



Resident Director Handbook

Office of Residence Life

Student Development

Mount Vernon Nazarene University

The Philosophy of Residence Life at Mount Vernon Nazarene University

One of the ways of viewing our University is to see it as a "community." Community implies equal sharing among its members. MVNU seeks just that atmosphere. All share alike in the educational task. Each person makes his individual contribution; each administrator and staff member contributes to the well being of the whole, while all bear their proportionate share of the responsibility to see that the objectives are achieved.

In reality, the educational aims of faculty, administration, and students should coincide, even though their roles and functions may differ in the implementation of those aims. Each group by its presence acknowledges that it is both inadequate and incomplete without the other group. Thus, the sensible thing is for the groups to form an educational community. The faculty can communicate knowledge, insight, values, experiences, and character. The students are as concerned about the classroom teaching as the faculty, who, in turn, are equally interested in the successful functioning of student activities and organizations.

Out of this climate grows community government. Community government means that students and faculty and administration share in the total governance of the University within the framework of the guidelines established by the Board of Trustees. The more that can be dealt with in unified action, the truer the educational community.

A well-developed Student Development program with the combined strength of the faculty, the administration, and the student body is essential for the welfare of the University. Briefly then, the residence living areas with their students are not retreats from the educational climate of the Library and the classroom. They, and all that goes on in them, are either contributing to or detracting from the accomplishment of the educational objectives of the University. They are a vital and integral part of the learning process.

While the residence living areas' academic orientation is most clearly seen by the desks and books in each room, the availability of study lounges, and the establishment of quiet hours, their role in the social, spiritual, and character growth is less obvious but nonetheless important. It is in these areas that significant growth takes place. Without this kind of growth the student may leave the campus mentally fit but socially and spiritually impoverished.

How do the residence living areas promote growth in these intangible, nebulous areas? Probably the primary source is in regard to the behavioral expectations, the responsibilities which are inherent in-group living. The fact of living in the residence living area with large numbers of other persons imposes on the student greater sensitivity to and more responsibility for honoring the rights of other students. Through the constant give-and-take of everyday living the process of personal and emotional maturation proceeds.

Another source is the responsibility of resident citizens to observe the rules of the residence living area. As the student recognizes the necessity for certain prescribed patterns of behavior in order to promote the group's safety, welfare, and well being, he/she is maturing. As he/she rearranges his/her living habits to comply with those behavioral patterns, he/she is recognizing sources of control outside himself/herself and he/she is making the foundations for greater self-discipline the primary ingredient of true freedom.

The spiritual development of residence area living is mainly accomplished through the moral and ethical situations, which arise in the intimate group life. Respect for another person's property and the institutional plant, truthfulness, and honesty all are essential aspects of personality that are tested daily in-group life. While they are less tangible, they are nonetheless real and vital qualities for today's world.

In addition to these incidental learning experiences, residence area living can promote social growth through planned activities--receptions, open houses, intramural sports, and programs of this nature. No other

aspect of residential college life can make so significant a contribution in these areas as the residence living area. Learning in the residence living area goes on in small group discussions, the "rap session." Here various points of view are presented, some consistent with the student's point of view, some contradictory. Yet, each such session is a horizon-expanding experience, as the student is exposed to new ideas and value systems.

It is because of these values that MVNU sees the environment of the residence living area as an extension of its educational and community philosophy, a concrete example of its moral and spiritual values. Upon this basis the residence living area life is structured. It is the aim to hold controls to a minimum level, and to provide opportunities for individual freedom commensurate with responsibility. Under these conditions, it is hoped the total student will develop within his/her community.

General Objective:

The general objective of the residence living areas and their programs is to provide students residing away from their parental homes convenient, safe, adequate places to live and develop educationally, socially and spiritually.

Specific Objectives:

- a) Provide comfortable rooms in which students may live.
- b) Create an atmosphere conducive to study.
- c) Engender a sense of community among students residing in the residence living areas.
- d) Develop the sensitivity of students to their social responsibilities in-group life.
- e) Assure individual students of their worth as persons by being sensitive to their needs.
- f) Structure life in the residence living areas so that those who need to develop self-discipline may do so while recognizing the greater maturity of other students.
- g) Encourage habits of personal cleanliness.
- h) Assist students to keep their rooms tidy by room inspections.
- i) Provide recreational activities in the residence living areas as space and equipment are available.
- j) Make counseling services available through the Resident Directors and Resident Assistants or as referral warrants, through the professional services of the Counseling and Career Center.
- k) Expedite group living by developing standardized procedures for handling student needs.

Summary of Residence Life:

Residence Life is a division within the Student Development department of Mount Vernon Nazarene University. Residence Life is responsible for:

- a) Assignment of housing to MVNU residential students
- b) Building strong relationships with MVNU students and cultivating student leaders
- c) Communicating information concerning housing and other Residence Life issues with students, parents, staff and faculty
- d) Developing social & educational programming for residential students
- e) Enforcing MVNU guidelines and working with the Associate Dean of Student Development regarding judicial process to ensure disciplinary action is both consistent and redemptive.
- f) Facilitating the proper care and maintenance of MVNU residential buildings, furnishings, and adjacent property

Our desire is to create a Christ-centered co-curricular environment that provides MVNU students with opportunities for relationships, evangelism, service, leadership, intellectual growth, fellowship and experiential learning.

Resident Director Position Summary

Residence Life at Mount Vernon Nazarene University (MVNU) exists to educate students outside of the classroom and to equip them for ministry, service, and leadership beyond their undergraduate experience. The focus of this learning environment is on the student and his or her entire development (physical, spiritual, mental, social, and vocational). The Resident Director (RD) is a full-time member of the Student Development staff who lives in residential areas to assist students in educational, spiritual, emotional, and social growth. The RD should ensure availability to MVNU students, to help students overcome challenges while adjusting to campus life, to give students guidance in their interpersonal relationships, and to plan social and educational programming in the residence area. RDs report directly to the Director of Residence Life under the supervision of the Associate VP of Student Development. Each residential living area is unique and calls for individualized attention on the part of the RD. He or she works closely with all other campus departments as needed.

Qualifications

The RD must have a Bachelor's degree, but preference may be given to the candidate with a Master's degree. A personal relationship with Jesus Christ and a commitment to the Christian values and lifestyle of the University is essential. Qualified candidates will have previous experience working in residence life and/or related fields and working individually and corporately with young adults. Candidates must demonstrate an understanding of campus life and community development and possess superior supervisory, organizational, and communication skills. The successful candidate will have knowledge of Student Development philosophies and be able to implement them within a Christian higher education context.

