

### Mission Statement

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

### Theme Text

Let us not become weary in doing good, for at the proper time we will reap a harvest if we do not give up.  
Galatians 6:9

### Residence Hall Theme

Making A Difference

### Residential Hall Staff

Misty Puymon, Head Dean of Women.....x2532

- RA Programming
- Front Desk Supervisor

Christie Lang, Assist. Dean of Women.....x2533

- Housing Dean
- Worship Coordinator

Jehanna Erho, Student Dean of Women.....x2531

- Event Hosting

Janelle The, Student Dean of Women.....x2531

- AGA Student Sponsor

**A Dean is available at all times. Office hours are posted on staff doors.**

#### Weekday Dean shifts:

Day: 9 am – 4 pm (Friday 2 pm)

Evening: 4 pm (Friday 2 pm) to closing

*The name of the Dean on Duty is also posted at the front desk, she may be reached through the desk at 509-527-2531*

Jeannie Stanford, Office Manager.....x2151

Shelly Palmer, Director of Housekeeping.....x2814

Casey Fant, Maintenance..... Online work order

### RAs for 2010-2011

Hall	Room	Name	Phone
C1N	C152	Stephanie Shepherd-Vega	6870
C1S	C166	Frances Leaf	6812
C2N	C254	Kaila Hall	6914
C2S	C272	Rubi Perez	6838
C3N	C330	Heidi Maijub	6876
C3S	C348	Lauren Resler	6937
F1&2	F204	Katie Emerson	6710
F3	F307	Annelise Tryon	6724
F4	F407	Sara Park	6741
F5	F507	Natalie Hall	6758
F6	F607	Jodi Witzel	6775
F7	F707	Carrie Cloke	6792

RAs can be reached on your hall from the hours of 9:00pm to 7:00am. If you cannot reach your RA, contact the RA on your adjoining hall. RAs are available to unlock doors, give you basic first aid supplies, and assist with any residence hall questions. If you need assistance during office hours and your RA is not available, contact the office manager or dean on duty.

### Resident Assistant Directors

Name	Room	Phone
Danita Rasmussen	F215	6716
Kayla Hart	F214	6715
Marianne Quaile	F213	6714



## 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.

## 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 83<sup>rd</sup> year of its existence. AGA is an active organization offering activities such as the classic sports series, the mud bowl; and in house activities such as open house, weekly worships, and a weekly newsletter, "The Toilet Paper".

Foreman/Conard residents are automatically members of AGA. AGA is a great way to get involved and enjoy residential living.



**Student Dean/Sponsor**  
**President**  
**Social Vice**  
**Spiritual Vice**  
**Conard Rep**  
**Foreman Rep**  
**Public Relations**  
**Secretary**  
**Minister of Music**  
**Sports Coordinator**

Janelle The  
 Brittany Stalis  
 Chanel Giles  
 Tiffany Galaviz  
 Heather Witzel  
 Lizzi Altman  
 Allison Berger  
 Amy Balkins  
 Christi Spane

## Resident Bill of Rights

We feel that each resident has the right to engage in 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. 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 right to read and study free from undue interference in one's room. Unreasonable noise and other distractions inhibit the exercise of this right.
  - The right to expect that a roommate will respect one's personal belongings.
  - The right to free access to one's room and facilities without pressure from a roommate.
  - The right to personal privacy.
  - The right to host 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.

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

## Housing Information

**The Housing Coordinator is Christie Lang.** Her office is located in Conard Hall. She can be reached by calling (509) 527-2533 or you can e-mail her at [christie.lang@wallawalla.edu](mailto:christie.lang@wallawalla.edu). Christie is responsible for matching, assisting and coordinating all housing arrangements for women in Foreman and Conard Halls.

**Room Reservations:** You may apply for a room by filling out a Room Reservation Card, online at [www.wallawalla.edu/campus-life/housing/women/](http://www.wallawalla.edu/campus-life/housing/women/) or call (509) 527-2531 and ask to speak with the Housing Coordinator.

