

**Friends University
Community and Residential
Development
Community Handbook**

**A Guide to Upper Class Living
2011-2012**

**Friends Village
Falcon Flats
University Houses
Falcon Glenn
Smith Apartments**

Table of Contents

Important Phone Numbers	3
The Residence Life Staff	4
First Things First	5
▪ Facility Addresses and Info	
Decorating Your Residence	7
Emergency Procedures	8
Severe Weather Emergency Plan	9
Injury or Illness	10
Check-in and Check-out Schedule	11
Improper Check-out Fines	11
Living Together in Peace	13
The “Nitty Gritty” (Campus Policies)	14
Housing Selection Process	16
Community Life Standards	16
Campus Attractions	17

IMPORTANT PHONE NUMBERS

(Area code is 316-)

Residence Life Office: 316-295-5500

Friends Village Office Hours: 9 a.m. to 4:30p.m. then, 6-10pm Monday-Friday
After Hours Number: 316-761-1328.

E-mail: reslife@friends.edu

To provide feedback, suggestions, or report concerns *anonymously*, you may leave a voicemail message at ext. 5547.

Residence Life Staff Phone Numbers

Director of Community and Residential Development	295-5568
Residential Development Coordinator of Green Hall-Male	295-5051
Residential Development Coordinator of Green Hall-Female	295-5407
Residential Development Coordinator of Friends Village/Falcon Flats	295-5529
Residential Development Coordinator of Falcon Glenn/Campus Houses	295-5508
Residential Development Coordinator of Smith Apartments	295-5224

Student Affairs Staff Phone Numbers

Student Affairs Office	295-5832
Coordinator of Health & Wellness / Nurse	295-5561
Director of Campus and Career Transitions	295-5838
Director of Campus Ministries	295-5746
Director of Cross Cultural Programs & Services	295-5675
Director of the Casado Campus Center	295-5822
Director of Student Activities	295-5623
Food Service	295-5510
Vice President of Student Affairs	295-5779

Additional Numbers

Bookstore	295-5869
Casado Campus Center	295-5875
Center on Family Living	295-5638
Financial Aid	295-5200
Library	295-5880
Registrar's Office	295-5400
Student Account Services	295-5630
Security	295-5911
Writing Center	295-5204

THE COMMUNITY AND RESIDENTIAL DEVELOPMENT STAFF

DIRECTOR OF COMMUNITY AND RESIDENTIAL DEVELOPMENT

The Director of Community and Residential Development provides administrative leadership to ensure that staff, programs, and operations contribute to a productive learning environment for students in Green Residence Hall, on-campus apartments and university houses.

RESIDENTIAL DEVELOPMENT COORDINATOR(S)

Green Hall, the apartment buildings, and university houses all have a coordinator who oversees the facilities. The coordinators strive to create a residential environment conducive to living and learning. The coordinators each supervise resident assistants (RA) who works with the students in each building to ensure that the facilities are well managed.

RESIDENT ASSISTANTS (RAs)

Resident Assistants (RAs) are students who are employed full-time to work in each on-campus housing facility. In Green Hall, there is one RA for each group of suites called "a neighborhood." The RA's goal is to make sure each neighborhood has a great year. RAs are leaders trained in peer counseling, crisis intervention, coordinating of activities, CPR and other useful skills. They are there if you ever need to talk, if you have a question, or if you just want someone to hang out with when you are not studying. RAs will plan neighborhood meetings and activities and joint functions with other neighborhoods so you can meet other students living in our residence. For Friends Village, Smith Apts., Falcon Glenn there are two RA's. For Falcon Flats there is only one RA.

BOUNDARIES

In order to give our Residence Life staff (i.e. the Director, Coordinators and Assistants) the personal time they need, we ask that you follow the policy below to deal with any concerns that may arise.

Each evening there will be an RA on duty (Green Hall, Friends Village, and Smith Apartments). This is the first person you need to contact with your concerns regarding Residence Life. If the concern cannot be rectified, they may choose to page the coordinator. All issues that cannot be resolved with the coordinator will be brought to the attention of the director.

