

# RESIDENTIAL LIFE HANDBOOK

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# RESIDENTIAL LIFE HANDBOOK

## I. Introduction

### A. Welcome

Welcome to Life On Campus at OBU! We are so thrilled that you have chosen to attend OBU and to be part of our on-campus community. We truly seek to serve you as residents and to educate you as students. As our mission statement below indicates, we are committed to the academic mission of the University as you seek to grow as an individual. Please let us know how we can meet your needs. You are important to us! Have a great year!

– *The OBU Residential Life Staff*

### B. Residential Life Mission Statement

As the Residential Life Staff, we will focus on students' needs and equip our Resident Assistants and Community Leaders so that we may enhance the total educational experience of Oklahoma Baptist University within our residence halls. To honor the intent and purpose of the University, we will provide an environment in which the principles of Christian living are encouraged and cultivated.

Our mission is centered on our commitment to:

- Provide the opportunity for spiritual, educational, social, cultural, mental, and physical development through programs and publications.
- Maintain a clean and healthy living environment through administration of building maintenance and housekeeping.
- Develop skills in Resident Assistants and Community Leaders which enable them to provide leadership for a community of residents.
- Establish relationships with students which encourage growth through redemptive discipline and personal responsibility.
- Encourage teamwork within the Residential Life staff as a whole through a shared commitment to our students and our university.

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## **II. Moving In & Out, & Everything In Between**

### **A. Residential Living**

Living on campus can be fun and one of the most rewarding experiences of a college career. Each residence community strives to provide a sense of belonging to its residents. Living on campus also allows students to experience a sense of connection to the OBU campus and feel more involved.

All on campus residents are encouraged to practice skills that will contribute to their community living environment. Each resident should practice consideration and courtesy for all other residents in their area. When confronted with a reasonable request, residents are expected to act like adults and respond appropriately. The RD, RA, and CL may confront the resident to assist in a positive solution to a situation which has arisen. If the residents cannot solve their problems between themselves then a meeting needs to be scheduled involving all the residents, the RD and/or the Assistant Dean of Students: Community and Leadership Engagement.

### **B. Communication**

Communication and respect are essential keys for a successful living experience in the residential communities. Roommates and suitemates should arrange times to discuss one another's needs and rights in the living situation. Common courtesies should be discussed and expectations outlined regarding the activities that will take place in the living area. The Residential Life Office makes a "Roommate Contract" available that they strongly encourage everyone to purposefully set aside some time and work through together as roommates and/or

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suitemates. Even if residents have lived together before or are longtime friends, this tool can prove to be beneficial in avoiding unnecessary problems in the future. RDs, RAs and CLs are excellent resources regarding areas that most often cause conflict among residents and possible solutions to those conflicts.

## **C. Moving In**

Residents are required to check in to their assigned dorm/apartment and complete the Room Inventory, Housing Contract, and Health Card before occupying the room. At the beginning of each fall semester, each room is inventoried to assess conditions and to make certain that all furnishings are in place. Residents will verify Room Inventories upon checking into a room and will be held responsible for any damages not listed on the initial inventory at the time that they vacate the room. Residents should bring to the attention of the RA or CL any damages or missing items they notice when they check in and make certain notation is included on the Room Inventory. At the time a resident moves out, he/she will be held responsible for any damages or removal of furnishings that were made during their residency

## **D. Moving Out**

For the protection of the resident, it is important to follow proper check-out procedures and complete Room Inventories upon vacating a room/apartment. It is the responsibility of each resident to follow the checkout procedures provided by the Residential Life Staff. At this time the RA/CL will take the resident's room/apartment key(s). The RD will conduct the official and final damage assessment following the end of the semester. During this final inspection, charges will be assessed for any damages discovered regardless of when the room is vacated (during or at

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the end of the semester.) A \$25 fine will be assessed if proper check-out procedures are not followed. Damage charges will be assessed to each resident's student account in time for the June 15th statements or at whatever prior point that a student vacates his/her room/apartment. (See [Section Nine: Residential Life Related Charges](#) for a listing of some of the possible damage charges that can be assessed.) All damage is assessed equally to each resident of a room or apartment unless arrangements are made with his/her RD prior to checkout to have the charges billed differently.

### 3-steps for checking out of housing

1. Remove all of your belongings.
2. Thoroughly clean your room/apartment. You will need to cooperate with your roommates to accomplish this task.
3. Complete a checkout with your RA/CL, sign all paperwork, and return your keys.

All students are required to sign the following statement when checking out:

- My room/apartment is clean and all of my personal belongings have been removed.
- I understand that I will not be present during the final inspection to be performed by my RD and accept the charges I may be assessed for lack of cleanliness or damages.
- I understand that I will be notified via OBU email regarding any damages or cleaning charges by June 15th.
- I also understand that any questions regarding my damage charges must be received by my Residence Director by OBU email no later than July 15th.

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If the room/apartment is not satisfactorily cleaned upon the RD's damage assessment inspection, then a "failure to clean" fine will be assessed equally to each resident. Students may leave their possessions in their rooms between the fall and J-term or spring semester if they will be living in that room during the spring semester (**See "Storage" in Section Four: Residential Life Policies**).

### **E. Keys**

All campus residents must turn in their key(s) at the end of each year or anytime they leave their current room/apartment permanently. All residents must turn in their key(s) at the end of the fall semester and check them back out when they return for J-term or spring semester. Apartment residents must turn in their keys at the end of the fall semester regardless of if they're returning for J-term or not. Apartment residents who do not return their keys at the end of the fall semester will be charged for J-term housing.

### **F. Holiday Housing**

On-campus housing is closed during official University vacations (Thanksgiving, Christmas, Spring Break and summer). Holiday housing is available on a limited basis if approved through an application process. Please see your Resident Director for more information. Cafeteria services are not available on campus during holiday periods. University Police as well as designated members of the Residential Life Staff will be on duty during those times to provide the basic services, security, and care that residents need. Information about holiday housing will be posted in all residence halls and apartments a few weeks prior to each vacation period.

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Residents are required to sign out for the holiday break with their RA/CL prior to each holiday period.

## **G. Decorating Rooms**

When decorating their dorm/apartment students are only permitted to use white poster putty.

Although white putty is recommended, it does not excuse any damages done to the room.

Absolutely no nails (or anything that causes damage to the wall) are to be used in any room/apartment. Residents are responsible for all damage that occurs in their room and any damage that they cause in common living areas (hallways, lounges, studies, and kitchenettes etc.). Charges range from \$5 to hundreds of dollars (**See Section Ten: Residential Life Related Charges, Damage Charges**).

## **H. Room Changes**

The Residential Life staff is committed to Christian reconciliation. No room changes will be granted automatically. Each resident will participate in a reconciliation process in order to promote learning and growth. If a resident desires a room/apartment change, that person should speak with their RA/CL and their RD. Approval must be made by the Resident Director before anyone can move. Moving without permission will result in your room change being denied and you will be required to return to your assigned room.

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## III. Living on Campus

### **A. Conduct While On/Off Campus**

All students are expected to maintain high standards of moral conduct and concern for the well-being and rights of all members and guests of the University community. The same sense of respect is expected to be extended to all members of communities in which students interact. Disciplinary action is a consequence of a violation of University policy. However, the University also may initiate disciplinary action for misconduct which arises off campus when the student is in violation of University policy and/or federal, state, and local laws which adversely affects other parties. Penalties for violation of University policy include, but are not limited to, the withholding of academic credit or degrees or other benefits or rights provided by the University. As a result, students are expected at all times to adhere to standards of public and private behavior consistent with the philosophy, purpose, and policies of the University and with federal, state, and local laws. Please see the **Green Book** for further information on the University's disciplinary process.

### **Breach of Peace**

Breach of peace is defined as an action which disrupts the peace or endangers the safety, health, rights, or life of any person, and any activity which incites others to such actions. Students who engage in such activities will be subject to disciplinary action. Disruption of the functional processes of the University by individuals and/or organizations will not be permitted. Offenders will be advised by a University official that the activity is an abridgment of University

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regulations and will be instructed to cease the activity immediately. The student I.D. card may be requested and offenders who do not have such identification may be considered non-students and may be charged appropriately. Discipline sanctions regarding Breach of Peace violations range from official reprimand to immediate suspension from the University.

