

# LIVING AREA MANUAL

NORTHWEST UNIVERSITY

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YOUR GUIDE TO LIVING IN THE  
RESIDENCE HALLS & STUDENT  
APARTMENTS

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# Living Area Staff

## Area Coordinators

Area Coordinators are live-in professionals who serve full time to provide relational and administrative leadership within a living area in order to develop a Christ centered living-learning community. Some of their duties include supervision of student staff, crisis intervention, developing personal relationships with students, planning and implementing programs and assisting residents in all aspects of their spiritual, academic and personal growth.

## Resident Assistants (RA)

The Residence Life student leaders (RAs) exist for the purpose of building a community committed to the rewarding, challenging, and energizing work of living life well, together. RAs provide administrative support and assistance to the Area Coordinator and leadership and care to on campus residents.

# Your Room/Apt

## Access

Northwest University reserves the right for university authorized personnel to enter and/or search a student's room without notice in emergencies where imminent danger to life, safety, health, or property is reasonably feared; when the university is closing down at breaks, or when it has been determined, at the discretion of appropriate university officials, that sufficient cause exists. University personnel [professional staff] may enter and/or search a student's room, without notice when there is suspicion of probable cause to believe university regulations have been or are being violated. While it is preferred for students to be present, in rare situations searches may be conducted in the student's absence.

For unplanned service or maintenance that has not been requested by the resident, staff will attempt to notify students 24 hours in advance.

However, depending on the severity of the issue and the staff's ability to reach the student and/or residents of a particular floor, advanced notice cannot be guaranteed. A work request submitted to maintenance is considered consent to enter. During breaks [such as Christmas and Spring Break] university personnel may enter university housing in order to routinely assess the condition of fire alarms, smoke detectors, etc.

## Check-In/Check—Out

New incoming students attending orientation check in on the Thursday before classes begin. Returning students can check in for the Fall semester on the Friday before classes begin; for Spring semester returning students can check in on the Sunday before classes begin.

**During check-in each resident will receive and/or complete:**

- Residence Hall Housing Contract
- NU Lifestyle policy acknowledgment
- Room Condition Form (RCI)
- Hot Topics policy reminders

***\*All students are advised to read the community handbook and living area manual – as they will be held accountable for the policies and procedures found within.***

**Room Condition Forms:** Residents are responsible for doing a room inventory to describe the condition of the room and contents. Residents should write a detailed description of the condition and turn the form into their RA immediately. It is important to note that any damage found at check-out will be compared to what was listed during the check-in. Residents have 24 hours after turning in the Room Condition form to make adjustments to the form. **Please note:** The University is not responsible for forms that are incomplete, not turned in or misplaced. Forms submitted improperly may not be accepted. Verbal accounts of damage assumed prior to occupation are not acceptable forms of

notification. Students will be held responsible for the condition of the room and contents upon checking out (unless otherwise noted on the Room Condition Form).

### Checking Out

Semester Students should vacate their room by 5:00 PM on the Saturday after the last day of finals week. Graduates may apply to vacate the Sunday after commencement by 12:00 Noon without additional cost.

The mandatory community life meetings held in November and April outline important information for residents to follow when checking out of housing.

Residents are to schedule a check out appointment with their RA if they are moving out of housing. Prior to the checkout appointment residents should remove all belongings, return furniture to its original configuration – beds un-bunked and furniture in designated/proper, and thoroughly clean the room/apartment.

Damages are initially assessed with the RA present at the checkout appointment. The Area Coordinator will do a final walkthrough of the room and living area to assess final damages. The Area Coordinator will communicate via email final damage charges. Students wishing to appeal any damage fines will have two weeks to email their AC with a detailed explanation of why the charges should be waived.

### Computer/Internet Access

Northwest University provides network access in all on-campus housing. Outlets are located in each room. **Modem use on campus is prohibited.**

### Health & Safety Checks

Healthy and safety checks happen once a semester by residence life staff members (once in the fall semester for Residence Hall residents and each semester for apartment residents). This is not a room search, staff members will not

be opening drawers, closets, etc. This is a general check; we are looking for potential maintenance requests and entering to ensure decorating and living area policies are being followed. It is also an opportunity for connection with residents.