FIRST THINGS FIRST

◆ Your Friends Village Address

Place Stamp Here!	Your Name 628 Hiram St, Apt _____ Wichita, Kansas 67213 USA
-------------------------	--

◆ Your Falcon Flats Address

Place Stamp Here!	Your Name 712 S. Saint. Clair St. Apt _____ Wichita, Kansas 67213 USA
-------------------------	--

◆ Your Falcon Glenn Address

Place Stamp Here!	Your Name 507 S. Glenn , Apt _____ Wichita, Kansas 67213 USA
-------------------------	---

◆ Your Smith Apartment Address

Place Stamp Here!	Your Name 644 S. Hiram , Apt _____ Wichita, Kansas 67213 USA
-------------------------	---

Mail- Apartments:

Mailboxes are located on the first floor of Friends Village and in the Laundry room in the Falcon Glenn Apartments and on the first floor in Smith Apartments. Students in the Village, Falcon Glenn and Smith Apartments will be assigned a mailbox key. It is important for the security of your mail that you keep this key secure. You can retrieve your mail anytime you wish. **Mail is delivered Monday through Friday, usually around lunchtime.** For students in Falcon Flats, the mail will be delivered directly to your apartment by the post office. If you have outgoing mail, you can drop it in the outbox in the Friends Village Office or take it to the Mailroom on the first floor of the Davis Administration Building.

Houses:

The Post Office will deliver mail directly to your house.

◆ Keys

Upon check-in, you will be issued a key to your apartment. There is a \$50 deposit fee, which you are required to pay before receiving your key.

- Do not share your key with other people. This may seem like a good idea at the beginning of the year, but remember relationships change. In the event that a key comes up missing, you will be held responsible for the replacement of the key as well as for any stolen belongings.
- Do not hide your key outside of your apartment or house. Students are not allowed to hide keys outside of their residence. If someone else were to find the hidden key, every student in the building and their belongings would be in danger.

****If you lose your key, you are responsible for paying \$50 to get another key****

****If you lose your keycard then, it's \$7 to replace****

◆ Lock-Outs

A member of the Residence Life staff is on call 24 hours a day and is authorized to unlock your door if you get locked out of your room. If you find yourself in this situation, call 316-761-1328 for the coordinator on-call.

◆ Security

Friends University provides around-the-clock security for the campus. If you see someone who looks suspicious or something that could potentially turn into a dangerous situation, please call **295-5911** (or 5911 from an on-campus phone). Also, be sure to alert the on-call Residence Life staff member by dialing **295-5500**. If the situation involves a fire or student health emergency, **please call 911**. There will always be a professional staff member who is on call. All security problems need to be reported to the Director of Community and Residential Development so the Director of Security can be consulted for help in avoiding future situations.

- **Propping** open any apartment door is prohibited. This is necessary to maintain your safety and that of your neighbors.

If you are walking back from class at night and would like to request someone to escort you back to your room, this can be arranged by calling 295-5911.

◆ Parking

You may park in all the University parking lots if your car has been registered with a Friends University decal. The free validation sticker will keep your car from being ticketed or towed. **ALWAYS** lock your doors and **do not** leave anything valuable in your car. Taking these precautions can greatly reduce your risk of becoming a victim of theft. The University is not responsible for vehicles parked on campus, so be sure your insurance coverage meets your needs. Parking in areas where parking is not permitted can result in a ticket and/or your car being towed. Non permitted parking includes parking in no parking zones, parking so that your vehicle blocks all or a portion of your neighbor's driveway, or parking on your lawn.

◆ Damages/Loss

The University assumes no responsibility for theft, damage, valuables, loss of money, or personal property. We strongly encourage students to check with their family concerning the extent of coverage under their homeowner's/renter's insurance policy or purchase renter's insurance for themselves. Report all losses to a Residence Life staff member who will assist in contacting Security and the Police Department. For insurance claims, it is recommended that a police report be filed.

◆ Search and Entry Policy

The University reserves the right to regulate the use of the Hall and Student's room, to protect and maintain University property, to protect and maintain the health and safety of University students, and to enforce the Student Conduct Code, Community Life Standards, and any other policy set by the University. In furtherance thereof, the University and any agent, employee or representative of the University has the right to enter Student's room without prior notice to or consent from Student, search Student's room and personal property, and seize any of Student's personal property deemed by the University to endanger persons or property or violate the policies referenced above. Student's refusal to grant the University access to Student's room or personal property, including refusal or failure to unlock drawers, boxes or other locked containers at the University's request, will be a default of this Agreement, subjecting Student to the University's remedies for default set forth herein. In addition, the University and any agent, employee or representative of the University, may enter Student's room upon 24 hour prior, written notice (including posted notice) to show the room to prospective occupants.

