will result in a fine and/or damage charges.



# Residence Hall Worship

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

1. To offer a daily reminder of whom we are, why we are here, and where we are going.
2. To develop a sense of Christian community.
3. To strengthen and encourage you through Christian fellowship.
4. To enhance your spiritual growth.
5. To strengthen the habit of daily devotions.

**Worship Coordinator:** Jeannie Stanford is the Worship Coordinator for the residence halls. If you have questions regarding worship policies, please see her.

**Worship Attendance:** Worship services are held each evening Monday through Friday in various locations (see page 25). Students are expected to attend worship regularly. Freshmen will be required to attend the largest number of worships. Requirements will taper off until senior status, at which time worships are optional. Students will fall into class categories according to the number of credits they have completed, as recorded at the Academic Records Office. No more than two worships a day will be accepted. If more than one worship card per person is turned in or if a card is turned in for a person not in attendance, no credit will be given to either person.

<b>Freshman (1-44 credits):</b>	24 per quarter – 3 worships per week - average
<b>Sophomores (45-89 credits):</b>	16 per quarter - 2 worships per week - average
<b>Junior's (90-135 credits):</b>	8 per quarter - 1worship per week - average
<b>Senior/21+ Privileges:</b>	Invited to attend but credits not required

We ask that no food or drink be taken to any worships held in Conard Chapel.

## **Failure to meet the worship requirements:**

After the first quarter:

- Sign a Worship Contract
- Citizenship Probation
- You must make up the worships you missed from the previous quarter.

After the second quarter:

- Continued Citizenship Probation
- Your name will be submitted to Resident Life Council
- You must make up the worships you missed from the previous quarter
- Possible 5 day suspension

After the third quarter:

- You will be asked to withdraw from WWU for a quarter.

Any further infractions will be dealt with on an individual basis. All Students are expected to attend CommUnity. CommUnity is not part of weekly worship requirements. The Worship Schedule is on the following page.

**Small Groups:** Participation in or leadership of a small group may be arranged by calling #2528. Small group worships meet for one hour each week for two worship credits.

**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 weekend campus religious services and 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 20:8-11; Luke 6:6-9.

## Worship Schedule Options

<b>Monday</b> 9:30 pm	<b>AGA Worship</b>	Conard Chapel <i>(Women Only)</i>	1 Credit
<b>Tuesday</b> 7:00 pm	<b>Mid-Week Meditation</b>	University Church	2 Credits
<b>Tuesday</b> 9:00 pm	<b>Heubach Worship</b>	Heubach Chapel	2 Credits
<b>Wednesday</b> 9:30 pm	<b>Fireside Worship</b>	Sittner Hall <i>(Dale Court)</i>	1 Credit
<b>Thursday</b> 9:30 pm	<b>Hall Worship</b>	RA Worship <i>(on your hall)</i>	1 Credit
<b>Friday</b> 8:00 pm	<b>Vespers</b>	University Church	2 Credits
<b>Monday – Friday</b> 7:30 am	<b>Morning Worship</b>	Heubach Chapel <i>(Prayer &amp; Praise)</i>	1 Credit
<b>Days Arranged</b> Various times	<b>Small Groups</b>	Sign-up <i>(Spiritual Life)</i>	2 Credits



# Room Check and Leave Slip Policy

**Night Room Check:** To assure that each student is accounted for on a daily basis, a room check is done at 11:05 pm Sunday through Friday and on Saturday night at 12:35 am. It is the student's responsibility to be sure a Resident Assistant (RA) checks her in if she is in the residence hall. When not in the residence hall during room check (if she is planning to be gone for an extended period of time or overnight) she needs to be accounted for by filling out a "Leave Slip". All students, regardless of age, need to sign in if arrival is after room check.

**Leave Slips:** For emergency/information purposes, any time you leave the residence hall overnight, a leave slip is required; this includes any school-sponsored event. If a student needs to extend her weekend leave or if her destination plans change, she should call the Dean on Duty. If a leave must be canceled or the resident returns early from a leave, a Dean is to be informed and the resident should be in the residence hall by their curfew. *Violation of this policy will result in a curfew violation.*

- Fill out leave slip online at <https://www.wallawalla.edu/campus-life/housing/abode/leave/>
- Submit leave slip before 12:00 midnight the day you plan to leave
- Check your e-mail for on-line confirmation before leaving
- Contact the Dean on Duty for any questions


**Misrepresented Leave Slips:** Falsification of an overnight leave will result in the following disciplinary action:

- 1<sup>st</sup> offense will result in 4 weeks residence hall probation and an appearance before the Dean's Council and signing of a Behavior Contract agreement.
- 2<sup>nd</sup> offense will result in Citizenship Probation and an appearance before the Residence Life Council.

**Leave Slip Violation:** If you forget to fill out a leave slip and remember while you are away, please call the dorm and talk with the Dean on Duty. THIS IS TO YOUR ADVANTAGE! Failure to fill out an overnight leave slip will result in a Missing Violation and the consequences that come with it.



