

ARIZONA CHRISTIAN UNIVERSITY
Residence Life Handbook
2019/2020

CAMPUS RESIDENT LIFE

Administering the campus residences is the responsibility of the Dean of Students, Director of Residence Life, Residence Directors and Resident Assistants. Each is available as needed for personal counsel--they are here to serve and assist you. Resident Assistants are to assist the Dean of Students, Director of Residence Life, and Residence Directors in maintaining student life policies in the University resident community.

The term "campus residences" includes the residence hall and any off-campus apartments leased by the University in which all resident policies apply equally and at all times.

All residents should practice good manners and common courtesy since these two foundational elements provide for enjoyable and wholesome relationships. The old axiom is true, "If you stop and think of others before yourself, you will be more likely to choose the right course of action."

Residents should make it a priority to take responsibility for the facilities. Good stewardship insures long term use of these facilities by future students. When there is reason to believe that University policy is being violated, the Dean of Students, Director of Residence Life, Residence Director, Director of Campus Safety, Resident Assistants and/or members of the University Administration may enter and search a residence in the presence of a witness.

HOUSING

Requirements

Arizona Christian University has adopted this Residence Life Policy to advance the University's educational mission to provide a Christian, liberal arts education within a living-learning context. In support of this educational approach, Arizona Christian University has established the following housing requirement, effective for the 2019-20 academic year:

- All full-time, unmarried undergraduate Campus students are required to live in campus residences and have a meal plan during the academic year.
- Students that desire to live on campus who are part-time, younger than 17 and older than 25, must petition to live on campus.

Exemptions

This Housing requirement does not apply to undergraduate Campus students who are:

- 23 years of age or older by the first day of classes in August,
- Married and/or has legal custody of children residing with him/her;
- Enrolled part-time (11 or fewer credit hours), or
- Returning students who have been grandfathered under the Previous Policy (Before Fall 2019) and qualify for an exception under that policy.

Grandfather Exception

Returning students who were enrolled at Arizona Christian University prior to the Fall 2019 semester are grandfathered under the Previous Policy (Before Fall 2019). Below is a chart that summarizes the Current Policy (Effective Fall 2019) and the Previous Policy (Before Fall 2019).

Current Policy (Effective Fall 2019)	Previous Policy (Before Fall 2019)
<p><u>Applicability:</u></p> <ul style="list-style-type: none"> • This policy applies to all <u>new</u> undergraduate Campus students who enroll at Arizona Christian University during the Fall 2019 semester and beyond. 	<p><u>Applicability:</u></p> <ul style="list-style-type: none"> • This policy applies only to undergraduate Campus students who enrolled at Arizona Christian University any time <u>before</u> the Fall 2019 semester.
<p><u>Requirements:</u></p> <ul style="list-style-type: none"> • All full-time, unmarried undergraduate Campus students are required to live in campus residences and have a meal plan during the academic year. • Students that desire to live on campus who are part-time, younger than 17 and older than 25, must petition to live on campus. 	<p><u>Requirements:</u></p> <ul style="list-style-type: none"> • All full-time, unmarried students under the age of 21 are required to live on campus. • Students that desire to live on campus, who are part-time, younger than 17 and older than 25, must petition to live on campus. • A meal plan is required for all ACU students living on-campus.
<p><u>Exceptions:</u> This Housing requirement does not apply to undergraduate Campus students who are:</p> <ul style="list-style-type: none"> • 23 years of age or older by the first day of classes in August, • Married and/or has legal custody of children residing with him/her; • Enrolled part-time (11 or fewer credit hours) • Living with parents, legal guardians, grandparents, or siblings over the age of 25 within a 10 mile radius of the ACU campus address (1 West Firestorm Way, Glendale, AZ, 85306). 	<p><u>Exceptions:</u> Below are the only exceptions to the on-campus housing policy:</p> <ul style="list-style-type: none"> • The student is 21 years of age or over by the first day of classes in August; • The student is married and/or has children residing with him/her; OR • The student lives with parents, legal guardians, grandparents, or siblings over the age of 25 while attending Arizona Christian University.