Residents will have one week after the health and safety check to fix or modify any violations that were found. To avoid having to fix or modify decorations or to prevent policy violations, residents should be familiar with the living area manual and community handbook.

### Damages

In collaboration with the maintenance department, we have compiled a list of charges and fines that may be assessed for general and miscellaneous damage to university owned property. The cost of repairs including materials and labor time are minimums and are ESTIMATED; actual costs may be higher. Damage lists for each living area can be found on the housing website, [here](#).

### Decorations

*Residents are **not** permitted to modify their room/apartment in any way*, including but not limited to altering, defacing, hanging wallpaper, painting, attaching anything or removing anything from the walls (e.g., heaters, plumbing, etc.) or the unit (e.g., furniture). Damages caused by approved decorations will be applied to a residents' housing bill upon checkout.

The following **IS NOT** permitted:

- Nails, screws, molly screws, drywall anchors, hooks, hangers, duct tape, packaging tape, glue, double sided sticky tape, foam mountings or putty at not allowed on the walls, ceilings or cabinetry.
- Candles, incense or any item with an open flame/smoldering tip.
- Low quality twinkle Christmas lights on the walls or ceilings.
- Live trees.

- Posters, pictures, displays, clothing or artwork that contain images, words or sounds of suggestive or negatively portrayed Christian values are prohibited anywhere on campus.

The following **IS** permitted:

- Push pins and removable mounting strips may be used to hang pictures and other decorative items on the walls.
- Small plants and flowers if contained in small potting containers.

### **Holiday Decoration:**

During holiday seasons we encourage residents to decorate and celebrate with the following guidelines:

- Residents should be considerate of roommates and neighbors.
- Decorations may be attached with tape or tacks that will not cause permanent damage to the window, walls or furnishings. Any damage caused will be the resident's responsibility.
- Outside decorations may not block the entrance into the residence hall room or apartment door in anyway.
- The use of permanent paint or markers on the windows is prohibited.
- Decorations should be in compliance with the Biblical beliefs and standards of Northwest University. Any offensive, derogatory, or hazardous decorations will be removed immediately.
- NO LIVE CHRISTMAS TREES
- NO BURNING CANDLES

### **Door Codes**

Giving out your door code is up to you and your roommate's discretion. You and your roommate need to communicate your expectations for sharing your personal door code. You may not share your door code with non-NU students.

### **Lockouts**

Residents locked out of their room should contact their RA or another Res Life staff

member. Security should not be called. The first occurrence is free, other occurrences result in a fine.

### **Furnishings**

Students living in the residence halls and student apartments are provided basic furnishings. Furniture may not be removed from your room/apartment, dismantled or relocated. Damage to any university owned furniture/appliance may be charged to all occupants in the room. Each student is supplied with: desk, chair, bookshelf, extra-long twin bed and mattress, dresser, and window blinds.

In addition to the above, each student apartment is supplied with: dining room table and chairs, kitchen, washer/dryer, vacuum cleaner and plunger. Apartment residents should provide their own: trash cans, shower and cleaning supplies, light bulbs, etc.

Each residence hall room and student apartment have a recycle bin.

Upon checking out, all furniture should be returned to the original configuration – beds un-bunked and furniture in designated/proper locations.

### **Keys**

Student apartment residents are each issued one door key (per resident) upon check in. An optional USPS mail key may be issued at the request of the resident. This mail key is not part of the university mail system; campus mail boxes are located in the Pecota Center. There is a \$25 replacement fee for a lost key. Keys may not be duplicated.

### **Lockouts**

Residents locked out of their apartment should contact security. The first occurrence is free, other occurrences could result in a fine.

## Lighting

Halogen lighting is prohibited in campus housing. All lamps should use appropriate light bulb wattage designated on the fixture by the manufacturer at all times. Energy efficient compact florescent light bulbs (CFLs) contain mercury and should NOT be disposed of in the garbage bins. Please dispose of these bulbs through approved recycling venues.