## ON-LINE LEAVE SLIP LOOKS LIKE THIS:



Walla Walla University

Home  
[Student Info](#)  
[Application](#)  
[Check History](#)  
[Worship History](#)  
[Leave Requests](#)  
[Judicial Incidents](#)  
[Logout](#)

**Term**  
Summer 2008

05/12/2008 - 08/11/2008

Leave Details

Depart: 07/18/2008 12:00 p.m. (Noon)  
Return: 07/19/2008 12:00 p.m. (Noon)

Name of Host:

Address:

City/State/Zip:  Washington

Host Phone:  Cell Phone:

Transport:

Driver:

Car Owner:

Companions:

Reason:

Email Parent:

# Curfew/Missing Policy

<b>Resident Standing:</b>	Freshmen	1-44 credit hours
	Sophomore	45-89 credit hours
	Junior/21+	90-135 credit hours
	Senior/22+	136 + credit hours



**DISCLOSURE:** If at any time your class standing changes, please print off a form indicating status change from Oasis or Records office.

## MINOR RESIDENTS (*UNDER 18*)

**Minor Curfew:** Residents under the age of eighteen are subject to specific regulations appropriate to their age and relationship to the University.

Specific regulations for Minor Residents (under 18):

**Curfew:** Same as Freshman Status

**Overnight Leaves:** Deans must receive approval of parents with specified destination and people involved.

**Employment:** No employment off campus

## ALL CLASS STANDINGS

**Student Residency:** Students 21 and under are required to live in the residence hall. Students 22-25 may live in the residence hall based on availability. Students 22+ may live in off-campus housing. (Apply at Rental Properties, ext. 2091).

**Camping:** To leave campus for weekend camping trips, you must submit a leave slip (see instructions on page 24). The following information must be verified:

- Must have an approved Chaperone – see below.
- 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 guidelines.

**Chaperones:** Mixed group camping parties must be accompanied by an approved chaperone. To become a chaperone, you must apply at Student Life. Chaperones must be 22 years of age.

**Please plan ahead.**

All who leave or enter the residence hall **between the hours of 12:00 am and 6 am** will need to sign in and out at the front desk. A sign-in/out form is provided.

**Residence Hall Closures:** Residence halls are open throughout the year with the exception of a portion of Christmas break in which the dorm will be closed to all dorm student residents from 12:00 noon on December 19, '08 to 12:00 noon on January 2, '09. Residents will need to make plans to be out of the dorm during this time. Watch for posted dates in *The Bottom Line*.

## FRESHMAN

**Freshman Status:** Freshmen curfew is as follows:

**Sunday – Friday:** 12:00 midnight  
**Saturday:** 1:00 am

**Curfew Violation:** Returning late without making prior arrangements will result in violations as follows:

1<sup>st</sup> Violation: Meet with the Dean  
2<sup>nd</sup> Violation: Reduce Curfew Privilege  
3<sup>rd</sup> Violation: Meet with Dean's Council and sign a Behavior Contract  
4<sup>th</sup> Violation: Meet with Residence Life Council

**Curfew Extension:** Curfew may be extended by permission from the Dean. You must call the Dean on Duty at (509) 527-2531 before your curfew.

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

1<sup>st</sup> Violation: Meet with the Dean. Residence hall probation for 2 weeks  
2<sup>nd</sup> Violation: Residence Hall Probation for additional 3 weeks  
3<sup>rd</sup> Violation: Meet with Dean's Council and sign a Behavior Contract  
4<sup>th</sup> Violation: Meet with Residence Life Council

**All who leave or enter the residence hall between the hours of 12:00 am and 6 am will need to sign in and out at the front desk. A sign-in/out form is provided.**

**Curfew/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.

Residents are expected to reside in the residence hall on a regular basis, a minimum of four nights per week (Sunday – Saturday).

**Overnight or weekend leave slips are required for Fire Code safety and peace of mind.**

## SOPHOMORE

**Sophomore Status:** Sophomore curfew is as follows:

**Sunday – Saturday:** 1:00 am

**Curfew Violations:** Returning late without making prior arrangements will result in violations as follows:

1<sup>st</sup> Violation: Meet with the Dean

2<sup>nd</sup> Violation: Reduce Curfew Privilege

3<sup>rd</sup> Violation: Meet with the Dean team and sign a Behavior Contract

4<sup>th</sup> Violation: Meet with Residence Life Council

**Curfew Extension:** Curfew may be extended by permission from the Dean. You must call the Dean on Duty ((509) 527-2531) before your curfew.

