

Welcome Home! Residence Life

The Residence Life Program at Judson College is designed to provide a quality environment in which students can live and learn in a nurturing, Christian community. Living in a residence hall can open you to a wide variety of experiences that help prepare you for life during *and* beyond college.

Housing Policy

Living in a residence hall provides students with opportunities to learn relationship skills that impact all areas of life and to participate fully in the life of the College. Residential living also provides convenient and cost-effective housing for students. It is one of the most rewarding and important facets of the college educational experience.

In addition, research has shown that students who live in residence halls experience significant benefits from living on campus. For instance, Chickering* (1974) found that residence hall students did better in college, were more likely to succeed, and advanced more quickly. Astin** (1973) found that living in a residence hall had a positive impact on grade point average, completion of the bachelor's degree in a timely manner, student self-image, and satisfaction with living environment.

Judson College is so committed to the value of residential living that **traditional aged, single students are required to live in a residence hall and take their meals in the college dining hall.** Exceptions are made for students living with parent/guardian or spouse within reasonable commuting distance of the college. Since the residence hall program is designed for traditional aged students, the Vice President and Dean of Students reviews requests for residence hall housing by students older than 23 years of age.

Resident students are required to enroll for at least twelve credit hours during Fall and Spring semesters and/or six credit hours during Short Term. The College reserves the right to determine if a student may enroll as a part-time student. Any student residing on campus who reaches the age of 23 during an academic year must complete that year on campus. On-campus housing is not available for married students or for students with children.

Questions regarding this policy should be addressed to the Vice President and Dean of Students prior to the semester in question. This housing policy is subject to modifications based on the availability of on-campus housing. The College reserves the right to deny housing to a student if the student's behavior or academic standing violates the mission or policies of the College.

*Chickering, A.. (1974). *Commuting Versus Resident Students*. San Francisco: Jossey-Bass.

**Astin, A. (1973). "The impact of dormitory living on students." *Educational Record*, Summer.

Residence Halls

The Residence Halls

All residence halls are in a suite arrangement, with two rooms connected by a bathroom.



Kirtley Residence Hall: Named for Anne Elizabeth Kirtley, this hall houses most first-year students. Miss Kirtley was one of the best-loved teachers in the history of Judson College. She began many of the traditions and gave Judson a number of her art objects.



Barron Residence Hall: Barron Residence Hall is named for Julia Tarrant Barron, one of the founders of Judson College and member of the Alabama Women's Hall of Fame. Barron was completed in 1962, and the lobby has been furnished by Alumnae donations.



Women's Missionary Union (WMU) Residence Hall: WMU is a merger of an original building and a comparatively new wing. The south wing dates to 1925, and at one time was connected by a covered walkway to the old Jewett Hall. The north wing was added in 1958.

The Residence Life Staff

Residence Life staff members are eager to assist you in your adjustment to community living in Judson residence halls, in accomplishing your academic goals, and in becoming active in the total life of the College. Contact one of these staff members when you have a need or a problem.

Residence Hall Assistants (RAs) are the first point of contact for residents. These are upperclassmen that live on the hall with the residents. They are responsible for assisting with all aspects of the daily operations of the residence halls.

Residence Directors (RDs) live in the residence halls to coordinate and oversee the work of the RAs. They are responsible for advising and supervising the activities of residents, encouraging residents to achieve their academic and personal goals, and supervising the maintenance of the residence halls. Emergency situations or maintenance problems should be reported immediately to a residence hall director, who will make the appropriate contact to address the situation.

Residence Life Services

Laundry

Each residence hall is furnished with coin operated washers and dryers. Remember that the washers and dryers are used by approximately 100 other students, so be courteous by removing your clothes as soon as they are done. Washers may not be used for dyeing purposes.

For fire safety purposes, do not iron in your room. Ironing boards are available in pressing rooms or in the laundry room. Irons are not provided by the College.

Maintenance

Residents should promptly report any maintenance problems (such as lights, plumbing, and other repairs). Should a request remain outstanding for five working days, let your RD know. In case of an emergency maintenance situation, contact the RD, an RA, or the Office of Student Life (ext. 5108).

Maintenance personnel are in and out of the residence halls during business hours to make necessary repairs. They are required to announce their presence and knock before entering a room or bathroom. They are required to be properly identified by their uniform.

Housekeeping

Housekeeping personnel are responsible for the maintenance and appearance of public areas such as lobbies, halls, and stairwells. Please do not do things to make their job harder.

Housekeeping will pick up trash if it is set in the hall by 7:00 AM.

Ice Machines

Ice machines are located in the basement of each residence hall.

