

Residence Hall Manual

2017-18

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COVENANT
COLLEGE

IN ALL THINGS CHRIST PREEMINENT

Residence Hall Manual 2017-2018

Welcome to the residential community at Covenant College! You are now part of a living and learning community experience that will become one of the most important components of your education at Covenant College. Through your residence life experience you will be a witness not only to God's grace in your life, but also in the lives of those living around you.

Mission Statement

Residence Life is a co-curricular experience at Covenant College that offers a safe, clean, well-maintained living environment and cultivates a community of discipleship. We hope to engage and foster the following values in each student through the residential learning experience:

1. **Grasp of the Gospel:** Of primary importance is that Covenant students have the opportunity to understand the Gospel and know the freedom from guilt and fear found only in Christ. A greater understanding of their sin and significance in Jesus Christ should have impacts in their relationships as well as in their developing the habits of rest, repentance and joyful obedience to the Lord both individually and corporately.
2. **Heart for Discipleship:** Living in community with Christian brothers and sisters provides plentiful opportunities to die to self and to live for Christ while learning to love the Word and live by it. One primary path for this is in developing a love for being discipled and in turn desiring to disciple others. Through active membership in a local church and pursuing vocation with a Kingdom-oriented perspective, students will in turn develop hearts tuned to service that is Christ-like while learning to love what the Lord loves.
3. **Maturity in Wisdom:** We desire that our students learn to "live skillfully." As a residential college, we purposefully present to them opportunities to develop relationships, resourcefulness, problem-solving skills, responsibility for decisions, and forgiveness. We seek to encourage students as responsive lifelong learners and responsible social participants to be redeemed image-bearers whose worldviews are consonant with the Word of God.
4. **Cultural Intuition:** Beyond cultural intelligence or mere tolerance, we desire that our students develop a cultural sensitivity to the world and empathy for other cultures different from their own. Our goal is mutual cultural understanding through a Biblical frame of reference which considers others as more significant than ourselves while being quick to listen and learn from others.
5. **Convicted Civility:** Seeking to develop critical thinkers and not merely critical people, we want to challenge students to develop in their ability to consider multiple perspectives of an issue and maintain a Christ-like love in defending their position. We desire to develop discerning and relational graduates who can agree and disagree with others in a way that embodies the transforming love of Christ.

Residence Life Staff

Resident Directors (RDs)

The Resident Directors are full-time professionals whose responsibility is the overall administration of the residence halls and supervision of Resident Assistants. They develop and maintain a community that is safe and conducive to learning and consistent with Christian values for on-campus residents.

Daniel Mouw, Carter Hall
Isaiah Barnfield, Founders Hall

Adele Zitzman, Maclellan & Rymer Hall
Hannah Bloomquist, Andreas Hall & Student Apartments
EMERGENCY RD NUMBER (706) 419-1176

Resident Assistants

Resident Assistants (RAs) are student leaders who provide opportunities and experiences for the residents of Covenant College to engage in biblical community. RAs promote a safe and supportive environment by upholding Covenant College's standards of conduct and planning activities that support the mission of Residence Life.

<p><i>Carter Hall</i></p> <p>2nd Central – Tanner Winters 2nd South – Dustin Hayes Ghetto – Nate Mackey 3rd North- Emma Grimes 3rd Central – Emmie Thompson 3rd South – Elinor McKittrick 4th North – Bailee McDonald 4th Central – Meredith Lee 4th South – Maggie Chiang 5th South - Sam Kawecki Borderlands – Matt Glad</p>	<p><i>Founders Hall</i></p> <p>Catacombs – Brad Assaraf 1st Belz – Michael Hoffman Brethren – Tim Wu Ekklesia – Paul Turner Blackwatch – Caleb MacDonald Jungle – Tara Thompson Balcony – Julianne Grimley Jubilee – Becky Bush Highlands – Kristin Hudson Gracewell – Anna Rohl</p>
<p><i>Maclellan/Rymer Hall</i></p> <p>Sutherland – James Mackes The Five Points – Sam Moore Suburbs – Matt Leo Lawrence – Matt Gidney Rowan – Abby Hynson Harambe! – Olivia Becker Halcyon – Brittany Stout Chi Alpha – Anelise Marshall</p>	<p><i>Andreas Hall</i></p> <p>Bloodfield – Zach Dean Ithaca – Colton Nolan Ruhama – Avenly Jones Kallah – Madyson Gibbins Imani – Caroline Reeves The Fritz – Shelby Doctor</p> <p><i>Student Apartments</i> Hannah Lloyd</p>

Room Assignments

To receive an on-campus room assignment, students must be between the ages of 17-25, enrolled in a minimum of 12 credit hours per semester, and actively pursuing a degree. Student Development reserves the right to assign rooms and roommates, reassign students who are without roommates, overload rooms (when the need arises), and terminate room contracts when necessary. Room fees are based on maximum room capacity.