## Personal Electronic Items

Residents should adhere to the following:

- Residents are permitted to bring items such as computers, radios, lamps, grooming devices and small personal size appliances. Microwaves or toaster ovens (in the residence halls), or any appliances with an open flame are prohibited.
- In the residence halls, the maximum size limit for refrigerators is 48 inches tall and 24 inches wide.
- At no time may more than 4 electrical items be plugged into one wall outlet.

**For example:** *Each wall outlet has 2 receptacles. If an extension cord is plugged into one of those receptacles, 3 items can be plugged into the extension cord and 1 additional item in the 2nd receptacle.* The university retains the right to limit the amount of electrical devices used in one room if excessive use of electricity is found. For energy conservation, all lights and electrical items should be **turned off or unplugged when not in use.**

## Room Care

Residents are expected to keep their room/apartment clean and orderly to avoid potential health problems and in consideration of others. Vacuums are available within each residence hall and student apartment. Other cleaning supplies will need to be purchased by the resident.

- Furniture should not be removed from the room/apartment at any time. Upon checking out, furniture is expected to be cleaned and put back in its original configuration, NOT bunked.
- All garbage should be disposed of in the dumpsters located outside each residence hall building and apartment block. Personal residence hall room garbage should not be deposited in the shared bathroom receptacles or lobby.
- Window screens should not be removed from windows. Windows may not be used as an access point into the room. Missing or damaged windows screens may be charged to the resident's student account.
- Window blinds should be used with care. Residents should open the blinds prior to sliding them to one side. Personal belongings placed near windows need to be placed away from the blinds to avoid damage. Broken blinds may be charged to the resident's student account.

\*All student apartment residents are provided an Apartment Upkeep Guide to help with additional room/apartment care.

## Placement

### Billing

The semester charge is published in the current Academic Catalog. For residence halls, it includes the use of one room, furnishings, utilities, media services, maintenance, cleaning of common areas, community programming, use of lounges and a full meal plan. For student apartments, it includes the use of one apartment, furnishings, utilities, media services, maintenance, community programming and use of the community room.

The fall housing semester consists of the Friday before classes begin in August until the Saturday after the last day of finals in December. The

spring housing semester consists of the Sunday before classes begin in January until the Saturday after the last day of finals in May. The total number of days in either semester can change from year to year.

\*Residents assigned to a student apartment placement both fall and spring semesters may stay in their apartment between semesters at no additional cost (but still must apply for Christmas housing).

## Cancellations

To cancel housing, residential students must:

- Submit a Housing Modification Form to the Student Development office
- If they are living in campus housing and cancel, students must check out with a Residence Life staff member

If a student cancels before the start of the new semester, the semester housing charge is refundable. If a student cancels after the start of the new semester, the prorated semester charge will be applied to their bill (below):

Housing charges are billed from the Thursday to Wednesday on any given week:

- ✓ 2.5% per day during the first week of the semester charge
- ✓ 20.0% during second week of the semester charge
- ✓ 32.0% during third week of the semester charge
- ✓ 44.0% during fourth week of the semester charge
- ✓ 56.0 % during fifth week of the semester charge
- ✓ 68.0% during sixth week of the semester charge
- ✓ 80.0% during seventh week of the semester charge
- ✓ 92.0% during eighth week of the semester charge
- ✓ 100.0% after eighth week of the semester charge

## Modification Forms

If you are modifying or cancelling your current housing status (because you withdrawing, applying to live off campus, or requesting an on campus change), you need to fill out a Housing Modification Form. Housing Modification Forms can be found on the housing website and need to be turned into the Student Development office. Depending on the semester, forms are due on **May 1<sup>st</sup>** or **December 1<sup>st</sup>**.

When requesting an on campus change, you need signatures from: your future roommate, current RA, and your current AC. Click [here](#) for more information about our Room Change Policy.