## **B. RA Desk**

Each residence hall and apartment complex has an RA desk that can be used to report issues. East Devereaux report to Kerr, Village and MacArthur apartments report to the Lodge front desk. RA desks in the residence halls are located just inside the front doors. The RA desk at WUA is located in the center building (the building in the middle of all the apartments). The RA desks in the residence halls are staffed daily. Students are encouraged to visit the RA desk of their complex when they are in need of things such as: getting their room door unlocked, emergency assistance, etc. Students are allowed to visit with the RA/CL at the desk, but are asked to keep the visits minimal as the RA/CL is actually working and may need to tend to duties.

## **C. Residence Hall Activities**

Each residence hall will have multiple activities throughout the year for students to attend. Some of these are provided by the Residence Director, while a majority are provided by the Resident Assistants or Community Leaders.

## **D. Residence Directors (RDs)**

Each residence hall has a director that is the professional administrator of that complex. Lodge, WMU, Kerr, Taylor, and Agee all have "live-in" directors, meaning that the director lives in the

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hall year round. Responsibilities of the director include things such as: supervising the ResLife staff, maintaining office hours, referrals, discipline, providing facility-wide activities, emergency assistance, and completing appropriate paperwork. Each director has an office inside of the residence hall which is near the RA desk. Students are encouraged to visit the director in the office when they need something or if the student just wants to visit. RDs also make themselves visible on the hallways in order to get to know the students better. MacArthur and Village residents are served by the Resident Director at the Lodge. WUA residents are served by the Resident Director at Taylor. Residents of Howard and East Devereaux are served by the Resident Director at Kerr.

### **E. Resident Assistants and Community Leaders (RAs and CLs)**

The Residential Life Staff employs a student staff of approximately 55-60 Resident Assistants (RAs) and Community Leaders (CL's). RAs are upperclass students who are hired to help residents and RDs within the residence halls. Each RA is assigned a hallway/apartment building and serve the residents that live in that hallway/apartment building. RAs work at the RA desk in their housing complex (excluding East Devereaux, Village, and MacArthur). East Devereaux, CL's live in their complexes, but work the Kerr desk, while MacArthur and Village CL's work at the Lodge and Taylor Desks. RAs are required to be available on their hallway or in their apartments a certain number of hours each week by working floor hours. RAs and CLs are meant to assist residents in ways such as: answering questions, listening, assisting with roommate conflict, referrals, encouraging community on the hallway, and organizing hall/apt activities.

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You may approach him/her with questions and/or problems and he/she will do her best to assist you. Please remember that he/she has classes and job requirements and needs personal time.

His/her schedule will be posted outside his/her dorm/apt door.

## **F. Room Inspections**

Apartment inspections will be held at Resident Director's discretion and will be carried out by your CL. Criteria include:

- empty trash
- clean kitchen (i.e. clean frig. of mold!)
- clean bathroom
- straighten bedrooms (make bed, pick up stuff on floor)
- straighten living room and dining area
- vacuum

Dorm room inspections will be conducted at Resident Director's discretion and carried out by your RA. Criteria include:

- empty trash
- clean bathroom
- clean fridge
- make beds
- pick up floor and vacuum

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All inspections will include an electrical appliance check (See "**Electrical Appliances**" in **Section Four: Residential Life Policies**) and a verification that all university furniture is in the room (See "**Furniture**"). RVs are given for failing inspection.

## **G. Elevators**

Each residence hall, with the exception of Howard Dorm and the campus apartments, is equipped with one elevator. Members of the opposite sex for each complex are not allowed in the elevators.

## **H. Exterior Doors**

**Residence Halls :** The exterior doors of residence halls remain locked at all times and are accessed by student ID cards from 7 a.m.-1 a.m. Residents can access the front door at any time using their student ID cards. Only students living in that resident halls are capable of using the ID card to enter the building.

**Howard:** The front and back doors of Howard dorm are locked at all times and are accessible with the ID cards of the residents of HRC.

**Apartments:** All apartment residents are responsible for locking their own apartment door. West University Apartments exterior doors are only accessible by West U residents through their student ID or key.

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## **I. Housekeeping**

OBU has a contract with ARAMARK for housekeeping services in all of the buildings on campus. Services are provided in each residence hall on a daily basis, with the exception of the weekends. Types of services provided in the residence halls include the cleaning of community restrooms, showers, hallways, and all common areas. They also are responsible for keeping toilet paper and paper towels in stock. Please do not leave personal items unattended in the bathrooms, hallways, lobbies, lounges, and study rooms. OBU is not responsible for items left in such areas. Housekeeping cleans residents' rooms and apartments only when one has been vacated by all residents. Residents are asked to take responsibility for personal messes made in hallways and other common areas of the residence halls. Be considerate of the housekeepers and do not leave any mess that would cause them to do extra work.

## **J. Laundry Rooms**

All residence halls are equipped with free laundry facilities and are contracted with the CSC Service Work. These machines use high efficiency soap (*he*) and usage of these detergents is recommended. Do not overload the washers and dryers as this will cause them to break. When a machine fails, the RA at the desk will call to report the machine failure to CSC Service Works. Laundry rooms are available for use 24 hours a day. OBU is not responsible for lost, damaged, or stolen items in the laundry rooms.

- The Agee laundry room is located on First West.
- The East Devereaux laundry room is located next door to Apt 2 on the east side of the complex.

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- The Howard Apartment laundry room is located on the south side of Apt 6.
- The Kerr laundry room is in the basement near the back door.
- MacArthur residents do their laundry in the Village community laundry rooms.
- The Taylor laundry room is in the second floor lobby area.
- The WMU laundry room is in the basement near the back door.
- The Lodge laundry rooms are located in the northwest and northeast corners of the main lobby.
- The West University Apartments laundry room is located in the WUA Center Building.

### **K. Maintenance**

Occasionally, something inside a student's room or apartment will require maintenance. Some examples include: replacing light bulbs, leaking faucets, broken air conditioners or heaters, etc. In the event of a maintenance problem, a student may contact the Facilities Management directly by emailing them at the appropriate address listed below. Service Requests may not be turned in for personal items. State as accurately as possible what needs to be repaired. While service requests may be submitted to an RA/CL or RD, the fastest way to receive service is to utilize the email service request system. If the service request has not been completed in three (3) working days, contact your RA/CL or RD, or resubmit your email so that the staff can look into repairs being made. If a maintenance emergency arises, such as overflowing toilets or dangerous electrical shorts, the RD should be notified immediately so that repairs can be made as soon as possible. If you have an emergency maintenance situation (backed-up plumbing, air conditioning or heating problems), contact your RA/CL or another member of your facility's

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staff immediately. Please know that service request emails are only checked during regular business hours. For example, if an email is sent for service after 5 p.m. on Friday, it will not be seen until Monday morning.

## Service Request Email Addresses

- **[Kerr.Service.Requests@okbu.edu](mailto:Kerr.Service.Requests@okbu.edu)**
- **[WMU.Service.Requests@okbu.edu](mailto:WMU.Service.Requests@okbu.edu)**
- **[Agee.Service.Requests@okbu.edu](mailto:Agee.Service.Requests@okbu.edu)**
- **[Taylor.Service.Requests@okbu.edu](mailto:Taylor.Service.Requests@okbu.edu)**
- **[WUA.Service.Requests@okbu.edu](mailto:WUA.Service.Requests@okbu.edu)**
- **[Howard.Service.Requests@okbu.edu](mailto:Howard.Service.Requests@okbu.edu)**
- **[WDev.Service.Requests@okbu.edu](mailto:WDev.Service.Requests@okbu.edu)**
- **[Burns/Cobbs.Service.Requests@okbu.edu](mailto:Burns/Cobbs.Service.Requests@okbu.edu)**
- **[EDev.Service.Requests@okbu.edu](mailto:EDev.Service.Requests@okbu.edu)**
- **[Village.service.requests@okbu.edu](mailto:Village.service.requests@okbu.edu)**

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## **L. Parking Restrictions**

OBU's traffic regulations can be found in OBU's Green Book, which can be found at [www.okbu.edu/greenbook](http://www.okbu.edu/greenbook). It is important to note that students should not park in restricted parking. Students also should avoid parking behind parked cars or restricted spaces. Also, students should not park for excessive amounts of time in loading zones around the residence halls. Loading zones are for maintenance, emergency vehicles, and vehicles that are actually being loaded.