**Room Deposit:** A deposit of \$175 (*cash, check or credit card*) must be paid before a resident is assigned a room or moves into Foreman/Conard Halls. This is a one-time fee that you will pay and remains with WWU as long as you live in Forman and Conard Halls. If your housing arrangements change prior to the beginning of the school year, you must notify the Housing Coordinator to receive the full \$175 room deposit refund. There is a \$60 processing fee on any deposit returned after the quarter has begun. (*\$115 is refundable after the quarter begins*)

**Make deposit checks payable to:**

Walla Walla University or WWU

**Mail payments to:**

Walla Walla University  
Housing Coordinator  
200 SE Ash Avenue  
College Place, WA 99324

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

**Foreman Room:** \$947 per person, per quarter

**Conard Room:** \$905 per person, per quarter

**Room Alone:** Additional \$250.00 per quarter (non-refundable)

**Selecting a Roommate:** All rooms in the residence halls are considered double occupancy. Each resident rents only half of the room; the unoccupied spaces may be filled at any time.

- **If you have selected a roommate** – Be sure you listed their name on your reservation card. If your roommate selection changes, notify the housing coordinator via email as soon as you find out.
- **If you don't have a roommate** – You will be matched with someone once your room deposit has been received. The information provided on your application is used to match you with a suitable roommate. You will have the opportunity to connect with and decide if your roommate match

is agreeable. If the housing coordinator is unable to contact you, you will be assigned a roommate and residence hall room.

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

1. Read the "Roommates Bill of Rights" listed in this handbook on page 6.
2. Communicate your concerns with your roommate.
3. Talk with your RA for counsel.
4. If concerns remain unresolved, both you and your roommate must contact the Housing Coordinator.

For a room change to occur, the following steps must take place:

1. Explain your intent to your roommate.
2. Finalize moving arrangements with the Housing Coordinator.
3. Follow all Check In/Check Out Procedures.

**Room Alone:** You must request to be on the Room Alone waiting list with the housing coordinator. Room Alone status is granted to those with medical need first, then by age and class status. Room Alone status is: (1) assessed after the first 10 days of the quarter, (2) based on availability, and (3) cannot be guaranteed.

**Medical Need** – You must connect with Sue Huett (x2366) to discuss criteria for a medical room alone. She will notify the Housing Coordinator of your need.

**Housing Confirmations:** Once your housing arrangements are finalized, you will receive a confirmation email with your room information as well as move-in dates. **You will have a Housing Hold on your WWU student account until you move in; this hold does not affect your WWU registration process.** If you have any questions or concerns, contact the housing coordinator.

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

- Jump Start – September 19, 2010 (*New/Transfer Student Arrival*)
- Fall Quarter – September 26, 2010 (*Returning Students*)
- Winter Quarter – January 2, 2011
- Spring Quarter – March 27, 2011
- Summer Quarter – June 19, 2011

**Checking In:** When you move into the residence hall, you must sign several documents and receive your room and mailbox keys.

**Summer Residents:** Walla Walla University offers summer programs that allow students to remain on campus to work and/or attend classes. To qualify for summer residency, a student must fall into one of the following categories:

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

Summer 2010 room rates were listed at \$92.00 per week. You may request a roommate during summer session, but it is not required.

**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)

**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 23 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.

#### Room and Window Dimensions:

##### Conard North

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

##### Conard South

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

##### Foreman

<b>Room #'s:</b>	All Rooms
<b>Room Size:</b>	12' x 18' (floor space)
<b>Window:</b>	54" x 80"

## Room Change Procedure

*(During the School Year)*

**Moving Out or Switching Rooms Policy:** When you are changing rooms within the residence hall during the school year, or moving out of the residence hall, you are allowed 48 hours in which to vacate their room and **checkout properly with the Dean on Duty**. If you have not completely checked out of the room by the end of the 48 hours, a fine 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 the Housing Coordinator), until the official check out procedure is complete.