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

1<sup>st</sup> Violation: Meet with the Dean. Residence hall probation for 2 weeks

2<sup>nd</sup> Violation: Residence Hall Probation for additional 3 weeks

3<sup>rd</sup> Violation: Meet with Dean's Council and sign a Behavior Contract

4<sup>th</sup> Violation: Meet with Residence Life Council

**All who leave or enter the residence hall *between the hours of 12:00 am and 6 am* will need to sign in and out at the front desk. A sign-in/out form is provided.**

**Curfew/Missing Violations:** Failure to comply will result in Residence Hall Probation. All curfew 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.

Residents are expected to reside in the residence hall on a regular basis, a minimum of four nights per week (Sunday – Saturday).

**Overnight or weekend leave slips are required for Fire Code safety and peace of mind.**

## JUNIOR/SENIOR

**Junior Status:** Junior curfew is as follows:

**Sunday – Saturday:** 2:00 am

**Curfew Violations:** Returning late without making prior arrangements will result in violations as follows:

- 1<sup>st</sup> Violation: Meet with the Dean
- 2<sup>nd</sup> Violation: Reduce Curfew Privilege
- 3<sup>rd</sup> Violation: Meet with the Dean team and sign a Behavior Contract
- 4<sup>th</sup> Violation: Meet with Residence Life Council

**Curfew Extension:** Curfew may be extended by permission from the Dean. You must call the Dean on Duty ((509) 527-2531) before your curfew.

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

- 1<sup>st</sup> Violation: Meet with the Dean. Residence hall probation for 2 weeks
- 2<sup>nd</sup> Violation: Residence Hall Probation for additional 3 weeks
- 3<sup>rd</sup> Violation: Meet with Dean's Council and sign a Behavior Contract
- 4<sup>th</sup> Violation: Meet with Residence Life Council

**All who leave or enter the residence hall *between the hours of 12:00 am and 6 am* will need to sign in and out at the front desk. A sign-in/out form is provided.**

**Curfew/Missing Violations:** Failure to comply will result in Residence Hall Probation. All curfew 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.

- **Junior Status:** Age 21 or 90 credit hours.
- **Senior Status:** Age 22+ or 136 credit hours.

**Seniors** have no designated curfew. There will be a sign-in/sign-out form at the front desk between the hours of 12:00 am and 5:00 am.

**Senior Residents who return to the dorm after 5:00 a.m. without a Leave Slip will be considered “missing” and will receive a Missing Violation.** The Resident Assistant will do room check each night. Failure to sign-in/sign-out will result in loss of privileges. Residents are expected to reside in the residence hall on a regular basis, a minimum of four nights per week (Sunday – Saturday).

**Overnight or weekend leave slips are required for Fire Code safety and peace of mind.**

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

1<sup>st</sup> Violation: Meet with the Dean. Residence hall probation for 2 weeks

2<sup>nd</sup> Violation: Residence Hall Probation for additional 3 weeks

3<sup>rd</sup> Violation: Meet with Dean's Council and sign a Behavior Contract

4<sup>th</sup> Violation: Meet with Residence Life Council

Failure to comply will result in Residence Hall Probation. All missing 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.



# DISCIPLINE

**Discipline:** Residence hall discipline will be administered as outlined in the *Residence Hall and Student Handbooks*. Students are responsible for the choices they make, and part of the residence halls' commitment to running a successful program is to hold the student accountable.

**Discipline Fines:** Unpaid residence hall fines *not paid by the designated deadline* will be charged to your account.

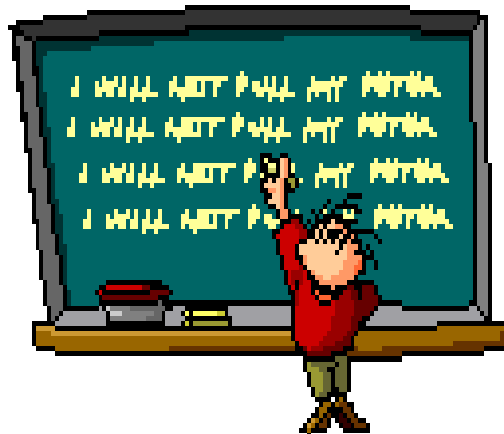
**Residence Hall Probation:** A student may be placed on Residence Hall Probation for infractions against regulations in the residence hall handbook.

- curfew violation
- missing violation (leave slips will be approved only to go home)
- theft
- fire code violation
- insubordination.

Residence hall probation is for a period of one to seven weeks and may affect, but is not limited to: weekend leaves, overnight leaves and status as a residence hall student.

Further incidents of misconduct may result in Citizenship Probation and/or an appointment with the Residence Life Council.

**Citizenship Probation (which will go in Student's permanent WWU file):** Citizenship probation means that upon any further violation of Walla Walla University's expectations and policies a student's status would be immediately re-evaluated. Citizenship probation may be extended up to one year, which may affect, but is not limited to, housing status and age related privileges.



# Emergency Fire and Safety Procedures

**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 location posted on the back of your room door**, and please check in with your RA. Failure to evacuate the residence hall during a fire alarm may result in a cash fine up to \$1,000.