Employment Expectations

The Resident Director position is a full-time, 12-month assignment. The RD candidate should expect to fulfill an initial commitment of two, full academic years. Contingent upon a positive performance review each May, the RD will be asked to give verbal intent to remain on staff for the following academic year. Each living area has an apartment that the RD is expected to occupy and maintain during the duration of his or her employment. Each RD also has an RD and/or RA office that he or she is required to maintain in an orderly fashion.

Responsibilities

The RD is responsible for the coordination of all aspects of student life in the residence hall. Resident Assistants (RAs), floor councils, judicial councils and other student leaders assist in creating a positive living and learning environment. According to interest, ability, and appointment, RDs serve on a variety of committees and councils and have the opportunity to sponsor student groups, clubs, and ministries. Additional responsibilities include planning and implementing orientation activities, opening week activities, and social and educational programming, facilitating Room Rush, and assisting in the selection, training, and supervision of RA and residence hall Judicial Council members.

Benefits

RD benefits include apartment housing, utilities (excluding long-distance phone calls), retirement plan, insurance benefits (optional dental and optical coverage), and ten meals per week in the cafeteria for the RD, spouse, and designated dependents (Provided by Pioneer Food Services. Additional benefits are outlined in the MVNU Staff Handbook.

Residence Life at Mount Vernon Nazarene University

MVNU has the capacity to house 1138 students in 11 residence halls and apartment complexes. There are three residence halls designed for freshman and sophomore students, one residence hall designed for upper-class males, and seven, townhouse-style apartment complexes for upperclassmen. The on-campus staff consists of the Director of Residence Life, five Resident Directors, and thirty-two RAs. Residence Life operates under the division of Enrollment Services and Student Development (ESSD).

Mount Vernon Nazarene University
Office of Student Development
Resident Director Responsibilities

Spiritual/Personal Responsibilities

1. Have a personal relationship with Jesus Christ and demonstrate a Christ-like lifestyle.
 - Be involved in and regularly attend a local church.
 - Follow all University lifestyle guidelines.
 - Conduct personal behavior in accordance with the general and specific rules of the Manual of the Church of the Nazarene.
 - Be an example to residents while on-campus and off-campus.
 - Model a healthy personal and/or family lifestyle while living on-campus at MVNU.
2. Support the spiritual community at MVNU.
 - Attend chapel on a regular basis (Average once per week).
 - Support University-sponsored, spiritual activities (i.e. revival services, small group ministries, mission/service trips, lecture artist series, etc.).
 - Provide spiritual programming within the living area.
 - Encourage and promote the spiritual development of all residents.
3. Pray with RAs for specific needs in your living area.
 - Openly communicate with RAs about student needs and concerns.
 - Talk with RAs about their personal needs and pray with them.
 - Talk with students about issues or circumstances in their lives and pray with them.
 - Be aware of students who make spiritual commitments and pray with them.

Administrative Responsibilities

1. Attend regularly scheduled meetings with the staff of Resident Directors.
 - Be an active participant in discussion items during meetings.
 - Inform Director of Residence Life if unable to attend.
2. Oversee the check-in process of residents at the beginning of each fall and spring semester.
 - Collect the Room Acceptance form and the Student Emergency form, and issue a room key for each resident.
 - Ensure rooms are inspected and inventoried.
 - Ensure all rooms have been assigned.
 - Ensure all keys are ready to be given.
 - Schedule RAs to assist with the check-in process.
 - Facilitate room changes, and inform Director of Residence Life of any changes.
3. Oversee the check-out process of residents at the end of each fall and spring semester.
 - Inspect rooms for any damages or missing equipment and furniture.
 - Collect room keys from each resident.
 - Check all rooms for cleanliness.
 - Schedule RAs to assist with the check-out process.
 - Assess damages to rooms or apartments, and issue fines to students.

- Send a Housing Deposit Release form to the Director of Residence Life for processing if a student is graduating, not returning, getting married, transferring, or living off-campus for the following semester.
4. Maintain records of residential activities, discipline issues, expenditures, and equipment inventory.
 - Send weekly summary reports to the Director of Residence Life.
 - File minutes from residence hall Judicial Council meetings with the appropriate offices.
 - Stay informed of budget updates and expenditures in residence hall accounts.
 - Keep a file of equipment and key inventories for the living area..
 - Promptly report all Physical Plant work requests.
 5. Mentor, guide, and supervise Resident Assistants/Resident Coordinators in their responsibilities.
 - Meet with RAs on a weekly basis, individually and corporately.
 - Delegate responsibilities to RAs based on their individual talents, skills, and spiritual gifts.
 - Develop a team-oriented approach to tasks, problems, and activities.
 - Train RAs to complete proper documentation.
 - Give regular feedback on job performance of RAs.
 - Conduct evaluations of RAs during J-term.
 6. Develop RA schedules for desk duty, on-call responsibilities, emergencies, and routine concerns.
 - Inform Director of Residence Life of any significant absences from campus.
 - Inform RAs of contact persons in case of emergency, and post emergency telephone numbers.
 - Post weekend and nightly desk duty schedules in the RA Office.
 - Be available to the RA staff for dealing with student concerns, emergencies, and personal issues.
 7. Conduct weekly meetings with the RA staff.
 - Review any information discussed in the Residence Life meeting as necessary.
 - Address student concerns in the living area.
 - Update RAs on any housing changes in the living area.
 - Plan social, spiritual, and educational programming in the residence hall.
 - Discuss perceptions of the job.
 - Share devotional(s).
 - Mentor, encourage, and support RAs in their personal growth and development.
 8. Assist the Director of Residence Life with continued RA training.
 - Participate in the planning and implementation of the Residence Life segment of Student Leadership Conference (SLC).
 - Attend each RA Training Session as scheduled by the Director of Residence Life.
 - Be an active participant in the RA Training Sessions.
 - Assist in planning and implementing the January retreat.
 - Encourage RAs to attend the ACSD Regional Conference as opportunities are available.
 9. Assist with the RA selection process.
 - Conduct RA individual and group interviews with the team of Resident Directors.
 - Review all applications and references of RA candidates.
 - Select and hire eligible RA candidates for the following academic year.
 - Discuss and decide the placement of selected RAs with the team of Resident Directors.

10. Conduct mandatory meetings at the beginning of each academic semester.
 - Introduce RA staff to residents.
 - Provide residents with vital information for the current semester.
 - Explain all emergency procedures and any guidelines specific to the living area.
 - Inform students of the university lifestyle guidelines and baselines levels of disciplinary responses.
 - Conduct a mandatory fire drill during the first month of each semester.