### Steps to move out:

1. Meet with the Housing Coordinator.
2. 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
3. Remove mattress cover.
4. All bunk beds must be down and at the same level; tool kits are available at the front desk and from your RA.
5. All furniture must be in the room at time of move out: 2 beds, 2 desks, 2 chairs.
6. See the Dean on Duty or RA to be officially checked out.
7. 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 11.

## Checking out of the Residence Hall

*(Withdrawal from Residence Hall)*

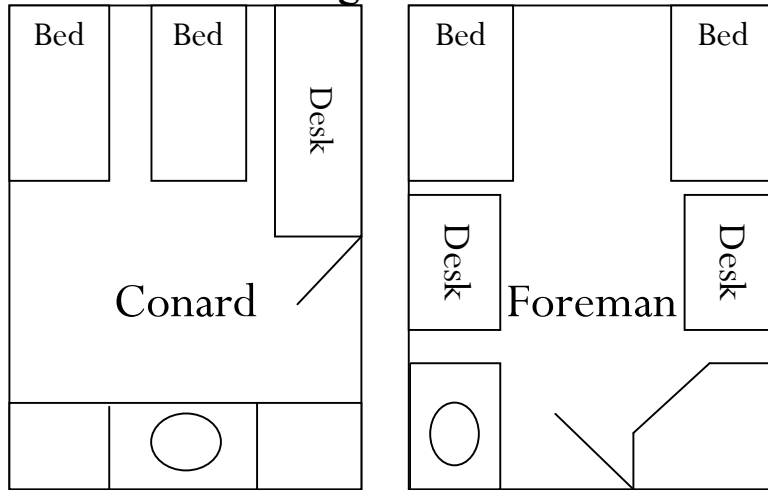
Up to \$115 may be refunded upon your final move out from Forman/Conard Halls, pending there are no damages, fines, or outstanding account balance. All furniture must be in the room and beds assembled at the lowest level (un-bunked) at time of check out.

### Steps to Check Out:

1. See the Housing Coordinator to fill out a Residence Hall Room Reservation Card.
2. 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
3. Remove mattress pad. You may keep or discard this; it is part of your room deposit. You own it.
4. 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 11*).
5. Carpets must be rolled, taped, tagged, and stored or taken home. A \$25 carpet storage fee will be required.
6. Foreman residents turn off air conditioning.
7. See the Dean on Duty or RA to be officially checked out (*fill out all forms including the mail forwarding information portion.*)
8. 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 11.

## Room Configuration at Check-Out



## Room Charges

<b>Cleaning:</b> room	\$100.00
<b>Cleaning:</b> door	Actual cost or \$25
<b>Cleaning:</b> ceiling	\$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

## Evening Accountability

Although curfews differ for each class standing, room check for all Foreman/Conard Hall residents is at 11:05pm Sunday-Friday and 12:35am Saturday night. This is a safety check to make sure each student is accounted for on a daily basis. If you have not seen an RA, you may go down to the lobby and be checked in there. It is your responsibility to get checked in each night.

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

- Fill out leave request online at <https://dorm.wallawalla.edu>
- **Submit leave request before 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

*You 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 requests are required for Fire Code safety and peace of mind.*

**Falsified Leave Requests:** Falsification of a leave request will result in the following disciplinary action:

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

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

## Curfews

Class	Regular	Saturday
<b>Freshman (1-44 Credits)</b>	12:00am	1:00am
<b>Sophomores (45-89 Credits)</b>	1:00am	1:00am
<b>Juniors/21 yrs (90-135 Credits)</b>	2:00am	2:00am
<b>Seniors/22 yrs (136+ Credits)</b>	No Curfew (If staying out past 5am, a leave request must be submitted)	

*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:** If you are under the age of eighteen, you are subject to specific regulations appropriate to your age and relationship to the University.