1. **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.
2. **The Fire Department is automatically dispatched.**
3. **Take necessary precautions** such as:
  - a. Slip on a pair of shoes (flip-flops)
  - b. Grab a blanket in case of cold weather or partial nudity and wrap it around you
  - c. Grab eye glasses if needed
4. **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 if safe from fire hazard.
  - Window** – if necessary, break using extreme caution. Shield 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, return to your room or the building until advised. Stay in the vicinity of the burning building at a safe distance (see designated area assigned to your hall).
5. **Knock on doors as you** exit the building, alerting others that there is a fire alarm and they must get out.
6. 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 her until the all clear is given.
7. **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:
  - a. **Combustible:** wood, paper, trash, etc. Use water, foam or multi-purpose dry chemical to extinguish.
  - b. **Electrical:** use multi-purpose dry chemical, or CO<sub>2</sub>. **DO NOT USE WATER!**
  - c. **Chemical:** Gasoline, oil or other flammables; use multi-purpose dry chemical, or CO<sub>2</sub>. **DO NOT USE WATER! Do NOT “beat” the fire out.**
8. In the event of fire in your room, keep low to the floor.
9. Read and familiarize yourself with the **“In Case of Fire”** instructions on the back of your dorm door.
10. Familiarize yourself with the location of all exits, alarms, and fire extinguishers, and learn how to use them BEFORE a fire starts.
11. 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.

**Fire Hazards:** 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)

The items listed above are prohibited in the residence. Residents using such items will 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

The above are expressly prohibited and carry a fine.

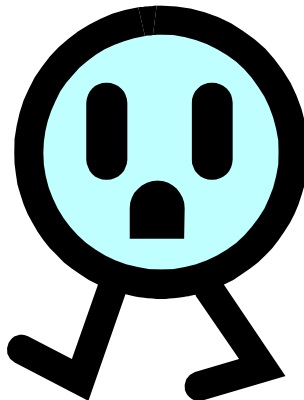
**Fines:** Because abuse of fire and safety policies listed above can cause serious fire hazards in a residence hall setting, **stiff penalties, including cash fines of up to \$250 and/or suspension,**

**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.

**Electricity:** To conserve energy, lights and appliances should be turned off when not in use. When you go on vacation or for the weekend, **please turn off** your air-conditioner/heater as well as all lights, all electrical items, computers, stereos, curling irons, and lamps. **Wall outlet extensions with three - six hookups are NOT allowed.** **Surge protectors with UL ratings and auto shut-off can be used and are required.**

**Irons:** Must be used in kitchens or laundry rooms **ONLY**.



# Lobby Etiquette

**Computer Usage in Foreman Main Lobbies:** Computer laptop usage in the main lobbies should only be used for study purposes. Please remember: no movies, games or music as these dominate visiting and studying areas.

**Courtesy Computer:** There is a Courtesy Computer in Foreman Main Lobby and it is for women residents' use **ONLY**. This computer is for submitting maintenance requests, entering leave slips, checking worship credits, checking Oasis, and WWU website access only.

**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 Director.

## Etiquette Do's and Don'ts:

### Do's

- 1) Socialize vertically
- 2) Play table games (Sabbath games available for Sabbath hours at the Front Desk).
- 3) Leave at midnight (men)
- 4) Sit in the chairs/couches
- 5) Look at the color of her eyes
- 6) Laugh
- 7) Ask your friends to sit with you
- 8) Talk at a normal level
- 9) Dress appropriately
- 10) Say hello to Desk Workers

### Don'ts

- 1) Socialize horizontally
- 2) Watch computer/games/TV programs including DVD's, VHS, etc.
- 3) Wait to be told to leave (men)
- 4) Squeeze more than 1 person in a chair
- 5) Make out
- 6) Sleep
- 7) Lounge on each other
- 8) Share your conversations with everyone
- 9) Allow the mystery to be revealed
- 10) Monopolize Desk Worker's time

**Games:** A number of group table games are available for students use in lobbies of the residence hall. Games, including Bible games, are available for checkout at the front desk. WWU policy specifically prohibits the playing of "Dungeons and Dragons", "Magic", "Quest", "War Craft" or any card/board/computer game associated with the occult. Respect the Sabbath hours by playing only Bible related games.

**Lobbies:** Furniture and decorations must not be moved from or around any Residence Hall Lobby!

**Male Visitors in Lobby:** The main lobby of the residence hall is open for mixed visiting from 6:00 am to 12:00 midnight Sunday thru Friday and until 1:00 am on Saturday night.



# Policies

*Policies in this handbook are subject to change. Changes occur only after consultation with administration. Any changes will be announced in the respective newsletters of each residence hall and by flyers on bulletin boards.*

**Appliances:** Fire Code prevents the use of any electrical cooking appliances with an open coil. See the lists below for appliances that are NOT ALLOWED and those which are ALLOWED.