Friends University recognizes students' right to privacy in areas of the University designated for their use (i.e., residence hall room, rental house/apartment, gym locker, etc.) However, the University reserves the right to authorize entry to these areas under the following circumstances:

- When permission has been granted by the occupant(s).
- When maintenance, requested by the occupant(s) or University personnel, is being performed. Physical Plant, Residence Life, or Security may enter the premises with or without an escort.
- During routine inspections of rooms for safety, health, and general maintenance performed upon institutional initiative preceded by 24 hours written or posted notice to occupant(s).
- There is perceived imminent danger to the safety, health or property of occupant(s).
- There are potential or perceived violations of University policy.
- When entry is made by civil or law enforcement officers

DECORATING YOUR RESIDENCE

You are encouraged to make your apartment your own. Personal belongings and decorative touches will make your residence a unique, comfortable home for you to enjoy during the year. Be creative! Have fun! But please read the decorating section carefully because there are restrictions that, when violated, may cause damage to your apartment. Residents will be held responsible for any damage to their assigned residence. If you are unsure about any of your decorating ideas, ask before you do anything. Changing your decorating plans beforehand is much easier than paying to have it repaired later.

◆ Wall Decorations

Items may only be hung with white sticky tack or by using the picture rail (if available). Any sticky residue left on any surface in your apartment will be considered payable damage. This includes walls, closets, bathrooms, room doors, and floors.

You can hang posters on the wall by using **white** sticky-tack. Please do not use any kind of tape, screws, wall mountings, etc. to secure items to the wall. If you have any questions about hanging things on the wall, please contact a Residence Life staff member.

◆ **Furniture and appliances**

You may bring TVs, DVD's/VCRs, chairs, sofas and other furniture to personalize your apartment. Due to the design of the building, waterbeds are not allowed in any apartment.

◆ **Apartment/House Equipment**

Tampering with equipment such as fire extinguishers, common area thermostats, etc. will lead to immediate disciplinary action.

◆ **Fire Hazards**

Apartments:

Candles and outdoor grills are not allowed in apartments, including balconies. Students are expected to use only appliances that will not cause a fire.

Houses:

Students are encouraged to use appliances that will not cause a fire hazard. The use of propane grills is prohibited. Here are a few tips for the use of charcoal grills:

- **DO** dispose of charcoals when you have finished barbecuing.
- **DO NOT** use propane grills. Natural Gas grills offer decreased risk of fire hazards.
- **DO NOT** leave a lit grill unattended.
- **DO NOT** move a lit barbecue
- **DO** Use long-handled utensils and fire-resistant oven mitts.
- **DO NOT** wear loose clothing that could catch fire.
- **DO NOT** use the barbecue indoors.
- **DO NOT** use water on a grease fire.

Friends University is not responsible for any damages caused by a fire from a grill. If you have any questions regarding this policy, please call the Office of Residence Life: 316-295-5500.

◆ **Pets**

To avoid damage and maintain reasonable costs, pets are not allowed in University housing except fish which must be kept in an aquarium. The only other exception is seeing-eye dogs or other helping animals as provided for by the American Disabilities Act. The Humane Society will be notified if any animal is found in any on-campus housing facility, and the animal will be picked up at the owner's expense. Further, residents living in a facility (e.g. house, suite, apartment) where an animal is being kept are considered as having knowledge of the animal and, thus, are responsible for notifying a Residence Life staff member. Just because it is not your pet does not mean you are free from the responsibility of notifying our staff.

◆ **Painting**

No painting of any surface is allowed in our apartments. Students must not paint any walls, ceilings, shelves, closets, vanities or other areas in the facility. Students who paint walls, ceilings, bookshelves, closets, vanities and/or bookshelf supports will be charged to have the item(s) repainted.

◆ **Contact/Wall Paper**

The use of contact paper is not permitted in the apartments. Contact paper leaves sticky adhesions when it is removed from surfaces. Not everyone has the same taste in decorating; a future resident in your home may not like the contact paper you have selected and wish to remove it. The surface would be damaged and require extensive sanding and repainting. Instead, use non-stick shelf paper in the vanity drawers or on the shelves. You can use gift-wrapping paper attached with sticky tack to decorate and still avoid damaging the surfaces.

◆ **Bunks/Lofts**

Bunks can be used to free up space in your room as long as they are safely built. Here are the guidelines you need to follow in order to add a bunk/loft to your bedroom:

1. Contact the Residence Life office to gain permission to use your building plans.
2. Build a support system that includes four legs and adequate lateral motion stabilizers.

3. Bunks cannot be hooked to the wall or supported on the bookshelf rail. The bunks must be free standing.
4. Make sure the bunk is low enough so that you do not hit your head on the ceiling in the morning when you wake up.
5. Use a platform made of sturdy material. You may not remove the legs from the bed frames; instead, use wood beams or wood sheets cut to size.
6. Nail or screw all bunk pieces together securely. Do not balance them on one another then hope they will not topple.
7. Most people enjoy having a foot of extra space at the side of the mattress on the platform to put an alarm clock or tissue. A side-rail increases safety and should be used.
8. **You will be responsible for taking the bunk out of the apartment when you leave. Summer storage is not provided.**

EMERGENCY PROCEDURES

◆ **Fire**

In Case of Fire, the Fire Department and University Security Must Be Notified IMMEDIATELY!