Vending Machines

Each residence hall has a variety of vending machines. Report any problems to the RD.

Microwaves

There are microwaves available for student use on each hall. Remember that the microwave is shared, so clean it up after use. Problems should be reported to the RA or RD.

Storage

Limited summer storage is available in Barron and WMU Residence Halls. Only large items (such as refrigerators or TVs) may be stored. Any items left in storage for more than one academic semester will be removed. A storage agreement, available from the RA or RD, must be signed by the resident storing items; the yellow copy should be taped to the item in storage. The College is not responsible for items left in storage.

Riddle Beach

If you wish to sunbathe in your swimsuits you may do so on *Riddle Beach*, an area next to the gym with a privacy fence. For reasons of safety, residents may not sunbathe anywhere else on campus.

The Residence Hall Community

Residence halls are more than just places to live -- they are classrooms for learning relational skills. As a resident, you are a member of a small neighborhood within each hall and of the larger community of all who live on campus. As with any community, we have policies and procedures to protect the rights of individuals and to help insure the welfare of the community as a whole. In keeping with the mission and Christian purpose of Judson College, the policies and procedures also reflect the standards that are expected of Judson students. If you treat others and their property with the respect you want to be given, there's a good chance that you'll be acting within most of these policies!

Community Assessment

In an effort to teach community values and to maintain a safe and attractive living place for *all* residents, community assessment is applied when the person(s) responsible for damage cannot be identified. Community assessment helps control the costs of repair when deliberate damage or negligent care has occurred in public areas. In the event that the individual or group responsible for damage does not come forward, the cost will be prorated among *all* residents.

Study Hours

Contrary to popular belief, most college students do study and sleep, and some of them prefer to do that at night! In order to ensure that residents have the opportunity to exercise their rights to sleep and study in their rooms, study hours have been established in the residence halls. During study hours noise should be limited to a minimum level so as to not disturb others who may be studying or sleeping. It will help if you keep your door closed during study hours and keep TVs, radios, and stereos at a low volume at all times. (Note: *Study Hours does not mean that you can make all the noise you want at other times; it just sets specific times when you really need to keep it down.*)

If someone else's noise disturbs you, you have both the right and the responsibility to ask them to quiet down. If you experience a noise problem, go to the offender first. If the problem persists, inform the RA or RD.

Study hours:

- 10:00 PM – 8:00 AM
Sunday through Thursday
- Midnight – 8:00 AM
Friday and Saturday

*During the week of final examinations, 24 hour study hours will be observed.

Tutoring and babysitting

Residents who tutor non-Judson students should meet and work with their tutees in the lobby. Tutees should not visit in the room of the resident. Residents interested in baby-sitting are encouraged to baby-sit at the employer's home. Baby-sitting in the residence hall is permitted only for brief periods of time. Baby-sitting is not permitted overnight.

Closing of Residence Halls

All residence halls are closed and food service is not available during designated holiday periods. Residents may not remain on campus during these periods. Normally these include *Thanksgiving, Christmas, Spring Break, semester break, and summer break*. Residents are expected to vacate the residence hall at the specified time for each closing. The College reserves the right to use the residence hall rooms to house guests during these periods.

Housing for special circumstances may be considered for specific residents who experience difficulties with housing during times when the residence halls are closed. Each student who needs housing during those breaks must apply for such consideration in the Office of Student Life. Students who may be considered for special circumstance housing include:

- International students
- Students from outside the southeastern US who are unable to return home
- Students who have jobs with food services requiring them to stay in Marion (a letter from the student's employer on company letterhead must be attached to the request)
- Student athletes who have games during a college break
- Students participating in college-sponsored mission trips during the break

A written request must be submitted no later than one week prior to the date housing is needed. The College does not provide meal service during these times.

Residence Hall Lobbies

Conduct

The main lobby of each residence hall is where visitors (including men) are received. For this reason, you should always be properly dressed while in the lobby during open hours. You should refrain from moving or removing lobby furniture. We greatly prefer that you go to your room if you want to sleep, rather than sleeping in the lobby. And you are old enough to be respectful of common areas, so clean up after yourself and turn off the TV when you leave the lobby and no one else is watching.

Be considerate of others who are visiting or studying in the lobby. Rough and rowdy behavior is not tolerated and noise should be kept to a minimum. Public displays of affection are not permitted in the lobby (or elsewhere on campus). This includes, but is not limited to: kissing, hugging, snuggling, and lying on one another.

Visitation Policy

Residents should remain with their guests at all times. If a guest is found unattended, he/she may be asked to leave. Male guests must leave each night when the residence hall is secured.