## **M. Personal Safety**

If a student encounters a life-threatening situation, the student should immediately contact 911 and then make either an RA/CL or an RD aware of the situation so that a university official may assist in whatever way possible. OBU cannot guarantee that personal items or safety will not be violated. Students are encouraged to take the following precautions:

- keep room / apartment doors, deadbolts, & windows locked at all times;
- keep car doors locked & windows rolled up;
- park in well-lit areas;
- make certain that exterior dorm doors are closed upon entry & exit;
- avoid walking outside alone at night.

All students are encouraged to make themselves aware of their surroundings both on and off campus. A goal within Residential Life is to educate students on the importance of personal safety awareness so that upon graduation, students will understand how to have a healthy concern for personal safety. OBU makes every attempt to assist and educate residents in regard

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to safety with things such as locking of exterior doors, University Police personnel, and regular reminders throughout the residence halls. OBU is not responsible for any theft of personal property. For more detailed information related to medical withdrawals and personal safety, reference the Green Book, 3.4.21 - Student Safety.

### **N. Quiet Hours/23-Hour Quiet Hours**

Quiet hours are from 10 p.m. until 10 a.m. on weeknights and from midnight until noon on weekends. Please respect your roommates and those who live in your building. Residents should observe and respect quiet hours to permit students to rest or to study without being disturbed. At all times (not just during quiet hours), the residents shall keep noise to a reasonable and prudent level. Residents are reminded that they are expected to be responsible and courteous to people around them. On weekends before finals, each residence hall and apartment complex begins 23-hour quiet hours. There is a relief hour scheduled daily from 9 p.m.-10 p.m. These last until finals are completed.

Residents of each floor/building are expected to deal with any problems of noise that may arise through communication, floor meetings, or consultation with the Resident Assistant or Community Leader. If a problem persists, residents who violate quiet hours are subject to disciplinary action (such as an Rule Violation).

Vocal practice and instrumental playing is not permitted at any time in the residence halls. There are no "playing fields" within the housing facilities, therefore, games requiring physical activity must be played outside the building.

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## **O. Study Rooms**

Each residence hall is equipped with at least one (most have several) study room(s). It is asked that students respect one another and the need to study while in the rooms.

## **P. Toilet Paper**

Residents of campus dormitories are provided with toilet paper. Ample toilet paper is available in all public restrooms (if this is not the case, please contact your RA or RD as soon as possible). Residents of Taylor and of Howard Dormitory can get toilet paper when needed at the RA desk. No toilet paper is provided for students living in on-campus apartments.

## **Q. Vending Machines**

Vending machines are located in each residence hall and apartment complex, with the exception of MacArthur, East Dev. and Village apartments. Machines are stocked regularly throughout each week with a variety of candies, chips, sodas, and juices. Refunds for drinks are available at the Cashier's Window in Thurmond Hall when machines fail or if there is something wrong with the product.

## **R. Balconies**

All roofs and balconies of housing facilities are off limits at all times. Disciplinary action will be taken for any student found violating this policy.

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## IV. Residential Life Policies

### **A. Alcoholic Beverages**

As set forth in local, state, and federal laws, and the rules and regulations of Oklahoma Baptist University, the unlawful possession, use or distribution of illicit drugs and alcohol by students and employees in buildings, facilities, grounds, or other properties owned and/or controlled by OBU or as part of OBU activities is strictly forbidden. In addition, a student appearing on campus (including the residence halls) whose use of an alcoholic beverage or drugs is discernible shall be subject to disciplinary action. Possession and/or use of alcoholic beverages and/or drugs on university-related off-campus trips and/or group activities is strictly forbidden. Possession, use and/or sale of alcoholic beverages and/or drugs shall be grounds for immediate disciplinary action from OBU. You will also find details regarding the Alcohol Policy and possible disciplinary action in the **Green Book**.

### **B. Smoking**

The Board of Trustees has adopted the following Tobacco-Free Environment Policy concerning the use of tobacco on campus: In keeping with the mission and purpose of the University, and in order to encourage a clean and healthy environment, Oklahoma Baptist University promotes a tobacco-free environment on campus. The use of tobacco in any form (including, but not limited to, simulated tobacco products, smokeless tobacco, vapors, hookah, electronic cigarettes, etc.), is expressly prohibited on all OBU campuses in/on University buildings, grounds, vehicles, and at University sponsored events on or off campus.

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## **C. Search and Seizure**

When you moved in, you signed a Residential Life Agreement Form that grants permission for university officials to enter your room/apartment and search it for anything the university deems "illegal," including, alcoholic beverages, drugs, weapons, and members of the opposite sex (after curfew and/or in "restricted areas"). The University reserves the right of periodic inspection of room conditions and refrigerator contents by Residential Life staff and administration.

## **D. Card Access**

A card access system has been installed on all exterior doors of each facility. All doors with card readers are locked 24 hours a day. All students will be required to enter and exit through the main lobby doors after 1 a.m. Only students who reside in that building will be able to open the doors with their ID cards (for example: only Taylor residents will be able to utilize the Taylor card readers). Residential Life staff members, Facilities Management workers, ARAMARK staff, and University Police also will be allowed to open doors with card readers on them. This system requires that you take precautions to keep your card with you at all times. Report stolen or lost cards to GC 101.

## **E. Lock Outs**

If you are locked out of your building/room/apartment, contact the RA Desk or a member of the Residential Life Staff. It will cost \$1 to reenter a res hall if your forgot your ID or if you get locked out of your dorm room during desk operating hours. If you get locked out of your apartment at any time, building, or dorm room after hours it will cost \$5 to get back in or you can

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call campus police for assistance after hours. We will open your door only for you. We will NOT open any door for anyone (including friends and family members) who is not a resident of that room/apartment. You must write an email to your RD giving permission if you want someone else to be allowed into your room/apartment. If you lose your key, it will cost \$25 to replace that key.

## **F. Visiting Hours**

Visiting hours in the lobbies and apartments are from noon until 1 a.m. each day. Men and women should not be in a dorm or apartment of the opposite sex before or after the allowed times. Apartment visitors are not allowed in the rooms and must remain in the living rooms. Violating this regulation will result in strict disciplinary action for everyone in the apartment. A restroom is provided for men in the lobby of Howard Dorm and in the WUA Center Building. Members of the opposite sex are allowed into the dorm rooms every Tuesday from 4pm-10pm and every Friday and Saturday from 2pm-11pm. Students of the opposite sex are required to check in and out of the facility they are visiting with the use of your ID card at the front desk.

## **G. Guests**

All overnight guests must be of the same gender as the resident and at least 15 years old. All guests must be registered at the RA desk. Guests may stay two nights free of charge. Each night thereafter will be a \$15 charge to their student account, and the guests will only be allowed to stay a total of five nights on campus. All guests are subject to approval by the Residence Director. Guests should not extend their visit to inconvenience the roommate(s) or other residents. Guests are discouraged during exam week. The OBU student is responsible for the

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behavior of the non-student guest including the serving of penalties for any infractions committed by the non-student guest.

## **H. Baby-sitting**

Baby-sitting is not allowed in OBU residence halls or apartments due to liability of the university.

