
Residence Life Handbook

2007 – 2008

Revised 8/02/07

Columbia International University
Residence Life Office, 807-5485

WELCOME TO RESIDENCE LIFE!

Columbia International University is focused on the growth of the whole individual. We are committed to providing opportunities for students to grow in academics, practical ministry skills, and in their personal walk with the Lord.

The Residence Hall is one of the main classrooms for spiritual growth. We believe the residence hall is more than just a place to sleep; it is a place to grow and be challenged spiritually, to make life-long friends, to develop servant leadership and to have lots of fun.

Therefore, CIU is committed to the pursuit of spiritual development through on-campus living and requires all students under the age of 21 to live on campus unless living with family members in the area. We believe residence life is a vital component to the student's whole education.

The Residence Life staff has been praying and planning for a meaningful year for all who will live in the residence halls. To you, our residents, we say, "Welcome Home!" As a Residence Life staff, it is our desire to provide a quality on-campus housing experience that encourages spiritual and relational development. However, the Residence Life Office cannot achieve this on our own.

Resident Assistants (RAs), responsible for each building, assist the Residence Life staff under the direction of the Director of Residence Life. They are responsible for the general welfare of the students in residence, which includes giving advice, counsel and encouragement. They are also responsible for the security of each building, for room inspections, and for the general administration of the facility.

In addition, a Residence Council - consisting of officers and a Floor Leader for each hall - work together with the RAs and the Director of Residence Life, planning social events, prayer times, and generally leading in residence spiritual and social life.

You are responsible for the following policies, so please read them carefully.

RESIDENCE LIFE POLICIES

All Residents Meetings

Each semester the Residence Life Office will hold approximately three MANDATORY meetings. All residents are required to attend the meetings. **Class and Field Education are the only excused absences.** Students must notify the Residence Life Office **in advance** if they will be missing due to class or field education. All other reasons for missing the meetings will result in a \$10 fine. All residents will be responsible for the material covered in the meetings. Plan your schedule accordingly.

Appeals

Full-time students who are single and under 21 years of age are required to live on campus unless they live with members of their immediate families or relatives in the greater Columbia area. (Living with siblings must first be approved by the Housing Appeals Committee.) The student must be 21 years of age before August 1st of the current school year to be eligible to live off campus during that school year. Those under 21 who are found to have moved off-campus w/out permission will be charged ½ of the Room and Board charge and will not be able to register for classes the next semester without discussing housing arrangements with the Residence Life Office.

Those who believe they have a legitimate reason for special consideration to live off-campus must submit a completed housing appeal form (available in the Residence Life Office) to the Residence Life Office by March 1. The Housing Appeal Committee will review all appeals and determine whether or not an exception will be granted.

Appliances

All rooms include bed, mattress, desk, bookshelf, wardrobe and dresser space for each resident. School-owned furniture **MUST** remain in the resident's room. It may not be stored in the Storage Rooms. Any school furniture not in the resident's room at check-out will be charged to the individual student.

Additional furniture/appliances permitted in the residents' rooms:

- Carpet
- chairs
- lamps
- stereos
- computers
- fans
- coffee pots

Items not permitted in the residents' rooms:

- refrigerators
- microwaves
- halogen lamps
- candles
- TV

Residents may store and use the following items

ONLY in the floor kitchens:

- toaster/toaster ovens
- popcorn popper
- crock pot
- other cooking appliance

Babysitting

No one is permitted to baby sit in the residence halls.

Bikes

Bikes must be stored in designated areas only. They are not allowed in the storage rooms or in the resident's room. Bike racks are provided by each residence building. Over the semester breaks, students must label their bikes and lock them in the designated areas. All bikes that are not labeled and not locked will be removed at the end of each semester.

Check-In

Check-In dates for each academic year are listed in the school calendar on the CIU.edu website.

The check-in process includes filling out the appropriate paperwork and informational sheets, and verification of the \$100 housing deposit prior to receiving your room key.

The RA will complete an Inventory Sheet for each resident student. This provides a detailed assessment of the condition of the room at check-in and prevents students from being charged for damages they did not cause. It is the student's responsibility to review the Inventory Sheet for the room. If there are corrections, contact the RA or the Residence Life Office within 24 hours of the check-in date. During check-out, the Inventory Sheet will be used to assess the condition of the room upon departure. The resident will be held responsible for any changes, damages, or missing items.