Residence Hall Rooms

Room Assignments

As much as possible, requests for a specific residence hall, room and/or roommate are honored. Room assignments are made on the basis of the following criteria, but not necessarily in this order:

- cumulative semester hours
- date of receipt of both reservation form and deposit
- cumulative GPA

Private Rooms

If space is available, a resident may request a double occupancy room as a private room by filling out the proper form (available from the Office of Student Life) and by paying the required additional fee. Private room requests will not be processed until other room requests have been made. Private room status can change if the space becomes needed. RAs and seniors usually have first preference, followed by subsequent classes. Some rooms, due to size, are not available as private rooms.

Checking In and Out

Upon arrival, and each time you move into a new room, you will be given a *Room Analysis Form*. It is critical that you carefully examine the room and furnishings, noting conditions and the absence or presence of furnishings. The signed form is to be returned to the RA or RD *on the day of check in*. This is to protect you! A resident is not held responsible for damages, conditions, or shortages that existed prior to her moving in *if it is noted on the form*.

When you move out of the room, the room will be checked again, changes will be noted, and you must sign the form again. The room cannot be checked until all personal belongings are out of the room. If you do not check out properly, you will assume all damage costs in addition to an improper check-out fine. You will also be charged if the room is left excessively dirty at check out.

Room Changes and Consolidation

- **Room Changes:** Shortly after the beginning of each semester, a time designated by the Office of Student Life is set aside for room changes. During “room change days,” residents may request a room change at no charge. All changes must initiate in the Student Life Office. If you move without authorization, you may be required to return to your original assignment and will be fined.
- **Consolidation:** Occasionally, residents who did not request or want to pay for a private room find themselves without a roommate due to cancellations, withdrawals, and room changes. Residents without roommates are expected to consolidate with another resident or pay the private room fee. In the event that there is only one person without a roommate, the resident may remain in the room alone **ONLY** for the remainder of the semester without paying the private room fee. During that time the room will remain available if needed for another resident.

Furnishings

Every room is provided with single beds, closets, drawer space, desks, chairs, bedside tables, and possibly other furnishings. The provided furnishings become your responsibility while you live in the room. Furniture may not be moved from one room to another or taken apart. Due to a lack of storage space, furniture may not be stored in other locations. Residents who do so may be subject to a fine. Residents may raise their beds for ease of storing things underneath, but not more than eight inches.

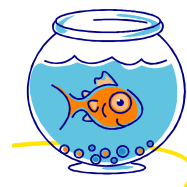
Decorating

Residents are encouraged to decorate their rooms to make them feel more like home. You may hang posters, pictures, and plaques as long as they are in keeping with the Christian purpose of the College. This prohibits the display of sexually suggestive posters or pictures, or advertisements condoning the use of alcoholic beverages or illegal drugs. DOT traffic signs may not be used for decoration and will be turned over to the police by the student or by Student Life. Decorating is limited to residents' rooms and should not overflow into the hallway. Residents may use curtains or valances but may not cover windowpanes or hang signs in the windows.

Because residence hall rooms are used year after year, decorations should be posted in such a way as to avoid damage to walls, doors, and other parts of the room. You *may use* clear packing tape, masking tape, and one to two *small* nails on walls. You are allowed to use two to three *small* nails on the door to hang a message board.

Pet Policy

You may have non-aquarium bowl fish (such as goldfish) but are **not allowed** to have **any** other animals in the residence hall at any time. You will be charged a pet policy violation fee of \$100 per day if any other animal is found in your room.



Room Checks and Searches

- **Room Checks:** In order to ensure a clean and safe environment, Residence Life staff will conduct routine health and safety checks announced at least 24 hours in advance. They will check for neatness and orderliness, fire or health hazards, maintenance requirements, and compliance with College regulations. In order for rooms to be in passing condition, they should be neat and orderly--free from trash, dirtiness, and clutter. Two failures will be considered a violation and will result in sanctions. Generally, safety checks are conducted several times each semester. So clean up!
- **Room/Vehicle Searches:** The College respects a student's privacy and guards against arbitrary and unnecessary intrusion. However, the College does reserve the right to conduct searches for the following reasons:
 1. If there is reasonable cause to believe that activities that are detrimental to the health, safety, and welfare of the College community are taking place;
 2. If there is reasonable cause to believe that contraband is present;
 3. If there is reasonable cause to believe that activities are occurring that violate college policies.

Reasonable effort will be made to have an occupant of the room or the person who registered the vehicle present during a search. However, searches may be done without the occupant/owner present. In the event that a search is conducted, the following guidelines will normally apply:

- The search will be approved by the Vice President and Dean of Students or her authorized designee.
- At least two College officials will perform the search, only one of whom may be a student (RA, Honor Council representative).
- All persons involved in the search and any witnesses will sign a list of items taken as a result of the search.
- Contraband that is openly visible may be confiscated by a college official at any time and is not considered a search.

