



RESIDENCE LIFE

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Half the fun of college is experiencing life in a residence hall: lots of people, great activities, hall worships, and a room with a view. Pacific Union College has seven residence halls: three men's halls and four women's. Each one of the nearly 600 rooms on campus is designed with you and your roommate in mind and includes everything from two beds and two desks to double connections to the network.

Just so you know, Pacific Union College is primarily a residential college; the majority of our students live in the residence halls. For more information on residence hall life, please call the Director of Residence Life (ext. 6315), or visit the web page at www.puc.edu/housing.

DEANS' OFFICE HOURS

Schedules of office hours for each dean are posted in residence halls or may be obtained from the desk clerk. Should you need assistance at any time, call the service desk and the receptionist will contact the dean on duty.

RESIDENT ASSISTANTS

Resident assistants are students hired specifically to work as residence hall staff and are extensions of the dean. When on duty, they are available to counsel, answer questions and assist with your residence hall program.

RESIDENCE HALL CLOSING TIMES

Door closing times: Sunday to Friday, 11 pm; Saturday, 12 midnight.

Some residence halls have exit doors that close at sundown. This information is posted at the exits.

Room check begins at 11 pm, Sunday-Friday, and midnight on Saturday. Residents and guests will be asked to check in and out at lobby service desks after door closing.

Mixed gender visitation is available in residence hall lobbies and lobby parlors beginning at 6 am and ending at midnight every day.

FITNESS CENTER

There are Women's Fitness Centers located in the rec room of McReynolds and Andre Halls. They are available for all female students during the hours posted. Exercise equipment is available for men in the Newton Hall rec room and Grainger Hall basement/laundry room.

GUESTS

Overnight same-gender guests are welcome in the residence halls on Friday and Saturday nights for a maximum of four nights per quarter. It is the resident's responsibility to register their guests at the front desk. Guests are expected to live within the school's policies while visiting. Guests of the opposite sex are not to be in student rooms, hallways, or living areas but are welcome in the residence hall lobbies and lobby parlors from 6 am to midnight everyday.

KITCHENETTES

Kitchen privileges are provided in each residence hall. Check with the front desk for reservations and regulations.

LAUNDRY ROOMS

Coin-operated washers and dryers are available in each residence hall. Do not leave laundry unattended. Machines are not available during the

Sabbath hours. The residence hall is not responsible for items lost or damaged in washers or dryers.

LOBBY DECORUM

Residents are welcome to visit with friends and family in the residence hall lobbies and lobby parlors. It is the resident's responsibility to behave in a manner that does not cause embarrassment or discomfort to others. This would include public displays of affection such as kissing or close physical contact. Headphones are to be used while watching movies or listening to music in public residence hall areas.

RESIDENCE HALL ROOMS

AIR CONDITIONERS/HEATERS

McReynolds Hall and Nichol Hall have individual-room air conditioners and heaters. Do not tamper with the unit's internal service controls: Doing so will subject the resident to a charge. Operation should be limited to the controls on the outside panel. All other residence halls have steam-radiant type heaters. Personal room air conditioners and space heaters are not allowed.

ANTENNAS

Radio, television, or other antennas are not to project out or through the dorm room window screen.

APPLIANCES

The College is required to follow a fire code; therefore, students may not use certain electrical cooking appliances in residence hall rooms or kitchenettes. Items the California State Fire Code or the insurance carrier speaks to, but are not limited to, include: candles, frying pans, hot plates and pots, incense, open flame cookers, popcorn poppers, toasters and toaster ovens, woks, Halogen lamps, and electric skillet. All extension cords must have attached circuit breakers. Extension cords that do not have a circuit breaker are not allowed.

Students may have coffee makers, irons, rice cookers, blenders, microwave ovens, hot pots with enclosed heating elements, and micro-refrigerators. Due to electrical overload concerns, refrigerators and microwaves are limited to one of each per room.

A \$50 charge will be assessed for noncompliance.

