SCU Resident Life Policies

SCU believes in a total educational experience that encompasses learning that takes place outside the formal classroom setting. The residence halls are an integral part of the learning process and are designed to provide a challenging and supportive environment. Residence hall programs, staff, and policies are all intended to promote personal and social growth, as well as support the pursuit of academic goals.

SCU encourages students to reside on campus so they can become actively involved in the richest meaning of the university lifestyle. It is the conviction of the University that an important element of its educational program is living in the residence halls.

Residency Requirements
Students under the age of 21 are required to live in resident housing unless they are married or living with their parents or legal guardians. Resident students must be full-time and maintain full-time status (enrolled in 12 or more hours) throughout the semester.

Request for exception to the residency policy must be submitted to the VPSL no later than three weeks prior to the start of the semester. The VPSL office will review and approve any recommended exceptions.

Resident Director
The Resident Director is the administrative member of the SCU staff concerned with the management of all aspects of the resident living areas. The Resident Director supervises all day-to-day activities on campus and within the residence halls, including the resident assistants and resident chaplains when appropriate. The Resident Director lives in one of the resident halls.

Resident Assistants (RA)
Resident Assistants live within each residence hall for behavioral role modeling, encouraging faith development, building community, acting as a student advocate and resource, and confronting individuals who exhibit behavior that is contrary to the community standards. Resident Assistants will typically assume more community responsibilities than Resident Chaplains.

Resident Chaplains (RC)
Resident Chaplains support the Office of Spiritual Life on SCU’s campus. Other Resident Chaplain responsibilities include: living within each residence hall for behavioral role modeling, encouraging faith development, building community, acting as a student advocate and resource, and confronting individuals who exhibit behavior that is contrary to the community standards.
DORM ROOM INFORMATION

Room Assignments
Rooms and roommates will not be assigned until a housing application and a non-refundable room fee are received.

When a student is assigned a room, he/she is responsible for completing a Check In/Out Form as well as having it approved and signed by the Resident Director before moving into the residence hall.

Existing conditions of the room are listed on the Check In/Out form. If damages occur to the room during occupancy, the occupant(s) assigned to the room are assessed damage repair or replacement and cleaning costs.

Students must remove their personal property when vacating the residence hall at the close of a school term. The university is not responsible for items left in the residence hall. Students are encouraged to purchase renter’s insurance.

Room Check In/Check Out
Resident’s rooms are expected to be left in the same condition in which they were found upon arrival. When a student leaves at the end of a school term, the room (including bathroom) must be cleaned, with drawers and closets empty. The student must return the room key to the appropriate Resident Life Staff member assigned to their hall and pass inspection by one of the university representatives or Resident Director. A cleaning charge will be assessed to the occupants of any room left unclean or who have not removed personal property from the room. Additional charges will be made for damaged or missing items. Other details regarding the checkout process will be made available from the residence hall staff at the end of the academic year unless alternate arrangements are specified. Failure to properly check out with the appropriate Resident Life Staff member will result in a fee being assessed to the student. Another room fee may be required before a future room reservation or assignment is made.

Room Changes
During the first two weeks of the semester, room changes are not allowed. If a student wishes to change rooms, he/she and all individuals involved should discuss the reasons for the change with the Resident Director. If a student moves without permission, he/she will be required to return to the original room. All room changes must be recommended by the Resident Director and approved by the VPSL. There will be a $25 charge for approved room changes and a $50 fine for unauthorized room changes.

Room Prohibited Items/Actions:
The following items/actions are prohibited in SCU residence halls, rooms, and common areas. Items found in rooms that are in violation of school policy are subject to confiscation by school officials.