Specific regulations for Minor Residents (under 18):

- **Curfew:** Same as Freshman Status
- **Overnight Leaves:** Deans must receive approval of parents with specified destination and people involved.
- **Employment:** No employment off campus

**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 Dean's Council and sign a Behavior Contract
- 4<sup>th</sup> Violation: Meet with Residence Life Council

**Extensions:** Curfew may be extended by permission from the Dean, at their discretion. You must call the Dean on Duty at (509) 527-2531 before your curfew. *Although you may call to notify you are late, this does not guarantee a curfew extension and you may not be excused.*

**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 with the front desk worker. You may get a curfew violation if you leave the residence hall after your curfew.*

**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.

**Seniors** have no designated curfew. There will be a sign-in/out form at the front desk between the hours of 12:00 am and 5:00 am. Because seniors and those 22yrs+ are eligible to live off campus we would like to extend a similar courtesy to those living in the residence hall. However, to assure that each student has been accounted for, we do ask that seniors check back into the residence hall before 5:00am.

Senior Residents who return to the residence hall after 5:00 a.m. without a Leave Request will be considered "missing" and will receive a Missing Violation. Failure to sign-in/out will result in loss of privileges.

### dorm.wallawalla.edu

This website brings you the ability to review and manage parts of your residence hall program. The website "dorm.wallawalla.edu" requires you to login using your student account information

This website will allow you to check:

- **Student Info** – Your information as listed in the residence hall records is displayed here. You can also make sure that your Worship and Curfew Statuses are both up-to-date with your class standing.
- **Check History** – This section allows you to review your night check history over any particular quarter during your entire stay in the residence halls.
- **Worship History** – This section allows you to review your worship attendance record.
- **Leave Requests** – You can fill out a new leave request and review whether your leave requests have been approved. You can also review your entire leave slip history. If you encounter problems with a leave request make sure you fill out ALL the information and select a date and time that have not already passed. **LEAVE SLIPS ARE DUE MIDNIGHT EACH NIGHT.**

## 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, x2091).

**Residence Hall Closures:** Residence halls are open throughout the year with the exception of a portion of Christmas break in which the residence hall will be closed to all residence hall student residents. You will need to make plans to be out of the residence hall during this time. Watch for posted dates in *The Bottom Line*.

**Camping:** To leave campus for weekend camping trips, you must submit a leave request (see instructions on page 12). 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 & Missions or with the Dean on Duty. Chaperones must be 22 years of age. **Please plan ahead.**

## Discipline

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

## 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 who we are and why we are here.
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:** Christie Lang is the Worship Coordinator for the residence halls. If you have questions regarding worship policies, please see her. (x2533)

**Worship Attendance:** Worship is held each evening Monday through Friday in various locations (see page 18). You are invited to attend worship regularly. Freshmen are 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. **Completion of the worship program for the entire quarter is required regardless of when a resident turns 21. Exceptions will be made for those turning 21 with in the first 10 days of the quarter.**

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

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

### Failure to meet the worship requirements:

*Please note that failure to comply can effect off campus housing privileges.*

After the first quarter:

- Sign a Worship Contract
- Citizenship Probation
- You must make up the worships you missed from the previous quarter in addition to the credits from the current 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 in addition to the credits from the current quarter.

After the third quarter:

- You may be asked to withdraw from WWU for a quarter.
- Any further infractions will be dealt with on an individual basis.

*CommUnity is not part of weekly worship requirements and is managed by the department of Student Life. You can check your CommUnity status on oasis. A quarterly bulletin outlining different CommUnity programs is available at the office of Student Life.*

**Small Groups:** Participation in or leadership of a small group may be arranged by calling x2528. 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 are asked to respect the Sabbath in their general conduct and dress. For further information about the Sabbath, please see the following texts: Genesis 2:1-3; Exodus 20:8-11; Luke 6:6-9.