Disciplinary Responsibilities

1. Inform students of the University lifestyle guidelines and baselines levels of disciplinary responses.
 - Explain campus policies, lifestyle and community guidelines, and baselines during the mandatory meetings with all students at the beginning of each semester.
 - Enforce all University policies, utilizing the Judicial Council when appropriate.
 - Confront students who are in violation of the University guidelines with care and respect.
 - Explain the judicial process to any student called before the Judicial Council.
 - Refer all students to the MVNU Student Handbook on the University website for further clarification.
2. Refer minor discipline problems to the Residence Hall Judicial Council.
 - Select Judicial Council members from the living area who demonstrate leadership, integrity, and discernment.
 - Call Judicial Council meetings as necessary.
 - Summon the student(s) in violation to the Judicial Council meeting in writing.
 - Collect and review all documentation with the Judicial Council members.
 - Allow each student involved in the incident to make his or her case.
 - Discuss and decide upon the proper disciplinary action to be taken.
 - Inform the student(s) in violation in writing of the Judicial Council's decision.
3. Refer difficult or sensitive problems to the Associate Dean of Student Development.
 - Refer all baseline situations directly to the Associate Dean of Student Development.
 - Work with students and parents within the guidelines of confidentiality.
 - Return parent calls in a timely manner.
 - Be available to the Associate Dean of Student Development to sit in on meetings with students.
 - Assist the Associate Dean of Student Development by collecting documentation and enforcing the schedule of discipline given to each student in violation.
 - Consult with the Director of Residence Life and/or the Associate Dean of Student Development to determine whether a case goes to the University Judicial Council.
 - Be familiar with FERPA regulations.
4. Work with RAs concerning disciplinary problems in the living area.
 - Identify any RA disciplinary concerns, and provide solutions for confrontation and resolution.
 - Be available to assist RAs when meeting with students.
 - Maintain communication with RAs about student concerns and situations in the living area.

Counseling Responsibilities

1. Assist students with personal, social, and academic problems.
 - Be aware of students who have problems and may not seek out assistance.
 - Make students aware of the counseling resources available.

- Communicate with the Counseling and Career Center when necessary.
- Be available to listen and talk with students.
- Encourage student involvement in social activities in the residence hall and across campus.
- Refer students who are struggling academically to resources (i.e. Academic Support, Faculty Advisor, etc.).
- Seek out students who may be reluctant to attend counseling sessions or request assistance.

2. Serve as a mediator in student conflicts.

- Remain neutral and objective.
- Meet with students and serve as a guide in conflict resolution.
- Encourage students involved in conflict situations to talk openly and honestly with each other.
- Help students reach compromises and solve their conflicts together.
- Make appropriate referrals to various campus offices, and accompany students to a department if necessary.

Communication Responsibilities

1. Maintain open communication with residents, RAs, Resident Directors, and the Student Development staff.

- Conduct weekly meetings with RAs corporately and individually.
- Attend regularly scheduled meetings with the staff of Resident Directors.
- Check mail, e-mail, and voice mail regularly. RDs should attempt to respond to both phone messages and e-mail messages within one day.
- Inform RAs, Resident Directors, and the Director of Residence Life of any nights off campus or extended hours off campus.
- Inform Safety & Security of any extended time away from campus (multiple days).

2. Submit weekly reports to the Director of Residence Life.

- Report attendance at other campus activities.
- Report any student, safety, facility, or discipline concerns.
- Report any roommate conflict issues.
- Summarize all social activities that happened in the residence hall.
- Report details of fire or tornado drills.
- Communicate about interactions with other MVNU Faculty and Staff

3. Spend time informally with students several times a week.

- Get to know students in your living area on a first-name basis and strive to build relationships.
- Spend time on the floors or in the apartments of your living area in an effort to connect with students.
- Invite students to your apartment informally to play games, watch movies, have snacks, etc.
- Initiate meaningful conversations with students to discover their interests, needs, and goals.
- Seek to make connections with students on an individual basis.

Support Responsibilities

1. Support the University in the advancement of its purpose, practices and spirit.

2. Support Campus Community Life and Residence Life.

- Regularly attend campus activities.
- Encourage students to attend and actively participate in campus activities.
- Plan activities with other residence halls and/or apartment complexes.
- Support and attend activities sponsored by other residence halls and/or apartment complexes.

- Encourage a variety of programming throughout the academic year.

3. Support Student Health Services.

- In case of medical emergencies, contact the appropriate faculty and/or student medical professionals.
- Assist in securing accurate and updated Medical History forms and Student Emergency forms.
- Encourage students to notify Student Health Services of any illnesses, injuries, and medications for insurance purposes.
- Encourage students to contact professors and the Associate Dean for Academic Affairs for class absences due to illness or injury. Encourage students to arrange for sick trays when needed.
- Confirm approval for air conditioning units, and ensure their removal in winter months (PHAL/GHAL/OHAL/MAPT/EAPT/CAPT/BAPT only).
- Attend Blood Borne Pathogen seminar.
- Be familiar with HIPPA regulations.
- Renew CPR certification annually.

4. Support Campus Safety and Security.

- Check Security reports on the CARS system daily. Follow-up as needed.
- Call 911 for professional medical assistance. Follow-up with immediate contact to Safety and Security.
- Alert Safety & Security of any emergencies, disturbances, or unauthorized people in or around the residential areas.
- Inform Safety and Security of any students not allowed ID access into specific residence halls or apartment complexes due to disciplinary action.
- Work with Safety and Security in locking and unlocking doors at designated times during the semester.
- Make arrangements to close & secure residence halls & apartment complexes during breaks.
- Instruct RAs to check each room/apartment after students have left for break to ensure that all trash is out, all electrical appliances have been unplugged, & all doors & windows are locked.
- Collect the RAs master keys over breaks when residence halls & apartment complexes close.
- Encourage students to register automobiles, motorcycles, and/or bikes on the Safety and Security website.
- Maintain key boxes and keep a key inventory to ensure adequate availability of keys per room or apartment.
- Charge students \$15 for lost keys.
- Encourage students to lock their doors and carry their student IDs at all times.
- Direct students who have lost their student ID to Safety & Security for a replacement ID card.
- Conduct fire drills a minimum of one time per semester, and report fire drill details to the Director of Residence Life.
- Be familiar with the Clery Act regulations.

5. Support Physical Plant.

- Schedule weekly room inspections by RAs (in pairs). Once each month, accompany RAs for room inspections.
- Be responsible for the physical operation of the residence area and the Resident Director apartment.
- Develop a working relationship with the custodial and maintenance personnel.