<ul style="list-style-type: none"> Returning students who have been grandfathered under the Previous Policy (Before Fall 2019) 	
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Petitions

Petitions are 'open' during designated times throughout the academic year, in preparation for the upcoming semester. Petitions will need to be submitted online in order to be considered. If the form is not available online, please contact the Office of Residence Life for further instruction. Once the Office of Residence Life has received a petition AND additional required documentation (if necessary) the Director Residence Life will make a decision on the petition based on the universities written policies within 10 business days. The Director of Residence Life's decision is final except where 1) new information is documented that was not involved in the original petition and/or 2) there is procedural error. In which case, a written appeal can be made to the Housing Committee (consists three non-partial staff and/or faculty members across campus) within 5 business days after the Director of Residence Life's decision has been made. The Housing Committee will have 10 business days to review the written appeal. The Housing Committee's decision is final.

Providing false information (verbal or written) related to off-campus housing, including failure to contact the Residence Life Office prior to any change in off-campus housing classification, will subject the student to moving immediately into a residence hall, being financially responsible for room/board payments for any period of enrollment, for which, or during which, false or no information was provided, and probable disciplinary action through the on-campus community policies. Permission to live off campus is limited only to the academic year for which it was granted. Permission to live off campus one year in no way guarantees that a student will be granted that same permission to live off campus the following year.

Housing Charges

All students under the age of 23 will be automatically charged housing and meal plan services, which will reflect on their student account. Housing and meal plan charges will not be removed from a student's account unless the student is approved to be released from the housing and meal plan requirement. In order to be considered for release from the housing and meal plan requirement, students must submit a formal Housing Petition to the Office of Residence Life. The Housing Petition will be considered by the Director of Residence Life to be either approved or denied.

Approvable releases from the housing and meal plan requirement include students who are 1) age 23 by the start of classes in August, and/or 2) married and/or have children residing with them.

Students Living Off-Campus (Housing Petition Charges)

Students living off-campus who submit a formal Housing Petition for an approved release prior to the second week of classes will be released from the housing requirement without penalty.

Students living off-campus who submit a formal Housing Petition for an approved release after the second week of classes will be released from the housing requirement and issued a \$250 penalty.

Students living off-campus who submit a formal Housing Petition for an unapproved exemption at any time will be denied a release from the housing requirement, assigned to a room on campus, and be held financially responsible for housing and meal plan charges for the entire academic year.

	Approved exemption	Unapproved Exemption
Before 2 nd Week of Classes	No penalty	Assigned a room; Charged full housing and dining
After 2 nd Week of Classes	\$250 fine	Assigned a room; Charged full housing and dining

Students Living On-Campus

Students currently living on-campus who wish to be released from housing should refer to the housing contract for information on that process.

The Residence Life Office reserves the right to refuse housing to students who (1) are not in good standing with the University based on conduct and/or finances (2) violate the Housing Contract and/or (3) have a criminal record. It is the policy of the University to carefully screen students who have been convicted of a crime and make a determination on a case-by-case basis.

For more information and details regarding the policies of living on campus such as refunds, cancellations, terminations, etc. please review the Housing Contract and Agreement.

APPLIANCES IN RES HALL

Kitchen appliances (i.e. skillets, griddles, hot plates) are not permitted inside the Residence Hall's. Students may have a mini refrigerator and/or microwave in the Residence Hall. Mini refrigerator and/or microwave must be limited to one per room.

ASSIGNMENT OF RESIDENCES

Residences are assigned in the summer/winter by the Director of Residence Life, once Housing Applications have been submitted and the Housing Application Fee has been paid. Upon completion of the housing application and housing contract, there will be no changing or vacating of residences during a semester unless it is approved by the Director of Residence Life. Written petitions submitted to the Director of Residence Life may be considered for exceptions. All keys issued to residents by ACU must be returned to the Director of Residence Life Office. Switching of rooms and or suites without written permission by the Office of Residence Life could result in a \$50 fine. In the event the Residence Hall reaches full capacity during the housing assignment process, the Office of Residence Life will create a waiting list. Students on the waiting list will be notified within 5 business days. Students will be assigned a room based on the date/time of which both of the housing application and housing application fee were submitted.