When submitting a Housing Modification Form because you intend to live off campus, you must also fill out the online Residential Exemption Request and have it approved. If the off campus application is not approved, the Modification Form will be voided.

If you need to withdraw your Modification Form, please email [housing@northwestu.edu](mailto:housing@northwestu.edu).

## Non Refundable Fee

A \$150 **non-refundable** housing fee is required to secure an on campus housing placement. This **ONE** time fee will follow students even if they change housing locations on campus. It will be kept on file until a student moves out of campus housing.

This fee is refundable only to new incoming students who apply for housing, pay the deposit but withdraw **before** being assigned a room. Once ANY students have been assigned a room, the deposit is non-refundable even if they do not end up attending Northwest University. Placements can always be checked by students by logging into MyHousing on the Eagle website.

## Room Assignments & Selection

All residential students should submit an online housing application and have a \$150 non-refundable housing fee on file. Students will

receive room placements through their NU email account.

### Returning students

The **priority time** period for returning students to select their room for the upcoming semester is during the previous semester. It is tied closely to when class registration begins and usually runs for a number of weeks. This student initiated placement is done electronically through placement lotteries via MyHousing. Students are eligible to participate in the lottery once they complete an online returning housing application and register for classes. Once the priority time frame ends returning students must participate in a summer lottery to select their fall placement. After the final summer lottery, the Director of Residence Life and Housing will manually assign placements.

### New Incoming Students

Housing assignments will be sent to NU your email address. To receive a campus housing assignment, students must fill out an online housing application, pay the non-refundable placement fee AND register for classes. Beginning in June, students will be notified of their housing placement around the first of every month. Students can always log onto MyHousing and view their housing profile, assignment and roommate(s).

### Roommate Placement

Students are able to request roommates on their housing applications. Inquiries and requests for roommate changes before August 1<sup>st</sup> will be given priority; however, changes are not guaranteed.

### 3 Person Rooms

3 Person Rooms are the largest rooms within the residence halls. They can accommodate 3 residents with the same space comparable to a double room. Thus rates are not reduced in these rooms.

### Single Rooms

Private rooms are standard double rooms with only one resident assigned to the space. Both sets of furniture will remain in the room at all times; maintenance will not remove the extra set. Students may request a single room by emailing the Director of Residence Life and Housing; **requests are for the entire academic year** (unless a student enters mid-year. There is an additional cost for a single placement.

Single rooms are not guaranteed but requests are granted **when space permits**.

### Room/Roommate Changes

In efforts to establish floor/building community and provide a smooth transition into the academic year, room or roommate changes are not permitted during the first six weeks of the academic semester. Room and roommate assignments are typically for the duration of the academic year. Room or roommate changes may be approved on a case-by-case basis (but only after the first 6 weeks of each semester), depending on circumstances, available space and other factors.

Room or roommate changes will not be approved:

- In the case of unaddressed roommate conflicts.
- Without a completed Housing Modification Form.
- Without an in-person meeting with an AC\*.

*\*Exceptions are made for residents moving from the residence halls to an open room in the student apartments. A completed Housing Modification Form is necessary but not a meeting with the AC.*

Click [here](#) for or the complete Room Change Policy.



# Policies

## Alcohol

Alcohol (the possession, use, consumption, manufacture or distribution, including paraphernalia) is not allowed in campus housing – this includes guests of residents.

Click [here](#) for the full policy.

## Car Repair

Car repair is not allowed on campus or in the parking lots; changing a tire is permitted.

## Lifestyle Standards

The university Life Style Standards outlined in the Community Handbook detail specific expectations regarding Alcohol, tobacco, illegal drugs, weapons and firearms for our students. Northwest University places a great deal of importance on relationships and recognizing the need for responsible behavior. The covenant found within the Life Style Standards is a description of the environment the University seeks to maintain.

**All residents**, including those who are not university students, have a responsibility to maintain these Life Style Standards. These standards include a restriction on the use of tobacco and alcohol. The use of tobacco and alcohol products is not permitted in any campus housing unit or on the University Campus.