AUTOMOTIVE REPAIRS

Automotive parts, flammable liquids such as gas, kerosene, and other types of cleaning fluids should not be in the residence halls. Residence hall rooms are not approved automotive shops.

BICYCLE STORAGE

Bicycles may be stored in student rooms, as most residence halls do not have adequately secured bicycle storage. Bicycle hooks should not be placed in ceilings.

BLINDS/CURTAINS OR TRAVERSE RODS

These items are to be installed only by the maintenance department and become permanent fixtures of the room. Request forms are available at the front desk for repairs or installation. If your room has window coverings provided, these coverings may not be removed.

CHECK OUT

Students vacating their room and leaving the residence hall for some other place of residence must follow published check out procedures. Failure to comply will result in an improper check out charge of \$50 plus any cleaning or damage fees.

ENTERTAINMENT EQUIPMENT

TVs, radios, stereos, DVD players, VCRs, amplifiers, video games and other entertainment equipment must conform to the 24-hours-a-day courtesy policy. Sound should not exceed the confines of a student's room. Failure to control sound may result in the confiscation of entertainment equipment.

FIRE CODE

Candles, oil lamps, incense, open-flame objects, flammable liquids, tampering with fire equipment or appliances, or negligence which might endanger others will result in a fine of up to \$100 plus court costs if prosecution is necessary. Cooking is allowed only in the kitchens. Halls must be free at all times from obstructions which includes boxes, trash, shoes, etc. Hall doors within the building are not to be propped open.

FIRE DRILLS

Fire drills will be conducted by the Fire Department each quarter. Fire drill procedures and evacuation plans are posted in each residence hall room. When the fire alarm is sounded, residents are to vacate their rooms immediately in accordance with the posted information. Failure to vacate your room when the fire alarm is heard will result in a fine of \$100.

FIRE HAZARDS

Electrical appliances such as frying pans, popcorn poppers, hot plates, and woks or anything with an open heating coil, candles, kerosene lamps, incense, and other flammables are not to be used in student rooms. Also, halogen lamps have been shown to cause fire due to extreme heat and are not permitted in the residence halls. All extension cords must have attached circuit breakers. Extension cords that do not have a circuit breaker are not allowed.

The College may fine violators of fire regulations at least \$50. Students who violate fire regulations are also liable for any damage that occurs as a result of violation.

FURNITURE/FIXTURES

Residence hall rooms are equipped with the basic furniture items students may need. Each room contains two chairs, two desks, two beds, two dressers, two closets, and a sink. Beds must remain assembled and mattresses in the frames. Do not bring beds or additional furniture from home without checking with the dean. Rooms vary in size, depending on the residence hall. Grainger and Newton Halls have some rooms with a three-person bunk in them to accommodate for crowded conditions at the beginning of each year. There is a \$50 charge for tampering with, disassembling, or removing furniture.

Rooms are not to be painted by residents, and wallpaper or contact paper is not to be used on walls or furniture. The dresser drawers are not to be removed from any room or exchanged with other rooms.

KEYS

Residents should pick up their room keys when they check into the residence hall. Keys are not to be duplicated and maverick keys will be destroyed. A \$20 fine will be levied for lost keys. Student rooms should remain locked at all times.

PIANOS

Residence hall pianos may be played only between the hours of 10 am and 8 pm.

REFRIGERATORS

Refrigerators must not exceed four cubic feet.

REPAIRS

Residence hall room-repair forms are available at the service desk. Maintenance employees will attempt to make repairs on a timely basis.

RESTRICTION

Restriction is a disciplinary consequence. The duration of the restriction will be determined by the dean and/or discipline committee. Students placed on restriction will need to meet the following: (1) be in the residence hall at door closing time and remain in the residence hall throughout the night; (2) receive no overnight leaves; (3) receive no late or extended leaves. Failure to abide by restriction will result in further disciplinary action which may include suspension or dismissal.