AVAILABILITY OF RESIDENCES

Campus residences are available each semester. Priority in the assignment of larger residences is given to upper classmen and individuals over the age of 20. ***Married student housing is an option only when housing is available. The traditional student will have first priority to housing.***

CHECK-IN FOR CAMPUS RESIDENCES

The following check-in procedures must be completed before moving into the campus residence:

- All residents must read and sign an ACU Campus Housing Contract at the time of application
- All students must have paid a Housing Application Fee of \$250
- All students must be Financial Aid cleared, business office cleared, and registered for classes
- At time of check-in, students must sign the form in agreement with conditions located at www.cognitofirms.com/Reslife2/roomconditionform
- All unsatisfactory conditions and damages must be marked on the form at that time and submitted by August 31st.
- If there are any damages at the time of move-in an e-mail must be sent to Residence Directors at reslife@arizonachristian.edu.
- This form will be used at the time of check-out.
- The student will be issued a key.
- Early check-in must be approved by the Director of Residence Life. If a student is approved to check-in early, the students will be charged an early check-in fee of \$20 for each night they move in prior to the assigned move in date and time.

CHECK-OUT FROM CAMPUS RESIDENCES

The following check-out procedures must be completed prior to departure from campus residences. Failure to follow this procedure **will result in an improper checkout fee**. Please see below for a complete list of check-out fees. These fees will be placed on the student's bill by the Residence Life Office.

- Schedule an appointment with a Resident Assistant prior to check-out.
- Complete a walk-through with the assigned Resident Assistant using the Check-In/Out sheet from the check-in to verify the condition of the residence.
- Any damages, other than those marked on the check-in sheet, will be assessed by the Maintenance Supervisor and the residents will be billed for any repairs.
- The suite and bedroom must be clean and in satisfactory condition or a cleaning assessment fee may be charged per student in addition to the improper checkout fee.
- All keys must be returned to the Resident Assistant at the time of check-out or a fee of \$10.00 per key may be charged.
- The Check In/Out form must be signed by the resident in agreement with the conditions marked on the form.

Please note that final cleaning and damage charges are assessed by the Director of Residence Life upon final walkthrough of the building and may not necessarily be given at the time of checkout with the RA. **Please review list of checkout damages and fees at the end of this document.**

CONFLICT RESOLUTION AND COMMUNICATION

Communication is essential for a successful on-campus living experience. Roommates are encouraged to arrange times early in the semester to discuss one another's needs and rights as related to on-campus living. Common courtesies should be discussed and expectations outlined regarding the activities that will take place in a room or apartment. Resident Assistants should be consulted if roommates cannot come to a position of agreement.

CURFEW

There is no curfew for students living in the residence hall. However, if a student's overnight activities (employment included) negatively affects the student's academics and/or behavior, the Residence Life staff may encourage the student to observe a curfew and hold them accountable to it. Curfew might also be implemented as a part of disciplinary sanctions.

DAMAGING, DESTROYING, OR DEFACING PROPERTY

Whether intentional or accidental, students are held individually responsible for any damage found in their assigned rooms and any damage to or loss of furnishings. All University furniture must stay in the suite upon move-in as additional storage is not available. All room and/or furniture alterations must be approved in writing by the Residence Life Office. Students are subject to being charged an amount determined by the University if furniture is misplaced or damaged in any way (please see the Fines and Fee List and Checkout Damage/Fine List). Additionally, students are responsible for common areas within the Residence Hall, including hallways and lobbies. Students causing damage or removing University property will be held responsible and subject to disciplinary action. If the Residence Life Office is unable to identify who is responsible for damage/loss of school property within a shared space, all residents of a room, hall, floor or building will be subject to sharing the cost of the repairs or replacements.

DECORATIONS

Residents are encouraged to personalize assigned rooms and apartments. However, structural additions and alterations are not permitted including, but not limited to, painting, stenciling, applying wallpaper or border, removing and/or installing light fixtures, ceiling fans, plumbing fixtures, television and radio antennas, satellite dish, windows, and toilet seats. The Residence Director or a Resident Assistant must approve moving additional room furniture into the residence hall and apartments.

Pictures and wall hangings must be hung with picture hooks, finishing nails, or straight pins. Adhesive type materials, carpenter nails, and screws are unacceptable under any circumstances.

All decorations, including wall hangings, must be in good taste and conform to University standards. Inappropriate décor includes, but is not limited to, depictions of nudity and/or partial nudity, sexually suggestive material, alcoholic beverages, tobacco products, and material that focuses on or represents aspects of the occult. The Director of Residence Life determines final decisions regarding the display of inappropriate items.

Lighted candles are not permitted in any of the university-owned residences.

FURNISHINGS FOR RESIDENCES

Campus residences are supplied with minimal furniture by the University. These items include beds, chairs, desks, and chest of drawers. Students are permitted to rearrange bedroom furniture that best meets their needs, but all provided furniture MUST remain in the room. Storage will not be provided for furniture not used in a room. Ample closet space is provided; however, students should not expect to have closet space for excessive storage. Residents should provide all other personal items.