## Overnight Guests

**Residence hall and student apartment** students may host adult overnight guests of the same gender with roommate consent. Prior to the visit, a completed Guest Registration Form should be submitted to the Area Coordinator. Forms may also be obtained from RAs or from the Residence Life Website.

Visitors can stay for up to **three** nights per semester if approved by the Area Coordinator.

No visitors of the opposite sex are allowed to stay overnight in a student's room.

Guests are the responsibility of the student hosting the visit and are expected to abide by all community handbook regulations. It is the responsibility of the hosting student to convey guest expectations.

## Parking

All vehicles, motorcycles, and scooters operated or parked by students must display a current Northwest University parking permit. Students may not park on the nearby City of Kirkland neighborhood streets.

In the student apartments, there is only one numbered parking space assigned to each apartment. Unmarked parking spots are available on a first-come-first-serve basis. Apartment residents **CANNOT** park in the FIRS parking lot, on NE 53<sup>rd</sup> Street or on 114<sup>th</sup> south of 53<sup>rd</sup>. Violations could result in a fine and disciplinary sanctions.

**Guest Parking:** Parking within the apartment complex is for permitted Northwest University Apartment residents **ONLY**. Apartment guest parking is located behind the gym or in the upper Barton Building parking lot.

## Pets

No pets or other animals are permitted to be housed, boarded, brought to, or kept in the residence halls or student apartments. This includes dogs, cats, birds, guinea pigs, gerbils, rabbits, chicken, snakes, turtles, frogs, or any other pets or other animals not specifically mentioned herein. The only exception to this rule is small, non-poisonous fish stored in a one (1) gallon bowl. Aquariums that require electricity/battery to operate are not allowed. It is the responsibility of the resident to inform visitors that no animals are allowed in the residence halls.

## Pranks

Students are encouraged to promote an environment of trust and respect where students feel valued and safe. Therefore pranks are discouraged.

## Quiet Hours

The noise level in residence halls and the outside area surrounding these living areas should be low during quiet hours 10:00 PM – 8:00 AM (including weekends); 9:00 PM – 8:00 AM in the student apartments. Loud music or conversations, singing, gaming, playing instruments, walking heavily, stomping or yelling is not permissible.

## Respect/Courtesy

Residents should maintain a low level of noise during quiet hours 10:00 PM – 8:00 AM (including weekends). Residents occupying upper level rooms/apartments should be considerate of neighbors below. Loud music or conversations, singing, gaming, playing instruments, walking heavily, stomping or yelling is not permissible. Repeated violations to the noise policy may result in a referral to the judicial committee and or the confiscation of electronic equipment.

### *Working out problems with neighbors*

From time to time residents may have issues with neighbors and roommates. Residents are encouraged to use Matthew 18:15 as a guideline in all disputes with neighbors. Confrontation may be uncomfortable and residents may seek the guidance or support of their RA. If communication and dialogue are not successful, residents should contact their Area Coordinator.

### *Roommate Contracts*

It is encouraged that all residents make a roommate contract with their roommate at the start of each semester. The first step in any disagreement is generally a roommate contract and/or adjustment to one already in place. If issues arise mid semester, roommate contracts

may become mandatory as part of a mediation plan.

\*Student apartment residents are provided with an **Apartment Success Plan** at the beginning of the fall semester to assist roommate negotiations and delegation of responsibilities.

## Roof

For general safety, the University prohibits activities such as: climbing interior or exterior building walls or campus structures; climbing through windows; or being on any building roof or ledge. Violation fines do apply.

## Service or Emotional Support

### Animals

In accordance with the Disability Accommodations Guidelines, students must initiate an accommodation request for a residential service animal or emotional support animal by contacting the Director of Academic Success and Advising. Students must provide recent documentation of the disability by a qualified medical or other licensed professional in a statement of requested accommodations.

Reasonable and appropriate accommodations are determined on a case-by-case basis for qualified students who have demonstrated a need or have a qualifying disability for these services. Students must also submit a registration and care plan to the Director of Residence Life and Housing.