Check-Out

The Residence Life Office will provide information on how to checkout of your room for breaks and the end of the semester. It is the STUDENT'S responsibility to make sure he/she has done everything required prior to leaving their room. A \$50 fine will be charged for an unsatisfactory room. Please remember that at the end of the year, all rooms are completely emptied and cleaned!

CIU Lake and Woods – Broad River

The lake area closes at dark. Students are not permitted to swim or wade in the rivers or the CIU lake. (For your safety, we ask that students not walk alone to the lake area or woods at any time.)

Cleaning

Room/Safety checks are conducted twice a month by the RAs. Cleaning supplies/equipment is provided in the janitor's closet located on each floor. Reminder: RAs will always lock your room door following a room/safety check. Make sure you take your room keys with you.

The restrooms, lounges, and hallways will be cleaned by CIU. However, you are responsible for keeping those areas free of clutter.

Columbia Conference

CIU students, staff, and faculty lead in the planning and implementation of this conference. It is a unique opportunity to minister, as hundreds of young people become our guests for the weekend. Because of the importance of campus-wide participation, we would like for you to choose to attend as many sessions as possible.

ALL resident students should plan on overnight guests and are expected to remain on campus during the conference weekend to be available to our guests.

Curfew: 2:00 a.m.

If you have a legitimate reason for returning after 2:00 a.m., please notify the Director of Residence Life IN ADVANCE.

If you return later than curfew, you will be expected to report your lateness to the Residence Life Office within 24 hours of the infraction.

Off-campus students or friends should not be on campus after 2:00 a.m.

Decorations

You are free to decorate your room as you wish as long as you keep within the following parameters:

- Room numbers must be visible at all times.
- Do not paint the walls, ceiling, or any school-owned property
- Do not attach any items to the ceiling. (No stars, tape or tacks.)

- All pictures and/or posters must be within the school's standards and attached ONLY by 3M Poster Strips.
- No nails, pins, scotch tape, hot glue guns, or double adhesive tape may be used on the walls, doors or furniture.
- Contact paper may not be used on school property.
- Do not attach posters or stickers to the window.
- Do not remove the following items:
 - light fixtures
 - window screens
 - door vents
 - any school furniture from your room

Deposits

Students planning to live on campus pay a \$100 room deposit. This room deposit guarantees a room each succeeding semester until the student leaves school. After completing proper check-out procedures, your deposit will be refunded by mail from the Accounting Office. Any room damages will be deducted from this deposit, or in the case of a returning student, will be charged against the students account.

Entry

University officials may enter rooms for the purposes of extermination, repair, cleanliness, inspection, search, to ensure vacancy during fire drills, to conduct normal business, and to show rooms to prospective residents. In order to provide the safest environments for residents, regular safety/room checks will be made to ensure that all buildings and rooms comply with local, state, and federal regulations.

Exterior Doors

Exterior doors are locked 24 hours with the exception of Memorial & Founders Halls' front entry doors. Memorial & Founders Halls' front entry doors are locked as follows:

Monday – Thursday 11:00 p.m.

Friday – Sunday 12:00 a.m.

Fine Schedule

Violation of Quiet Hour	\$5.00
Room Check Failure.....	\$5.00
Lost Key	\$15.00
Improper Checkout ⁽¹⁾	\$50.00
Late Checkout ⁽²⁾	\$20.00
+ 15 minutes	\$10.00
Late Loft Removal ⁽³⁾	\$20.00
Late ResLife/Hall meeting (less than 5 minutes late)	\$5.00
Missed ResLife/Hall meeting (more than 5 minutes late).....	\$10.00
Dirty kitchen including refrigerator	\$5.00
Clothing, etc. left in hall/bathroom	\$5.00
Return without permission ⁽⁴⁾	\$25.00
Failure to fill out emergency information form ⁽⁵⁾	\$5.00
Overnight guests (3 rd night) ⁽⁵⁾	\$15.00
Failure to register overnight guests.....	\$5.00
Overnight guests (not student guest).....	\$25.00
Linen rental	\$10.00
Propping doors	\$5.00
Any other infractions/violations of ResLife handbook.....	\$5.00

All fines must be paid to the Residence Life office within two weeks (or arrangements made with Residence Life) or a \$10 charge will be added each week until paid. Multiple offenses can result in higher fines at the discretion of the Director of Residence Life.