All residents using bunk beds or lofts in the residence halls must sign a Release and Waiver of Liability form. This form is located on the of the Room Condition Form that received at the time check-in. Please contact the Residence Life Office for a copy of the form.

A request can be made, in writing, to the Office of Residence Life for a student's bed to be lofted. Maintenance or approved Arizona Christian University personnel will loft your bed within 10 business days of the written request. There is a \$50 fee for changing your bed position from 'unlofted' to lofted and/or lofted to 'unlofted'. Changing your bed position without written approval may result in a \$50 fine.

Students must receive special permission from Residence Life personnel to bring their own furniture on campus. If permission is granted they must be responsible to remove it at the end of the year (or end of the semester) when they leave. A fine will be assessed for any non-university furniture that is left in a room after checkout.

HAZING

Hazing will not be tolerated by the University under any circumstances. "Hazing" means any intentional or reckless act, on or off the property of Arizona Christian University, by one student, that endangers the mental or physical health or safety of another student or which induces or coerces a student to endanger such student's mental or physical health or safety. "Hazing" does not include customary athletic events or similar contests or competitions and is limited to those actions taken and situations created in connection with initiation into or affiliation with any organization.

INSURANCE

Insurance for a resident's personal belongings is the responsibility of the resident. The university is not responsible for any lost, stolen, or damaged items of personal belongings in the Residence Hall's. It is recommended that students purchase renter's insurance.

INTERNET CONNECTIONS

Internet connections are available in all on-campus rooms. For more information on our internet and email policies turn to the email section of student handbook.

KEYCARDS

All students living in Arizona Christian University housing will be issued a Key card or physical key to their specific residence by the Department of Campus Safety. There will be a \$15 charge for all lost key cards. Students who lose their physical key will be responsible for the cost of a locksmith (ACU's choice) to re-key their dorm room.

Students who lock themselves out of their room will first call their RA to gain access to their room. If the student is unable to contact their RA then they will contact Campus Safety (602-489-5301), and a guard will unlock their dorm room after they have been properly identified. University ID will be checked before or immediately after access has been granted. Students will be charged a \$10 fee upon their 3rd request to gain access to their dorm due to being locked out. All charges will be billed to the student's business account. Guards will not accept cash, checks, or credit cards.

Your safety is very important. Please keep all doors locked at all times. There will be a \$25 fine for any door with a lock found with tape over any part of the locking mechanism, propped open, left ajar, etc.

Lost or stolen keys must be reported to Campus Safety immediately. Arizona Christian University is not responsible for damaged, lost, or stolen property. Students residing in ACU dorms are encouraged to obtain renter's insurance. Security of the campus must be a priority for all employees and students. Keys should not be borrowed nor should they be loaned out to other employees or students. Never allow student's access to your dorm when you are not there.

LAUNDRY

Laundry facilities are supplied; posted instructions should be followed when using laundry machines. Consideration of others should be demonstrated by always cleaning the area and machines after use. Clothing should not be left unattended in laundry machines or in laundry baskets. ACU is not liable for damage of clothing by use of laundry facilities. These machines should be used at the risk of the user.

LIABILITY

The University does not assume responsibility for money, valuables, or other personal property left in private or public rooms. Local banks must be used for funds exceeding immediate needs, and safety deposit boxes for valuables. Sizable sums of money should never be kept in campus residences. Students have the option to provide their own safe to keep inside of their residence to hold valuable items. Safes cannot be mounted or permanently placed in any room. Personal safes are subject to be searched with reason to believe a policy violation may have occurred. Failure to comply and open a safe upon request by the Dean of Students, Director of Residence Life or Director of Campus Safety will result in omission of guilt.

LOBBIES

Students are expected to act in a respectful manner while using the lobbies. Please be mindful that this is a shared space. Lights are to be left on in the lobbies at all times. The lobbies are closed from 12am-6am Mon-Fri and from 2am-6am on Sat-Sun.

MEAL PLANS

Requirements

A meal plan is required for all ACU students living on-campus. If no meal plan is checked on the housing application, the 14 meal plan will be the default plan given to students. The board rates are established on the basis of a 14 or 19 meal plan, seven days a week. If you do not use all of the allotted meals by the end of the week, they will not roll-over to the following week. Commuters have the option to purchase a meal plan by submitting the commuter meal plan application online. Students, and guests not on the meal plan can purchase individual meals at the rates posted in the Commons (Dining Hall). Students can change their meal plan at any time up until the end of the 2nd week of classes of each semester by emailing reslife@arizonachristian.edu. Meal plans are non-transferable, non-refundable, and do not roll over from week to week.