## Worship Schedule Options

Worship Options				
Day	Worship	Time	Location	Credits
<b>Monday</b>	Morning Praise	7:30 am	Heubach Chapel	1
	AGA Worship	9:30 pm	Conard Chapel	1
	OPS Worship	9:30 pm	Sittner Lobby	1
<b>Tuesday</b>	Morning Praise	7:30 am	Heubach Chapel	1
	Mid Wk Medication	7:00 pm	University Church	2
	Heubach Worship	9:00 pm	Heubach Chapel	2
<b>Wednesday</b>	Morning Praise	7:30 am	Heubach Chapel	1
	Fireside	9:30 pm	Sittner Courtyard	1
<b>Thursday</b>	Morning Praise	7:30 am	Heubach Chapel	1
	Hall Worship	9:30 pm	Your Hall	1
<b>Friday</b>	Morning Praise	7:30 am	Heubach Chapel	1
	Vespers	8:00 pm	University Church	2

## Policies

**Appliances:** Fire Code prevents the use of any electrical cooking appliances with an open coil. For examples, see the lists below for appliances that are NOT ALLOWED and those which are ALLOWED. *This is not a comprehensive list.*

### NOT ALLOWED

Hot plates  
Toasters  
Toaster ovens  
Electric skillet  
Sandwich cooker  
Electric Grills

### ALLOWED

Microwaves  
Coffee makers  
Hot pots  
Rice cookers  
Electric tea kettle  
Slow cooker  
Crock 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 permit.** 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. The Dean on Duty or Office Manager must approve announcements, posters and flyers posted in the residence hall. Hallway bulletin boards are for RA use only. These 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.

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

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

**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.

**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.

**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. Chalk is not to be used to write on the wall, as it is difficult to remove.

**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

**Dorm Dollars:** Dorm dollars are the residence halls' in house reward system for hosting during events. There are three types of dorm dollars:

- **Curfew extension dorm dollars:** can be used to extend your curfew by one hour. To use this dorm dollar you must present this voucher to the dean on duty **before 12am** on the night you plan to use it. ( You cannot use more than one dorm dollar per night)
- **Lockout dorm dollars:** can be used to unlock your door free of charge.
- **Worship Credit dorm dollars:** receive one free worship credit

Dorm dollars can be earned by hosting visitors during sports or University Days events. You and your room mate will receive one dorm dollar each for hosting during an event. Dorm dollars can be rolled over quarter to quarter, but not school year to school year.

**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 – Conard Hall:** 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 **finned up to \$250 dollars**.

**Doors 4 & 6 – Conard Hall:** These doors are for **Emergency Use Only**. You will be **finned 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 WWU 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. Possessions of knives larger than a 3-inch pocket knife are also prohibited and will be confiscated.

**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.

**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 guest/guests in advance. The maximum residence hall room capacity is 4 girls per room. This means 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 in addition to a dorm dollar (*see pg. 20*). All unclaimed money will be used for residence hall improvement.

**Illness:** For basic illness or injury you can see your hall RA for bandages and over the counter medications. If you illness or injury is more serious, see the Dean on Duty or Campus Health Services. If you have flu like symptoms you can get a Flu Kit from the Dean on Duty. It is advised that you stay in your room and avoid going to classes until the symptoms have subsided for 24 hours. In serious cases please see Campus Health Services.

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

**Lofts:** Due to Risk and Safety policies, lofts are no longer permitted in the residence halls.

**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. If your mailbox key is lost, you will be charged a \$10 replacement fee.

**Male Visitors:** 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. In the event that a resident needs assistance from a male visitor; delivering heavy items, installation of carpet, or moving in/out of the residence hall; the resident must obtain the following:

- Approval from the Dean on Duty
- Check-in and out at the Front Desk
- Accompany visitor to and from the resident room

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.

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

**Parking/Parking Lot:** Residents of each building have rights to their respective residence hall parking lots. 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. Parking permits can be obtained through Campus Security.

**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 residence hall. 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, internet sites, 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 and may be referred to counseling.

**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. Poster may not cover more than 20% of the wall. *See Decorations.*

**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.

**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 voice mail services. Problems with telephone service should be reported through Information Services, x2317. 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.