- Approve all interior and exterior changes through the Director of Physical Plant.
- Report all physical needs (repairs and cleaning) to appropriate personnel.
- Report routine maintenance problems promptly through the Physical Plant On-Line Request system.
- Report emergency maintenance problems through the on-call Physical Plant person on duty.
- Alert male/female residents when opposite gender maintenance workers are present.
- Keep a record of all maintenance requests submitted and completed.
- Do initial repairs when ever possible (turn off water; try breakers, mop, sweep, etc.).
- Inspect residence halls (i.e. rest rooms, laundry rooms, hallways, computer labs, lounges, study rooms, etc.) frequently for cleanliness and possible maintenance problems.

Academic-Educational Responsibilities

1. Interact with faculty as much as possible.
 - Encourage their involvement in residence hall programming.
 - Dialogue (informally or formally) with at least two faculty members per month.
 - Utilize faculty as resources for educational programming.
2. Assist students in achieving their educational pursuits.
 - Enforce quiet hours (10:00 p.m. to 10:00 a.m.).
 - Encourage students to take initiative in their classes; challenge students who are prone to procrastination.
 - Encourage students to make appropriate arrangements for class and chapel absences.
 - Be alert to students who have academic challenges, and refer them to Academic Support Services.
3. Actively pursue opportunities for professional development.
 - Attend workshops, seminars, and conferences that relate to student issues.
 - Attend the ACSD regional and national conferences as opportunities are made available.
 - Be committed to your own personal and professional development.

Miscellaneous Responsibilities, Privileges, and Benefits

1. Availability, Time-Off, and Summer Break official responsibilities
 - Although most RD duties end on June 1st and begin on August 1st, RDs will be expected to maintain an active relationship with Student Development during the summer months and during official university breaks. There is no limit as to the number of approved absence for RDs during these times, but absences must be communicated with the Director of Residence Life. RDs are required to check their voicemail & email on a weekly basis during breaks.
 - RDs, who decide not to continue at MVNU during the subsequent year, are still employed until the end of that current fiscal year. RDs must work out the details of their departure from MVNU and their university provided apartment with the Director of Residence Life.
 - A designated summer RD may be on duty during the summer, and he/she must coordinate all leaves with the summer RAs and the Director of Residence Life.
 - Resident Directors are expected to assist the Director of Residence Life with housing placements during the summer months.
 - Resident Directors are expected to actively participate in all of the Summer Orientation Weekends.
 - Resident Directors are also required to be on-campus during each of these critical dates:

Summer Orientations

Residence Life Training & Planning
 Student Leadership Conference
 RA Training Sessions
 Move-in Day and Move-In Weekend Activities
 Opening Conventions
 SonFest
 Fall Parents' Weekend
 Fall Mid-Term Break
 Homecoming Weekend
 Little Sibs Weekend
 Thanksgiving Break residence hall closing & opening
 December Exam Week
 Christmas Break residence hall closing
 Winter Commencement Weekend
 Christmas Break residence hall opening
 RA Retreat
 January Term Break
 Spring & Easter Break residence hall closings & openings
 RA Interviews
 Room Rush Week
 Mr. MVNU Pageant
 Blue/Green Day
 SGA Luau
 Spring Parents' Weekend
 Breakaway
 May Exam Week
 Commencement Weekend & Spring move-out days

- Emergency overnight absences or extended emergency absences during other times may be approved only with a substitute RD appointed who will stay overnight in the RD's apartment. The requesting RD must secure the substitute and it must meet the approval of the Director of Residence Life.
- In other very rare cases exceptions may be made provided that the RD is leaving for a crucial engagement and the entire RA staff is alerted in advance and available for the entire departure
- Resident Directors earn Personal and Family sick time but do not earn vacation days.
- During the school term RDs are allowed one weekend away from campus every five weeks and one day off each week (Monday—Thursday), but each absence must be approved by the Director of Residence Life and coordinated with other Residence Life staff members. Two weeks notice must be given prior to approval. Approvals will be limited to two (2) Resident Directors for any given weekend, with requests granted on a first-come, first-served basis.
- If an emergency arises necessitating an immediate leave, RDs of the same gender must be notified of the absence with request for back up. Voice mail emergency phone numbers should be left for all RDs, Safety and Security, the Associate VP for Student Development, the Associate Dean of Student Development and the Director of Residence Life.
- RDs are required to attend all Residence Life Meetings.
- Additional information on leave policy is listed in the MVNU Staff Handbook.

2. Tenure, Evaluations, and Approved Outside Involvements

- The expected tenure of a Resident Director at MVNU is a minimum of two school terms, with a tenure review at the end of five school terms. Employee evaluations will be scheduled after

the first 90 days of employment for new hires, with an annual review in the spring semester of each school term. Yearly contractual agreements will be signed in August for commitment to the upcoming school term.

- The Director of Residence Life and Associate VP for Student Development **must approve** any other **off campus employment or outside activity** by the Resident Director.

3. Apartment Accommodations and Expectations

- Resident Directors are only allowed to have aquatic pets in their apartment. (e.g. fish, turtles, frogs, but no snakes)
- All improvements must have prior approval from the Director of Physical Plant and Director of Residence Life. Painting and wallpaper border are the only source of wall coverings allowed in the RD apartment.
- One or two outdoor, reserved parking spaces are provided for RDs and their spouse. All vehicles require vehicle registration. Recreational vehicles (i.e., boats, campers, etc.) must be stored off campus.
- Each Resident Director is provided with storage facilities within their living area.
- The Resident Director apartment is provided as a benefit by the University for the purpose of completion of all job expectations as outlined by Student Development. The apartment is provided for the RD and immediate family members only (spouse and dependant children). Additional benefits include local telephone service and voicemail, utilities (electric, gas and water), kitchen appliances, and trash service. Resident Directors are expected to practice good stewardship of the apartment and utilities provided. Yard and patio areas outside of the apartments should be kept free from clutter, and the outside appearance should communicate a positive message to community members and guests. Though considered a private residence, the RD apartment is to serve as a location where a student may receive counseling, guidance, and encouragement as needed. The RD apartment should be seen as a safe haven from any conflict that may be happening within the residential community. Resident Directors are encouraged to utilize the apartment to facilitate relationships with all students under their authority.

4. Meal Accommodations and Expectations

- Student Development staff members who accept meals from Pioneer Food Services are expected to assist in monitoring the cafeteria as an exchange for meals.
- RDs should accept meals during regular serving hours, preferably at peak student times.
- If immediate family members use the meal pass then the staff member must be present.
- RDs should be highly visible to students and sit in the prominent areas of the cafeteria.
- RDs should actively participate in crowd control and address disciplinary issues as they arise (including, but not limited to, issuing reminders, warnings and fines).