Petitions

Petitions are 'open' during designated times throughout the academic year, in preparation for the upcoming semester. Petitions will need to be submitted online in order to be considered. If the form is not available online, please contact the Office of Residence Life for further instruction. Once the Office of Residence Life has received a petition AND additional required documentation (if necessary) the Director Residence Life will make a decision on the petition based on the universities written policies within 10 business days. The Director of Residence Life's decision is final except where 1) new information is documented that was not involved in the original petition and/or 2) there is procedural error. In which case, a written appeal can be made to the Housing Committee (consists three non-partial staff and/or faculty members across campus) within 5 business days after the Director of Residence Life's decision has been made. The Housing Committee will have 10 business days to review the written appeal. The Housing Committee's decision is final.

Exceptions

Meal plan petitions must be submitted prior to the end of the second week of class. Any petitions submitted after the second week of school may not be considered.

All ACU students living on-campus are required to have a meal plan. There are no exceptions to be released from the meal plan requirement except for extreme medical conditions that our campus dining service cannot accommodate. These medical conditions must be verified by a certified medical physician by submitting a 'Medical Petition for Release Form'. Please submit 'Medical Petition for Release Form' to the Director of Residence Life. Please note- the 'Medical Petition for Release Form' in no way guarantees a student being released from the meal plan requirements. As a University, we make every effort to accommodate your needs. We provide menus and identifiers in resident dining locations which list nutrition information and major food allergens. We provide a variety of foods that are vegetarian, vegan, and gluten-free. If you have other dietary needs, our Campus Dining Services Program can accommodate your special dietary requirements.

MOVIE AND ENTERTAINMENT POLICY

Discernment must be exercised in avoiding all activities that are spiritually or morally harmful. Individual decisions regarding movies, television programs, music, video games, and all forms of electronic media and other activities are expected to reflect this moral commitment and must adhere to the ACU community life policies and student handbook.

Arizona Christian University supports the Federal Copyright Act. In order to better understand the Federal Copyright Act, and how it affects educational institutions, the following is provided from Swank Motion Pictures. More detailed information can be found on their website <http://colleges.swankmp.com/>

The Federal Copyright Act (Title 17, United States code, Public Law 94-553, 90 Stat. 2541) governs how copyrighted materials, such as movies, may be utilized publicly. Neither the rental nor the purchase or lending of a videocassette or DVD carries with it the right to exhibit such a movie publicly outside the home, unless the site where the video is used is properly licensed for copyright compliant exhibition.

This legal copyright compliance requirement applies to parks and recreation departments, colleges, universities, public schools, day care facilities, summer camps, churches, private clubs, prisons, lodges, businesses, etc. regardless of whether admission is charged, whether the institution is commercial or non-profit or whether a federal, state or local agency is involved.

The movie studios who own copyrights, and their agents, are the only parties who are authorized to license sites such as parks and recreation departments, businesses, museums, etc. No other group or person has the right to exhibit or license exhibitions of copyrighted movies.

Under the "Education Exemption," copyrighted movies may be exhibited without a license only if the college is nonprofit and the movie exhibition is:

- An "integral part of a class session" and is of "material assistance to the teaching content."
- Supervised by a teacher in a classroom.
- Attended only by students enrolled in a registered class of an accredited nonprofit educational institution.

In summary, if a student or group of students are showing a video or DVD outside of the home (this includes common areas of the residence hall), it will more than likely be an infringement of copyright and can result in substantial financial damages.

PETS

Fish are the only personal pets of any kind that is permitted in the residence hall. You may have the fish in a container up to .5 gallons. Anything over .5 gallons is unacceptable. All fish need to be properly taken care of. The Director of Residence Life can ask you to remove your fish at any time. Under no circumstances can your pet stay on campus during the winter break. Violation of this policy may result in fines and/or residence life disciplinary action.

QUIET HOURS

Quiet hours are defined as times when music, televisions, conversations and other sound-producing activities are to be kept at a level which do not interfere with other students' sleep or study. Quiet hours apply to all areas surrounding the residence hall. Upper-floor residents are encouraged to be considerate of lower-floor residents at all times. Quiet hours are 10:00 p.m. to 7:00 a.m. daily.