**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.

*To report obscene or abusive calls, be sure to save the message and note the time that the call occurred, notify the Dean on Duty at x2531 and call Security at x2222 as soon as possible.*

**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.

## 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 locations 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:
  - Slip on a pair of shoes (flip-flops)
  - Grab a blanket in case of cold weather or partial nudity and wrap it around you
  - 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:
  - **Combustible:** wood, paper, trash, etc. Use water, foam or multi-purpose dry chemical to extinguish.
  - **Electrical:** use multi-purpose dry chemical, or CO2. **DO NOT USE WATER!**

- **Chemical:** Gasoline, oil or other flammables; use multi-purpose dry chemical, or CO2. **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 residence hall 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.**

## 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 x2222.

**Center for Learning:** For guidance in developing and sharpening University-level learning strategies and skills or for tutoring in a particular class, contact Kristi Gulddhammer at the CLS, x2313.

**Director of Student Activities:** Don Hepker (x2799) is available for student activities. As ASWWU (Associated Students of Walla Walla University) sponsor he helps oversee ASWWU events.

**Residence Hall Chaplain:** Camille Bascetta is our residence hall 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). They can be reached by calling x2425

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.

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

### Closed Holidays and Breaks

**Office Staff:**

Wanda Nelson, ARNP	Director
Laura Norris, ARNP	Nurse Practitioner

Heather Lee, RN	Staff Nurse
Kim Shelton, RN	Staff Nurse
Donna Chinn RN	Staff Nurse
Gail Stolz (x 2435)	Office Manager
Mary Lynn Grizzell (x2435)	Medical Records

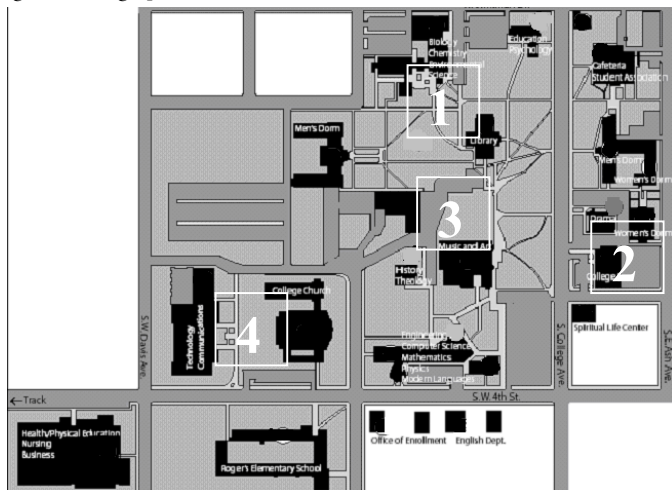
**Health - Mental/Emotional:** The Counseling Center makes available professional counseling for those who desire help. If for any reason you are discouraged or depressed, talking with a Dean or counselor will make it easier for you to deal with your discouragement. Attempting or threatening suicide 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:** Christie Lang is responsible for matching, assigning and coordinating all roommates for women. See p. 8 for more information

**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).

## Residence Hall Services and Facilities

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

**Bicycle Storage:** Bicycles may be stored in your residence hall room or on the racks located outside all residence halls. 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 residence hall 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. We ask that no food or drink be taken into Conard Chapel.

**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 (x2531) 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, x2317, 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:**

<u>Conard</u>	<u>Foreman</u>
First	First
Second	Second
Third	

**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:**

<u>Conard</u>	<u>Foreman</u>
Ground	2-7 floors
1 North	
2 North, South	
3 North, South	

**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 residence hall 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. (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 residence hall. Residents wishing to park in the Residence hall 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.

**Photocopies and Faxes:** A copier is located in Foreman main lobby for Foreman/Conard dorm 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.

**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.

**Stamps/Envelopes:** Stamps and envelopes may be purchased from the Office Manager of the residence hall during office hours. Prices are subject to change. For current charges, see the Office Manager.

**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>	3'x3'x3	

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 or Office Manager). **Summer Storage is for returning residence hall students only. If you are not staying in the residence hall you must find other arrangements.** Residents who do not return by 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 bathrooms
- And do NOT put trash personal items, throw rugs or obstructions in the halls, stairways, laundry and restrooms. This is in violation of the Fire Code and is considered a fire hazard and may carry a fine of up to \$250. 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.