## NOT ALLOWED

- hot plates
- Toasters
- Toaster ovens
- Electric skillet
- Sandwich cooker

## ALLOWED

- Microwaves
- Coffee makers
- Hot pots
- Rice cookers
- Electric tea kettle
- Slow cooker
- Croc pot
- Bread maker
- Blender
- Electric mixer
- Hand mixer

**Automobiles:** Motor vehicles may be brought to campus but are limited to the personal use of the owner only. **Be sure to register your vehicle with campus security and obtain your parking sticker.** Registering your vehicle is free. **Non-registered** vehicles will be cited/ticketed.



**Bed Risers:** The use of bed risers is limited to two (2) stackable bed risers per bed. Bed risers can be found at Home Depot, Wal-mart, Target, Shopko or Bed Bath and Beyond.

**Bulletin Boards:** Student Life must approve all material placed on the residence hall informational bulletin boards. Hallway bulletin boards are for RA use only. The Dean on Duty or Office Manager must approve announcements, posters and flyers. Boards include: across from the mailboxes, elevator, door 5 and stairs leading to skywalk.

**Bulletin Board Distribution:** Anyone wishing to distribute or provide information via pamphlets, newsletters, newspapers, voice, or any other form of communication, must first receive permission from the Vice President of Student Life and/or Dean of Women.

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

**Cleanliness:** Rooms are to be kept clean and orderly. A conference with a Dean will be necessary if you have a problem with cleanliness.

**Cleats:** Before entering the residence hall, please take off cleats.

**Computer Repair Policy:** Information Services will only service Network Problems in an individual's room. If anyone (other than IS) is going to fix or install a program on your computer - **YOU MUST** bring your computer down to the lobby.

**Decorations:** In accordance with Fire laws, decorations for doors exposed to the hallways cannot exceed 20% of the space available. Room numbers cannot be covered at any time. Beads or other objects cannot hang over the doorframe covering the door itself. Lights on the ceilings are not to be covered with fabric, as it is a fire hazard. See the Dean on Duty for more information. Hallway walls need to be free of decoration. Also chalk is not to be used to write on the wall, as it is difficult to remove.

**Doors:** Do not write on your door, or anyone else's door. You will be fined \$25.00 for writing on a door.

**Door 5:** Regular door hours are 7am – 9pm. Door 5 is alarmed from 9pm-7am. If you go through Door 5 after hours and do not immediately report it to the Dean, you will be **fined up to \$250 dollars**.

**Doors 4 & 6:** These doors are for **Emergency Use Only**. You will be **fined up to \$250 dollars** for using these doors for Non-Emergency exits.

**Dress:** Resident women are expected to be tasteful, modest, and appropriately dressed at all times, exemplifying Christian standards. Proper undergarments should be worn.

*For Jewelry- See Student Handbook.*



**Engine Repair/Oil Change:** Because of the potential damage this sort of activity can do, auto parts, including tires of any type (auto, motorcycle, chain saw, etc.) are not to be repaired or stored in the residence halls or in the parking lots. Payment for any possible damages may result.

**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.

**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. Possession of knives larger than a 3-inch pocket knife are also prohibited and will be confiscated.

**Hosting Events:** There are several events throughout the year that will give you the opportunity to represent WWU by hosting our guests. These events begin with Fall Classic in October and end with University Days in April. During music events, sports events, and other major functions, you will be asked to host guests in your room. There will be a sign-up sheet posted before each event so you can sign up for a guest/guests in advance. The maximum dorm room capacity is 4 girls per room. This means if there are already 2 of you in your room you may host up to 2 guests. If you room alone, you may host up to 3 guests. When events are sponsored by Office of Enrollment a courtesy of \$2 per person, per night, is paid to the hostess. All unclaimed money will be used for dorm improvement.

**Illness:** A resident with an illness or injury that requires constant monitoring may not remain in the residence hall. She can only return if she is out of the physical danger and gets clearance from a physician. Campus Health services or a physician will advise in such cases.

**Male Visitors: Men are not allowed in residence halls** (except Foreman Main Lobbies). In the event that a resident needs assistance from a male visitor; delivering heavy items, installation of carpet, or moving in/out of the dorm; the resident must obtain the following:

- a. Approval from the Dean on Duty
- b. Check-in and out at the Front Desk
- c. Escort visitor to and from the resident room

Hours of visitation/assistance are limited to:

- 9:00am-7:00pm Monday through Friday
- 12 noon-7:00pm Saturday & Sundays (**no moving during Sabbath hours**)

The above protocol and hours also apply to male family members.

**Overnight Guests:** Guests are permitted to stay in your room three nights per quarter with notification to the Dean on Duty and your RA. Special arrangements must be made with a Dean if your guest needs to extend her visit. Improper arrangements will necessitate a \$10 charge per night to the occupant of that room. Visitors should notify Campus Security if they bring a vehicle.