1. Fire Department Emergency Telephone: **911**
2. University Security: **295-5911**
3. Residence Life Office: **295-5500... After Hours: 316-761-1328**

1. Know the location of fire extinguishers, fire exits, and fire alarms in your facility and how to use them.
2. If a minor fire appears controllable, IMMEDIATELY contact the Fire Department and University Security. Then, promptly direct the charge of the fire extinguisher toward the base of the flame. If there is a possibility of deadly fumes, evacuate the facility immediately. Please do not attempt to extinguish the fire.
3. If large fires do not appear controllable, IMMEDIATELY notify the Fire Department and University Security. Then, evacuate all rooms and, if possible, close all doors to confine the fire and reduce oxygen. This slows the spread of the fire and provides extra time to exit the facility safely.
4. When the fire alarm/smoke detector is sounded, walk quickly to the nearest marked emergency exit, and alert others to do the same.
5. **ASSIST THE HANDICAPPED IN EXITING THE RESIDENCE!** Smoke is the greatest danger in a fire, so stay near the floor where the air will be least toxic.
6. Once you are outside, keep streets, fire lanes, hydrants and walkways clear for emergency vehicles and crews.
7. A Campus Emergency Command Post may be set up near the site. Keep clear of the Command Post unless you are asked for assistance.
8. **DO NOT RETURN TO AN EVACUATED RESIDENCE unless told to do so by a University official.**

NOTE:

If you become trapped in an apartment during a fire and a window is available, place any article of clothing (shirt, coat, etc.) outside the window as a marker for rescue crews. If there is no window, stay near the floor where the air is least toxic. Shout at regular intervals to alert emergency crews to your location. **DO NOT PANIC!**

◆ **Basements (Houses Only)**

Friends University prohibits students from utilizing the basements of university houses on a 'day to day' basis. Basements of all university-owned houses may be used in case of emergencies (tornadoes, severe weather, etc.) and for storage purposes. Students **MAY NOT** engage in any of the following

activities: living in the basement, studying in the basement, socializing in the basement, using basements as 'guest areas'. Usage of basement spaces in the aforementioned manners, or in comparable situations, is a direct violation of state law because university basements do not have legal exits. (A 'legal' exit is a separate entry/exit from the main level of the house. In other words, the basement *must* have a ground-level door). Usage of any university basement is unsafe. Residence Life, Physical Plant, and/or Campus Security will immediately address violations of this standard of living. *If any student or group of students elects to ignore this expectation of living, the university may immediately terminate current and future housing contracts.*

Severe Weather Emergency Plan

It is not always prudent or necessary to wait until formal notification of impending danger. Listen to the radio or watch a local television station. If you see any revolving, funnel-shaped clouds, immediately report them by telephone to security and Residence Life staff members.

A severe thunderstorm watch means conditions exist which could produce thunderstorms in the area. These storms can produce a tornado.

A severe thunderstorm warning means a severe thunderstorm has been observed and is moving toward the area. Sirens will not sound. Make sure doors and windows are shut. Be alert for damaging wind or hail. If the likelihood of damage exists (e.g. glass breakage), evacuate those areas of danger and seek protection in the basement.

A tornado watch means conditions are favorable for tornadoes to develop. Listen to local radio or television stations for further information and be prepared to move to shelter quickly. If the likelihood of damage exists (e.g. glass breakage), evacuate those areas of danger and seek protection in the basement.

A tornado warning means a tornado has actually been sighted or indicated by radar. At this time, the outdoor warning sirens are activated. Sirens will sound a three-minute warning signal if it appears a tornado is imminent. **Please seek shelter in the basement immediately and ask others to come with you.** You may yell down the halls for residents to move to the basement. Please remind the residents to bring a blanket or pillow to cover their heads/face, and for them to sit on the floor. You can listen to the radio while waiting for an "all-clear."

Where to seek shelter during a tornado:

- Green Residence Hall – lower level / basement
- Friends Village – lower level/basement
- Falcon Glenn-Laundry room/storm shelter
- Falcon Flats- Green Hall basement
- Houses – lowest level, away from windows and doors
- Smith Apts.-lower level/basement

Tornado shelter information:

- Stay away from windows/glass
- Do not go into rooms with boilers, mechanical or electrical equipment
- Stay low to the ground, and cover your head and face
- Stay out of auditoriums and away from atriums or any location with a high ceiling span (the Science Building 100 is the exception to this rule; it has a concrete deck above it)
- Close all doors to keep glass and debris from striking you
- Place as many barriers as possible between you and the outside
- Always seek shelter on the lowest level of a building.
- Regardless of when the warning occurs, all persons should remain under cover until residential life staff gives the all-clear. Sirens are not used for an all-clear signal and will only be used when a tornado warning is issued.
- Do not return to a room/apartment, unless told to do so by a University official.