RIGHT OF ENTRY

The residence halls are College-owned and maintained. The College reserves the right for a dean or a residence hall staff member to enter and inspect student rooms. Students accept this right when renting a room in any residence hall. Such room entries will be made only for meaningful purposes.

ROOFS AND WINDOWS

Please do not use windows, fire escapes, or other unorthodox means to leave or enter a building. Such activity will result in a \$50 fine. Tampering with or removal of a screen or screen seal will result in a \$50 fine.

ROOM CHANGES

Students are encouraged to make necessary room changes within the first two weeks of each quarter. A \$25 charge will be assessed if a student moves without notifying and receiving permission from the dean.

ROOM CHECK

Room check is done each evening by the RAs. When entering the residence hall after closing time, please sign in. It is your responsibility to be checked in. Failure to be checked in will be considered an unexcused all-night absence from the residence hall, and disciplinary action, which may include suspension, will follow accordingly.

ROOM RESERVATIONS AND ASSIGNMENTS

Room reservations are contingent upon acceptance to PUC, and a \$150 room reservation fee must be placed on account. Students who have been admitted to PUC for the current year may request a specific room for the next school year. Choice of a roommate should be received by the dean no

later than July 31. Final room assignments are made at the discretion of the residence hall dean. Students who move from one room to another during the school year must make arrangements with the dean prior to their move.

ROOMS

Student rooms are to be decorated in accordance with College standards (see Our Student Life Agreement, p. 5). Items such as alcoholic beverage containers, posters or pictures including advertisements for products that do not reflect a Christian lifestyle or nude or scantily clad persons are not to be displayed. Pictures, posters, and wall hangings are not to be nailed, tacked, stapled, screwed or taped to the walls or woodwork. Posters and pictures must be put up with poster putty (available at the college bookstore) only. Charges will be assessed based upon maintenance evaluation of damage incurred during your residency of room.

Students are responsible for the condition of their rooms when they leave. Students will be charged for damages and cleaning.

The hall side of your room door is not to be used as a bulletin board, message station, or billboard.

ROOMS/OCCUPANCY

When space is available, students may ask to pay for single occupancy. A surcharge for rooming alone will be added to the student's account. Students who have no roommate will be charged the room alone fee. They must be willing to accept a roommate or move in with someone else. For those students asked to live in a triple occupancy room, there is a 15 percent discount in the room charge.

SAUNA

There is a sauna on the fourth floor of Graf Hall. It is available for women only during the hours posted. There is a sauna in Newton Hall first floor bathroom. It is operated on a timer and is available between the hours of 8 pm and 1 am and is available for men only.

SELLING/FUND-RAISING

Student organizations that wish to sell or solicit goods or services in the residence halls must first request approval from the vice president for Student Services. Otherwise, selling items in the residence halls is not allowed.

SERVICE DESKS

Service or front desks in residence halls are open 24 hours a day (8 pm to 12 midnight at Nichol Hall). There are desk receptionists available during these hours to provide information, forms, mail and message delivery, and access to the dean on duty. Desk receptionists are responsible for lobby and parlor decorum as well as night check-in/check-out procedures. Desk receptionist offices are for dean's staff members only.

STORAGE ROOMS

Storage rooms are located in each residence hall. Student Missionaries, Task Force workers, and out-of-state students may store items while they are away. All stored items must be properly tagged and marked. No furniture, bicycles or empty cartons may be stored. Students who do not return at the end of a quarter or summer break must make arrangements for the disposition of their belongings. All unmarked containers and items will be disposed of if left without proper arrangements. The College reserves the right to dispose of articles not claimed within one year after the owner is

no longer in residence. The College does not assume responsibility for any articles stored in the trunk room or elsewhere in the residence halls.

TELEPHONES

Each residence hall room is equipped with a single phone jack. Students need to provide their own phones. Students are responsible for setting up their own long distance account with the College, available on a pre-paid basis (similar to a calling card). On-campus calls can be made without a long-distance service. Detailed information is available at Information Technology, ext. 7000.