Room Contracts

At the beginning of every academic year, you must sign a room contract with your RD. Also, transfer students will sign a room contract for the Spring semester only. The contract is an agreement between the student and Covenant College for an academic year explaining for what each party is responsible. Therefore, students may not sublease their room. An example of the form is reprinted at the end of this manual so you can refer back to it if you have questions.

Housing Sign-up Process & Policies

For more information about the Housing Sign-up Process, view the [Housing Sign-up Process for Fall 2017-Spring 2018](#).

Room Changes

Changing rooms and/or roommates during the academic year is not permitted. However, in the event that circumstances indicate the need for a change and all other prescribed paths for reconciliation have been exhausted, you must secure permission and final approval from the Resident Director and Associate Dean of Students for Residence Life before a new room or roommate assignment is effective.

Combining Rooms (Sleep/Study Set-Up)

Students who want to set up a sleep/study with another room on the hall (or within their suite) must obtain a Sleep/Study Room Request Form and have it approved by the Resident Director. All residents must agree to the combination. No more than two rooms may combine with each other. Rooms with freshmen may not be combined until after Fall Break. Residents will be held responsible for the room, key, and room rate charge that they were originally assigned.

Room Availability During Breaks

The residence halls will be open for occupancy when the College is in session and over Fall, Thanksgiving, Spring and Easter Breaks. Remember during these break times there is limited or no meal service on campus. Students may be asked to stay in other rooms on campus. Students may not stay in the residence halls during Christmas and Summer Breaks.

Campus Policies

Keys & Security

Each student will receive and sign for a key upon arrival in the residence hall. If a key is lost or broken, the replacement fee is \$25. Room keys belong to Covenant College and may be recalled at any time. Keys are not to be duplicated. **Covenant College strongly encourages residents to keep their rooms locked at all times and purchase renter's insurance for the duration of their stay in the residence hall.**

Visitation & Overnight Guests

All visitors are under the same residence hall regulations and campus expectations as current students. Student hosts are responsible for the actions of their guests. Any visitor who fails to comply with regulations will be asked to leave campus. Family members of the opposite sex may visit the hall of their family member only if approved by the RD and accompanied by their student host.

Overnight guests must be approved by the RD and by all roommates of the student host. Student hosts must complete the Overnight Guest Form for RD approval. Overnight guests must stay on a hall of their same sex and cannot stay more than three consecutive nights twice a month.

Open Hall Hours

Students and off-campus guests may visit halls of the opposite sex on Fridays from 6-11pm, Saturdays from 4-11pm, and Sundays from 1-5pm. If students have a guest of the opposite sex in their room, the door to the room must be open 90° or more and there must be at least one unobstructed light on (other than the light from the TV).

Students should not wait for an RA to ask them to leave, but should take responsibility to be out on time. Anyone who creates an uncomfortable environment may be confronted by any member of the community. Residence Life staff members reserve the right to require members of the opposite sex to leave the hall or common areas. Please be courteous and respect the privacy of any resident who does not wish to participate in open hall hours. As a resident, communicate your privacy expectations with roommates and/or hall mates.

Quiet Hours

Residence halls are designed for sleep/rest, study, and socializing (listed in order of decreasing priority). Students are expected to keep the noise of their relaxation or entertainment within the confines of their own room at all times. Additional quiet hours may be mandated by Residence Hall staff. The following times have been designated as Quiet Hours for all residence halls: 11:00pm-9:00am, seven days/week. 23-hour Quiet Hours will be in effect during exams. See Student Handbook pg. 29.

Student Hours

Students are encouraged to be in their residence hall by 12am (Sunday through Thursday) or by 1am (Friday and Saturday). Covenant does not have a check-in/check-out policy, so students are encouraged to leave contact and travel information with a friend. We want all students to make sure that someone back on campus is aware of their plans when they are leaving campus for an extended period of time.

Building Lobbies, Hall Commons, & Hallways

State fire codes require that hallways be kept clean and clear so that the buildings can be evacuated quickly in the case of an emergency. Students may not leave any belongings in the building lobbies, hall commons, or hallways. Personal items left in common spaces or hallways will be confiscated by Facilities Services and kept in the RD office for two weeks. During this time period, students can pick up the confiscated item for a \$10 fee. After this time period, items will be donated or discarded. Dishes and food left in common area kitchens overnight will be discarded each morning. College furniture is not to be taken out of public areas.