After the official all-clear has been given, please follow these procedures to ensure your safety:

- If the building you are in is damaged, evacuate the building immediately.
- If there are injuries, call 911 immediately.

◆ **INJURY OR ILLNESS**

Call the University Security Office at 295-5911 If You Need Assistance

- If serious injury or illness occurs on campus, immediately call the above number. Give your name, describe the nature and severity of the medical problem and the campus location of the victim.
- In case of minor injury or illness, contact a member of the Residence Life staff. Each RA and RM has a First Aid Kit available for use. Ideally, only Red Cross trained personnel should provide first aid treatment. You may also call Vickie Carter, the campus nurse, at 295-5561 to schedule an appointment.
- In case of serious injury or illness, Red Cross trained personnel should quickly perform the following steps:
 - a) Keep the victim still and comfortable. **DO NOT MOVE THE VICTIM.**
 - b) Ask victim, "Are you okay?" and "What is wrong?"
 - c) Check breathing and give mouth-to-mouth or mouth-to-nose resuscitation if necessary.
 - d) If a victim appears to have gone into shock, pallor, or chills, cover the victim with blankets or coats.
 - e) Control serious bleeding by applying direct pressure to the wound.
 - f) Continue to assist the victim until help arrives.
 - g) Look for emergency medical I.D., question any witnesses and give all information to the paramedics.
- In case of convulsions or seizures:
 - a) Prevent victim from hurting him/herself.
 - b) Do not place a blunt object between victim's teeth.
 - c) Do not restrain the victim.
 - d) Do not pour liquid into victim's mouth.
- In case of burns due to heat, acids, bases, or other chemicals, flush well with cold water.

CHECK-IN PROCEDURES

◆ **Before You Move In**

Students must complete check-in procedures before they can move into their facility. Be sure to fill out forms completely, as these forms will be used again when you move out of the facility. The following must be completed before moving in:

- Attend orientation
- Contract
- Deposit (Housing and Key)
- Community Life Standards form
- Inventory form
- Key Request form

Please contact your Coordinator if you have any questions about your apartment or completing the necessary information.

CHECK-OUT PROCEDURES

◆ **Preparing Your Facility**

In order for your deposit to be returned to you when you check out of the facility, you must follow all check-out procedures.

Failure to properly prepare your apartment for check-out will result in the loss of your deposit. Any amount of damage larger than your room deposit will be billed to your account. Failure to follow the listed cleaning procedures will result in the loss of your deposit which will pay for additional cleaning:

- Remove all personal belongings and all trash
- Sweep floor, getting all dust out of corners
- Wipe off all shelves and cabinets and clean out closets and bathrooms
- Remove all traces of sticky tack
- Clean and wipe out all drawers

◆ **Checking Out**

After your facility is prepared, meet with a Residence Life staff member at a prearranged, mutually convenient time. An Exit Form and an Inventory Form must be completed, and all keys must be turned in. Failure to fill out paperwork or turn in keys upon check-out will result in the loss of your deposit. Any damage to your facility will be payable out of your deposit according to the policy outlined in your contract. If charges are more than the amount of your deposit, you will be responsible for paying the additional cost.

2011-2012 Improper Check out Fine Schedule

Improper Check out Condition	Charge Per Incident
Did not check out —The resident did not check out of his/her residence, they just left.	\$50 per resident
Left furniture or personal belongings in residence —The resident did not remove his/her furniture or belongings.	\$50 per room
Did not clean residence —The resident(s) did not remove trash and/or sticky tack/tape; sweep the floor; wipe down the shelves, mirrors, windows, closets; and/or left other areas or surfaces uncleaned.	\$40 per room If residence is declared filthy beyond normal circumstance, additional cleaning fees may be levied.

