

Residence Halls

This section of the Community Handbook establishes specific expectations and guidelines that govern how the members interact and conduct business while in campus housing. The University reserves the right to update, change or correct any information provided in this manual without notice.

Alcohol

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

Billing cycles (semester)

The semester charge is published in the current Academic Catalog. 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. 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 Friday 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.

Car repairs

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

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 if they are sent from a university issued e-mail address.

Decorating

*Residents are **not** permitted to modify their room 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).*

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.

Door/Hall Codes

Do not share or give out codes with anyone. For the safety of the community, if it is discovered that a hall code has been given out, the codes will be changed.

Emergencies

Call 911, Security and then the AC on-call by dialing 425.577.8135

Fire alarms

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 a maintenance request form.

Furniture

Furniture may not be removed from your room, dismantled or relocated.

Guests

Residence hall students may host adult overnight guests of the same gender with roommate consent and space is adequate to host another guest in the room. Prior to the visit, a completed Guest Registration Form should be submitted to the Area Coordinator. Forms may also be obtained from the Resident Assistant, Area Coordinator, or on the Residence Life Website.

Visitors can stay for up to three consecutive 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.

Hall Safety

In order to provide for the safety of residents and visitors alike, students are not to prop doors open after they have been locked by security. Violations will result in a \$100 fine and the possibility of additional university sanctions. Repeated violations may result in suspension and potential dismissal.

Non-Refundable Housing 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.

Housing Requirements for the Residence 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.

Interim Housing (Summer or Christmas Housing)

Christmas Housing

Christmas Interim Housing is allowed on specific days between Fall and Spring Semester for residents in the resident halls. The halls are completely closed the last 10 days of the year when the university is closed to honor the Christmas holiday. Residents registered for classes and assigned to a room in the spring semester, may leave their personal belongings in their room without charge. Residents choosing to remain in their room for the days after the last day of school till the day before the university closes should apply for interim housing. Please fill out a CIH Application and turn it in by the due date. Please note that the Housing Office maintains an accurate count of who is utilizing space in the halls. Residents not approved to stay in interim housing should not stay past the Saturday after the last day in the semester at 5:00 p.m.

Summer Housing

Summer Housing is only offered to students who are employed by the university (or contracted with the university through maintenance) or who are taking a minimum of 3 summer class credits from Northwest University.

Students will receive a summer housing placement once they have filled out a summer housing application and been approved. Residents not approved to stay in summer housing should not stay past Saturday after the last day in the semester at 5:00 p.m. Summer housing charges do apply.

Liability/Loss/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.

Lighting

Halogen lighting is prohibited in the residence hall room. 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

Microwaves, toaster ovens, or any appliances with an open flame are prohibited. The following are permitted: computers, radios, lamps, and small personal size appliances, gaming consoles, and other electric toys.

The maximum size limit for refrigerators is 48 inches tall and 24 inches wide.

Pet Policy

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

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

Quiet Hours

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

Roof Access

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.

Tobacco

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

Visitation

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.