A charge of \$500 will be assessed for any of the following misuses of the PUC telephone system: (1) accepting a collect call; (2) using an authorization code other than the one assigned to you by the Telecommunications Department; (3) using any 900 dialing service including 976 and roll-overs; (4) tampering with any telephone wiring in a residence hall room or college building; (5) accepting a calling card to be billed to any PUC phone number; (6) transferring a call to any PUC phone extension.

Leaving sexually suggestive messages on Phone Mail will result in a loss of service.

TRASH FACILITIES

Trash is to be emptied in the dumpsters or trash chutes located at the rear or side of each residence hall. A fine of \$25 will be charged for each bag of trash that is left or dumped elsewhere.

VENDING MACHINES/CHANGE

Vending machines are available in each residence hall. Change machines are available in the lobbies of McReynolds, Winning, Grainger, Nichol, and Newton Halls. Malfunctions should be reported to the desk clerk. Any damage resulting from the abuse of any machine will be charged to the student or may cause the discontinuation of service.

VISITATION DAYS

College Days, music festivals, and other such occasions offer students the opportunity of sharing the residence hall experience with a guest. Enrollment Services also provides a small payment for housing guests. Students will be given an opportunity to sign up for participation in this program and will be notified when groups will be coming to visit.

WINDOWS/SCREENS

Windows are not to be used to enter or exit a residence hall except in an emergency. Screens on all windows are sealed and are not to be removed, nor are items to be pushed through or around the frame of the screen. There is a \$50 charge for noncompliance.

RESIDENCE LIFE POLICIES

RESIDENCE HALLS ARE GENDER-EXCLUSIVE

Andre, Graf, McReynolds and Winning are women's residence halls. Grainger, Newton, and Nichol are men's residence halls.

Residence hall lobbies are open during designated times. Mixed gender visitation is available in residence hall lobbies and lobby parlors beginning at 6 am and ending at midnight everyday.

Persons of the opposite gender are not to be in residence hall areas (i.e. hallways, laundry rooms, student rooms) or other restricted areas without direct permission from the dean.

Students who choose not to comply with this policy will be subject to a three to five day suspension.

OFF-CAMPUS LEAVES—POLICIES AND PROCEDURES

FRESHMEN LEAVE POLICY

Freshmen are to be in the residence hall by 12 midnight, Sunday-Friday, and by 1 am on Saturday.

REGULAR LEAVE POLICY FOR NON-FRESHMEN UNDER 21

All non-freshmen students are to be in the residence hall by 1 am every night.

SPECIAL LEAVE PRIVILEGES AVAILABLE FOR STUDENTS 21 YEARS OLD OR OLDER

Students who are 21 years or older may apply for special leave privileges. These privileges will be granted to students who:

- Are 21 years of age or older
- Are students in good citizenship standing
- Have a religious service attendance minimum of 80% per quarter
- Maintain an acceptable residence life program

Students who are granted special leave privileges must be in the residence hall by 1 am, or they should notify the front desk of their return time. Students may notify the front desk of a late arrival by phone or by filling out a leave slip. This communication needs to occur no later than 1 am. If students have not notified the residence hall desk by 1 am, they will lose this special leave privilege and return to regular student status for a minimum of four weeks. Maintaining a secondary off-campus residence is not allowed and will invalidate special leave privileges.

EXTENDED LEAVES

Extended leaves—till 2 am for students under the age of 21—are for special events and must be arranged and approved 24 hours in advance of the event being requested.

Extended leaves allow students to be out no later than 2 am unless a later time is granted by the dean. If a student returns to the residence hall after his or her required return time, three pink slips or “pinks” will be given automatically, possibly accompanied by further discipline, such as restriction or suspension.

OVERNIGHT, WEEKEND, AND VACATION LEAVES

A leave is granted for the purpose and destination stated on the leave. Any change in plans must be reported to a dean. If a student is on campus anytime during his or her stated leave, that leave becomes void. Those wishing to return to campus earlier than stated on the leave must be in the residence hall by the return time of that day. Coming in later will result in “pinks” and/or further discipline.