Visitation Policies

Inter-Residence Hall

An upperclassman resident of one residence hall may visit overnight in another residence hall as long as the hostess and roommate of the hostess are in agreement.

If the number of times a resident stays in another's room is deemed by the Residence Life staff to be excessive, appropriate intervention may be made, including the possibility of charging the resident for occupying two rooms.

Non-resident Female Guests

Non-resident female guests may visit the residence halls. The following guidelines apply:

- A roommate must not be deprived of her privacy, study time, or sleep because of a guest.
- For reasons of security and knowledge of who is in the building in cases of emergency, overnight guests must be registered with the RD.
- Overnight guests must have a hostess present.
- Overnight guests are permitted to stay no more than three nights per semester.
- Guests will be subject to the same housing policies as residents.
- The hostess is responsible for the actions of her guest(s).
- Guests who are not students enrolled at Judson College may not stay overnight during final exams.

Male Guests

To ensure the safety and privacy of residents, male visitors are allowed to visit only in the lobbies of each residence hall. Male guests are not permitted to visit in a resident's room or other non-public areas of the residence halls. Residents with special needs for assistance are honor bound to request permission *in advance* from an RA or RD to have male guests in the room.

Open House

In addition to days when residents move in and out, other special days and hours will be designated when anyone, male or female, can visit in the residence halls. These will be announced and the following guidelines apply:

- Residents should be properly dressed during Open House hours.
- When male guests are in the room, the door *must* remain open.
- Guests will be subject to the same housing policies as residents.
- The hostess is responsible for the actions of her guest(s).

At MMI

Judson students are permitted to visit the Marion Military Institute campus. To stay within MMI's policies and Judson's expectations, visit under the following guidelines:

- The guardhouse should be the point of contact with cadets. Do not go directly to the barracks in order to contact a cadet.
- Cadets are not allowed to be contacted during Confined Quarters (CQ), Sunday through Thursday, 7:30 PM to 10:00 PM.
- Dress appropriately and modestly while visiting the MMI campus.
- The library should be used for study purposes only.
- You may not enter the barracks at any time.

Security, Signing In and Out, and Curfew Guidelines

In order to enhance student safety and accountability and to increase building security, Judson College practices the following sign out, security/access, and curfew policies. You must exercise good judgment and the time-honored rules of safety to protect yourself and your fellow students, particularly when coming and going at night.

Security/Access Policy

Residence halls are locked at all times by the ITI Access System and can only be entered at designated entrances using an access card. Beginning at dusk each day, only campus side lobby entrances are accessible. To maintain this level of security in the residence halls, residents are *honor-bound* to admit only their guests and to refrain from sharing access cards. Residents should NEVER leave their cards outside the building (e.g., under doormats, on window sills). The first offense will result in a \$100 fine. Further offenses will be adjudicated by the Honor Council.

Signing In and Out

Residents with curfew restrictions must sign out using the card provided under the following circumstances:

- Leaving for overnight
- Leaving Marion at any time
- Leaving campus after 7:00 PM

Residents should sign in upon returning.

Bed Checks

When there is some reason to believe that a resident may not be in the residence hall after curfew without special permission, or that an unauthorized person may be present, a bed check may be conducted by the Residence Hall staff or other authorized college representative with the assistance of an RA or Honor Council representative. Reasonable efforts will be made to respect the privacy of each resident and guard against unnecessary intrusion.

Being away from the

Residence Hall Overnight

Students with curfew restrictions needing to be away from the residence hall overnight Sunday through Thursday are permitted to do so by completing an *Overnight Special Permission Form*, available from the RD or Office of Student Life. The form requires that a **parent** or **guardian** call the RD or Office of Student Life and must be completed BEFORE the resident leaves. Therefore, students must plan ahead. If an emergency arises and a resident needs to leave quickly she should contact a College official.

Overnight Special Permission is NOT required under the following circumstances:

- Friday & Saturday nights
- Holidays or extended weekends when ALL classes are OFFICIALLY cancelled
- when a resident is on a college-sponsored trip

What time is curfew?

Unless a resident is on a college-sponsored trip or has gotten permission for a special circumstance, the following curfew regulations apply. The clock in each residence hall will be used as correct time, so synchronize your watch!