- Alcoholic beverages, containers, and promotional items;
- Antennas attached to windows or outside of buildings;
- Athletic activities including running, throwing, bouncing, or kicking of objects; and the use of golf clubs, lacrosse sticks, footballs, etc.;
- Children are not permitted as permanent residents of the residence halls.
Baby-sitting is not allowed in the residence halls;
• No pets are allowed in the residence halls;
• Blocking and/or propping open entrance and/or exit doors;
• Ceiling alterations such as ceiling fans, mounting light fixtures, removal of ceiling tiles, etc;
• Cooking appliances designed for frying or with open heating elements such as toaster ovens, electric skillets, hot plates, waffle makers, etc;
• Construction of any kind;
• Controlled substances, designer drugs, or prescription drugs written for another individual;
• Fighting;
• Fire-arms, ammunition and other weapons;
• Fireworks of any kind;
• Exiting or entering a room through a window (except when exiting in the event of an emergency);
• Mopeds, motorcycles, flammable fuel, gas engines;
• Open flames such as candles, incense, matches, lighters, etc;
• Paint or painting, other than art supplies;
• Students should use discretion when viewing TV, movies, or on-line material and listening to music. Video games with T [Teen] are acceptable; those with M [Mature] must use discretion. Sexually explicit or inappropriate material, including but not limited to: movies, posters, print materials, music, art, displays of profanity, or other potentially offensive, insulting, or provoking materials that are not consistent with the general spirit and message of SCU are not permitted;
• Smoking;
• Space heaters;
• Throwing anything off a roof or out of a window;
• Small portable refrigerators (not to exceed 1.5 cubic feet), microwave ovens, etc., are permitted provided they are registered with the Resident Director;
• Any other item deemed inappropriate by the Resident Director, Vice President for Student Life or any other university Official;
• The Resident Director and/or VPSL reserve the right to make alterations to this list.

Room Sign-Out (Overnight & Weekend)
Overnight checkouts are a privilege, not a right. Students wishing to check out on the weekend or a weeknight must sign-out with the RA assigned to their floor. Sign-outs should be completed and approved by 10 p.m. on the day of departure. Students under the age of 18 are required to notify their RA of their destination when leaving the campus after 10 p.m. Contact with the RA should take place upon return to campus.

Rules & Expectations:
• Freshman are allowed to sign-out during the week (Sun – Wed) to parents home only;
• Sophomore, juniors, and senior students are allowed unlimited checkouts but are asked to use discretion;
• Any resident student on academic or disciplinary probation will not be allowed overnight stays without the approval of the VPSL, with the exception of weekends and holidays.
• Weekend privileges apply to Thursday, Friday, and Saturday nights. Sunday is considered a weeknight.
• SCU does not permit students to spend the night in the company of members of the opposite sex.

Abuse of these privileges may result in disciplinary action and/or loss of privileges. The Resident Director and/or Resident Assistants reserve the right to deny or limit sign-out requests.

**Room Inspections**
University staff reserves the right to enter and inspect a student’s room at any time. Such inspections may be made for safety, maintenance, management, sanitation, welfare; and/or conduct in violation of university regulations, local, state, or federal laws; or other cause deemed necessary by proper school officials.

**Room Cleanliness**
Rooms must be reasonably clean and orderly at all times, not just for routine room inspections. University personnel may visit rooms at any time to check for orderliness. Trash must not be put in the hallway. Weekly routine room inspections will be held on designated days. The inspection must meet the list of checkpoints posted in the residence hall. The repeated offense policy may be in effect until the room has been cleaned. Clean bed sheets and clothing are expected as part of good hygiene. SCU reserves the right to dismiss a student from living in the dorm if the student is unable to meet room cleanliness expectations.

**Room Displays**
Residents are free to display posters and other appropriate items in their room. Possessions or displays that are inconsistent with the SCU Vision, Mission, and Values Statement (i.e. Alcohol advertising, pornography, etc.), and/or which violate accepted campus standards should not be displayed. Check with the Resident Director if you have any questions about what may or may not be appropriate.

**Room Use Policy**
In order to maintain an environment conducive to receiving a high quality education and to protect the resident’s rights to privacy and safety, the following policy has been put into place: Commercial use of your room or solicitation (phone, door-to-door, advertisement postings etc.) anywhere on the premises is strictly forbidden. This includes commercial use of the SCU Network computer connections. It is not permissible to publicly list Residence Hall room numbers or phone numbers in commercial ads or other business announcements. Specific exceptions for approved student concessions in Residence Halls must be authorized in writing by the VPSL.