## **I. Cinder Blocks**

OBU prohibits the use of cinder blocks in all university owned housing. This policy is in place to protect the safety of the students and the property of the university. In addition, OBU limits the height of loft beds. The sleeping surface of these beds must not exceed 6 feet. Furthermore, students are not permitted to remove university provided beds (or any other university provided furniture) from the room/apartment. The university discourages the use of loft beds and reserves the right to inspect and reject any loft bed placed in university owned housing. RAs will check for compliance to this policy at each room inspection. In addition, please note that the University does not provide instructions or blue prints to facilitate the building of loft beds. Finally, there is no storage for loft beds available on campus.

## **J. Internet Access in Dorm Rooms**

There is access to OBU's wireless internet in all dorms and apartments on campus. Ethernet ports are also available in the rooms.

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## **K. Crosswalk**

A crosswalk is provided on MacArthur Street near Taylor Residence Center and at the Raley Dr. intersection. This crosswalk has been installed for use of all students who find it necessary to cross MacArthur Street. Do not attempt to cross at other points on MacArthur and do not cross without using the crosswalk controls to stop traffic. This is for your safety and the safety of drivers on that street. Do not take any unnecessary risks by ignoring this policy.

## **L. Cooking**

Cooking or preparation of meals is prohibited in all residence hall rooms (Agee, Howard Dorm, Kerr, WMU, The Lodge, and Taylor). WMU, KERR, Taylor, and the Lodge all contain kitchenettes that may be used by residents. A limited assortment of cooking utensils are available at the RA desk. Only coffee makers with automatic shut-off may be kept in dorm rooms. Hot pots, hot plates, microwave ovens, toasters, and similar appliances are not permitted in Agee, Kerr, Taylor, The Lodge, Howard, or WMU Dorms. There are microwaves and toasters provided in each dorm for student use.

## **M. Grilling**

Extreme caution is to be used while charcoaling or grilling on campus. Charcoal grills are only to be used in the grassy areas around the apartments and no grilling is to be done within 25 feet of any building on campus. In addition, grills should not be used on walkways or underneath overhangs on buildings. Do not store grills on walkways or in stairwells.

# RESIDENTIAL LIFE HANDBOOK

## **N. Electrical Appliances**

The following electrical appliances are permitted: desk lamps, computers, radios, stereos, televisions, DVD Players, clocks, irons, curling irons, hair dryers, razors, heated blankets, toothbrushes, and refrigerators (from 3 to 5 cubic feet).

Radios, stereos, and televisions must be operated at volume levels which do not disturb other residents. Refrigerators must not exceed 5 cubic feet nor use more than 2 amps.

Generally, appliances should require no more than one thousand (1,000) watts. Appliances used in the residence halls must be UL approved and should be properly maintained. Before leaving for breaks and holidays, residents must unplug all electrical appliances to guard against fire hazard.

Extension cords and multiple outlets are designed for minimum use for short periods of time.

Multi-plug outlets and improper use of extension cords create fire and safety hazards. Therefore, the following information is the guideline when using this equipment:

- Too many appliances on one extension cord can cause the cord to overheat and result in a fire. (Note: Two or more cords plugged together are theoretically still only one cord.)
- Extension cords placed in or through doorways that have metal or placed in areas where they may be walked on, create the added risk of shock or electrocution.
- The outlets in each room were designed for either one or two appliances. Multi-plug covers, cords, or other splitters to increase the number of appliances on one outlet are prohibited due to fire and safety hazards as well as possible circuit overloads. However, a multi-plug "power strip" with an internal fuse is permissible.

# **RESIDENTIAL LIFE HANDBOOK**

## **O. Furniture**

All furniture must remain in your room/apartment. You are responsible for any damage to the furniture in your room/apartment. During room inspections, RAs will be checking to determine if all furniture is in your room. If any item is missing, you will be subject to disciplinary action and will be required to return the furniture to the room immediately. Lobby, lounge, and study room furniture is provided for the use of all residents. Do not move this furniture or take it to your room or apartment.

## **P. Window Screens**

Each resident is responsible for the window screens on the window(s) in their room/apartment. There is no reason for the removal of a screen except for in an emergency. Residents will be charged for missing or damaged screens. Disciplinary action can result if a student removes his/her screen at any time. Please do not tamper with window screens unless there is an emergency situation which necessitates such action. If at any point in time you discover a screen missing when one was there upon check-in, you should notify your RA, CL, or RD immediately.

## **Q. Painting**

No student is allowed to paint his/her room or apartment at any time for any reason. Rooms and apartments are painted by Facilities Management only. Violation of this policy will result in the student being required to pay the amount that it costs the university to re-paint the area. Under no circumstances should you paint your room or allow others to paint it for you.

# **RESIDENTIAL LIFE HANDBOOK**

## **R. Posters**

Posters publicizing any events must be approved by each Residence Director. Please leave all flyers and posters for approval at the RA Desk. The Director will approve them at his/her earliest convenience and assure that they are hung. Posters can be no larger than 14 inches X 22 inches (half of a normal poster board). Posters/flyers which are not approved by the Residence Director, Assistant Dean of Students, or the Dean of Students will be removed. All posters/flyers will be removed and discarded immediately following the date and time of the event. Flyers which are advertising items for sale or that are of a personal nature can be posted for two weeks and will be removed at the RD's discretion following that time.

## **S. Rule Violations (RVs)**

RVs can be given by RAs, CLs, or the Resident Director to anyone violating university rules found in the Green Book or this handbook. You may appeal an RV within two (2) days of receiving it by submitting a written statement of appeal to your Residence Director. Repeated incidents will result in doubling the fine.

## **T. Solicitation/Sales**

Solicitation by both on-campus and off-campus groups and/or individuals must be approved by the Student Development Office (GC 101). If someone knocks on your door selling or soliciting support for an organization, ask for identification and their written approval. Report individuals without identification and written approval to University Police and the Student Development

# RESIDENTIAL LIFE HANDBOOK

Office immediately. If an OBU student wishes to sell something in the residence facilities, they must also have written approval from the Student Development Office (GC 101).

## **U. Storage**

OBU is not obligated in any way to store student belongings outside of their room/apt during the school year nor at any time during the summer months. Students need to take responsibility for locating adequate storage for any items that they find it necessary to leave in the Shawnee area during the summer or that will not fit in their room during the academic year (see contact information at end of this section). It is expected that students will store all their belongings in their own room/apartment during the school year. All residents must clear their belongings out of their room/apartment upon checking out for the summer unless they have been assigned to summer housing (**See Holiday Housing in Section Two: Moving In and Moving Out**).

### **SHAWNEE AREA STORAGE FACILITIES**

American Self Storage	25 W. Ken Del Dr.	405-275-2022
Craig Self Storage	4131 N. Harrison	405-275-8709
MacArthur Street Storage	39300 W. MacArthur	405-273-9400
Star Security Storage	13303 Hwy. 177	405-703-6566

# RESIDENTIAL LIFE HANDBOOK

## V. Emergency Procedures

### **A. Fire Alarms**

At the beginning of each school year, all on campus residents are informed of fire exits and precautions. Students are asked to make themselves familiar with all exits. RDs also may conduct fire drills at the beginning of the school year so that residents can practice evacuation. All residence hall personnel assist with evacuation during drills and actual fire alarms. In the event of a fire alarm, residents should immediately leave the building through the nearest exit door. Determine which staircase you should use when evacuating the complex. Move quickly to the outer premises, report to your assigned evacuation location, and remain outside until you are notified otherwise.

The University Police Department will respond to investigate a possible crime scene at every alarm. LEAVING THE PREMISES COULD RESULT IN A VIOLATION OF THE LAW.

The Resident Assistant Staff will assist in the evacuation of the building; please follow their instructions during the evacuation procedure. You will be notified when you are allowed back in the building.

### **B. Penalty for Setting False Alarms**

TAMPERING WITH FIRE ALARM/ FIGHTING EQUIPMENT IS A VIOLATION OF CITY, STATE, AND FEDERAL LAWS, AND MAY RESULT IN DISCIPLINARY ACTION AND PROSECUTION BY THE RESPECTIVE AUTHORITIES.