Freshmen (0-30 semester hours)

Sunday – Thursday 11:59 PM all year; must sign in and out on card; must have *Special Permission* to stay off-campus overnight Sunday through Thursday

Friday & Saturday *first semester*: 2:00 AM; must sign in and out on card
Second semester: Must place card in the “out” basket to indicate that she is not in the building, and put card “in” when she returns

Upperclassmen (31+ semester hours) with academic or social restrictions

11:59 PM unless otherwise stated

Upperclassmen (31+ semester hours) – no restrictions

None

Safety Guidelines and Emergency Procedures

Appliances

Because of demands on the electrical system and because of fire code regulations, it is critical that all residents comply with the following guidelines:

- No open coil electrical equipment of any sort may be used. Coffee makers and water heaters must be closed-coil, pot type.
- Microwave ovens may not be used in student rooms.
- No individual room air conditioners are allowed in student rooms, other than what the College provides.
- Refrigerators should not exceed 1.8 cubic feet (two per room) or 4.4 cubic feet (one per room). Refrigerators must be plugged directly into a wall outlet or into a UL approved power strip.

Fire Safety

"It is estimated that 1,700 fires hit U.S. college campuses annually." (*On Duty: The Newsletter for Resident Assistants*, March 2000) Fire codes and insurance liability require us to restrict certain objects and activities in residence halls, to protect the safety of all students. The College has thus developed the following guidelines:

- Follow the appliance policy – it is designed to help protect against fire.
- All electrical items should be *Underwriters Laboratory* (UL) approved.
- Do not use normal household extension cords, especially when used with high amperage equipment. Instead, use UL approved power strips with built-in circuit breakers and heavy-duty extension cords with a safety fuse.
- Keep all hallways and exit ways clear of obstructions with complete access available at all times. (This includes the narrow entranceway that some rooms have.)
- All stairwell doors, which act as fire separations, are to be kept closed.
- Students may smoke only on the clubhouse porch – never in or around residence halls.
- Sunlamps, clip-lamps, and halogen lamps are not permitted.
- You may **ONLY** burn self-contained jar candles, and they may **NEVER** be left unattended. All other candles and flame-emitting articles (including incense and paper) and flammable chemicals are prohibited in the residence halls. Seniors may burn their "tradition" candles only during specific traditional activities.
- Do not remove or tamper with smoke detectors--beeping smoke detectors should be reported to the RD.
- It is against the law to activate a fire alarm when there is no fire and/or to disable a smoke alarm system. *To do so will result in disciplinary action.*

Fire and Tornado Evacuation

All residence halls will have a fire and tornado drill at least once per semester. Refusal to participate in a drill will be reported to the Office of Student Life for disciplinary action.

Evacuation procedures are posted on the door of each residence hall room and should be read carefully. An RA will explain the procedures at a hall or floor meeting early in the semester.

In case of an actual fire: If you discover the fire, activate the nearest alarm. Residents should exit the building according to evacuation procedures. All residents must cooperate fully with the City of Marion Fire Department.

Other Safety Related Guidelines

To ensure your safety and that of others, do not:

- interfere or tamper with security systems
- throw, drop, or eject objects from windows
- enter any restricted, locked, or closed spaces on campus
- duplicate or lend room keys
- remove screens from windows



Violations

Violations of residence hall and other college policies will be reported to the Office of Student Life and/or the Honor Council.

Fines and Damage Charges

Violations of residence hall and other College policies will be reported to the Vice President and Dean of Students, Director of Residence Life, and/or Honor Council.

Fees

- Lost room key: \$25.00
- Lost access card: \$25.00
- Improper checkout: \$25.00
- Leaving room dirty at checkout: \$25.00
- Leaving belongings at checkout: \$25.00
- Pet policy violation: \$100 per day

Damage Charges

- Refinish door: \$100.00
- Replace door: \$200.00
- Replace mirror: \$25.00
- Replace smoke detector: \$20.00
- Replace light shade/cover: \$20.00
- Replace telephone or data jack: \$20.00
- Replace or repair window: \$100.00
- Repair of nail holes: \$10.00 each
- Removal of tape markings: \$5.00 each
- Repainting of one wall: \$100.00
- Repainting of four walls: \$300.00
- Repainting or retiling of ceiling: \$100.00
- Replacement of window screen: \$40.00
- Replacement of closet door: \$85.00
- Furniture replacement will be billed at cost.
- Other repairs will be billed at materials and labor cost.

Student Rooms: Damages occurring in student rooms will be charged to the current occupant(s) of the room(s), unless it can be proven that a person other than the occupant caused the damage.

Public Areas: Damages occurring in public areas will be charged on a *pro rata* basis to all residents currently living in the residence hall unless the person(s) responsible can be identified.

Other fees, charges, and fines may apply as deemed necessary by College officials or councils.