**Room Safety and Security**
While Residence Life Staff make regular rounds through the residence halls, the ultimate responsibility for the security of a student’s room lies with the student, and the
security of the hall rests upon the community. Students are urged to keep their room
doors locked at all times and not to prop any exterior doors open. Students are also
encouraged to report any strangers in the building to the residence hall staff or to
Campus Security immediately. The University does not assume responsibility for
damage to or loss of personal belongings, including as a result of theft or burglary.
Students are encouraged to obtain their own insurance coverage if their parents or
 guardians homeowners’ policy does not cover the student’s personal campus
belongings.

**Housing Contracts**
Student housing contracts are for the full academic year. A student who occupies a
room in university housing will be held responsible for that room and for stipulated
charges until the end of the academic year, unless the Vice President for Student Life or
his/her designee expressly releases the student from the contract. Each student must
sign a Housing Agreement before receiving his/her room assignment. The agreement
should be read carefully, as students will be held responsible for the terms and
conditions stated in the agreement. Any exceptions to the instructions stated
regarding Housing Contracts will be viewed on a case by case basis. All students are
couraged to supply their own renters insurance.

**Cohabitation**
Students may not cohabitate on-campus. Cohabitation is defined as spending the night
together with romantically involved partners. “Spending the night” is also a violation
of visitation hours.

**Curfew**
Sunday through Wednesday, all students must be in their respective residence halls by
1:00 a.m. (The commons areas are closed at 1:00 a.m.). On Thursday, Friday and
Saturday all students must be in their respective residence buildings by 1:00 a.m. The
commons areas are open on Thursday, Friday, and Saturday for an additional hour
following curfew (2:00 am). All rooms are subject to room check at curfew. Action
regarding curfew violations will be dealt with on an individual basis. If a student has
not reached his/her room within one hour after curfew, the Resident Director will be
notified, and the parents will be contacted.

**Curfew Grace Passes**
Each student is granted curfew grace passes according to their academic standing.
In order to use a grace pass, the student must notify the Resident Director no later
than 1 hour before curfew. The grace pass is only valid for up to 59 minutes after
curfew. The grace passes are distributed each semester according to classification:
Freshmen – 1, Sophomore – 2, Junior – 3 and Senior – 4. Curfew Grace Passes can
only be utilized on Thursday, Friday, and Saturday nights or any school holiday up to
the last day before classes start.

**Curfew Extensions**
Curfew extensions are not allowed except in cases of emergency. In such cases, the
student must notify the RD or RA as soon as possible. Should there be an extenuating
need for a curfew extension, the RD or RA must approve it by curfew.

**Laundry and Linen**
The university does not provide laundry or linen services. Laundry facilities are available in each dorm area. The university is not responsible for articles left in laundry rooms, and students are urged to pick up clothes as soon as they are dry.

Failure to keep the laundry facilities neat and orderly may result in the closure of campus laundry facilities.

**Painting**
Rooms are to be painted by designated university staff only. Residents will be charged for repairs and/or replacement, and disciplinary action may occur for unauthorized painting of rooms.

**Trash Collection**
Trash collected in the individual rooms may not be deposited in the trash receptacles located in the laundry rooms or in any other part of the building. Trash must be taken to the dumpster provided outside.

**Residence Hall Meetings and Devotions**
Regularly scheduled meetings are held for resident students, either as one body or within the separate halls. Dorm residents are required to attend all hall meetings and devotions. Schedules for resident hall meetings will be posted at the beginning of each semester. All meetings must be approved by the Resident Director who will be in attendance at all such gatherings. All SCU students are welcome to attend the hall devotions.

**Resident Hall Social Functions**
All resident hall social functions (not including meetings) must be scheduled to end no later than curfew, unless otherwise approved by the Resident Director and/or VPSL.

**Dorm and/or Overnight Guests**
Students may invite guests to visit them on campus. It is the student’s responsibility to see that their guest abides by the rules and regulations of the university while visiting on campus. All guests must leave the campus before curfew. An overnight guest is defined as any person who is not a resident. Permission to entertain overnight guests must be obtained from the Resident Director prior to curfew. Guest requests must be signed by all occupants assigned to the room where the guest will be staying. A stay of more than two nights must be approved by the Resident Director. Guests staying in the residence hall more than two nights will be subject to a $20 per night fee.