If you see someone tampering with an alarm device or a fire extinguisher, please contact a

# RESIDENTIAL LIFE HANDBOOK

university official immediately. Further, such event shall result in disciplinary action, including, but not limited to disciplinary probation or disciplinary dismissal.

## **C. Rapid Messaging System**

Register for approved Oklahoma Baptist University emergency communications and other important information via text message and email through the following link:

<https://www.getrave.com/login/okbu> RAVE does not charge subscribers to send or receive SMS messages. Standard or other messaging charges apply depending upon your wireless carrier plan and subscription details. Once registered, you can opt out of SMS messages at any time by texting STOP to 67283 or 226787.

## **D. Tornado Precautions**

The Residential Life Staff and University Police watch the weather carefully to be prepared for severe weather. Each Resident Director is equipped with a weather radio which will alert staff to watches and warnings in the area. In the event of threatening weather, if you are in a residential facility, you will be notified and asked to proceed to the nearest shelter location. **DO NOT LEAVE THE BUILDING** unless instructed to do so by university administration or Residential Life Staff. Move immediately into the designated areas of your residence hall indicated below. During severe weather, you should not be near any outside windows or doors if possible. The locations listed for these facilities are considered to be the safest location for that building. Please remain in these locations until you are given the **ALL CLEAR** signal. The Residence Director will notify the students of the **ALL CLEAR** signal.

<b>ARC</b>	Basement Lobby
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## RESIDENTIAL LIFE HANDBOOK

<b>East Devereaux</b>	Closet, bathroom, or hallway
<b>Howard Apts</b>	Closet underneath your stairs
<b>Howard</b>	1st Floor Hallways
<b>Kerr</b>	Basement
<b>MacArthur Apts.</b>	Village Laundry Rooms
<b>Taylor</b>	1st Floor Hallway
<b>WMU</b>	1 <sup>st</sup> Floor Hallway
<b>West U</b>	1 <sup>st</sup> Floor Bathroom/Hallway
<b>Married Housing</b>	Downstairs/Center Apartment
<b>Village Apts</b>	1 <sup>st</sup> Floor Laundry Rooms
<b>The Lodge</b>	1 <sup>st</sup> Floor Side Lobbies/Safe Rooms

When possible and safe to do so, residents of East Dev, HRC, TRC, WUA, and Married Housing are advised to take shelter in the basement of Raley Chapel. The Residential Life Staff will direct all students to take cover any time there is a tornado warning in the vicinity. It is important that residents understand the difference between a watch and a warning. A watch means that conditions are conducive to the development of the type of storm in question (tornado, thunderstorm, severe weather, etc.) A warning indicates that the storm in question has been sighted by spotters or indicated on radar and is occurring or imminent in the warning areas. (See [www.weather.com](http://www.weather.com) for more details.) We recommend you take a pillow or blanket with you in the event of a tornado siren; these items should be used to cover your head from potential flying debris.

# **RESIDENTIAL LIFE HANDBOOK**

## **E. Lock Down**

Protocols and procedures are in place and will be covered in detail during the first mandatory housing meetings.

## **F. Active Shooter**

Protocols and procedures are in place and will be covered in detail during the first mandatory housing meetings.

## **G. Emergency Room Visits**

If you ever have a serious and immediate illness/injury while on campus or nearby, the emergency room is located one block northwest of campus and there are urgent care facilities in the immediate area as well. You should make contact with an RA or the RD as soon as possible so they can facilitate your absence and/or return to campus. You should also remember that a visit to the ER will not automatically excuse you from your academic responsibility. The Residential Life Staff, however, seeks to assist and support you in difficult circumstances such as these.

## **H. Health Insurance Information**

Each resident is required to fill out a health information card upon checking into university housing. All information on these cards is required. Many times students are unfamiliar with information such as the policy number of their health insurance. Therefore, we encourage you to obtain either a copy of your parent's insurance card or your own personal insurance card.

Some students may not have health insurance upon arrival to campus. We encourage you to purchase health insurance.

# RESIDENTIAL LIFE HANDBOOK

## **I. Theft**

Any theft should be reported upon discovery to your Residence Director, CL, or RA and to OBU University Police (405-878-6000). There are several precautions that residents can take to lessen the possibility of theft:

- Dorm room doors should be locked anytime the residents are not in the room. Apartment doors should be locked at all times (both when residents are away from the apartment and when they are present in the apartment). Residents should keep their keys with them at all times, even when going to the shower or going to eat and even if a roommate is in the room and is not expected to leave during this time.
- Room doors should be locked when residents are asleep.
- Valuables should be kept locked and out of sight.
- Make sure to log all of the serial number on your electronics. In case of theft, this will help in recovering your property.
- Residents should practice being their "neighbor's keeper." This can be done by knowing the other residents on the hall and by immediately reporting to University Police (405-878-6000) and the Residence Hall Staff any suspicious person(s) seen wandering in the residential areas.
- Lost keys should be reported to the RA Desk immediately.
- Lost ID cards should be reported to GC 209.

It is important for you to be aware that the university is not responsible for the loss/damage of money, valuables, or other personal items. OBU strongly encourages all campus residents to secure renter's insurance on their property. Some home owner's insurance will cover such property. Discuss this issue with your parents. They can talk with their insurance agent about how you are covered or what you need to do to secure such coverage.

# RESIDENTIAL LIFE HANDBOOK

## **J. Emergency Numbers**

University Police:	(405) 878-6000
Campus Nurse:	(405) 585-5263
Shawnee Police:	911
*non-emergency:	(405) 273-2121
Shawnee Fire Department:	911
*non-emergency:	(405) 878-1671
Shawnee Ambulance:	911
Sheriff's Office:	(405) 273-1727
Poison Control Center:	(405) 271-5454

## **VI. Housing Assignments**

Current OBU students sign up for Fall housing each Spring through a lottery system. Students sign up for housing with their roommates. All students should familiarize themselves with the process and ask questions prior to sign ups if they don't understand the system or have special circumstances which affect their housing arrangements. The information is shared both through email communication and in an informational housing meeting. Students can ask housing questions to any of the Resident Directors and the Assistant Dean of Students for Community and Leadership Engagement.

# RESIDENTIAL LIFE HANDBOOK

## **A. Steps for housing assignments**

### **1. STEP ONE: Lottery Point will be determined and Housing**

#### **Authorization Notices distributed through campus email.**

- Each OBU student will receive a random lottery number and explanation of the process in their OKBU email.
- Each class will be grouped together and then each individual randomly given a lottery number.
- When gathering together potential roommates, you all will come to sign ups on the night you qualify during the time bracket of the best lottery number of the group.
- If one of your roommates cannot come, they may give you their email as verification of their attendance. One person must come in your group.

### **2. STEP TWO: Select Roommate(s) and Location**

- Determine who you would like to room with next fall, what type of housing all of you prefer, and which buildings you prefer.
- All residents are required to have selected the proper number of roommates, apartment-mates, or suitemates in order to sign up for housing.

Howard Apartments, West University Apartments, Village Apartments	4 people for an apartment
East Dev.	2 people for 2 person apt. 3 people for 3 person apt.
Taylor and the Lodge	2 people (minimum) 4 people (max for a suite)
Agee Non-suite Rooms: Taylor (109, 111, 128, 137)	2 people for standard res hall rooms

# RESIDENTIAL LIFE HANDBOOK

- Squatter's rights: A student may request to remain in his/her current room or apartment and will have priority to do so over other students regardless of their classification or date of deposit. In other words, a current apartment resident need only select appropriate number of room/apartment-mates (or keep current if they qualify), and attend the Squatter's Rights Night of Housing Sign Ups. **Failure to attend the appropriate housing sign up night will result in the forfeiture of squatter's rights.**
- **Housing Options for Squatters include:**
  - Agee, WUA, Lodge, Village**
- **Exclusions include:**
  - WMU, Kerr, E. Dev, Howard Dorm, Howard Apts.**
- If a student wants to take advantage of Squatter's Rights, he/she must have a group of the proper size and qualification for the requested housing. At least one person in the group must be a current resident of the requested room or apartment. All members of the group must have a Housing Authorization Notice from the Residential Life Office.
- If a resident is lacking the proper number of roommates, apartment-mates, or suitemates, he/she may request one transfer or international student. These request forms will be available in the Residential Life Office (GC 101) and at the housing sign ups.