**Painting:** Use of spray paint or other kind of paint, and 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 exclusive rights to their respective dorm parking lots. Violators will be ticketed, even on weekends. At no time should a resident park in front of the dumpster - towing may result. Residents may not park boats, jet skies, or trailers in any parking lot on campus, without special arrangements from the Head Dean, Campus Security and Plant Services. **Do not park in Reserved Parking areas**, such as the Dean's Parking area by Village Hall, the RA Parking lot, or in designated handicap parking spaces, unless you are given a pass from security. Residents who need to load or unload items from their cars should only use the loading zones.

**Pets:** 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 (2) bowls or two (2) tanks. Tanks should not exceed 10 gallons per tank. **Parents and friends who visit residents must leave their pets outside of the dorm.** There will be a \$50 fine to any student and/or accomplice found with an animal in her room. The fine may assess per day.

**Walla Walla University 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:

[www.wallawalla.edu/services/tlc/dss/services/animal.html](http://www.wallawalla.edu/services/tlc/dss/services/animal.html).

**Pornography:** Magazines, computers, and posters or any inappropriate material that contain pornography are inappropriate material for the residence halls. These items will be confiscated, and offenders of this policy will be subject to discipline.

**Posters:** Posters or pictures of nude or scantily clothed bodies are inappropriate room decor. Likewise, all decorations which promote a lifestyle contrary to Adventist beliefs, such as alcohol and drug related materials, certain R-rated movie and language material, and certain music are considered inappropriate.

**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.

**Selling and Soliciting:** Sales parties, such as plastic ware, 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 Student Life.

**Service Men:** No gentlemen may be in a room or on a hall before 9:00am or after 7:00pm Monday through Friday, and before 12 noon or after 7:00pm on Saturdays and Sundays. The door of a room must be left open any time a male is in the room; i.e. plant service personnel, computer repair personnel from Information Services (IS) or AGA Open House guests. The same procedures apply as noted in "Male Visitors" on previous page: the resident must obtain the following:

- a. Approval from the Dean on Duty
- b. Check-in and out at the Front Desk
- c. Escort visitor to and from the resident room

**Sound Equipment:** Radios and stereos, musical instruments, keyboards and amplifiers are permitted in your room. It is your responsibility to see that the sound equipment is played at a level not disturbing to others. The equipment 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 10:00 pm until 9:00 am the next morning. Residents who are not able to control their equipment as outlined, will lose their privilege.

**Surveys:** All surveys and/or fliers need prior approval from the Dean on Duty before distribution in the residence halls.

**Telephones:** Residents must supply their own landline telephone. Each room is equipped with a telephone jack, a specified phone number, and service, which includes voice mail. Problems with telephone service should be reported through Information Services, ext. 2317. To

receive outside calls directly, have callers dial (509) 524 plus your room extension number. Residents are not allowed to accept collect calls on their phones. Long distance calls are best made using calling cards or cell phones. **For contact purposes, all cell phone numbers must be registered with the Dean.**

**To report obscene or abusive calls, notify the Dean on Duty at ext. 2531 and dial Security at ext. 2222 as soon as possible, and be sure to save the message, and note the time that the call occurred.**

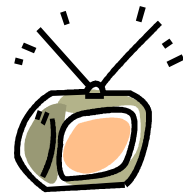
**HOW TO:**

Dial out:	Dial 8, and then dial direct.
Check messages:	Dial 74 and follow the voice prompts.
Check messages from a campus phone:	Dial 2000 and follow the voice prompts.
Check messages from off campus:	Dial 527-2000 and follow the voice prompts.
To change your voice mail greeting:	Dial 74, enter pass code, after the greeting starts press # to change voice mail message, or press 8 for user options.
To reset voice mail:	Call Telecommunications at x2317.



**Televisions:** TV sets/VCR's/DVD's/Lap top computers are allowed in student rooms under the following guidelines:

1. Videos/DVD's and games should be consistent with Adventist Christian principles.
2. Viewing/usage of secular programs should be done outside of Sabbath hours.
3. Refrain from use of vulgar, violent, profane, or pornographic media.
4. Cable/satellite hookups are not permitted.
5. TV/VHS/DVD viewing/listening is not permitted in public lobbies and kitchens. Video games, movies on laptops and loud music should not be played or viewed in public lobbies.



**Theft:** In the event of theft, please notify the Dean on Duty.

**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 cash fine of \$50 plus cost of repair. Exiting and entering rooms through windows will result in citizenship probation or suspension and a cash fine of up to \$200. In consideration of others, there should be no visiting between men and women through residence hall windows.



# Personal Health and Safety and Additional Services on Campus

**Advocacy for Students with Disabilities:** Students with disabilities should contact the Disability Support Services x2366. Walla Walla University is in compliance with Section 504 of the Rehabilitation Act and with the Americans with Disabilities Act (ADA) and is dedicated to the elimination of architectural and prejudicial barriers, which prevent any qualified person from attending. Furthermore, WWU has established the DSS to assist in advocating for reasonable accommodations. However, WWU does not assume responsibility for providing accommodations or special service to students who have not voluntarily and confidentially identified themselves as having a qualifying disability or to those who have not provided the DSS with appropriate documentation.