5. Resignation, Termination, or Reassignment

- End of year leave: If the Resident Director leaves the University for another job or is re-assigned to another position on campus, he or she will need to remove all items from University housing by June 25. (Storage may or may not be available on campus.)
- Mid-year leave: If the Resident Director leaves the University while school is in session, he or she must give a minimum of two weeks notice to the Director of Residence Life. The University reserves the right to designate a date for removal of items from University housing.
- The Resident Director may be dismissed at any time during the term of their agreement for violation of any provisions of the agreement, in accordance with the policies stated in the MVNU Staff Handbook. The University reserves the right to sever the relationship of the Resident Director with the University in which case the salary will immediately cease.

- When it is deemed in the best interest of the University, an RD may be reassigned to another residence hall/apartment complex or not have his/her agreement extended.
- RDs are expected to leave their apartment in satisfactory order upon departure or risk having service fees deducted from remaining salary owed to the respective RD.

Mount Vernon Nazarene University

Resident Director Annual Agreement

This one-year agreement shall be effective July 1 (Beginning of fiscal year) through June 30 (End of the fiscal year). The expected tenure of a Resident Director at Mount Vernon Nazarene University is a minimum of two school terms, with a tenure review at the end of five school terms. Employee evaluations will be scheduled after the first 90 days of employment for new hires, with an annual review in the spring semester of each school term. Yearly contractual agreements will be signed for commitment prior to the upcoming school term.

Employee benefits will include apartment housing, utilities (excluding long distance phone calls), ten (10) meals per week in the MVNU cafeteria for Resident Director, spouse, and immediate dependents, insurance benefits with optional dental and optical coverage. Additional benefits will be outlined in the MVNU Staff Handbook.

The Resident Director reports directly to the Director of Residence Life and is ultimately responsible to the Associate VP of Student Development. The Director of Residence Life and Associate VP of Student Development **must approve** any other **off campus employment or outside activity** by the Resident Director.

The Resident Director agrees to follow these standards and expectations:

1. To cooperate with the University in the advancement of the purposes, practices and spirit of Mount Vernon Nazarene University.
2. To conduct his or her life in accordance with the general and special rules of the Manual of the Church of the Nazarene.
3. To be in weekly attendance at church and MVNU chapel services.
4. To attend scheduled residential life meetings, such as workshops, training sessions, RA and ResLife meetings and other duties assigned to the Resident Director pursuant to the Agreement (see attached Resident Director responsibilities).
5. To accept leadership in the spiritual, educational, and emotional growth and maturity of the residents.
6. To accept the responsibility as the situation demands in all interaction with students, parents, campus and community members, and constituents in all areas of campus life.
7. End of the year leave: If the Resident Director leaves the University for another Job or is re-assigned to another position on campus, he or she will need to remove all items out of campus housing by June 25. (Storage is not available on campus).
8. Mid-year leave: If the Resident Director leaves the University while school is in session, he or she must give a minimum 2 week notice to the Director of Residence Life. The University reserves the right to designate a date for the removal of all items from campus housing.

The Resident Director may be dismissed at any time during the term of this agreement for violation of any provisions of this Agreement, in accordance with the policies stated in the MVNU Staff Handbook. The university reserves the right to sever the relationship of the Resident Director with the university immediately, in which case the salary is to cease immediately upon the severance of this relationship. When it is deemed in the best interest of the university, a Resident Director may be reassigned to another residence hall or not have his/her agreement extended.

Associate VP of Student Development/ Date

Director of Residence Life/ Date

Resident Director/ Date



Life Changing

Office of Student Development

Resident Director Agreement For use of a MVNU Campus Master Key (BE)

I agree to responsibly manage a campus master key.

I understand the need to keep the master key in a secure location when not in use. I will limit my access to residential areas and facilities, the Student Development office suite, SGA facilities, the Prince Student Union, and public meeting areas as the need for access relates to Residence Life programming and/or services. I will not use the master key for access to other facilities without first securing verbal permission from a supervisor or a Safety and Security staff member, nor will I loan a campus master key to any other person.

I understand that misuse of a campus master key will result in disciplinary action as outlined in the MVNU Staff Handbook, and that discipline could include (but not necessarily be limited to) the removal of the master key from the Resident Director's possession.

Director of Residence Life/ Date

Resident Director Signature/ Date

Director of Safety and Security/ Date

2007-08 Office of Student Development Professional Staff Listing and Contacts

Emergency Numbers

Fire Department	397-4444	Police Department	397-2222
Safety and Security	Ext. 4000	Cell phone	398-4235
Medical Associate	Ext. 1811	Wendi Lahmon:	392-6203/501-5345
Emergency Squad	911	Barb Butler:	694-3001
Knox Co. Community Hospital	393-9000	Columbia Gas:	800-344-4077
Crisis Hotline (on campus)	Ext. 5000	Fax # (in Counseling & Wellness Office)	740-397-6332

Resident Directors	Extension	Cell phone	Private line
Tracy Boyer, Rosewood/Spruce	4656	740-504-0639	4655
Sonya Burrell, Galloway	4643/7200(RA office)	316-305-4420	4649
Andrew Taylor, Cedar/Birch	4614/4653	740-390-0114	4654
Laura Tappen, Pioneer	4640/1508(RA office)	740-485-1449	4645
Travis Keller, Oakwood	4641/1106(RA office)	740-354-2105	4647

Peggy Oldham, Associate Vice President for Student Development

Ext. 4603 Cell Phone: 740-398-4647 Home: 392-7010

Lee Yowell, Associate Dean of Student Development

Ext. 4601 Cell Phone: 740-398-2046

Eric Browning, Director of Counseling and Wellness

Ext. 4611 Cell phone: 740-390-0376

Carolyn Swallow, Counselor

Ext. 4613 Cell Phone: 358-9124 Home: 397-5731

Elaine Blair, Director of Career Services

Ext. 4612 Cell Phone: 614-804-0838

Ryan Schmitz, Director of Residence Life

Student Development Office: 4605 Cell Phone: 740-504-5463

Jim Singletary, Director of Multicultural Affairs

Ext. 4606 Cell Phone: 740-358-6793 Home: 740-326-3135

Joel Smith, Director of Safety and Security

Ext. 4461 Cell Phone: 740-504-1139 Home: 392-7964

Denise Smith, Coordinator of Student Health Services

Ext. 4632 Cell Phone: 740-398-3551 Home: 392-7964

Denny Taylor, Director of Physical Plant

Ext. 4431 Cell Phone: 740-398-7664 Home: 397-3424

Campus Emergency After Hours Service:

RA Offices

Birch E	1519	Maplewood/Elmwood	1590
Birch F	1621	Spruce/Rosewood	1621
Central Complex	1509	Redwood	1527
Galloway	7200	Pioneer	1508
Oakwood	1106		