### **3. STEP THREE: Housing Sign Up Nights**

- Your total group points will be averaged and rounded to the nearest 10<sup>th</sup> of a point. This average will be the points to which your housing is assigned and you will need to come to the appropriate time slot for this average.

## RESIDENTIAL LIFE HANDBOOK

- One member of your group can represent the whole group. This representative(s) must bring ALL Housing Authorization Notices for each member of the group.
- Be on time! Groups or group representatives arriving late will not sign up until after all other groups with the same point total range have selected housing. You should arrive 15 min. prior to your time so that you can review open housing options.
- When authorized by a staff member, your group will approach the table for the building of your choice and sign up for a room or apartment (if one is still available).
- Once your name is written on floor plans, that room or apartment becomes your official housing assignment and you will be billed accordingly. If your roommate(s), suitemate(s), or apartment-mate(s) decides not to return to OBU or not to live in on-campus housing, the remaining students may stay in the room or apartment. Residential Life may need to make assignments quickly and cannot guarantee advanced notice prior to filling the vacancy.
- If you have applied for and been approved to live off campus, you are NOT eligible to sign up for housing. Off-campus housing applications are due no later than July 15th.

\*Typically, there will be an informational housing meeting held for all on-campus residents at the beginning of March. This housing meeting will include many of the details above and more that will be helpful in this process. All students are highly encouraged to come to this housing meeting. Information regarding the date and time of this meeting will be sent out via OBU email.

# RESIDENTIAL LIFE HANDBOOK

## **B. Apartment Information**

Apartments are reserved for juniors and seniors only (except in rare circumstances when a freshman or sophomore has a demonstrated medical need to live in apartment-style housing).

Priority is given to current apartment residents wishing to return to their same apartment (Squatter's Rights).

Only "complete" groups are eligible to sign up in apartments, unless you sign a form requesting a transfer or international student. Each group can only request one transfer/international student, and must have all other spots filled.

\*Please be aware that this means that a number of juniors and seniors may not secure an apartment for the Fall semester.

## **C. Residence Hall Information**

All housing assignments are made for the Fall and Spring semesters. Spring changes can be made through your Resident Director. On campus apartments are available for students who've completed AT LEAST 4 semesters post high school AND have junior (60 hours) or senior hours by the Fall of 2018. Taylor and the Lodge are available for students who have completed AT LEAST 2 semester post high school OR have at least sophomore hours by the Fall of the coming year. When availability permits, freshmen will be able to live in the Lodge. Howard House applications available to pick up here or at the WMU and Kerr front desks. Due back March 8<sup>th</sup> by 5pm to GC 101.

## RESIDENTIAL LIFE HANDBOOK

Private rooms are available in Agee only. You must submit a private room disclaimer at housing sign ups. Private rooms are NOT GUARANTEED for any student. If a roommate is assigned to your room, this will be based on the housing process.

Vacancies in apartments and suites are highly desired. If you sign up with the correct number of people and one or more cancels, you WILL BE ASSIGNED REPLACEMENTS to fill the vacancies. You may opt to allow the housing process to randomly assign you a roommate.

Once you have committed, altering that commitment can result in a loss of priority in housing, reassignment to alternate housing, and placement on the waiting list (if applicable).

# RESIDENTIAL LIFE HANDBOOK

## **Housing Sign Up Schedule (will be updated for efficiency Feb. 2019)**

**\*Notice: All housing assignments are subject to change**

### **Squatter's rights** (For all residents – dorm and apartment)

\*Arrive 15 minutes prior to your time to have point totals verified.

7:00p.m.	Lottery Number: 1-300
7:30p.m.	Lottery Number: 301-600
8:00p.m.	Lottery Number: 601-900
8:30p.m.	Lottery Number: 901-1200
9:00p.m.	Lottery Number: 1201-1500
9:30p.m.	Lottery Number: 1501-1805

### **Apartment Sign Up Night**

\*Arrive 15 minutes prior to your time to have point totals verified.

\*Note that you will be given limited time to select an apartment.

7:00p.m.	Lottery Number: 1-225
7:20p.m.	Lottery Number: 226-450
7:40p.m.	Lottery Number: 451-675
8:00p.m.	Lottery Number: 676-900
8:20p.m.	Lottery Number: 901-1125
8:40p.m.	Lottery Number: 1126-1350
9:00p.m.	Lottery Number: 1351-1575
9:10p.m.	Lottery Number: 1576-1802

### **Residence Hall Sign Up Night**

\*Arrive 15 minutes prior to your time to have point totals verified.

\*Note that you will be given limited time to select a dorm.

7:00p.m.	Lottery Number: 1-225
7:15p.m.	Lottery Number: 226-450
7:30p.m.	Lottery Number: 451-675
7:45p.m.	Lottery Number: 676-900
8:10p.m.	Lottery Number: 901-1125
8:30p.m.	Lottery Number: 1126-1350
8:50p.m.	Lottery Number: 1351-1575
9:10p.m.	Lottery Number: 1576-1802

# **RESIDENTIAL LIFE HANDBOOK**

## **Waiting List**

Due to high demand for apartments and suite-style housing, the Residential Life office maintains a waiting list. Students who fail to obtain an apartment or suite through the housing sign up process can submit a Waiting List Application. These applications are available at Housing Sign Ups as well as in the Residential Life Office (GC 101).

Applications for the Waiting List are due to the Residential Life Office by 5 pm, two weeks following the final Sign Up Night.

## **Late Housing Application Process**

Failure to participate in Housing Sign Ups requires that students participate in a late housing application process. A housing hold will be placed on the record of all students who do not sign up for housing. This hold will prevent residents from enrolling for the fall. The Residential Life Office (GC 101) has "Late Applications" available which must be completed and returned with a housing deposit receipt before the hold will be cleared and enrollment allowed. Those students who apply using the late application process will receive their housing assignments in early summer. They also must understand that they lose all priority in the housing process and that new students will be assigned prior to their assignments being made.

## **D. New Student Assignments**

Once the current student housing sign ups have been completed, the office begins work on new student assignments. The process is much the same with one major exception. New students who do not request a roommate are matched through the computer system based on several criteria.

## RESIDENTIAL LIFE HANDBOOK

Currently the criteria that are being used include whether the student is a morning or night person, their major, their interests, their classification, and whether they like to study alone or with others. For new students, assignments are solely based on the date that they completed their file (accepted for admissions, applied for housing, and enrollment guarantee paid).

New student assignments are made during April and released for the first time on the New Student Early Enrollment Day on the first Saturday in May of each year. Students who do not attend early enrollment will receive their assignment via email during the following week.

Again, requests for changes need to be submitted to [housing@okbu.edu](mailto:housing@okbu.edu), and are accepted and processed as quickly as possible.

### **E. Living Off Campus**

A long-standing tradition of Oklahoma Baptist University has been the provision of a residential campus. This position has been affirmed through research, which reveals that if students remain in campus housing they are more likely to complete their college education, develop a strong spiritual formation, participate in campus activities, adjust to various social situations, and establish lifelong friendships with students and faculty.

Oklahoma Baptist University shall continue the commitment made to Oklahoma Baptists to provide a residential campus. While traditional students are rarely given permission to live off campus, the university remains sensitive to those few circumstances which make living off campus necessary for the student's well-being or continuance with the university. Requirements for off-campus housing include:

1. Residing with parent(s) or immediate family;

## RESIDENTIAL LIFE HANDBOOK

2. Employment for which payment is, or includes housing;
3. Having attained the age of twenty-one (21), or shall during the semester for which the request is made; or,
4. Having attained senior status (a minimum of 90 credit hours) prior to the semester for which the request is made.

The amount of financial assistance that a student may receive from the University is affected by the living status of that student. Prior to pursuing off-campus housing, a student should visit with his/her Student Financial Services Counselor to determine exactly how his/her financial aid and scholarships will be affected.