(1) Improper checkout - failure to check out or leaving room dirty.

(2) Late checkout – failure to check out at your assigned time or not scheduling a checkout time.

(3) Loft removal deadlines will be posted on halls.

(4) Returning to Residence Hall without permission before scheduled opening time as posted on school calendar.

(5) Emergency and overnight guest forms can be accessed through online account. Overnight guests are limited to three nights unless permission given by Residence Life. First two nights are free. No keys issued to non-students.

Fires

By order of the Fire Marshall, there are to be NO open flames under any circumstances in the residence halls. Candles, oil lamps, or incense may not be used in the residences as they pose a fire hazard.

Fire Safety

In the event of a fire emergency in the residence hall, all residents should be familiar with and follow the guidelines listed below: (1) If fire alarm sounds, immediately leave the building; (2) if door is hot, remain in rooms; (3) block entrance of smoke and heat into room by stuffing towels around the door; (4) Stay low near floor to avoid smoke and heat. Cover head with wet cloth if necessary, to aid breathing; (5) If necessary, break window. Do not exit through upper floor windows; (6) Place a towel out of your window. Fire personnel will get to you as soon as possible. (7) If door is cool, open slightly and check for heavy smoke and heat. If clear, proceed to exit. If light smoke, stay low near floor to avoid smoke and heat; (8) Before leaving, wear shoes and coat; carry wet towel, if available, to aid breathing. If hallway is too smoky to reach stairwell, remain in room. Follow instructions as listed above; (9) When leaving building, get clear of entire area; (10) Proceed to the designated assembly area; (11) Report to the University official for roll check; (12) Remain quiet and orderly for further instructions.

Students who knowingly refuse to vacate a hall during a fire or a fire drill are subject to disciplinary action. Do not tamper with smoke alarms or fire extinguishers. This will result in disciplinary action.

Drills will be performed each semester to ensure the safety of resident students.

Hazing

Hazing of students is an unacceptable activity and will result in strict disciplinary action. Hazing is defined as any action which causes or is likely to cause mental or physical danger or harm. Any activity which can be termed unsanitary, dangerous, or degrading, or potentially so is considered unacceptable.

Housing Placements

The Director of Residence Life is responsible for room assignments. Every housing placement is based on prayer, student preference, and date of housing deposit. On-campus residents are required to be enrolled in an academic program. Students taking less than a full load are accommodated as space is available and with the permission of the Residence Life staff. CIU requires all students under the age of 21 to live on-campus unless living with family members in the area.

Illness

In case of illness requiring hospitalization, contact your RA. The RA or Residence Life staff will either accompany the student or make sure another individual accompanies the student to the hospital.

Keys

The following are policies for residence hall keys: (1) Keys are issued to current residents only; (2) Keys are issued by Residence Life staff only; (3) Keys are not to be duplicated; (4) Each student is required to personally sign for his/her key at check-in; (5) Keys are to be returned to the Residence Life staff during check-out.

Students who lose their keys will be charged for replacement keys. Any key that is found should be turned in to the Residence Life Office.

Kitchen/Ironing Rooms

Residence kitchens are supplied with refrigerators, microwaves, and ironing boards. Students are responsible to keep this area clean and neat. Each person who uses the kitchen is expected to clean up the area used.

Due to fire regulations, all ironing must be done in these rooms, and surface frying in the kitchen is prohibited.

On the first floor of Founders is a larger kitchen complete with refrigerator, microwave, oven, cooking supplies, table and chairs. This kitchen is known as the "Kitchen Club." Membership information is available through the Women's Residence Council. Only members may use this kitchen.

Laundry Rooms

Coin/Card-operated washers and dryers are located in the basement of Founders and Memorial Halls. Money cards for the machines are available through Mac-Gray with vending machines in the laundry rooms and the Student Center. The Clusters and Faculty Row houses have coin-operated washers and dryers. Machines are for the use of on-campus students only.

Lofts

Anyone wishing to build lofts and/or platforms must fill out the LOFT APPROVAL form provided by the Residence Life Office. After construction, the loft/platform must be inspected by the Physical Plant. If loft fails inspection, it must be repaired or removed.