2011-2012 Charge Schedule

Damage Charge Schedule	Charge Per Incident
-------------------------------	----------------------------

<i>Appliances</i>	
Microwave replacement	\$42.00
Stove replacement	\$250.00
Refrigerator replacement	\$300.00
<i>Bathroom</i>	
Toilet repair (minimum)	\$45.00
Toilet replacement	\$250.00
Shower/tub repair (minimum)	\$50.00
Shower/tub replacement	\$250.00
Sink repair (minimum)	\$30.00
Sink replacement	\$120.00
Replace towel racks	\$20.00
Repair vanity	\$200.00
<i>Door</i>	
Number Sign	\$15.00
Refinish	\$75.00
Replacement	\$200.00
<i>Door Locks</i>	
Replace	\$40.00
Replacement Keycards (Each)	\$50.00
<i>Electrical</i>	
Outlet Cover	\$10.00
Remove Illegal Wiring	\$25.00
Replace Thermostat (Min)	\$50.00
<i>Fire Equipment</i>	
Refill H2O Extinguisher	\$20.00
Replace H2O Extinguisher	\$60.00
Replace Glass Cover for Fire Extinguisher	\$25.00
Replace Exit Light	\$100.00
Replace Smoke Detector	\$40.00

<i>Furniture</i>	
Return to Location (Per Item)	\$20.00
Cigarette Burns (Minimum)	\$20.00
Contact Paper Removal (Minimum)	\$50.00
<i>Lights</i>	
Replace Light Cover (Minimum)	\$20.00
Replace Light Unit	\$150.00
Replace Kitchen Light Cover	\$200.00
<i>Tiles</i>	
Ceiling (Per Tile)	\$10.00
Objects left stuck to the ceiling (tacks, glow in the dark stars, etc.)	\$2.00 per object
Floor Tiles	\$10.00 per sq. tile
<i>Walls</i>	
Paint Walls (Per Wall)	\$200.00
Paint Walls (Per Wall)	\$200.00
Repair Holes (Minimum)	\$50.00
Wallpaper Removal (Minimum)	\$50.00
Stick-on Label Removal (Minimum)	\$50.00
<i>Windows</i>	
Replace Pane	\$75.00
Replace Screen (Minimum)	\$25.00
Replace Blinds	\$40.00

LIVING TOGETHER IN PEACE

We are committed to providing a quality community atmosphere in Residence Life. Our job is to prepare you academically as a student but also socially, spiritually and emotionally for what you will face when you leave here. Yes, living on campus will provide you with a place to sleep, but there is much more. You will learn about living in the complex social web that we call "society," using the skills and talents you have been given.

Residential living offers many benefits that uniquely enhance the collegiate experience. Students will be rewarded with diverse life experiences, entertainment, informative and interesting programs, knowledgeable and caring staff members, and fellow classmates all under one roof. Students are encouraged to take advantage of these benefits because it is unlikely that they will ever be presented with so many options again.

In community living, behaviors could occur that would violate the rights of other people. Because of this, guidelines are established so each member will have certain rights they can count on. The community will be established on the basis of mutual respect and concern for the rights of each individual. Many will be able to live together in harmony when each member adheres to the guidelines established for the good of the community as a whole.

As members of a residence life community, we must seek to establish guidelines that will offer each member the opportunity to sleep, study, relax and socialize. By allowing natural consequences to follow a student's actions, both positive and negative, in a supportive environment, we can facilitate the development of personal responsibility and a balanced, mature life-style for each student.

As adults, you will be expected to abide by federal, state, city, and University regulations at all times. Listed next are the specific "Nitty Gritty Details" about residence life.

THE NITTY GRITTY

◆ **Policies**

Since you are adults, choosing to live in a community, we expect that you will adhere to the following policies at all times:

- ◆ **Community Life Standards**
Residents must abide by federal, state, city, and University policies. University policies include the Community Life Standards, which are printed on your application for admission, housing application, housing contract, and in the Catalog of Courses.
- ◆ **Courtesy Hours**
Residents must maintain an environment conducive to study and sleep. At no time should any noise be heard outside of individual apartments. Residents with multiple infractions (three) of the courtesy hours will be subject to disciplinary actions and possible eviction.
- ◆ **Guests/Visitation**
Residents must observe the policy, which is in effect for all persons in each of the buildings. Any guest staying in an facility overnight will be considered the guest of the resident. All guests should be escorted by a resident at all times. Visits lasting longer than three days need to be approved by the Resident Manager. There is to be no cohabitation in facilities between unmarried couples.
- ◆ **Smoking and Smokeless Tobacco**
Smoking and/or smokeless tobacco is prohibited in all areas of the facility except in designated locations at the exterior of each building. If you are smoking, you must be at least 10 feet from the door. Also, hookah's are prohibited on the Friends University campus.
- ◆ **Abusive Behavior**
Written or verbal abuse toward any staff member or resident will not be tolerated.
- ◆ **Keys**
Duplication or lending of any key(s) is not permitted.
- ◆ **Destruction of Property**
Residents will be charged the amount required to replace and/or repair any damage done to Friends University owned property. Willful destruction of property may result in eviction.
- ◆ **Possession or Use of Drugs**
Drugs not prescribed by a physician are illegal on campus as well as off campus. If you use, grow, hold, or sell drugs, expect to be evicted from the facility and subject to criminal prosecution.
- ◆ **Alcohol**
Alcohol and empty alcoholic beverage containers along with alcohol paraphernalia are not permitted in any facility.
- ◆ **Appearance of House (Houses Only)**
Residents are allowed to decorate porches, balconies or patios with furniture designed for outdoor use. Furniture designed for indoor use such as couches and recliners are prohibited from being used or stored on patios, balconies, porches, or yards.
- ◆ **Garage Use**
Garages are not available for student use. Any items found stored in a garage will be discarded.