Early Arrivals & Late Departures

- Students must follow the stated times for move-in and move-out days at the beginning and end of each semester. If students are not staying on campus during these extra days, they may not keep their belongings in their room. Students who move in earlier or leave later than the stated dates will be charged \$100/day.
- Returning students must wait until the residence halls have been opened for all students (even if their sibling is a new student).
- Students needing to arrive early to work for the College must be requested by their department supervisor and given permission by the Associate Dean of Students, Residence Life.

Early Withdrawal

Students who withdraw during the semester must obtain the proper forms from the Records Office. Also, you must comply with the cleaning deadline inspections as defined in the check-out procedures. For more information, contact the Records Office.

Prohibited Items & Actions

The following items and actions are prohibited. College staff reserves the right to remove prohibited items and put an end to prohibited actions. College staff also reserves the right to deem any unlisted item or action to be inappropriate or objectionable.

Prohibited Items

- Alcoholic beverage containers—empty, full, or partially full
- Media (e.g. objects, posters, signs, photos, items of clothing, etc.) which depict, promote, or advertise tobacco, alcohol, or drugs
- Media that is, or borders on being, pornographic or obscene.
- Media that is, or borders on being, offensive to others
- Government/municipal signs or equipment
- Inappropriate or offensive flags (e.g., the Confederate flag, swastika, etc.)
- Flags, posters, banners, etc. hung from the exterior of the residence halls
- Heat-generating appliances (including toasters and indoor grills).
- Space heaters or window air conditioning units
- Candles, incense, flame-producing instruments (e.g., matches, lighters, hurricane lamps, etc.)
- Flammable material (e.g., gasoline, kerosene, camping stove fuel, etc.)
- Live Christmas trees & Non-LED Christmas lights
- Halogen light bulbs
- Weapons (e.g., knives, swords, martial arts items, etc.)
- Firearms (e.g., BB guns, air guns, pellet guns, paintball guns, etc.) & Fireworks or explosives
- Extension cords that are longer than six feet and less than fourteen gauge wire
- Electric skateboards including self-balancing boards/scooters and other similar equipment
- Fridges greater than five cubic feet & Microwaves that are more than 900 watts
- Ramps or other skating structures
- Pets or animals other than fish in a 10 gallon or less tank
- Hoverboards

Prohibited Actions

- Storing items above ceiling tiles
- Running electrical cords under rugs
- Tampering with fire alarms, fire extinguishers, smoke detectors, locks, elevators, voice mail systems, telephones, or other safety equipment provided for the protection of the Covenant College community
- Rappelling in or on any college buildings
- Hazing or initiations of any kind (see Student Handbook, p. 13)
- Public nudity (see Student Handbook p. 13-14)
- Outdoor sports inside the residence halls (e.g., kicking a soccer ball, throwing a football, etc.)
- Removing window stops, climbing through windows, throwing anything out of a window, or forcing windows open horizontally
- Water fights in or near campus buildings with people who have not agreed to participate
- Portraying people of any sex, race, or culture in a derogatory way
- Cross-dressing
- Trespassing on any construction, municipal, or fenced-off property
- Improper use of fire escapes and emergency exits
- Accessing roofs of any campus buildings
- Bikes, scooters, rollerblades, or skates shall not be used in the residence halls
- Any unspecified activities that cause disturbance in the residence halls
- Any illegal activity including trespassing on Moody Bible Radio property (students found engaging in illegal activity will be turned over to civil authorities for prosecution)
- Tampering with or removing college property (furniture, garbage cans, electronics, etc.) from its designated space.
- Failing to comply with the directives of duly authorized college employees acting in the scope of their authority

Pranks

If any individual – student, staff, or faculty – catches a prank in progress and asks for the prank to stop, the participants of the prank must comply immediately. The participators of any prank will be held responsible for resolving all negative repercussions of their actions, including, but not limited to, unintentional and unforeseen damage of property. Originators are also responsible to clean and restore campus environments to their original state after pranks. All pranks must comply with the following policies:

- Pranks cannot be harmful to people or property.
- Pranks cannot violate any college policies.
- Pranks cannot include animals, dead or alive.
- Pranks cannot include bodily fluids or solids.