### **F. Procedures for Obtaining Permission to Live Off Campus**

1. Fill out the "Off-Campus Housing Application" in the Office of Residential Life (GC 101). All requests must be submitted by the following dates:

- Requests for spring semester must be filed by December 15<sup>th</sup>.
- Requests for fall semester must be filed by July 15<sup>th</sup>.
- REQUESTS RECEIVED AFTER THESE DATES WILL NOT BE CONSIDERED UNTIL THE NEXT SEMESTER.

2. The Assistant Dean of Students will screen the requests and the approval or denial of the request will be forwarded to the Dean of Students for a final decision. Persons who meet usual criteria exemptions will be released from the on-campus housing requirement. Students who do not meet the exemptions will be notified of such via email by the Assistant Dean and will need to

## RESIDENTIAL LIFE HANDBOOK

apply for on-campus housing and pay a housing deposit (if they have not already done so).

\*When students have requests pending during the time in which room assignments are made, they should reserve a place in on-campus housing until the decision is made.

\*Students should NOT sign a lease or other commitment for an off-campus dwelling until they have been granted permission to live off campus by the Assistant Dean and/or the Dean. Leases signed in advance of receiving permission will NOT constitute a reason for allowing the student to live off campus, and may result in burdensome financial obligations for the student. Each student will be informed of the University's decision regarding their application by way of OBU email.

Students who are living off campus in violation of University policy or who provide false and misleading information will be subject to disciplinary action which may include suspension from the University.

IMPORTANT NOTE: No requests to move off campus will be granted after the deadlines listed above. As a result, no refunds will be given to students who move out of on-campus housing during the semester (unless they withdraw from classes).

# **RESIDENTIAL LIFE HANDBOOK**

## **VII. Applying to be an RA/CL**

### **A. Qualifications**

The Resident Assistant application process is conducted each year during the month of February. Any student with a minimum 2.5 grade point average, at least one complete semester of college, and an interest in assisting college students is encouraged to apply.

### **B. Application**

The current application includes an online application through the OBU Job Board. Applicants are expected to have three references along with a resume, completed job application, and self-evaluation form. References should be submitted directly to the Residential Life Staff via the online reference forms. In addition, applicants will be asked to sign up for an interview at the time that they submit their application. Interviews are conducted by the Resident Directors and the Assistant Dean of Students: Community and Leadership. All applications will be due in the middle of February, and students will be made aware of this deadline as it approaches.

### **C. Selection**

The Residence Directors and the Assistant Dean of Students: Community and Leadership make final selections based upon needs within the residence halls and qualifications of the applicants. Students that are chosen to serve are made aware of selection before housing meetings in early March. Students chosen to serve for the following school year will be expected to attend a contract signing, Spring Training, and Priority Enrollment Day in April. Their position will take effect in the fall when Residential Life Staff Orientation begins.

In rare situations, a Resident Assistant or Community Leader may vacate the position in the

## RESIDENTIAL LIFE HANDBOOK

midst of a school year. This vacated position will be filled as soon as possible. In this case, all applicants must apply in the normal fashion, but may only be interviewed once by one or two Residence Directors.

For more detailed information, we strongly encourage you to visit with your RA/CL, your RD, or the Assistant Dean of Students: Community and Leadership. We would welcome the opportunity to visit with you more about this exciting on-campus leadership opportunity.

### **VIII. Residential Life Staff Directory**

Melissa Stroud	Assistant Dean of Students: Community and Leadership Engagement	<u>405-585-5265</u>
Erin Guleserian	Housing Coordinator and Resident Director for WMU Memorial Dormitory	<u>405-585-5274</u> OBU Box 61153
Dayla Rowland	Resident Director: Kerr Dormitory, Howard Residence Center, East Devereaux Apts.	<u>405-585-5272</u> OBU Box 61147
Lanie Allred	Resident Director: Taylor Residence Center, West University Apts.	<u>405-585-5273</u> OBU Box 61154
Kyle Opskar	Resident Director: Agee Residence Center	<u>405-585-5271</u> OBU Box 61144
Tanner Roberts	Resident Director: The Lodge, Village Apts.	<u>405-585-5286</u> OBU Box 61155

# RESIDENTIAL LIFE HANDBOOK

## IX. Residential Life Related Charges

### **A. Housing Charges**

The following charges are for living in on-campus housing for one semester during the academic year. The following rates are for the 2018-2019 academic year and are divided by each building.

<b>KERR AND HOWARD DORMITORIES (Women)</b>	
Fall or Spring Semester	\$1,655.00
Kerr/Howard Private Room *See private room details in section C	\$513.00
January Term (with standard plan)	\$414.00
<b>AGEE RESIDENCE CENTER (Men)</b>	
Fall or Spring Semester	\$1,655.00
Agee Private Room *See private room details in section C	\$513.00
January Term (with standard plan)	\$414.00
<b>TAYLOR DORMITORY (Women)</b>	
Fall or Spring Semester	\$2,030.00
Private Room Charge *See private room details in section C	\$812.00
January Term (with standard plan)	\$508.00
<b>WMU RESIDENCE CENTER (Women)</b>	
Fall or Spring Semester	\$1,815.00
WMU Private Room *See private room details in section C	\$513.00
January Term (with standard plan)	\$454.00
<b>HOWARD APARTMENTS (Women)</b>	
Fall or Spring Semester	\$2,110.00
Private Room Charge *See private room details in section C	\$950.00
January Term/ Summer (4 weeks)	\$528.00
<b>EAST DEVEREAUX APARTMENTS (Women)</b>	
Fall or Spring Semester	\$1,995.00
Private Room Charge *See private room details in section C	\$898.00
January Term/ Summer (4 weeks)	\$499.00
<b>WEST UNIVERSITY(Women) and MACARTHUR APARTMENTS (Men/Women)</b>	
Fall or Spring Semester	\$2,455.00

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Private Room Charge *See private room details in section C	\$1,105.00
January Term/Summer (4 weeks)	\$614.00
<b>VILLAGE APARTMENTS</b>	
Fall or Spring Semester (with laundry)	\$3,025.00
Fall or Spring Semester (w/o laundry)	\$2,800.00
January Term/Summer (with laundry)	\$756.00
January Term/Summer (w/o laundry)	\$700.00
<b>VILLAGE SUITES (LODGE)</b>	
Fall or Spring Semester Suites	\$2,550.00
January Term Suites	\$638.00
<b>MARRIED STUDENT APTS. (MONTHLY)</b>	
*Renters pay for utilities excluding water.	
Cobbs, Burns, 1 bedroom	\$555.00
Devereaux West, 2 bedroom	\$650.00

Please note: Cancellations of campus housing which occur after the first day of class will result in a prorated charge.

### **B. Meal Plan Options**

All students living on campus housing are provided with a meal plan with the costs indicated below (with the exception of the summer terms during which the cafeteria is not opened for student meals). Each meal plan includes a specified amount of Bison Bucks to be used in the Geiger Center (The Bison Grill, Chick-fil-a, and Starbucks). The lower GC also offers a wide variety of snacks, light grocery items, soft drinks and to go meals. Unused amounts of Bison Bucks expire at the end of each term.