**Privacy Rights**
In a resident community, privacy and respect for others is of great concern. Therefore, the following guidelines are necessary:

- No one is permitted to enter another’s room without first being granted permission to do so. This does not apply to routine room inspection or a university official entering for a legitimate reason;

- Items should never be taken from another room unless permission has been granted to do so;

- Students are expected to obtain room keys from the Resident Director and should lock their rooms when planning to be away from the

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residence hall area.

**Noise Control**
In order to develop a pleasant atmosphere, students must exercise noise control at all hours of the day and night. When music, singing, or an extreme level of noise is heard outside a student’s room, other residents are being denied the right of privacy. Therefore, the following guidelines will be enforced to regulate noise control:

- Room doors and windows must be closed when music is being played.
  Repeated violation of this guideline may result in loss of privilege of having the device in one’s room or removal from campus housing (if student is of age to live off-campus).
- Stereos, radios, and televisions must be turned off when a student is absent from his/her room.
- A moderate level of volume must be used when operating stereos and televisions. This applies to both the lobby and residence hall rooms.
- Lights, stereos, televisions, etc. must not be left on, or unattended, for an extended period of time.
- Quiet/study time will be from 11 p.m. - 8 a.m. All talking, music, etc. must be at a reasonable volume and confined to individual dorm rooms.
- The common areas should be a place where students can congregate to talk, etc. without being overly concerned with noise level. Pillow fights, wrestling, rowdiness, excessive noise, etc. are not allowed in the commons areas. All hours other than those designated as quiet/study time are considered to be courtesy hours. Any student who confronts other residents regarding bothersome noise or activity should do so in a respectful manner and expect the cooperation from the student(s) in resolving the issue. During finals week, specific quiet hours will begin on dead day and end on the last day of finals.

**Off Limits**
Students are expected to protect their Christian integrity by the choices they make and the places they go, both on and off campus. All Men’s Housing (including area outside of windows) is OFF LIMITS to female students. All Women’s Housing (including area around outside of windows) is OFF LIMITS to male students. Approval must be obtained in advance from the Resident Director or an official of the university for a student to bring guests of the opposite sex into their rooms/housing.

**Furniture**
SCU provides each resident with a bed frame, mattress, and dresser. Each resident provides his or her own linens, blankets, bedspreads, pillows, study lamps, wastebasket, small items of furniture, small area rugs, etc. Students are responsible for proper use of furniture provided by the university. Mattresses must remain on bed frames and may not be placed on the floor. Dressers may not be stacked or used as supports for other items. Any damage that results from improper use of furniture will be charged to the resident(s). Beds may not be placed on other furniture. University-supplied room furniture is not to be removed from rooms for any reason.

**Care of Furniture, Building, Etc...**
Students are expected to maintain the residence buildings and all items found therein, so that they are in the same condition as they were found at the beginning of the semester. Students are expected to clean up after themselves and throw all trash away immediately. Student Center furniture should not be taken to the residence hall rooms. No one is allowed to move furniture or furnishings from the rooms without permission from the Residential Director. Students damaging or placing excessive wear on furniture will be in violation of school policy. Movies and games that are viewed in the common areas must be approved by a member of Residential Life.

Nails, screws, and types of tape that may damage walls may not be used to hang objects on the wall in your room or in the hallway. If students wish to hang items, products designed to not damage surfaces or remove paint may be used. If there is a question regarding a certain product being permitted, please discuss this with the Resident Director.

**Room Damage/Furniture/Building Costs**

SCU university officials have the right to determine cost damages to be assessed to students. Listed below are some approximate damage costs to students:

- Broken door $200
- Broken window $250
- Drawer replacement $50
- Un-cleaned room $25 per hour
- Painting door $20
- Broken bed $200
- Chest defacement $100
- Screens $40
- Wallpaper replacement $20 per hour

Damage costs will be billed to the student’s financial account. All costs must be satisfied prior to a student receiving his or her grades, transcript, or reenrolling in the university for a subsequent semester.