CIU does not assume liability for lofts and platforms.

All lofts and platforms must be completely removed at the end of the Spring semester and/or when the resident permanently vacates the room. Failure to remove loft will result in a fine.

Lounges/Houses

The first floor lounges of Memorial and Founders Halls are for public use during the weekday hours, due largely to the presence of faculty and staff offices and subsequent visitors. Students are required to conduct themselves accordingly, treating the furnishings with respect. (These are not generally locations for eating and never for sleeping.)

(Furniture is not to be moved without permission from the Residence Life Office. When permission has been granted, everything should be replaced exactly as it was.)

The basement lobby of Founders is for women students only. The remaining lobbies are co-ed and for student use. Please observe TV and video standards, co-ed hours, and treat the furnishings with respect.

- Lounge Hours for Visitors:

Monday – Thursday	12:00 noon - 11:00 p.m.
Friday – Sunday	12:00 noon - 12:00 a.m.

Maintenance

Report all maintenance requests to your RA. Do NOT call the Physical Plant directly.

(Please **allow one week** turn around time for non-emergency repairs.)

If you are responsible for damaging or breaking school property, you will be charged the cost of the items being fixed plus labor.

Meal Plans

Any student living in CIU residences must sign up for one of the meal plans offered. Room without Board is not an option.

Movies

In light of current copyright laws, and due to the public nature of Memorial and Founders lobbies, videos/DVDs may not be shown in these lobbies at any time. However, in the remaining lobbies and individual rooms, videos/DVDs may be shown and must meet the viewing guidelines set form in the CIU handbook.

Overnight Guests

Students who will have overnight guests must register their guests in advance through your online account (http://www.ciuonline.com/modules/ciureslife/overnight_guest_form.php). Guests must be at least 12 years old. The host student is responsible for providing linens and to see that guests observe all residence regulations. No keys will be given to guests.

CIU faculty, staff, or students must accompany any guests they invite to campus, including times when guests use campus facilities such as fishing in the lake or using recreational equipment in the student center.

Overnight guests may stay for free two nights. The third night is \$15. **The maximum number of days guests may stay in the halls is three nights unless prior permission received.**

Parking

Vehicles must be registered with the Security Department to park on CIU campus. Parking decals may be obtained through the Security Department. On-campus students are to park in the designated lots provided behind/beside their residence halls.

Motorcycles are not permitted inside the buildings, hallway areas or breeze ways.

Pets

No animals are allowed in the residences at any time, except dogs necessary for medical assistance. Fish are the only pets that meet our residence regulations. Please do not feed stray animals on campus as this encourages them to stay.

Propping Doors

In order to insure the safety and security of each resident and their personal belongings, propping exterior doors is prohibited. Fines will be issued to those who violate this policy.

Quiet Hours

Residents are to keep noise levels to a reasonable level.

Quiet hours are: Monday - Thursday 11:00 p.m. - 7:00 a.m.
 Friday - Sunday 12:00 a.m. - 7:00 a.m.

It is expected that students will respect the rights of others wanting a quiet environment by keeping noise produced by stereos, instruments, voices, etc. at a reasonable level. Fines will be

Refunds

Students who decide to withdraw from CIU before completing their program must notify the Residence Life Office of their intent to leave. Room refunds will be made according to the refund schedule listed below.

- \$100 Housing Deposit Refund:

	Fall Semester	Spring Semester
Full Refund if notified by:	April 1 st	Nov. 1 st
½ refund if notified:	April 2 nd - July 1 st	Nov. 2 nd - Jan. 1 st
No refund if notified:	July 2 nd	Jan. 2 nd

- Room Rent Refund:

The initial payment includes the semester charges for room rent. Since space once reserved cannot be used for a semester, no room rent is refunded, regardless of date of withdrawal.

- Board Refund:

The initial payment includes the semester charge for board. A refund will be made of board beyond the week of a student's official withdrawal. Should the student owe the university any money, this refund will be applied to their account.

Refund will be returned by mail through the Accounting Office, provided it is not forfeited, there is no damage to your room and no money is owed to CIU.

Residence Life Office

The Residence Life Office is open Monday - Friday from 8:00 a.m. - 5:00 p.m. The office is located in Memorial Hall 116. The phone number is (803) 807-5485.

