



Residence Halls & Student Apartments  
**Living Area Manual**

Northwest  
University  
2019 - 2020



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*\*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.*

## 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.

### Assistant Area Coordinator (AAC)

The Assistant Area Coordinator provides administrative support and assistance for the Area Coordinator (AC) of the assigned residential living area on campus. They are the senior student leader on the area's residence life staff.

### 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. There is 1 RA per floor or apartment building.

## 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 probable cause to believe university regulations have been or are being violated. While it is preferred for students to be present, in some 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.

### Bedframe Modifications

All rooms come with included furniture pre-arranged for two, three, or four people, depending on room occupancy. Upon arrival, rooms will have a bed, dresser, desk, and bookshelf on each side of the room. Residents may rearrange furniture when they move in, but upon checkout, rooms must be put back into the configuration of the room at the time they moved in.

Depending on the size of your room (double, triple, or quad) there will be at least one short bed and one tall bed that can be used as a bunking set. These taller beds are ones that can have dressers fit underneath them. The shorter ones will not be able to have dressers fit beneath them. To increase the height of either bed, students may use one set of bed risers. Students may not stack multiple sets of bed risers on top of each other.

**You are permitted to:**

- Request pins (from your RA), to bunk your beds.
- Rearrange the furniture layout in your room.
- Use 1 set of bed-risers to increase the height of your bed frame (by no more than 12 inches).
- Adjust the height of your mattress platform on the bedframe (if your bedframe is adjustable) so to raise your mattress higher.

**You cannot:**

- Build a loft that increases the height of your bedframe.
- Stack multiple sets of bed risers or stack the bedframe on any furniture.
- Use a bed-riser on a bunked set of beds.
- Request to have two tall beds or two short beds; each room comes with at least one bunkable set.
- Remove any university-issued furniture from the room or request maintenance to remove it.

## 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 the check-in process each resident will receive and/or complete:**

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

**Room Condition Inventory Form:** Residents are responsible for doing a room inventory to describe the condition of the room and its 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. If an RCI has not been turned in after add/drop week, residents could be fined \$25.

**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. Pictures of the room's condition will not be accepted as evidence for prior damages unless submitted along with the Room Condition Form.

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

Students should vacate their room by 5:00 PM (or 9:00 PM depending on graduation) on the Saturday after the last day of finals week. Graduates may vacate the Sunday after commencement by 12:00 Noon without additional cost.

The mandatory living area meetings held in November and April outline important information for residents to follow when checking out of housing. Missing the meeting will result in a \$25 fine unless approved by the AC and communicated with a 24-hour advance notice.

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 place (one set per side of room), 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 one week 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. **Modem use on campus is prohibited.** Please see the complete Network Use Policy in the online Student Handbook.

For help logging in, visit the Information Technology website online, [here](#).

## 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 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. A week grace period will not be given for the use of thumb tacks as residents will be fined for using them and asked to remove them immediately.

## 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. To request a damage list guide for your living area, please email [housing@northwestu.edu](mailto:housing@northwestu.edu).

## 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' student account upon checkout. Residents are encouraged to NOT attempt to fix their own damages as it creates more work for the Maintenance Department; attempting to fix damages could result in higher fines.

The following **IS NOT** permitted:

- Thumb tacks/push pins, nails, screws, molly screws, drywall anchors, hooks, hangers, duct tape, packaging tape, glue, double sided sticky tape, foam mountings or putty are not allowed on the walls, ceilings or furniture.
- Candles, incense or any item with an open flame/smoldering tip (candle wick must be white).
- 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.
- Decorations/clothing/pictures relating to alcohol, drugs, paraphilia, including shot glasses or empty bottles.
- Per fire code, no decorations can be on the ceilings or over/through door frames.

The following **IS** permitted:

- Removable mounting strips may be used to hang pictures and other decorative items on the walls. (Use caution when removing strips).
- White or blue sticky tack.

### Holiday Decoration:

During holiday seasons residents can decorate and celebrate with the following guidelines:

- Residents should be considerate of roommates and neighbors.
- Decorations may be attached with tape or sticky tack 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 or WREATHS
- NO BURNING CANDLES
- All holiday decoration must be removed before the start of the spring semester.

### 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. For safety reasons, we recommend not sharing your door code.

### Residence Hall Lockouts

Between the hours of 8:00 am and 10:00 pm, if residents are locked out of their residence hall, they should contact an RA on-call or the AC on-call. The RA or AC will advise the student when they are available to meet to allow entry.