Residents who have concerns regarding quiet hour violations should respectfully address the issues with the person(s) in violation. If this fails, a Resident Assistant should be consulted. Not adhering to the quiet hours may result in a \$25 fine.

REPAIRS

Requests for repairs should be reported via email to: reslife@arizonachristian.edu, type REQ in the subject line. Students will be assessed a fee for any malicious damages during the semester.

RESIDENT ASSISTANTS

Resident Assistants are students that work closely with the Resident Life Office. There is a total of 16 RA's and they are responsible for a group of 25-45 residents working with them in the areas of advising, programming (social and educational), discipline, administration, and general orientation of the residence hall. This position is scholar shipped and considered to be the student's primary Christian Service. Full job descriptions are available in the Residence Life office and applications are made available in January. Interviews and selection takes place before students finish the Spring semester.

Eligibility Requirements:

- Must be a fulltime student (enrolled in 12 hours or more).
- Must possess a current and cumulative GPA of 2.5 or above.

RESIDENCE HALL MEETINGS

Periodic residence meetings are called by the Dean of Students, Director of Residence Life, Residence Director, or Resident Assistants. Attendance at official residence meetings is mandatory. A fine of \$50 will be given to those who do not attend.

ROOM CHECKS

Students can expect reasonable privacy of rooms and personal property. However, the University reserves the right to enter and inspect rooms at any time, with reasonable cause, for purposes related to maintenance, health, safety, security, and the upholding of University policy. Students are expected to keep their room in a clean and picked-up condition. Weekly room checks will be done by the Resident Assistants:

- Students who fail to pass room checks are subject to disciplinary action.
- Students must provide their own cleaning supplies.
- Sanctions for repeated violations include, but are not limited to fines, further disciplinary action, and/or residence life suspension or dismissal, without refund.
- The Resident Assistants reserve the right to confiscate items that are deemed offensive, harmful, or violate Resident Life or other Student Life Handbook policies.

SAFETY EQUIPMENT

Fire extinguishers and alarms are to be used only in case of a fire. Fire safety equipment is expensive to replace. Rendering safety equipment nonfunctional (such as removing the battery from smoke alarms) may jeopardize the lives of others. Exit signs in buildings clearly mark exit routes for emergency situations. False alarms due to negligence or deliberate action will result in a \$100 fine.

SECURITY

The Residence Hall is not open to the public. Exterior doors should never be propped open. Guests are authorized only when accompanied by a current ACU Res Hall resident, campus safety officer, resident staff, or recruitment staff. School employed maintenance staff will enter in pairs and announce their presence when entering dorms occupied by the opposite gender. Off campus/contract personnel must be accompanied by a school employee at all times, unless cleared by the Director of Campus Safety. When a residence room is not occupied, a single maintenance worker can gain access. The residence hall lobbies are monitored by security cameras. Tampering and/or damaging the security cameras will result in a \$200 fine. Propping any doors leading outside or in/out of the hallways could result in a \$50 fine.

Residents are asked to report criminal activities or suspicious persons to a campus safety officer or the Director of Campus Safety. Questions regarding the Title II section of the *Student Right-To-Know and Campus Security Act* should be addressed to the Director of Campus Safety.

STORAGE

Arizona Christian University does not provide storage space outside of the assigned room. Students may not store personal belongings in rooms and closets over the summer break.

SUMMER HOUSING

Students Eligible for Summer Housing:

- Must submit a Summer Housing Application and obtain approval from Office of Residence Life.
- Must be in good standing with the ACU Business Office.
- Must be enrolled in at least one summer course.
- Must be enrolled full-time (12 credits) for the upcoming fall semester.
- Must pay in full for the entire summer prior to start of summer session.

Additional Information:

- Meal service will not be available, unless otherwise noted
- All *ACU Student Handbook* and *Residence Life Handbook* policies are applicable during the summer and must be adhered to during this time.
- Students who have had previous discipline issues may not be approved to live in the residence hall over the summer session.
- Additional charges may apply if staying for additional days beyond the summer housing dates.
- Students may not be pro-rated with housing fee if moved out of Residence Hall before end of Summer session.
- Graduated students are not eligible for Summer Housing.