**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.

At the time of this Handbook publication the Alcohol/Drug Abuse Policy is in revision. For more information on this policy you may contact the Deans or Student Life VP.

**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 City of College Place may prosecute the resident.

**Campus Chaplain:** Paddy McCoy is the Campus Chaplain who is in charge of the many spiritual ministries on campus. If you want to get involved with Sabbath School, or if you want to be a student missionary or a task force worker, contact this office and they'll put your talents to work.

**Campus Security:** A security officer is available 24 hours a day to help with your emergency needs. They are available for escort services, car lockouts, safety issues and many other needs. They can be called at ext. 2222.

**Center for Learning:** For guidance in developing and sharpening University-level learning strategies and skills or for tutoring in a particular class, contact Kristi Guldhammer at the CLS, ext. 2313.

**Director of Student Activities:** Don Hepker (ext. 2799) is available for student activities. As ASWWU (Associated Students of Walla Walla University) sponsor he helps oversee ASWWU events.

**Dorm Chaplain:** Laura Moody is our dorm chaplain. She is available for pastoral counseling when you need spiritual direction and nurturing. She can be reached through the Front Desk at x2531.

**Hazing:** Hazing is against the law in the State of Washington. 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. College Place Police Department will be notified.

**Health Services:** Campus Health & Wellness (CH&W) is an outpatient clinic that provides health and medical care to the currently enrolled students. Services include preventive care, health education services, diagnosis and treatment of illness or injury, and referrals (as needed).



Campus Health & Wellness does not issue class excuses for illness but can verify the student was ill and was seen in the clinic. The student must have been seen in Campus Health Services for any excuse to be issued. When an illness necessitates missing a class, the student is to notify the instructor, obtain assignments and make necessary arrangements for make-up work.

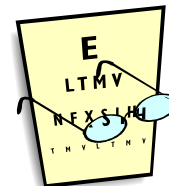
<b>Office Hours</b>	<b>Morning</b>	<b>Afternoon</b>
Monday & Wednesday	9:00am - 12:00noon	1:00pm - 4:00pm – by appointment only
Tuesday & Thursday	Closed	1:00pm - 4:00pm – by appointment only
Friday	9:00am – 12 noon	
**Doctor's hours Wednesdays		1:00pm – 3:00pm
**Doctor's hours Fridays	8:30am – 10:30am	

**Closed Holidays and Breaks**

**Office Staff:**

Patrick Smart  
 Wanda Nelson, ARNP  
 Laura Norris, ARNP  
 Heather Lee, RN  
 Kim Shelton, RN  
 Gail Stolz  
 Mary Lynn Grizzell

Director  
 Assistant Director  
 Nurse Practitioner  
 Staff Nurse  
 Staff Nurse  
 Office Manager  
 Medical Records



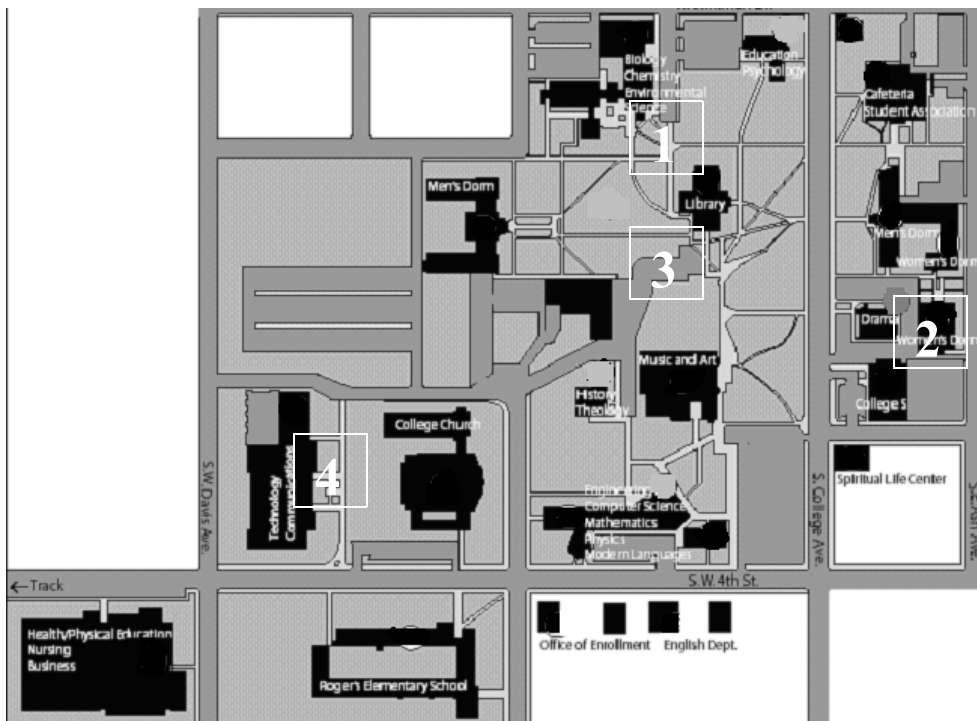
**Health - Mental/Emotional:** The Counseling Center makes available professional counseling for those who desire help. If for any reason you are discouraged or depressed, talking with a Dean or counselor will make it easier for you to deal with your discouragement. Attempting or threatening suicide jeopardizes your stay at Walla Walla University. Any student who attempts suicide or displays behavior, which could lead to such an act, will be placed on an open-ended medical leave of absence. Re-admission will occur only after a therapy program is documented and appropriate releases are signed.