Storage

Students can access storage by contacting an RA on duty on Monday-Thursday between 7-10pm. Students who live less than 300 miles away from the school can store two bins and one personal item in storage during the year and over the summer. Students who live more than 300 miles away from the school can store three bins and one personal item in storage during the year and over the summer. Only current students who are returning for the next semester can store items in storage during Christmas or summer break. Storage areas are locked, but we accept no responsibility or liability for items left in storage (see [insurance section](#)). Unclaimed or non-labeled bins or items left on campus and items left by students who no longer reside on campus are considered to be discarded by the student; discarded items will be donated or discarded.

Acceptable Bins	Acceptable Personal Items	Unacceptable Personal Items
<ul style="list-style-type: none"> - Plastic Storage Bins - Suitcase - Cardboard box - Plastic Drawer 	<ul style="list-style-type: none"> - Mini Fridge - Lamp - Rug - Microwave 	<ul style="list-style-type: none"> - Furniture - Trash bag - Suitcase - Extra box or bin

*Residence Life Staff reserves the right to deny bins or items based on space availability.

Storage Locations	
Carter Hall	6th floor
Founders Hall	Women: 4th floor Men: 2nd floor
Mac/Rymer Hall	Basement (accessible from southern stairwell)
Andreas/Apartments	4th floor Andreas

Care of the Residence Hall Rooms

Students should use caution when using fasteners to hang decorations or other items on the residence hall walls, and must abide by the approved and unapproved fasteners listed below:

Approved Fasteners	Unapproved Fasteners
<ul style="list-style-type: none"> - 3M Removable Command Strips (approved in Carter/Founders/Mac only) - Small thumbtacks, max. 30 (approved in Andreas/Founders only) - Sticky Tac - spring tension curtain rods 	<ul style="list-style-type: none"> - 3M Removable Command Strips (unapproved in Andreas only) - Nails and Screws - Thumbtacks (unapproved in Carter/Mac only) - Duct tape

Room Inspections

Covenant College reserves the right to have authorized college personnel enter any student's housing area for the purpose of inspection, maintenance and/or repairs, health and safety, and/or violations of college rules and regulations. Resident Assistants will do safety inspections several times during the academic year.

Furniture

All college furniture in a room at time of check-in must stay in the room for the year (exception is for approved sleep/study rooms). All mattresses at Covenant are extra long twin (38" x 80"). College beds cannot be lofted or triple-bunked. College furniture must not be removed from individual rooms or common spaces.

Cleanliness

Students are responsible for the cleanliness of their own room, from the outside of the door to the outside of the window. Each room should allow safe and unobstructed passage to the door or external windows at all times. Each resident is required to participate in campus-wide Cleaning Day (usually required to be completed by 4pm on the Saturday prior to final exams). Cleaning expectations for Cleaning Day are communicated by the Residence Life Staff and fines are given for dissatisfactory cleaning.

Damage & Repair

Students are responsible for the condition of their rooms from the outside of the door to the outside of the window. Students must complete a Room Condition Report with their roommates when they check-in. Students are held responsible for any action which intentionally or unintentionally results in damage to the buildings, grounds, or college-owned furnishings. If an individual assumes responsibility, he/she will be charged the total cost of repairs. Damages for which the responsible person cannot be determined may be billed in the following ways: 1) damages within a specific room may be divided equally and billed to all members of that room, 2) damages within a specific hall, floor, or building may be divided equally and billed to all members of that hall, floor, or building.

If an item is damaged, students must complete the online [Maintenance Request Form](#) to request repair or removal assistance from the Facilities Department. Students must complete the Maintenance Request Form as soon as the damage is discovered.

Insurance

Covenant College does not provide insurance to cover losses from vandalism, theft, weather, maintenance issues, or any other damage to your personal property, nor is the college liable for any of the above damages. If you desire insurance to cover personal property, we suggest you check to see if you are covered under your family's existing home insurance or contact an insurance company such as [Worth Ave. Group](#).

Campus Facilities & Services

Safety and Security and ScotsCard

ScotsCard ID access is available in each residence hall. Please see the [Office of Safety and Security](#) to obtain a ScotsCard. Students are expected to have a ScotsCard at all times and will not be granted access to Residence Halls without their ScotsCard or a hosting resident. ScotsCards cannot be used by anyone but their owner. Students are liable for any transactions or access from their ScotsCard.