- ◆ **Vandalism**
Tampering with safety equipment such as fire extinguishers, thermostats, elevator call buttons, etc. will lead to immediate disciplinary action. Vandalism also includes the rocking or movement of vending machines.
- ◆ **Throwing Objects**
Students who eject and object from a window, balcony, etc. are displaying inappropriate behavior. This kind of behavior can be extremely dangerous and is potential hazard. Students who are found to be responsible for ejecting, launching, shooting, or throwing of any object, including but no limited to fruit, paintballs, rocks, or water balloons, will be subject to disciplinary action.
- ◆ **Firearms**
No resident shall have in his/her possession any weapons or firearms. Any weapon, including a starter gun that expels (or is designed to, or may readily be converted to expel) a projectile by the action of an explosive is considered a firearm. Other weapons prohibited from campus include tasers, stun guns, bows and arrows, air guns, pellet guns, BB guns, dangerous chemicals, ammunition, fireworks, smoke bombs, switch blades, swords, slingshots, or anything commonly considered a weapon, including replicas or facsimiles thereof. Under no circumstances may students store or possess firearms or weapons in University-owned housing, college buildings, college property or vehicles stored/parked on campus. Any violation of this policy is considered extremely serious and may lead to immediate suspension or dismissal from the University.
- ◆ **Roof Policy**
All of our residential facilities vary in size and structure. It is the policy of Friends University to protect all residents and to keep them from harmful situations. For no reason at any time are students allowed on the roof of a facility, sitting, lounging, climbing, hanging, and any other item attempted on a roof is strictly prohibited. Residents who choose to violate this policy not only endanger themselves, but will face disciplinary actions and/or eviction. Friends University is also not liable for injuries that occurred from any actions that violate campus policy.
- ◆ **Candles**
Candles are not allowed in any facility on campus, including balconies. Candle warmers may not be used in any facility.
- ◆ **Sanctions**
If you are present during a violation of Friends University standards and/or residence life standards, you will be held accountable for that violation without regard to your level of participation with the prohibited activity. The following sanctions will be potential consequences for all violations of the House Living Guidelines: verbal warnings, fines, probation, loss of privileges, restitution, community service, educational projects, police involvement, or dismissal from the house. Friends University reserves the right to dismiss any resident for flagrant disregard for the Residence Life Staff and policies. Dismissal does not cancel the student's financial responsibility under the housing contract.

Friends University Does Not Guarantee Housing

Friends University does not guarantee housing to any student at any time, even to those who are already living on campus. On-campus housing is assigned in the following manner.

1. Every year, students already living on campus are notified via letters, e-mails, phone calls, postcards on their doors, and personal visits and reminded to turn in an application by the assigned deadline in order to apply for upper class housing for the following year.
2. After the deadline (usually midnight of a night in March), the Residence Life staff organizes the applications and assigns students in the following order:
 - a. Students who currently live on campus and want to return to their current location for the next year are assigned first. We refer to these students as having squatter's rights.

- b. Seniors who currently live on campus are assigned. We rank these seniors applicants using GPA and then cumulative hours earned.
- c. Juniors who currently live on campus are assigned. We rank these junior applicants using GPA and then cumulative hours earned.
- d. Sophomores who currently live on campus are assigned. We rank these sophomore applicants using GPA and then cumulative hours earned.
- e. Freshman who currently live on campus are assigned. We rank these freshman applicants using GPA and then cumulative hours earned.
- f. Finally, students who live off campus are assigned based on academic seniority, GPA and cumulative hours earned.
 - **Please know that we do not use one's hometown location and its distance to Friends as any criteria for placing applicants. Further, we do not use the date an application is received as any criteria for placing applicants, unless it is received after the application deadline. In such cases, the application is placed at the very end of the list.**

After filling all of our on-campus facilities, we begin a waiting list based on the same criteria as above (i.e. on-campus students take precedence over off-campus students. Those students, then, are ranked based on their academic seniority, GPA, and cumulative hours earned).