Vendors

Miller Vending	740-397-0528
ASI	800-762-3452
Pepsi	800-448-3395
Columbia Gas	800-344-4077

Items to Discuss with RAs during SLC Week

RA expectations

- Living a life of integrity
- Maintaining a growing Christian walk
- Respecting all students, faculty and staff
- Enforcing MVNU policies
- Being a servant leader
- Following through with job responsibilities
- Achieving academic success
- Building Relationships with MVNU Residents

Lifestyle Guidelines

- Be aware of activity, communications, and behavior.
- Discipline baselines
- Dress code
- Safety issues

Room Inspections

- Once a week, reports concerns or hazards to RD for maintenance or follow-up
- Use as an opportunity to build relationships
- Note any issues affecting safety or contrary to MVNU guidelines
- RD will go once a month
- Vary your format and times

Nightly Duty

- Checking guest passes
- Check and Record late passes (GHAL, OHAL & PHAL)
- Be present in the lobbies, courtyard and on every floor
- Communicate with a variety of students
- Be available and willing to help students
- Locking up common area doors
- Walk around buildings in the evening (inside and outside)
- Maintaining residential environment (cleanliness, noise, prevent damages etc.)
- Creating a welcoming environment in the RA office

Handling confidential issues

- Conflict management
- Crisis issues
- Referring issues to RDs, Nurse/MAs, Security etc.

Miscellaneous

- Duty night schedules
- RA Meeting times
- Covering breaks (Fall and J-Term)
- Move In Day

Staying late before breaks and coming back early after breaks
Good behavior on and off campus (especially chapel, classes and cafeteria)
Remember students are always watching
Learn every resident's name and face. Learn something about each person.
Attitude is everything

MOUNT VERNON NAZARENE UNIVERSITY
Office of Student Development
Resident Assistant Job Description

The Resident Assistant serves as a member of the Student Development staff and reports to the Resident Director of the assigned residence area, as well as to the Director of Residence Life and the Dean of Student Development. A Resident Assistant is expected to uphold the university and residence area policies at all times while a student at MVNU.

1. GENERAL REQUIREMENTS

- a. Maintain a cumulative GPA of 2.5 or above and not be placed on Academic Probation
- b. Lived on MVNU's campus at least one full semester prior to interviewing for a position
- c. Attend all meetings called by the RD, including regular one-on-one meetings
- d. Maintain open honest communication and supportive relationship with Student Development staff

2. STUDENT RELATIONSHIPS

- a. Serve as a liaison between residents & campus personnel, particularly Student Development staff
- b. Periodically hold floor meetings to inform student about community issues, activities and to promote discussion
- c. Assist the Student Development staff with the delivery of services to students
- d. Serve as a resource for information, referrals and in a peer-helping capacity for students
- e. Inform Student Development staff of all current and potential student concerns
- f. Maintain confidentiality (i.e. refrain from discussing sensitive information with residents)
- g. Promote a sense of community within your residence living area and throughout campus
- h. Develop and implement programming and activities for students (RESLIFE Model)
- i. Challenge residents to mature in their Christian faith (e.g. Bible study, church attendance, prayer)

4. TRAINING

- a. Attend any Residence area spring training sessions at the Resident Directors request
- b. Work with Resident Director on commencement day for student checkout
- c. Attend CPR training.
- d. Attend Student Leadership Conference in August (week prior to opening of school)
- e. Attend the January Residence Assistant Staff Retreat
- f. Attend all monthly training sessions. Only the Director of Residence Life can excuse absences. Notification must be made in advance of each training session. Unexcused absences could result in a deduction of salary or termination of the position.

5. POLICY ENFORCEMENT

- a. As a role model, be a person of integrity and credibility
- b. Maintain confidentiality in issues pertaining to student discipline or personal crisis
- c. Work with the Student Development staff in the enforcement of MVNU policies
- d. As needed, assist the Resident Director in documentation for any policy violations.

- e. Make disciplinary referrals to Resident Director
- f. Maintain a residence hall atmosphere conducive to studying and the general well being of every student
- g. Conduct weekly room inspections
- h. Perform duties regardless of who is found to be in violation of campus policies, the Civil Criminal Code, or engaged in behavior that could jeopardize the safety or spirit of the campus community
- i. Support and uphold all policies, rules and decisions of MVNU, regardless of personal beliefs and convictions.

6. MANAGEMENT & ADMINISTRATION

- a. Coordinate residence hall programming with a minimum of three programs per semester. Assist Resident Director with hall/apartment programming as requested (Seven per year)
- b. Serve assigned duty nights, as well as informally at all other times. This will include checking voice mail account for requested late passes, monitoring guest passes, locking appropriate doors (specific to resident living areas with systems), collecting equipment, and monitoring lobby activities (including television viewing and relational issues)
- c. Respond to emergency situations (i.e., fire alarms & drills, injured or ill residents, personal crisis)
- d. Communicate and maintain positive working relationships with housekeeping & maintenance staff
- e. Report all damages to the RD and assist with records including check-in/checkout reports
- f. Review and critique current and future resident hall policies to improve residence hall atmosphere
- g. Post and give out information as needed
- h. Participate in Student Development special events and committees as needed
- i. Assist residence hall floor or apartment area in forming a council(s) to implement programming
- j. Communicate and maintain a positive working relationship with hall council members
- k. Encourage collaborative programming efforts (e.g., petition for funds, support and attend hall council programs)
- l. Serve as a member on the Residence Hall Judicial Council

7. SCHEDULED AVAILABILITY

- a. Limit nights away from the residence hall during the year to 14. Required overnight class assignments or conferences are not considered as nights away from the residence hall. Approval must be granted from your RD
- b. Fall or J-Term Breaks - RAs are expected to work scheduled desk duty as assigned by their RD. Additional nights taken off during Fall or January Break will not count against the allotted 14 nights away for the year
- c. Arrival to campus the week prior to fall opening day for RA training and residence hall preparation
- d. Departure from campus no earlier than hall posted hall closing after commencement of spring semester for the purpose of completing residence hall check-out procedures
- e. Depart from campus no earlier than the day of scheduled campus breaks at posted hall closing times
- f. Rotate into desk duty schedule
- g. J-term or other educational trips must be communicated to the RD two months in advance and work with RD on substitute. Monies will be deducted from the RA scholarship for the time period away from the residence hall (\$290.00 will be deducted to compensate the substitute RA)

- h. No additional employment (on or off-campus) unless approved by both the RD & the Director of Residence Life
- i. Maintain a pattern of regular church and chapel attendance

MOUNT VERNON NAZARENE UNIVERSITY
Office of Student Development
Resident Assistant Contract

By signing this contract, I agree to wholeheartedly support the policies and lifestyle guidelines of Mount Vernon Nazarene University, and I agree to observe the following responsibilities and expectations:

1. Make the RA position the top priority outside of academics and your Christian walk. Any additional employment is not permitted unless approved in advance by the RD and the Director of Residence Life.
2. Be available and approachable to students. Be a role model to others by being a person of integrity.
3. Plan, develop and implement programming and activities for MVNU students. Each RA should accomplish personal programming for MVNU residents by following the RESLIFE model and assist RDs with programming in Residence areas:
 - Relational
 - Evangelism
 - Service
 - Leadership Development
 - Intellectual Growth
 - Fellowship
 - Experiential Learning
4. Maintain a pattern of regular church and chapel attendance.
5. Perform duties regardless of who is found to be in violation of campus policies, breaking the Civil Criminal Code, or participating in careless behavior, which jeopardizes the University mission and/or campus safety.
6. Support and uphold all policies, rules, and regulations of the University, regardless of personal beliefs and convictions. Maintain confidentiality in issues pertaining to student discipline and/or personal crisis.
7. Maintain a minimum GPA of 2.5 throughout the duration of this contract.
8. Perform any additional task as required by a Resident Director, the Director of Residence Life, the Associate VP of Student Development or the Vice President of Enrollment Services and Student Development.
9. Notify the Student Development Office immediately if the conditions of this contract cannot be upheld.

I also agree to attend and participate in the following:

1. Any training with the new staff during this current year (prior to the year in which I will officially serve)
2. Student Leadership Conference (at least one week prior to Move-In Day)
3. RA Winter Retreat (tentatively held during a Friday through Sunday during a January term weekend)
4. Monthly RA Training Sessions and Weekly meetings with the Resident Director
5. Designated meetings of the Residence Hall Judicial Council
6. RA Office on-duty rotation (including Fall Break and January term Break)
7. Evaluation review during January and other periodic, informal reviews by the Resident Director
8. Residence Hall and Apartment openings and closings, including departure from campus no earlier than Commencement Day at 5 p.m. for **both** the year of hire and for the year of service.

I understand that the salary for this position is \$ 2,900.00 and that I am assigned to _____ for the 2007-2008 school year. I understand that if I am absent for any reasons during January term that I will forfeit as much as \$290.00 for the month.

I have carefully read the **Resident Assistant contract** and job description and agree to comply with all responsibilities and expectations. I understand that my position of leadership will be forfeited if I am found to be in violation of any University policy that merits social probation or suspension. I understand that failure to comply with this contract and job description requirements may result in a review by my RD, the Director of Residence Life, and the Dean of Student Development and could result in termination of RA employment.

I accept appointment as a Resident Assistant for the 2007-2008 school year and will fulfill all requirements to the best of my ability.

Student's Signature Date

Resident Director's Signature Date

Director of ResLife's Signature Date

MOUNT VERNON NAZARENE UNIVERSITY
OFFICE OF STUDENT DEVELOPMENT
January Term RA Contract

I have carefully read the RESIDENT ASSISTANT contract/job description and do agree to comply with the responsibilities and expectations for those in this position. In addition, I agree to attend and participate in the following:

1. Attend weekly and monthly RA Training Sessions
2. Attend all designated meetings of the Residence Hall Judicial Council
3. Be on-duty January during RA Retreat
4. Maintain a 2.5 cumulative grade point average throughout the length of this contract.

Failure to comply with this contract and job description requirements may result in a review by the Resident Director Committee, Director of Residence Life, and the Associate Dean of Student Development, which could result in termination of employment.

I understand the salary for this position to be \$ _____ for this coming January Term.

By signing this contract, the RESIDENT ASSISTANT agrees to wholeheartedly support the policies and lifestyle guidelines of Mount Vernon Nazarene University. It is understood that the RESIDENT ASSISTANT will also abide by the following standards of good practice:

1. Be available to students.
2. Be approachable by students.
3. Be a role model for students.
4. Be a person of integrity and credibility.
5. Develop and implement programming and activities for students.
6. Maintain a pattern of regular church attendance.
7. Refuse additional employment (on or off campus) unless approved by the Resident Director and Director of Residence Life.
8. Notify the Student Development Office immediately if the conditions of this contract cannot be upheld.
9. Agree to make the position of Resident Assistant my number one priority, secondary only to my educational pursuits, by being chosen to serve in this position.
10. As a member of the Student Development Staff, I would be able to conscientiously perform my duties regardless of who was found to be in violation of campus policies, the Civil Criminal Code, engaged in irresponsible behavior which could jeopardize the safety or spirit of our campus community.
11. I further agree to support and uphold all policies, rules, and regulations of the University, regardless of my own personal beliefs and convictions. I understand that my position of leadership as a Resident Assistant/Resident Coordinator will be forfeited if I am found to be in violation of any university policy which merits social probation or suspension.
12. Maintaining a positive relationship, appropriate relationship with your roommate (and apartment-mates) to serve as a role model for other residents.

I therefore accept the appointment as RESIDENT ASSISTANT for January Term and will fulfill my duties to the best of my ability.

Signature

Date



**MVNU Resident Assistant Application
(Please Print)**

Name _____ ID # _____ Ext. _____ Campus Mailbox _____

Returning or New Applicant? _____ Residence Hall/Room # _____

Hometown _____ Age _____ Gender _____

If chosen as an RA, do you anticipate needing additional employment? Yes _____ No _____
If "yes", how many hours and where? _____

Please list your hobbies and interests: _____

Please list the specific extra-curricular activities you will be involved in next year: _____

Academic Classification at the end of FA05: Fr. _____ So. _____ Jr. _____ Sr. _____

Cumulative GPA at the end of FA05 _____ Year of Graduation 20 _____

Major (s) _____ Minor(s) _____

Approximate hours per semester next year FA06 _____ J-Term 07 _____ SP07 _____

List internships, practicums (number of hours and location, if known) & student teaching:
FA06: _____

J-term 07: _____

SP07: _____

Do you have a residence hall or apartment preference?

Yes _____ No _____

If "yes", which one(s): _____

Would you accept a position in another residence hall or apartment?

Yes _____ No _____

If "yes", where? _____

If hired, I would agree to return on August 24, 2007 for Residence Life Staff training.

Yes _____ No _____

If hired, I would agree to make the position my number one priority, second only to my Christian walk and educational pursuits. (Any other on or off campus job must be disclosed with the ResLife staff prior to apply for either position).

Yes _____ No _____

As a member of the Student Development Staff, I would be able to conscientiously perform my duties regardless of who was found to be in violation of campus policies, the Civil Criminal Code, or irresponsible behavior that could jeopardize the safety or spirit of the campus community.