Between the hours of 10:00 pm and 8:00 am, if residents are locked out of their residence hall, they should contact Security.

### Apartment Lockouts

Residents locked out of their apartment should contact Security.

### 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 a: desk, chair, bookshelf, extra-long twin bed and mattress, dresser, and window blinds.

In addition to the above, each student apartment is supplied with a: couch, settee, dining room table and chairs, and washer/dryer. Apartment residents should provide their own: trash cans, shower and cleaning supplies, etc. Vacuums can be checked out with an RA.

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.

## 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, lamps, grooming devices and small personal size appliances. Microwaves or toaster ovens (in the residence halls), or any appliances with an open flame or element are prohibited (including, but not limited to: rice cookers, crockpots, hot plates, panini grills, and griddles).
- In the residence halls, the maximum size limit for refrigerators is 48 inches tall and 24 inches wide.
- At no time may more than 8 electrical items be plugged into one wall outlet (by using a surge protector). Only 1 surge protector extension can be plugged into one wall outlet; no “daisy chaining cords” – plugging one multi-plug into another multi-plug).

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 in each living area and can be checked out with your RA.

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: beds NOT bunked in the residence halls (expect for triple rooms) and beds bunked in the apartments.
- 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 disposed of 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 window screens may be charged to the resident’s student account.
- Window blinds should be used with care. Personal belongings placed near windows need to be placed away from the blinds to avoid damage.

\*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, 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, 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 Cancellation 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 Saturday to Friday 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

## Housing Cancellation Form

If you are cancelling your current housing status (because you are withdrawing, applying to live off campus), you need to fill out a Housing Cancellation Form. This form can be found on the housing website and needs to be turned into the Student Development office.

## Non-Refundable Fee

A \$150 **non-refundable** housing fee is required to secure an on campus housing placement. This 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 fall semester is during the previous spring semester. It is tied closely to when class registration begins and usually runs for a number of weeks.

Students should participate in the Apartment Selection Process or Room Rush in order to select a fall placement. In order to participate in one of those options, students need to be qualified – as outlined in the housing info meeting and other housing selection information found on the housing [webpage](#).

Once the priority time frame ends, the Housing Office will work with returning students to get housing assignments as space and time allows. Students can always log onto MyHousing and view their housing profile, assignment and roommate(s).

### **New Incoming Students**

Housing assignments will be sent to your NU 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**

Incoming students are able to request roommates on their housing applications. Inquiries and requests for roommate changes before July 1<sup>st</sup> will be given consideration; however, changes are not guaranteed. Room and roommate assignments are final (either through the selection process for returning students or through placements by the housing office)

### **Triple Rooms**

The triple rooms, housing up to 3 students, are larger than a double room. Rates are reduced in these rooms if at full capacity.

### **Quad Rooms**

The quad rooms, housing up to 4 students, are the largest rooms within the residence halls. Rates are reduced in these rooms if at full capacity.

### **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 to inquire; priority will be given for medical need. **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 Room Change Request 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 Room Change Request Form is necessary but not a meeting with the AC.*

Click [here](#) for 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 Lifestyle 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 Lifestyle Standards is a description of the environment the University seeks to maintain.

**All residents**, including those who are guests, have a responsibility to maintain these Lifestyle 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 or Housing Website. Failure to register guests can result in a fine.

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 (which can be purchased through [Security](#)). Students may not park on the nearby City of Kirkland neighborhood streets.

In the student apartments, there is zone parking with no assigned spaces for each apartment. Overflow student apartment parking is also permitted in the upper Barton parking lot. Apartment residents CANNOT park in the FIRS parking lot, on NE 53<sup>rd</sup> Street or on 114<sup>th</sup> Street south of 53<sup>rd</sup>. Violations could result in a fine and disciplinary sanctions.

**Guest Parking:** Parking within the student apartment complex is for permitted Northwest University Apartment residents ONLY. Apartment guest parking is located in the lower Barton Building parking lot. Any guest (to the Res Halls or Student Apartments) can secure a guest parking pass through the Security Office.

## 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, chickens, 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, lounges, common areas, and outside these living areas should be low during quiet hours **10:00 PM – 8:00 AM** (including weekends); **9:00 PM – 8:00 AM** (including weekends) in the student apartments. Loud music or conversations, singing, gaming, playing instruments, stomping and yelling are not permissible during quiet hours.

## Respect/Courtesy

Residents should maintain a low level of noise during quiet hours. Residents occupying upper level rooms/apartments should be considerate of neighbors below. Repeated violations to the quiet hour policy may result in a referral to the judicial committee and or the confiscation of electronic equipment.