Security Department

The Security Department is responsible for providing a safe campus. Security handles parking issues, health and facility emergencies, and is available to help students in need. Security is available 24 hours a day. Their office is located in the breeze way between Walker and Founders Halls. They may also be reached at 1-SEEK (7335) from a campus phone or 803-513-3967.

Storage/Luggage Rooms

Storage space is provided on each floor for current residents only. Students who are not living on campus or are not planning to return the following semester may NOT store items in the storage closets. All stored items must be kept in boxes or luggage and labeled with your name and permanent address. These may be stored during the summer without charge. Items left in storage remain the responsibility of the student. The school is unable to provide reimbursement or compensation for any items that may be lost, damaged, or stolen. Students may wish to purchase additional insurance through their personal carrier to cover the cost of any lost, damaged or stolen items. The school will not assume responsibility for shipping items, but a cover charge as well as shipping costs will be charged if this becomes necessary. Items unclaimed two weeks after the semester begins become school property.

During the school year, the Residence Life Office will conduct a storage/luggage room clean-out. The students are responsible for removing their personal items from the storage/luggage room during the scheduled time. Items not removed for the clean-out will be thrown away. Please watch for information containing the date of the clean-out.

Sunbathing

No co-ed sunbathing. Women may only sunbathe behind the women's residence halls. **Please wear tankinis or modest one-piece bathing suits only. Bikini cut swimsuits are not appropriate for men or women.** Men may only sunbathe behind West residence hall. Please be considerate of activities that may be occurring around you (intramural tennis, basketball and volleyball). In these situations, it may not be appropriate to sunbathe.

Telephones

Each residence hall room has an assigned phone number that can be direct dialed from off-campus. The last four digits of that number can be dialed from on-campus.

Tornadoes

At the first All Residents Meeting of the semester, the Shelter Zone for each residence hall will be discussed. As a general reminder, in the event of a tornado, all residents should be familiar with and follow the guidelines listed below. (1) Seek shelter in the most secure building available. The interior spaces of the lower floors are the safest; (2) Avoid windows and large glass sections; (3) Sit with your head to your knees and arms protectively covering your head. (4) Follow instructions of university personnel.

Drills will be performed each semester to ensure the safety of resident students.

Vacations and Holidays

Students may not arrive earlier than the scheduled day/time of hall openings or leave later than the scheduled day/time of hall closure. A \$25 per night charge will be assessed for those not complying.

Residence halls are closed during Thanksgiving, Spring Break and between semesters. Students may not remain in their rooms during these holiday breaks. The CIU calendar and the Residence Life Office will have the dates and times for check-in, check-out, and holidays. It is the student's responsibility to make other housing arrangements during these times. Please plan accordingly. While the halls are open during Fall Break, we encourage you to take advantage of the opportunity to get away from campus.

Visitation

Residence Halls will be open Fridays 5 p.m.-11 p.m. and Saturdays 12 p.m.-11p.m for coed visitation. CIU standards apply. Room doors must remain fully open, lights must remain on. There should be no reclining together or sharing blankets. Individual halls can opt out of participation. The Residence Hall buildings will remain locked, so the open hall is by invitation only. Appropriate clothing must be worn (no sleepwear).

Weapons and Flammable Materials

The use of gasoline, solvents, paint remover and dry cleaning fluids in the residences is prohibited. Exploding any device or container on school property is a federal offense, and authorities may be contacted. No firearms, dangerous weapons, air-powered or spring-loaded guns (Paint ball guns, BB guns, pellet guns, etc...), knives, swords, spears or fireworks of any kind are permitted on campus. Please contact the Director of Security at extension 3010 if you are unsure as to whether or not an item is considered a weapon.

Residence Life Handbook

READING SCHEDULE

You are required to read the current Residence Life Handbook the first semester in which you enroll each year.

By September 8 - ALL students

By February 7 - Students who entered Spring Semester

Please sign below indicating that you have completed your reading.

Submit this form to the Residence Life Office by the above deadline.

Name _____ Box _____
(Please Print)

Having read the current Residence Life Handbook, I understand the conduct and lifestyle expected of me as a CIU resident student. Whether or not I agree with all the standards, with God's help I promise to conduct myself in accordance with them.

Signature _____ Date _____