Know that sometimes students do not receive any of their first three housing preferences indicated on their applications. This is because those facilities were already filled with occupants who requested the same facilities and ranked higher on the application list. We still to provide students with an assignment as close as we can find to their original requests.

Once assigned, students are mailed a letter informing them of their housing assignment. Students then have until a noted deadline (usually in mid-April) to accept or decline their assignment. If they decline their assignment, they are placed on the waiting list in the same order as outlined above.

Residence Life Department Community Life Standards Policy

The Friends University objective is to help students view all aspects of their academic program and way of life from the expectations of Christian faith and concern. Honesty, sincerity, integrity, faith, and love are encouraged as necessary qualities of Christian character. Spiritual life at Friends is vital to student life. Students from all religious backgrounds are welcome; University and community centered organizations offer avenues of expression of faith and concern. The Wichita metropolitan area affords students of every religious denomination an opportunity to worship and to become active in the church of their choice during their college years. Each student should understand that his or her enrollment at Friends University assumes a desire for participation in and positive contribution to the life of the community. If any member of the Friends University community shows continued violation of the spirit of the University and is found to be consistently in opposition to the personal development or well-being of other members of the body, the University reserves the right to request his or her withdrawal. Unacceptable behavior in Friends University facilities or at any University- sponsored activities included:

- The possession or use of alcoholic beverages or illegal substances.
- Use of tobacco in any form (smoking is allowed in designated areas).
- The use of indecent literature.
- The use of profane or vulgar language.
- The possession of firearms.

CAMPUS ATTRACTIONS

WHAT EVERY RESIDENT SHOULD KNOW

◆ **The Casado Campus Center**

The Casado Campus Center is your building to use. There are many rooms where students can meet, eat study, relax, or work out. You can watch TV, play pool or ping-pong, do aerobics, sign up for intramural activities, go to the bookstore, or eat. You can also reserve the gym to play basketball or volleyball.

- **Office of Student Affairs**

The Office of Student Affairs plays an integral part of the on-campus experience. This department provides opportunities for students to join in through activities and organizations. The department also is available to assist students in the areas of career development, academic support, and international student services. If you need assistance in any of these areas, give Student Affairs a call, or stop by the office in the lower level of Casado.

- **Health and Wellness**

The Health and Wellness Office is also located in the Casado Campus Center. The nurse can help you with a variety of health services and is an excellent source of help and information. Be assured that your visit is confidential, and please do not hesitate to see her. If you are ill or injured and the nurse is not on duty, please see your RA or RM for help.

- **Dining Services**

Dining Services are available during the academic year in the Casado Dining Room. In addition to the main cafeteria, Freddy's, the Casado snack bar is located in the lower level of the Casado Campus Center, offers a variety of drinks and snacks for students in the evening hours after the cafeteria has closed. Students in the residence halls will have the option of several different meal plans which provide variety and flexibility for students. The meal plans all cost the same, but each meal plan has a different allocation of meals and convenience store money (munch money). The amount of munch money or number of meals you spend in either location will be deducted from your account by using your student ID.

◆ **The Fine Arts Building**

Many excellent performances are given in the Riney Fine Arts Building. Visit their office during business hours to get tickets to campus events (they are usually free to students!). Do you need a practice room? Check out the rooms available in the Fine Arts building; they are open until 10 p.m. They can also be reserved; stop by Riney for details. For more information, call ext. 5877 or ext. 5537.

◆ **Sumpter Hall**

Need to make a student account payment? Need change for the washers or the snack machines? Stop by the Cashier's Office in Sumpter Hall, located between Davis and Casado. For more information, call the Registrar at ext. 5400, Student Account Services at ext. 5630 or the Cashier at ext. 5865.

◆ **Davis Hall**

The Davis Communication Center (DCC) Mailroom is located on the first floor and can meet all of your postage/mailing needs. For more information, call DCC at ext. 5654.

◆ **Garvey Physical Education Center**

Garvey has many outlets to help you stay in shape! The multi-purpose room has a walking track, volleyball, and basketball courts. There is a weight room and several racquetball courts to keep you fit and toned. The Athletic Trainer's Office is located in Garvey and is for students who participate in University athletics. For more information, call Athletics at ext. 5700.

◆ **Center on Family Living** The Center on Family Living is located in the Marriage and Family Therapy building and provides individual and family counseling. The first six visits are free to all Friends

students. Additional therapy sessions will be offered at the sliding scale fee. For more information, call Marriage and Family Therapy at ext. 5602.