Granted accommodations are reviewed annually or as needed.

Email housing at [housing@northwestu.edu](mailto:housing@northwestu.edu) to see the animals that are excluded from accommodations and other related definitions and policy.

## Theft

The University accepts no responsibility for any loss, damage or theft to personal possessions whether caused by fire, flood, other persons or

disasters. Residents can obtain their own insurance for personal belongings.

## Tobacco

Tobacco, marijuana or any other illegal drug (the possession, use, manufacture or distribution, including paraphernalia) is not allowed in campus housing – this includes guests of residents.

Click [here](#) for the full policy.

## Visitation – GPC Res Hall

No person of the opposite sex is allowed on the wing/floor, hallway, stairwell or room except during visitation hours.

**Visitation hours are from 7:00 pm – 10:00 pm Monday through Sunday.**

\*Room doors must be completely open while guests are present.

## Visitation – Gray/Beatty Res Hall

No person of the opposite sex is allowed on the wing/floor, hallway, stairwell or room except during visitation hours.

**Visitation hours are from 7:00 – 10:00 pm Monday-Friday and 2:00 – 10:00 pm Saturday and Sunday**

\*Room doors must be completely open while guests are present.

## Visitation – Student Apartments

No person of the opposite sex is allowed in the apartment except during visitation hours.

**Visitation hours are from 12:00 pm – 12:00 am every day**

\*After 10:00 pm visitors must NOT be in bedrooms but only in living/dining areas and room doors must be completely open while guests are present.

# Your Living Area

## BBQ

Residents may ONLY use:

- Electronic grills outside
- Grills with an open flame (propane) a minimum of 15 feet away from a building

*\*Residents may not store propane inside residence halls, apartments, or rooms.*

## Community Room

The Community Room is located directly underneath building D (south end). It is furnished with a kitchen and offers full size appliances, a large screen cable television, seating, wireless internet and several game tables.

The room is open 24-hours for student apartment residents and can be accessed by using a door code.

The Community Room may also be reserved by emailing the Area Coordinator of Extended Community, filling out a Community Room Use Form and getting approval.

## Kitchens

Each Residence hall has access to a kitchenette that includes a microwave and a stove for individual light cooking. In GPC, the kitchenette is located in the basement of Guy Hall. In Gray/Beatty, the kitchenette is located in the basement of Gray Hall. Refrigerators are not provided. Residents using the kitchenettes are responsible to keep the area clean and free of personal cooking items when they are finished. Any utensils left in the kitchenettes may be disposed of without notice.

## Laundry

Residence halls residents have access to a centralized laundry room with credit/debit card

operated washers and dryers. Follow the payment instructions located on the machines. **Residents should not leave their clothing in the laundry room.** Northwest University is not responsible for lost or stolen items. Please do not leave “Free” items in the laundry room at any time.

Each student apartment is furnished with a credit/debit card operated washer and dryer located within a closeted area in the hallway. Follow the payment instructions located on the machines.

Every resident (res halls and student apartments) can check the status of their laundry from a computer or phone by visiting washview.com.

*When a your debit/credit card is swiped in the laundry machines, a PENDING HOLD amount of \$8.00 is put on your bank account for 24 hours. It is assumed that there will be more than one \$1.25 charge within that period of time and rather than having each small individual transaction post, they all charged together the next day. At that point only the correct amount should be charged on your account and the \$8.00 HOLD is taken off.*

***\*If there are problems with the machines please submit a maintenance request online.***

## Breaks

### Thanksgiving break

The residence halls and student apartments are open during the Thanksgiving break while there are no classes.

There is no visitation or overnight guests during this break. \*The Caf has limited posted open hours.

### Christmas break

Christmas interim housing is allowed on specific days between the fall and spring semester for residents in the resident halls who meet the qualifications. The halls are completely closed when the university is closed to honor the Christmas holiday. Residents who are registered for spring classes and assigned to a room may leave their personal belongings in their room without charge. Students who need to stay in the residence halls during Christmas housing dates must apply by filling out a Christmas housing application.