**Cosmetic Changes**

The residence halls are designed for the use of students over several years. Certain personal cosmetic changes by the students (contact paper, hooks, wallpaper, etc.) require unnecessary repairs by the University. Therefore, unauthorized alterations to the rooms may not be made. Residents will be charged for repairs and/or replacement, and disciplinary action may follow unauthorized alterations of rooms.

**Security Cameras**

For your protection and the protection of other resident students, security cameras are located in the resident hallways. Please be mindful of these cameras when exiting your rooms.

**Hallways**

Hallways are not to be used for congregating or studying. Hallways are to be kept clean and clear at all times. Items may pose a hazard as obstacles in the event of a fire or other emergency. There are cameras in the hallways.
Windows and Screens
No person should use windows as a room entry/exit. Screens must not be removed, cut, or damaged, except in the case of fire or emergency. Violations will be subject to disciplinary action and a fine.

Fire Drills
Fire drills will be held at various times throughout the year. Instructions for the evacuation of the halls in the event of a fire or emergency are provided in student rooms and on hall bulletin boards. Residence will also be instructed of proper fire procedures during the first week of school.

All residents must evacuate the residence hall if a fire alarm is activated, whether for the purpose of a drill or in the case of an actual fire. Disciplinary action may be taken if a student does not evacuate.

Smoking, the use of candles or incense, or any open flame is strictly prohibited in the residence halls or in the commons areas. Flammable materials (gasoline, kerosene, propane, etc.) are not permitted inside buildings.

NOTICE-Tampering with fire alarms or activating smoke/fire alarms for reasons other than an emergency is considered a criminal offense and will be treated as such. Any student caught in violation may be subject to criminal and SCU disciplinary action. The emergency exits of the residence halls are only for use in emergencies.

IN CASE OF FIRE, Call 911.

Threatening Weather Conditions
When threatening weather is imminent, the Resident Director or Resident Assistant shall monitor certified meteorological broadcast for current information. (KTOP Radio - 1000 KHZ or television channels 4, 5, or 9). Any storm warning affecting western Oklahoma County or eastern Canadian County shall be monitored closely by the Resident Director. In the event of a tornado warning, the Resident Director, along with the RAs, shall immediately notify campus residents.

Residents shall take cover in the library away from glass. The SCU website swcu.edu has more information on storm preparation and weather related information.

Forfeiture of Residence Hall Privileges
Living in the SCU dorms is a privilege, not a right. A student may be asked to move out of the residence hall with or without warning for any reason deemed necessary, by the Resident Director or VPSL, in order to protect the health or welfare of students, faculty, staff or others or to safeguard University property or property of others. The following are examples, but not an exclusive list, of conduct which may warrant removal from the residence halls:

- Abusive behavior (including continued disrespect) toward people;
• Intentional or reckless destruction of or damage to property;
• Any serious violation of the housing contract or of University policy, rules or regulations;
• Any behavior deemed inappropriate by the Resident Director or Vice President for Student Affairs.

Example: If a student is caught drinking, using drugs, in possession of a dangerous weapon, in the room of the opposite sex, sneaking out of dorms after curfew, etc., that student is subject to dismissal from the dorms and the university.

Note: Due to safety concerns, the parents of students being dismissed from the dorms will be notified.

If a student is asked to move out of the dorms, they may or may not be allowed to stay that night subject to the determination of the Resident Director or VPSL. Every reasonable effort will be made by SCU officials to accommodate the student removing their belongings. If a student is asked to move out and does not comply with those instructions, the Bethany Police Department will be notified to assist in the removal of the student from campus.

**University Breaks/Resident Hall Closures**

SCU residence halls will be officially closed during Christmas break. Resident students are responsible for securing accommodations off-campus during university breaks. Food services are not provided during university breaks. The resident halls will be available during Fall and Spring break and limited food service is provided. For security purposes, those who need accommodations during Fall and Spring break will have to notify the Resident Director in advance. SCU curfew policy is in effect for those staying on campus during Fall and Spring break. Members of SCU Resident Life staff will be on campus to enforce SCU resident life policies.