**Housing Coordinator:** Iva Armstrong is responsible for matching, assigning and coordinating all roommates for women, men and village housing. Her office is located at 26 N. College Ave. in College Place. She can be reached by calling (509) 527-2533, (509) 527-2904 or e-mail her at [iva.armstrong@wallawalla.edu](mailto:iva.armstrong@wallawalla.edu).

**Help Phones:** Four Emergency Help Phones are installed on our Campus. Currently three of them are also courtesy telephones that are able to call any local number. The Poles are numbered 1, 2, 3, and 4, as indicated on the Campus Map below, and have a glowing blue light on top to easily identify their location.

To receive emergency help from any of the locations, simply push the RED button and it will auto-dial the College Place Police Dept. You will be prompted to give them the pole number that you are calling from and the nature of the problem. Also when the RED Button is pushed the blue strobe is activated.

To place a local call from the Help Phone/Courtesy Telephone push the black button to get a dial tone and dial as with any on-campus telephone. Push the black button again to hang up.



**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:

1. 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.
2. 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.

1. **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.
2. **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.
3. **Suspension:** Termination of matriculated student status for a definite period of time from one to four quarters or until specific criteria is met.
4. **Expulsion:** Permanent termination of matriculate student status.
5. **Reporting:** Call Campus Security first (527-2222). For Residence Hall students, contact the Dean on Duty (527-2531). For Village students, contact Village Student Life (527-2109).



# Cafeteria Hours

<b>Monday - Friday</b> .....	7:00 a.m. - 1:15 p.m. 5:00 p.m. - 6:30 p.m.
<b>Saturday</b> .....	12:30 p.m. – 2:00 p.m. 5:00 p.m. – 6:30 p.m.
<b>Sunday</b> .....	10:30 a.m. - 1:30 p.m. 5:00 p.m. - 6:30 p.m.

Vacation Hours will be posted  
All cafeteria hours subject to change

# *SAC Snack Shop Hours*

<b>Monday - Thursday</b> .....	12 noon – 9:00pm
<b>Friday</b> .....	12 noon – 2:00pm
<b>Saturday</b> .....	Closed
<b>Sunday</b> .....	6:00 pm - 9:00 pm

SAC Snack Shop is located underneath the cafeteria, in Kellogg Hall.



# Peterson Memorial Library

The Peterson Memorial Library serves the information needs of the students at Walla Walla University. Access to materials that support the curriculum are provided. While at the University, students will be continually refining their skills in accessing, evaluating, and using information. The librarian's priority is to provide personal assistance to library users. Please feel free to ask questions. A reference librarian is available during most of the library's hours.

## Hours of Service:

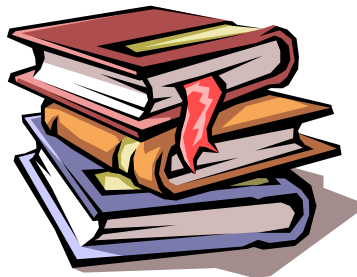
Sunday.....	10:00 a.m. - 11:00 p.m.
Monday – Thursday.....	8:00 a.m. - 11:00 p.m.*
Friday.....	8:00 a.m. - 2:30 p.m.

\*Two and one half weeks before the end of each regular quarter, the library extends its hours to midnight, Sunday through Thursday.

Hours are posted on the front door of the library and on the library website at <http://library.wallawalla.edu>. Additionally, end of quarter extensions, vacation, summer school, and other variations in hours of service will be posted in both locations when appropriate.

Electronic library materials such as article databases, including full-text journal, magazine, and newspaper articles, the Oxford English Dictionary, and electronic general and subject encyclopedias are available at any time or location a student can access the internet. Students may renew books checked out by calling ext. 2134 during library hours, visiting the library during regular hours, or logging into their personal library account.

Students also have access to 26 million books and other materials from 33 academic libraries in Washington and Oregon through the Summit Catalog. Requests for books or DVDs may be made directly from the Summit Catalog. Such materials should arrive within 3-4 days and can be picked up at the library's circulation desk.



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