150 Block Meal Plan (\$150 Bison Bucks)	\$2,020.00
220 Block Meal Plan (\$125 Bison Bucks)	\$2,020.00
Unlimited Meal Plan (\$50 Bison Bucks)	\$2,020.00
60 Block Apartment (\$60 Bison Bucks)	\$750.00
80 Block Apartment (\$100 Bison Bucks)	\$960.00

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10 Block Meal Plan (can be purchased multiple times per term)	\$118.00
25 Block Meal Plan (can be purchased multiple times per term)	\$293.00
50 Block Meal Plan (can be purchased multiple times per term)	\$580.00
MEAL PLANS - J-TERM:	
44 Block Meal Plan (\$15 Bison Bucks)	\$395.00
32 Block Meal Plan (\$25 Bison Bucks)	\$315.00
Apartment Meal Plan (15 meals plus \$25 Bison Bucks)	\$195.00
MEALS PLAN APARTMENT UPGRADES:	
Upgrade from Standard Apt plan to 80 Block Apartment meal plan	\$210.00
Upgrade from Standard Apt plan to 150/220/Unlimited Block meal plan	\$1,270.00
Upgrade from 80 Block to 150/220/Unlimited Block meal plan	\$1,060.00
Apartment Meal Plan J-Term Upgrade to 44 Block meal per week	\$200.00
Apartment Meal Plan J-Term Upgrade to 32 Block meal per week	\$120.00

Please note: Cancellations of meal plans will be prorated prior to the conclusion of the first two weeks of the semester. After this, the full meal block price will be charged.

## **C. Private Room Charges**

Private rooms are rarely available. When they are, they are typically only offered in Agee, Kerr and WMU Dormitories. The private room cost is 31% of the housing cost per semester in addition to the regular cost of housing.

## **D. Damages Charges & Fines**

These charges reflect the costs of repairs, replacement, labor, and fines. The list below is a partial one. These charges are only approximate; special circumstances may require additional charges. All charges will be divided among the residents of a room if responsibility for damage cannot be

# RESIDENTIAL LIFE HANDBOOK

conclusively determined prior to check-out. For more specific information, residents should contact their Residence Director.

## **E. Check Out Charges**

Failure to clean room	\$25
Failure to remove all belongings when vacating a room	\$25
Removal of carpet	Assessed by Staff
Removal of carpet tape	\$20
Stained or dirty carpet (if permanent, assessed by RD)	\$25
Removal of contact paper, stickers, paint, double stick tape, putty, gunk, staples, borders, hot glue, etc.	\$5 per sq ft
Missing/Damaged Screen	\$75-120
Failure to properly bunk beds	\$25
Missing Furniture	replacement cost
Nail/Tack holes	\$50 per wall
Wall damage	\$50 per wall
Failure to turn in keys	\$25 per key
Damaged/Stained Mattress	\$50
Leaving items in the hall, sidewalk or in stairwells	\$50
Refinishing doors	\$75 per door
Total door replacement	\$200
Failure to remove personal belongings from room/apt	\$25
Late checkout	\$25 every 15 min. past 5 p.m.

## **F. Residential Life Fines and Disciplines**

**\*fines double each time the same offense is committed by the same student\***

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**\*all discipline and fine decisions are dependent on the discretion of the Student Development Staff\***

<b>Offense</b>	<b>Amount</b>	<b>Notes</b>
Alcohol/Substance (paraphernalia)	\$50-80 (with \$20 charge for alcohol assessment paid to Clinic) \$50 for possession for decorative use (empty), etc. \$80 Any possession of liquid and/or consumption.	Further discipline will occur.
Tobacco/Vaping (paraphernalia)	\$30-50	No 1 <sup>st</sup> response discipline, removal from building immediately
Minor Violation of Visitation Procedure	\$10-\$50	Being a maximum of 15min late to check out, not signing in properly, etc.
Illicit Violation of Visitation Procedure	\$100	Possible further discipline, loss of visitation rights Violating procedure for doors, lights, behavior, visiting during non-visiting hours, not checking in during visiting hours, etc
Quiet Hours	\$10	
Failed room inspections	\$10	
Animal in building	\$50	Full search of room will happen—must remove animal from building immediately. Follow up check will be done to ensure removal. If the animal is still present the fine will double. May incur charges for damages.
Candle/flame	\$50 per burnt wick	
Open window during freezing temps	\$50	If causes damage, cost of replacement and/or repairs

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Setting off smoke detector/fire alarm	\$100 --\$500	Violation of dorm regulations results in fine. If alarm pulled, UPD will determine fine.
Intentional vandalism	\$100	Could include cost of repairs and replacement
Removing of university furniture	\$50	Per violation. Furniture must be returned immediately.
Missing mandatory housing meeting	\$20	
Possessing microwave, toaster or other prohibited items	\$20	Must remove immediately from campus
Garbage not properly disposed of	\$10	
Failure to adhere to housing contract and agreement	RD to assess	Could include further discipline or removal from housing
Possession of weapons (To include, but not limited to handguns, hunting rifles/shotguns, air guns, paint guns, and Tasers) fireworks, or incendiary devices on campus is expressly forbidden. The University does not permit the storage of any firearms, including but not limited to recreational sporting/hunting equipment, inside the residential facilities on campus.)	Minimum fine of \$100 will be incurred. Additional disciplinary action will be taken and could result in a higher fine.	Must immediately remove from campus.
Overnight guests	First two nights are free, after 2 <sup>nd</sup> night \$15 charge to student account	*guest must be same gender as host *guest must register at desk

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		*guest must be 15 years or older *guest may only stay on campus for a max of 5 consecutive nights. *If guest stays for longer than 5 nights they will be asked to leave.
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## **X. Snow Day Schedule/Important Campus Numbers**

### **OBU Policy For Severe Weather Conditions**

Only during the most severe weather conditions - which could potentially endanger the safety of students or staff - will OBU consider closing or moving to a snow-day schedule. The decision to close or to adopt the snow-day schedule will be made as early as possible and will be sent to students using the rapid alert messaging system. The information will also be released for broadcast on the following radio and television stations:

<b>KGFF (AM 1450)</b>	Shawnee
<b>KIRC (FM 105.5)</b>	Seminole/Shawnee
<b>KTOK (AM 1000)</b>	Oklahoma City
<b>KWTV (Channel 9)</b>	Oklahoma City
<b>KOCO (Channel 5)</b>	Oklahoma City
<b>KFOR (Channel 4)</b>	Oklahoma City

## RESIDENTIAL LIFE HANDBOOK

If there are no announcements from the rapid alert system or the above media, the assumption may be made that OBU will be operating on its regular schedule. The OBU switchboard will be informed of the decision by 10 p.m. OBU students and personnel can call the switchboard at 405-878-4000 or the University Police Department at 405-878-6000 for 24-hour assistance.

### **Snow Day Schedule For Monday-Wednesday-Friday Classes**

<b>Regular Class Time</b>	<b>Snow Day Schedule</b>
8-8:50 a.m.	9:30-10:15 a.m.
9-9:50 a.m.	10:25-11:10 a.m.
11-11:50 a.m.	11:20 a.m.-12:05 p.m.
12-12:50 p.m.	12:15-1 p.m.
1-1:50 p.m.	1:10-1:55 p.m.
2-2:50 p.m.	2:05-2:50 p.m.
3-3:50 p.m.	3-3:50 p.m.

NOTE: The 10 a.m. period has been absorbed into the adjusted schedule, leaving no free period or Chapel-Assembly during the snow day schedule.

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## Snow Day Schedule For Tuesday-Thursday Classes

<b>Regular Class Time</b>	<b>Snow Day Schedule</b>
8-9:15 a.m.	9:30-10:25 a.m.
9:30-10:45 a.m.	10:35-11:30 a.m.
11 a.m.-12:15 p.m.	11:40 a.m.-12:35 p.m.
12:30-1:45 p.m.	12:45-1:40 p.m.
2-3:15 p.m.	1:50-2:45 p.m.
3:30-4:45 p.m.	2:55-3:50 p.m.

EVENING CLASSES will meet as scheduled unless otherwise announced.

University administrative offices will be informed of closing times on days when the Snow Day schedule is utilized. Student workers should contact their supervisors concerning work schedules on such days.

## Important Campus Numbers

<b>University Police</b>	405-878-6000	<b>Taylor Desk</b>	405-585-5277
<b>Campus Nurse</b>	405-585-5263	<b>WMU Desk</b>	405-585-5278
<b>Agee Desk</b>	405-585-5275	<b>WUA Desk</b>	405-585-5280
<b>Howard Desk</b>	405-585-5279	<b>Residential Life Office</b>	405-585-5260
<b>Kerr Desk</b>	405-585-5276	<b>Student Development</b>	405-585-5250