SWIMMING POOL

Arizona Christian University has established the following rules as it relates to use of the University Swimming Pool

- Swimming Pool hours are open from 6 am to 12 am, seven days per week (Sunday thru Saturday).
- Anyone entering the gated pool area must be able to swim.
- All persons visit the pool at their own risk. The University is not responsible for accidents and injuries.
- No persons under 17 years old permitted in the pool area.
- The pool is restricted to current Arizona Christian University staff and students only.
- Use of the pool is first come, first served. The pool may not be reserved for private parties.
- All users must wear conservative swim suit attire (Per Student Handbook)- No street clothes can be worn in the water. No cutt-off shorts.
- Personal floatation devices must be U.S. Coast Guard Approved.
- Do not perform hypoxic/breath-hold training. Pool users must take at least one breath for every length of the pool.
- No diving allowed.
- No bags allowed on deck. All personal bags, backpacks, purses, etc. Must be kept in your room.
- No oil-based tanning products allowed on deck.
- No food, drink or gum inside the gated area. Water is permitted.
- Please shower prior to entering the pool.
- Be courteous to other students and staff.
- No unnecessary loud noise or music at anytime. Noise disturbing the community between 10pm-12am will result in closing of the pool.
- No rough play in the water or on deck.
- No alcohol, tobacco, or vape products.
- No glass containers of any kind.

- Respect the facility and equipment.

Any person deemed unsafe and or not adhering to the rules will be asked to leave the pool area and are subject to having their pool privileges suspended, and are subject to other disciplinary action as deemed necessary by the Dean of Students.

Campus Safety guard and other staff instructions and requests must be promptly obeyed and followed. Campus Safety and other staff have the authority to make any decisions not specifically covered in the posted rules.

In accordance with the recommendation from the American Red Cross and the National Weather Service, upon the first sighting of lightning, sound of thunder, or detection of lightning within 8 miles (according to a weather tracking app), the pool will be cleared and everyone must evacuate the pool deck until 30 minutes after the last lightning is spotted, thunder is heard or detected.

Additionally, if weather conditions prevent the seeing the bottom of the pool (strong rain, dust storm, hail, etc.) the pool may also be closed until conditions improve.

The University reserves the right to deny use of, and closure of the pool facilities at any time without cause.

VISITATION POLICY

Visitation is defined as those times which residents may have guests in their rooms, suites, or in the public areas of residential floors. Specific visitation boundaries should be outlined by roommates/suitemates stating the maximum hours during which visitors or guests may visit. Visitation is a privilege but is secondary to a resident's right to privacy within her or his room. Residents may not exercise their visitation privileges if doing so interferes with the rights of the roommate or of other residents. Visitation privileges can be revoked for an individual, a room(s), a floor(s), or the entire building by the Residence Life Office and the Student Development Division. ACU does not allow visitors from the opposite sex to be near or inside the room at any time.

If an RA, Campus Safety, or an ACU staff member finds a student of the opposite sex in a room/suite, the resident and guest will be subject to disciplinary action.

The Director of Residence Life reserves the right to revoke the visitation privileges for repeated or other discipline issues, safety, and/or security reasons. Revoking visitation privileges can be reserved for a room(s), a floor(s), or the entire buildings.

During Fall Break, Thanksgiving Break, Winter Break, Spring Break, and Summer Breaks.

VISITOR/GUEST POLICY

A visitor is any person who has signed into the hall (if required) with a resident anytime during the day or night. All visitor(s) should be escorted by a resident when he/she leaves the room/suite. He/she should go with the resident when leaving the building, abide by Residence Life and ACU school policies while in the hall, should not use the room/suite restroom if he/she is of the opposite sex, and must have permission from room/suitemates to be there. Visitors are not allowed to remain in the Residence Hall when the resident leaves the building.

Overnight visitors must be of the same sex and must be cleared by prior arrangement with the Resident Assistant by filling out a "Guest Registration Form". These forms can be obtained in the Residence Life Office or on your Populi student portal. Failure to submit a guest registration form can result in a \$25 fine. Overnight visitors are responsible to abide by all residence life policies including quiet hours. There will be a \$5.00 per night fee for non-family overnight visitors. Non ACU residents/visitors can stay no more than 12 nights in a semester and no more than 3 consecutive nights at a time. Non ACU residents/visitors are not allowed access to the room while the assigned occupant(s) are not present. Non ACU residents/visitors cannot utilize and/or have possession of a key to enter a room that does not belong to them, they cannot use the bathroom and shower facilities as if one lived in that room/suite, and they cannot keep belongings such as clothes, bedding, toiletries and/or books in the room for a long period of time as if one lived there. Any student found in violation of the visitor/guest policy will be subject to disciplinary action.