Health and Counseling Services

The [Priesthill Center](#) is directed and staffed by a nurse practitioner and a part-time registered nurse, with clinic hours Monday through Friday, as posted. The NP and RN are available to take care of general health problems, and can consult and refer students to area physicians or specialists as needed. Students are expected to purchase their own prescriptions, aspirin, and similar medicine cabinet needs. Allergy shots, T. B. tests, and shots necessary for trips abroad can be administered by the nurse. Also, available at the Priesthill Center is Counseling Services that provides free, confidential counseling to students which includes personal counseling, premarital, marital and family counseling.

Bicycles, Motorcycles, and Cars

All resident students are permitted to have bicycles, cars, or motorcycles on campus. Bicycles must be stored in the racks outside of the residence halls or in the owner's room. They may not be left in hallways, stairwells, or common areas of the building. Motorcycles, or any other vehicles with fuel-powered engines, may not be stored in any campus buildings or on porch/covered patio areas. Parking for all vehicles must be in an appropriate space, and students are responsible for all tickets on their vehicles, whether or not they are the one who parked it there. Please refer to the Student Handbook and the [Parking Regulations](#) from the Safety and Security Office for parking and registration information.

Hammocks

Students may use their own personal hammocks around campus, as long as they are tied with rope or other material that will not damage the tree and be not more than five feet off the ground. Hammocks should be hung on trees with trunks 8 inches in diameter or greater. Hammocks must be removed when they are not in use, or they will be confiscated by the Grounds Department.

Housekeeping Services

Vacuums are available in each residence hall for student use, and toilet paper is available from Facilities Services. Students are responsible for providing the remainder of their cleaning supplies. Hallways, common areas, and public bathrooms are cleaned by Facilities Services on a regular basis during the week. Trash must be placed in the trash cans in the commons or cleaning closets on each floor.

Laundry: Washers and dryers are available for student use. Belongings left unattended in the laundry room for more than a few hours may be removed and confiscated by the college.

Emergencies

ScotsAlert

Each student is encouraged to register for the ScotsAlert emergency notification system. This free service (standard messaging rates do apply) sends messages to members of the Covenant community in the event of campus hazards or emergencies that impact college operations and/or safety. [Click here](#) to learn more or to manage messaging options.

Severe Weather (Tornado)

When a TORNADO WATCH is issued, students/residents should be prepared to move to a pre-selected area of safety on the ground floor or basement. Please see tornado emergency procedure signs posted in your residence hall room for specific locations.

In the event of a TORNADO WARNING, the tornado siren will be sounded and a ScotsAlert will be sent via email and text to the campus community. Students/residents should proceed at once in an orderly fashion to a pre-selected area of safety on the ground floor or basement and remain there until the Tornado Warning has been cancelled. All students should remain in this designated area until authorization to leave is confirmed by a Covenant official. Should a tornado hit the campus or immediate area, everyone should restrict his or her movement until the area is cleared of hazards such as power lines, gas lines, and unstable structures.

Fire Safety Protocol

Fire in one of our buildings could be a matter of life or death. Fire alarms are located in every building, and signs in each building point to outside exits. Drills are held at unannounced times day or night, and the RAs are responsible for making sure all residents understand the evacuation procedures. Evacuation maps are posted on each floor or each section of the floor near elevators, stairs, and fire alarm pull stations. Everyone should be aware of alternate routes in case the main exits are blocked. When the alarm sounds, walk to the nearest exit and follow the instructions listed below:

If the alarm is in:	Go to:
Residence Halls and all other Campus Buildings	Chapel Auditorium
Chapel	Great Hall (Carter)

Please stay off the roads and remain at least 200 feet from the building in which the alarm is sounding until a fire official indicates safe re-entry.

In case of fire alarm, Covenant College safety officers, members of the West Brow Fire Department and the Residence Hall staff are in authority and must be listened to and obeyed. Refusal to evacuate the building or cooperate with the authorities listed above is considered a serious disciplinary violation and could result in a \$500 fine. Note: Students will be charged a \$500 fine for all fire alarms that are set off, whether they are intentional or accidental.

Medical Emergencies

For any emergency medical situation, please contact the Director of Health Services or the RA or RD on duty. Do not hesitate to call for emergency help through 911 (no need to dial 9 first) if it is needed. If you need to go to a regularly scheduled appointment at the hospital or doctor, it is your responsibility to find your own ride. If you are not able to secure transportation in an emergency, you may call a residential life staff member for assistance in finding a ride.

Reporting Procedure

1. In any life-threatening or serious medical emergencies, call 911 and then notify campus personnel.
2. Let the Safety and Security Office know about any crime or security violations.
3. Report suspicious persons and activities to a security officer, RA, or RD.