## Cafeteria Hours

**Monday – Friday**

Breakfast.....	7:00am – 10:00am
Continental.....	10:00am – 11:00am
Lunch.....	11:00am – 2:00pm
Dinner.....	5:00pm – 7:00pm
Friday Dinner.....	5:00pm – 6:30pm

**Sabbath**

Lunch.....	11:00am – 2:00pm
Dinner.....	5:00pm – 7:00pm

**Sunday**

Lunch.....	10:30am – 2:00pm
Dinner.....	5:00pm – 7:00pm

Vacation Hours will be posted  
All cafeteria hours subject to change

## SAC Snack Shop Hours

<b>Monday – Thursday</b> .....	8:00am- 10:00pm
<b>Friday</b> .....	8:00am – 2:00pm
<b>Sabbath</b> .....	Closed
<b>Sunday</b> .....	6:00pm – 10:00pm

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. A reference librarian is available during most of the library’s hours. x2134

**Hours of Service:**

Sunday.....	10:00am – 11:00pm
Monday – Thursday.....	8:00am – 11:00pm*
Friday.....	8:00am – 2:30pm

\*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.

## 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 21*)
- Toaster/Toaster Oven
- Lighters/Matches

	Procedures .. 9, 10, 12, 19, 20, 26, 27, 28, 37
	Firearms/Weapons .....21
	Fitness Center
	Muscles in Motion ..... 33
	Front Desk..... 22, 30, 33, 35, 39
	Furniture.....22, 33, 37
<b>A</b>	
AGA .....	4
Alcohol .....	29
Appliances .....	19
ATM .....	33
<b>B</b>	
Bicycle .....	33, 39
<b>C</b>	
<i>Cafeteria</i>	
SAC:.....	38
Camping .....	15
Campus Security .....	29
Center for Learning .....	30
Change Machine .....	33
Chaplain.....	29
Computer	
Courtesy	
Usage	
Policy	
Repair .....	20, 39
Conard Chapel.....	33
<b>D</b>	
Decorations .....	20
Disability Support Services ..	23, 29
Discipline .....	15
Display of Affection.....	20
Door 5.....	21
Dorm Dollars .....	20
Drug .....	29
<b>E</b>	
Extensions .....	13
<b>F</b>	
Fines .....	15, 27, 28
Fire	
Safety	
<b>G</b>	
Games .....	21
Guests	
Overnight	
Hosting .....	See Hosting
<b>H</b>	
Health Services .....	30
Help Phones .....	31
Hosting .....	1, 21
Housekeeping .....	33
Housing Information.....	6
<b>I</b>	
Illness .....	22
Internet .....	34
<b>K</b>	
Kitchens.....	34
<b>L</b>	
Laundry Rooms.....	34
Library .....	38
Lobbies .....	22
Lost and Found .....	35
<b>M</b>	
Mail.....	35
Mailing Address.....	35
Male Visitors .....	22
Minor Residents .....	13
Mission Statement.....	1

**P**

**Parking** ..... 23, 35  
**Pets** ..... 23  
**Photocopies**  
    Faxes .....35  
**Policies**..... 19  
**Pornography**..... 24  
**Posters** ..... 24  
**Printer** ..... 36

**R**

**RAs** ..... 2  
**Residence Hall Theme** ..... 1  
**Resident Assistant Directors**..... 2  
**Resident Bill of Rights** ..... 5  
**Residential Hall Staff** ..... 1  
**Right of Entry** ..... 24  
**Room Change Procedure** ..... 9  
**Room Charges**..... 11

**S**

**Sound Equipment**..... 24

**Storage**..... 33, 36  
**Student Activities**..... 30  
**Student Residency**..... 15

**T**

**Telephones** ..... 24  
**Televisions**..... 25  
*The Bottom Line* ..... 4  
**Theme Text** ..... 1  
**Trash Facilities** ..... 37

**V**

**Vending Machines**..... 37  
**Violations**  
    Curfew  
        Missing..... 13, 14

**W**

**Worships**..... 17