WEAPONS AND EXPLOSIVES

The use, possession, storing, or detonating of firearms, fireworks, or any other dangerous weapons (including BB, air soft and pellet guns, knives (excluding cooking utensils), swords, tasers, and blowguns) on ACU property is strictly prohibited. Sports weapons must be kept in the custody of the University. Possession of these will result in severe disciplinary measures, including the possibility of suspension and/or fines.

The below list of fines and fees are examples of charges, infractions or violations that could occur but are not limited to this list. This form is to provide a general understanding of what an infraction could be, however it is subject to change. Please review the Arizona Christian University Student Handbook and Residence Life Handbook for further information.

\$5	Overnight visitor fee (up to 3 consecutive nights and 12 nights per semester)
\$10	Keycard replacement
\$20	Entry into Residence Hall/Hallway/Suite/Room after 3 free "let-ins" per semester
\$25	Overnight Guest Form not submitted
\$25	Misuse of lobby hours. Lobbies are closed from 12am-6am Mon-Fri and 2am-6am Sat-Sun
\$25	Lit candles in any room of the Residence Hall
\$25	Disrespectful of quiet hours 10pm-7am everyday
\$25	Dining Hall Items found in your room/suite (plates, cups, bowls, utensils, etc.) each item charged separate
\$25 +	Inappropriate room/door decorations
\$25 +	Room Check Violation per person
\$25 +	Operating Kitchen Appliances (i.e hot plate, toaster oven, portable grill)
\$50	Bed Position Change Request (unlofted to lofted/lofted to unlofted)
\$50	Propping Hallway doors
\$50	Propping suite/room door (including tape) when no one is present in the suite/room
\$50	Unapproved Bed Position Change
\$50	Switching rooms and/or suites without prior permission
\$50	Movie and entertainment infraction in the lobbies
\$50	Unexcused absence for a Mandatory Residence Hall Meeting
\$50 +	Window infraction (including talking to someone through your window or passing anything in/out of windows)
\$50 +	Visitation infraction (opposite sex in room)
100 +	Visitor Violation (extended stay without permission)
\$200	Pets in the Residence Hall or Suite/Room other than fish
\$200	Tampering with security cameras
\$200+	Window infraction (people coming in/out of windows)
\$250	Alcohol and/or tobacco in/on possession in Residence Hall
\$250+	Weapons and/or explosives (including fireworks) in/on possession in Residence Hall

Damage Costs

Item	Cost
Bed ends	\$ 150.00
Mattress	\$ 125.00
Box Spring	\$ 100.00
Desk	\$ 120.00
Desk Chair	\$ 85.00
Dresser	\$ 260.00
Closet door	\$ 225.00
Closet shelves	\$ 25.00
Window	\$ 275.00
Window Screen	\$ 50.00
Broken light switch/outlet covers	\$ 5.00
Holes in the wall	Case-by-Case
Carpet Stains	Case-by-Case
Furniture/Room Alterations	Case-by-Case

Description

<p>These are replacement costs for the Res Hall style furniture. The older furniture will be assessed by maintenance and the Director of Residence Life and appropriate charges will be placed on your account.</p>
mirrored closet doors
broken or missing
window needs to be replaced
broken or missing
each broken or missing cover
Minimum \$5.00
Minimum \$5.00
Minimum \$25.00

Checkout Fines

Item	Cost
Improper Cleaning (Room)	\$ 50.00
Improper Cleaning (Suite)	\$ 100.00
Furniture not put back	\$ 50.00
Improper Checkout	\$ 100.00
No Key	\$ 10.00
Heavy Cleaning Fee	\$ 100.00
Late Checkout	\$ 50.00
Personal Items Left Behind	\$ 25.00 min

Description

Room not vacuumed and thoroughly cleaned
Bathroom, floors, cabinets, etc. not thoroughly cleaned
Furniture in same positions as when you moved in
You leave without checking out or you do not sign up for a time with your RA.
You do not turn in your key or turn in the wrong key.
pets, cigarette smoke, extreme water damage, fire damage, anything where outside services are required. Minimum charge of \$100 or cover the cost of services rendered.
for every half hour after your checkout time was scheduled.
Abandoned property becomes school property after 7 days with no communication. Additional fines may be assessed.