To qualify for Christmas interim housing, students must be registered for spring classes and assigned to a room for the spring semester.

The residence halls close the Saturday after the last day of the semester by 5pm; those who are not approved to live in Christmas housing must check out of their room (but are allowed to leave their belonging in their room as long as they are registered for the spring semester).

Apply by filling out the Christmas housing application available in the Student Development office. Christmas housing charges do apply.

### Spring break

The residence halls and student apartments are open during the spring break while there are no classes.

There is no visitation or overnight guests during this break. \*The Caf has limited posted open hours.

### Summer

Summer interim housing is allowed on specific days between the spring and fall semester for residents who meet the qualifications. Students who need to stay in the summer housing must apply by filling out a summer housing application online.

To qualify for summer interim housing, students must be returning NU students, registered for fall classes. Priority is given to students who are taking a minimum of 3 credits from Northwest University, who are employed by the university or who have a full time job off campus. Applying does not guarantee placement.

The residence halls and student apartments close the Saturday after the last day of the semester by 5pm; those who are not approved to live in summer housing must check out of their room/apt.

Apply by filling out the summer housing application available online via My Housing through Eagle. Summer housing charges do apply.

## Safety/Security

### Emergencies

NU security is available 24/7 to assist community members. If you need an escort to your car, assistance with a dead battery, or help in general, please contact a security officer at (425) 889-5000 (or 222 from any campus phone).

- In case of emergency call campus security or **911** for Kirkland Police or Fire.
- For maintenance or housing emergencies during non-office hours please contact the RA or AC on call by dialing **425.577.8135**
  - **Gray Beatty RA on call**  
503.476.1296
  - **GPC RA on call** 503.673.6294
  - **APT RA on call** 503.673.6249
- Campus emergencies, school closures and other important time sensitive notifications may be broadcast in several ways including the university telephone, text message alerts, email, bullhorn, and posts on the Eagle Website. All residents should sign up for the text message alerts through NU

Campus Alerts. Residents are encouraged to become familiar with the university's Emergency and Crisis Management Plan.

### Fire Alarms

Fire alarms are there for your safety! *Do not disconnect the smoke detectors.* All fire alarms are battery operated. Fire alarms and smoke detectors are checked periodically for malfunctions and battery testing. If you find a smoke alarm that is malfunctioning or needs batteries, please report it immediately to the maintenance department by filling out an online maintenance request form.

During a fire alarm, residents are to get out of the building as quickly as possible.

GPC residents should **evacuate** to the Wellness Center parking lot or the tennis courts.

Gray/Beatty residents should **evacuate** to the Davis building parking lot or the tennis courts.

Apartment residents should **evacuate** to the north FIRS parking lot or the grass island.

Residents can only re-enter the building or apartment once the "all-clear" sign from Security or the fire department has been given. If you do not evacuate you will be fined \$50 for not responding to fire protocol. We deeply care about student safety and ask for respectful and quick compliance with alarms.

### Hall Codes

Do not share or give out hall codes (that allow you into your residence hall) to anyone of the opposite sex or any non-NU student. For the safety of the community, if it is discovered that a hall code has been given out to a member of the opposite sex or to a non-NU student, the codes will be changed. A \$50 fine will be given to anyone who shares the hall code with a member of the opposite sex.

## Hall and Apartment Safety

In order to provide for the safety of residents and visitors alike, students in the residence halls are not to prop hall or building doors open. Violations will result in a \$50 fine.

Student apartment residents are encouraged to always lock their front apartment door.

## Services

### Maintenance

The maintenance department manages the upkeep and repairs of the university facilities. Residents should report items immediately that need to be repaired or serviced through the online Maintenance Request Form: <http://eagle.northwestu.edu/maintenance-requests/>

Failure to report maintenance needs in a timely fashion may result in a damage charge to the resident.