If leaving for overnight with a school-sponsored group, i.e., band, choir, gymnastics, sports team, clubs, etc., you are expected to have an approved leave signed by a dean.

LEAVES TO HOME

Home leaves are approved unless the student is on restriction. Home leaves will be granted for a student to visit his or her parent, legal guardian, or someone who plays the parental role.

LEAVES TO PLACES OTHER THAN HOME

Students under the age of 21 requesting an overnight/weekend leave to a place other than home must have an adult the approximate age of their parents in attendance.

LEAVES TO ANOTHER FAMILY

Freshmen under the age of 21 must have an invitation if they are going somewhere other than home.

LEAVES TO PLACES OTHER THAN FAMILY

If a student does not meet the requirement for off campus housing, he or she may not have a leave approved to a location which is not a family situation (house-sitting, camping, etc.).

LEAVES FOR MIXED GROUPS

All leaves for mixed groups must have an adult sponsor. To qualify as an adult sponsor the person must be a PUC faculty or staff member or someone who is the approximate age of a college student's parent.

LEAVES FOR THE LOCAL COMMUNITY

Leaves to the local community (Calistoga to Napa) are not generally approved. Exceptions to this policy may be granted by a dean, at his or her discretion, if the following stipulations are followed: (1) An invitation is received from the parents in the home you are requesting to visit. Invitations are needed for students under the age of 21. (This must happen for each leave requested.); (2) Leaves may be permitted to faculty and staff homes, but may also require communication between the faculty/staff member and the dean.

LEAVE SLIPS

Leave slips are available at the front desk. Leaves should be filled out completely and submitted to the front desk at least 24 hours before departure. Please turn in weekend leaves by 11 pm on Thursday. Leaves will not be approved during the Sabbath hours except as emergencies occur.

LATE RETURNS (COMMONLY REFERRED TO AS "PINKS")

In the event that a student finds him/herself out of the residence hall after the return time without having made prior arrangements with the dean, the following will be used to determine the number of absences that will be incurred: Up to 30 minutes late = 1 absence or "pink"; 31 to 60 minutes late = 2 absences or "pinks"; 61 to 90 minutes late = 3 absences or "pinks." Thirteen (13) "pinks" are allowed per quarter.

Students entering the residence hall more than 90 minutes after their return time will receive three "pinks" and are subject to further discipline, such as restriction and/or suspension. This policy includes being absent all night without an approved leave.

"PINKS" ARE GIVEN WHEN:

- (1) you return to the residence hall after your specific return time;
- (2) you return to the residence hall after the return time on your overnight leave;
- (3) you call in for an extended return time, after your return time;
- (4) you are absent overnight and you fail to fill out an overnight leave form;
- (5) you fail to be checked in or are unaccounted for at room check.

Accumulation of 13 or more pinks will result in restriction (2 to 4 weeks) and/or suspension.

“PINKS” RESTRICTION

Students who have been placed on restriction because of receiving three or more “pinks” in one night, or accumulation of more than 13 “pinks” in a quarter will be subject to the following:

- (1) no late or extended leaves;
- (2) no permission to return to residence hall after door-closing time;
- (3) no overnight/weekend leaves (even to home).

Students are placed on restriction if they are unaccounted for all night.

NOISE POLICY

Since residence halls house many people in a relatively small amount of space, students need to take extra precautions to protect the rights of others. The residence halls maintain a 24-hour courtesy noise policy. Headphones should be used as often as possible with entertainment equipment. If stereo speakers are used, students are expected to control the noise level in their rooms. Sound levels should be confined to their living space. Failure to control sound may result in the confiscation of entertainment equipment.

PETS

The only pets allowed in residence hall rooms are fish. Anyone with a pet other than a fish will be assessed a \$25 fine. If a pet is found in a room, the residents will receive a one-week warning. If the pet has not been removed from campus within a week of the warning, the residence hall staff may remove the pet.