### *Working out problems with neighbors or roommates.*

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. Confrontation may be uncomfortable but residents are encouraged to seek resolution on their own with a roommate or neighbor; residents may seek the guidance 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. Ask your RA for Roommate Success Plan to help assist with communication and expectations.

\*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 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) for more information regarding animals that are excluded from accommodations and other related definitions and policy.

## Theft or Damages

The University accepts no responsibility for any loss, damage, or theft to personal possessions (including vehicles) whether caused by fire, flood, other persons, disasters or pests. Residents can obtain their own insurance for personal belongings. Contact Security to report lost or missing items.

## Tobacco/Nicotine

Tobacco, marijuana, vapes, e-cigarettes or any other illegal drug (the possession, use, manufacture or distribution, including paraphernalia) is not allowed in campus housing – this includes guests of residents. Vaping and juicing are also not allowed.

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.**

### Visitation Expectations:

- Room doors must be completely open while guests are present.
- Lights should be on -there should be adequate lighting in the room.
- We ask that residents “remain vertical” and limit PDA.

## 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**

### Visitation Expectations:

- Room doors must be completely open while guests are present.
- Lights should be on -there should be adequate lighting in the room.
- We ask that residents “remain vertical” and limit PDA.

## 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**

### Visitation Expectations:

- Room doors must be completely open while guests are present.
- Lights should be on -there should be adequate lighting in the room.
- We ask that residents “remain vertical” and limit PDA.
- **After 10:00 pm** visitors must **NOT** be in bedrooms but only in living/dining areas.

## 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 or around residence halls, apartments, rooms, patios, balconies, stairwells, etc.*

## 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, several game tables and a print kiosk.

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 Apartment Area Coordinator, filling out a Community Room Use Form and getting approval.

## Kitchens

Each Residence hall has access to a kitchenette that includes a microwave, stove/oven, and rice cooker 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 items left in the kitchenettes may be disposed of without notice.

Kitchens and lounge areas are NU community space for residents and students. Use of kitchens or lounges for non-NU organizations or people is not allowed, however, exceptions could be cleared through the AC of those buildings.

## 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. Items left longer than 24 hours may be removed/donated.

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](http://washview.com).

*When 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 are no overnight guests during this break.

### Christmas Break

Christmas 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 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 at 5pm; those who are not approved to live in Christmas housing must vacate their room for break (but are allowed to leave their belongings 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. There is no visitation or overnight guests during this break.

## Spring Break

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

## Summer

Summer 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 housing, students must be returning NU students, registered for fall classes, and have a placement on campus for fall to be considered. 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 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 emergencies during **non-office hours** please contact the RA on-call by dialing:
  - **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 broadcasted in several ways, including text message alerts, email, and posts on the Eagle Website. All residents should sign up for the text message alerts through [NU Campus Alerts](#). Residents should also download the Alice app as our community uses this app for communicating emergency updates on campus. Email [studentdevelopment@northwestu.edu](mailto:studentdevelopment@northwestu.edu) for more information.

## Fire Alarms

Fire alarms are there for your safety. *Do not disconnect the smoke detectors.* 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, the AC, 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 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. At night, residents are encouraged to lock windows and draw blinds closed.

## ID Card

Your ID card is proof that you’re a current NU student. You will scan at Chapel, the Caf, the Library, and the Fitness Center.

This card gets you into residence hall exterior and hallway doors. Protect it the same way you would a regular key. Punching a hole in the card will damage its internals – stop by the Information Technology Office to get a lanyard clip. You can find phone numbers for the receptionist and Campus Security on the back as well as your campus mailing address. If you need a temporary card or replacement, stop by the Information Technology Office for help.

Your ID card will also give you access to visit other living areas during visitation hours, other living area lobbies 24/7, and other halls of the same gender during the daytime hours.

## 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/): <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 a maintenance emergency, please contact Security or 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 of rooms/apartments for repairs. 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.

- Submit a [maintenance request](#) for custodial needs in the residence hall bathrooms or common areas.

## 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 and all other living area expectations do apply. 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.

# Miscellaneous

## 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 event 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.

## Living Area Meetings

There are three **mandatory** Living Area meetings each year. 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 regarding policies, check-out procedures, and other relevant living area details. Therefore, all residents, whether new or returning, are required to attend these meetings. The meeting is specific to the housing

location and is often 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. See your RA for questions or details about these meetings.

## **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 [form](#) 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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