#### *General Reminders:*

- No hair, paper products (other than T.P), cotton balls, tampons, sanitary napkins etc... are to be disposed of down the toilets. Please do not use chemicals in the tank of the toilets (i.e.: blue water chemicals, bleach tablets etc.)
- If you are experiencing maintenance emergency, please contact a member of the Residence Life staff immediately or call the AC on call.
- Residents are responsible for disposing of larger personal items upon checking out. Items are not to be left in the resident halls, lounges or next to dumpsters.
- Northwest University will make every effort to communicate with residents prior to entry. In practice, work persons or contractors of the opposite gender may enter the floor 10:00 am – 8:00 PM. If an emergency situation warrants

a visit outside these hours, a member of the Residence Life staff will accompany them onto the floor. University maintenance personnel reserves the right to make periodic inspections, furniture adjustments and/or to make maintenance repairs related to fire safety, sanitation or general repairs in cooperation with residence life staff members.

### Room Reservations

To reserve Perks lounge, GPC kitchen, Crowder lobby, the Gray/Beatty basement or lobby, a res hall study room, or the Apartment Community Room – please email the AC for that living area. Quiet hours do apply and all other living are expectations. Movies cannot be shown in public spaces unless it is being used for educational purposes; video games are also not permitted to be played in public areas such as lobbies or lounges. Rooms may not be reserved for the entire semester or year, however exceptions can be made for smaller rooms for life groups. Reservations are on a first come, first serve basis. Residents reserving the room are responsible for their belongings and cleaning up the space.

### Storage

Storage of personal belongings in residence hall hallways, empty rooms or apartment front/back porches is not permitted. Residents may request to store personal belongings in the storage units located in the basement of Crowder Residence Hall. Information and pricing is available in the Student Development office.

## Odds & Ends

### Appeals

Residents seeking to appeal a housing related damage charge, fine, placement or policy should complete and submit the Residence Life and Housing Appeal form to the Director of

Residence Life and Housing unless otherwise instructed by their Area Coordinator. Appeals should highlight the policy and why the resident's circumstance or unavoidable even prohibited compliance to the policy. Evidence and other pertinent details to help garner an informed decision should be included. Petitions are taken to the Housing Appeal Board where members review submitted documents and make necessary decisions; all decisions are considered final.

Student Petition or Appeal forms can be found on the Student Development website; the Housing Appeal Board members include but are not limited to: the Director of Residence Life and Housing, Area Coordinators and the Housing Coordinator.

## Communication

It is expected that residents will send all university related questions or inquiries from their NU email address. Residents are responsible for information communicated through their NU email by the Student Development office and staff.

*When communicating housing cancellations or withdrawals, verbal communication is not an acceptable form of notification.* Residents should submit a completed and signed Housing Modification Form to the Student Development office to communicate their intentions. Scanned copies of signed forms are acceptable.

## Community Life Meetings

There are a total of three **mandatory** meetings each year – Community Life Meetings. The first one at the start of each semester is designed to help students acclimate to the residence life program, housing expectations and community guidelines. The second one is near the end of the fall semester to inform students about important Christmas break check out procedures and housing options. The third mandatory meeting is held in the middle of the spring semester to help students with check out

procedures, expectations and summer housing options.

Hosted by the Residence Life Staff, the meetings are informative and provide up to date information. Therefore all residents, whether new or returning, should attend the meeting. The meeting is specific to the housing location and is held in the community lounges. Residents who do not attend the meeting without prior permission to miss by their Area Coordinator, are charged an absence fee.

## Housing Requirements – Res Halls

Traditional, undergraduate residents must:

- Be between 17 and 25 years old
- Have an academic load of 12 credits or more
- Have a \$150 non-refundable housing deposit on file
- Have filled out a housing application

Residents under the age of 18 prior to the start of the semester will need to fill out the Parental Waiver of Liability/Permission that can be found on the Residence Life website.

## Housing Requirements – Student Apartments

Traditional, undergraduate residents must:

- Be between 20 and 25 years old
- Have an academic load of 12 credits or more
- Have a \$150 non-refundable housing deposit on file
- Have filled out a housing application

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