Yes _____ No _____

If hired, I would agree to attending all mandatory staff meetings and training sessions and to being available for residence hall closings and to being away only 14 overnights during the school year, excluding official University breaks and/or traveling for class credit (see definition in job description).

Yes _____ No _____

I further agree to support and uphold all policies, rules and regulations of the University, regardless of my personal beliefs and convictions.

Yes _____ No _____

Signature

Date

New Applicants Only:

Please answer the following questions in the space provided. It is important that you answer each question completely and carefully, since your responses will be taken into consideration for determining your potential as a Resident Assistant. Please attach a separate document, and print clearly or type.

1. Briefly state your personal testimony.
2. Describe past experiences, class work and/or training you have received that have enriched your knowledge base and skills. In your opinion, how could that knowledge be applied to the position for which you are applying?
3. Why do you want to be an RA?
4. What is your understanding of what the position involves?

Returning Applicants Only:

Please answer the following questions in the space provided. It is important that you answer each question completely and carefully, since your responses will be taken into consideration for determining your renewal as a Resident Assistant. Please attach a separate document, and print clearly or type.

1. What have you done well in your current position? What areas need improvement?
2. Why do you want to return?
3. What challenges do you expect to face as a returning RA that you might not have faced in the past?
4. What are your thoughts and feelings about working with a completely different staff?

Mount Vernon Nazarene University - Resident Assistant Reference Form

Instructions to **new** applicants: Please ask the following **two people** to complete this form: your RA and your roommate. Instructions to **returning** applicants: Please ask the following **two people** to complete this form: one of your residents and another RA from your current staff.

_____ has applied for the position of Resident Assistant with the Office of Student Development. The position requires a mature individual who is able to handle the responsibility of supervising peers, maintaining confidentiality, upholding strong spiritual values, and sustaining a positive self-esteem. Please **return** to **Student Development** by **February 21, 2007**. Thank you for your confidential remarks.

How long have you known this student? _____
 In what capacity have you known this student? _____ Student/ Resident _____ RA
 _____ Roommate _____ Other (please specify) _____

Please circle the number which best represents the student's character:

	Poor					Excellent	Comment(s)
Approachability	1	2	3	4	5		
Attitude toward Authority	1	2	3	4	5		
Courtesy	1	2	3	4	5		
Creativity	1	2	3	4	5		
Confidentiality	1	2	3	4	5		
Dependability	1	2	3	4	5		
Honesty	1	2	3	4	5		
Initiative	1	2	3	4	5		
Positive Attitude	1	2	3	4	5		
Relating to Peers	1	2	3	4	5		
Remaining Calm in Crisis	1	2	3	4	5		
Respect for Others	1	2	3	4	5		
Spiritual Maturity	1	2	3	4	5		
Task Completion	1	2	3	4	5		
Unprejudiced (doesn't play favorites)	1	2	3	4	5		
Uses good judgment	1	2	3	4	5		

Would you want to have this person as your RA? Why or why not?

In your opinion, what is this applicant's greatest asset that could benefit Residence Life?

In your opinion, what is this person's greatest limitation that could affect their performance in this position?

Additional Comments (Feel free to use the back of this form):

____ Recommend Highly ____ Recommend ____ Recommend with reservation ____ Do not recommend

 Name (Print)

 Signature

 Date

RA Interview Questions

Intent

- Why do you want to be an RA?
- What 1st interested you in wanting to be an RA?
- Why do we have RAs?

Attitude of service & ministry

- How does being an RA fit into your life goals?
- What do you feel is the primary purpose of being an RA?
- How is the RA position different from other positions on campus?
- What kind of person do you feel you can reach the best?
- What kind of person intimidates you the most?

Initiative & resourcefulness

- What are some of your greatest strengths & weaknesses?
- There is a student in your living area that is withdrawing and not responding to invitations by you to come to hall/apartment events. As an RA how would you respond to this situation?
- Do you know your Meyers-Briggs personality type indicator results? If so, what are they?
- Give a scenario of an incident that could occur in a hall room or apartment (i.e., alcohol, drugs, tobacco, opposite sex visitation)
 - You are doing room checks & you see a pack of cigarettes sitting out, what do you do?
 - You hear that 2 of your residents are supposedly going out drinking on the weekends, what do you do?
 - One of your students is having a seizure. You are called, what do you do?
- What is your opinion of the MVNU student lifestyle guidelines?

Teamwork

- Describe the kind of person you work best with?
- Give an example of a time you worked with a group... what was your role?
- Describe a time when you disagreed with someone and what you did.
- Describe a time when you asked someone for help.

Conflict management/ Coping ability under stress

- How do you feel about confronting one of your friends if they violated a policy?

Trustworthy (Confidentiality)

- How do you view confidentiality relating to the RA role?
- Who do you vent to now when you need to blow off some steam?
Given the RA role, how do you think “venting” may change with that person?
- Can you think of a time when you were given confidential information and how did you handle that?
- Can you think of a situation that may require you to break confidence?
- Are you concerned with dealing with confidential information if you are hired as RA?
- Was your confidence ever betrayed? How did that feel?

Confidence & Maturity (Character)

- Give us 2 values that are important to you & how others see them in your daily actions (behavior, lifestyle)
- Tell us something you've learned about yourself this year. How has this helped you live differently? How do others know that you are a Christian?
- How have you grown since the day you arrived at MVNU?

Creativity

- What creative ideas have you seen from your current RA in your living area? Or what creative ideas would you have for activities or educational programs?
- What is one idea you have that you think could better help get more people interested in Resident Life programming?

Previous leadership experience

- What was the most important position that you have held in high school or since coming to MVNU? What was your most significant accomplishment in that position?
- Describe a relationship in which you felt you influenced that person and describe in what ways (i.e., behavior, attitude, etc.).

Good time management skills/ Sets good boundaries

- What other extra-curricular activities are you planning to be involved in next year? How will those help or hinder your role as an RA?
- What techniques/strategies do you use to manage your time?
- What time do you go to bed?
- How will you structure next year's schedule of your activities outside of class?

Trusts the RD's leadership/teachable

- How would you handle a disagreement with something your RD says?
- If you disagree with the way our RD handles a situation, what would you do?
- Have you ever had a disagreement with a supervisor or authority? (Parents?) How do you resolve these disagreements?

Extra questions:

- What was the last book you read? Do you like to read for entertainment/learning?
- What was the last movie you watched? And why?
- What are your hobbies/interests?
- Describe your sense of humor
- What are your plans for J-Term next year?
- How often do you currently go home?
- What have your experience been like with RAs/RDs?
- How can MVNU improve the impression people have of RAs/RDs?

RA Interviews - Observation Form of

Applicant Name: _____ Housing Preferences: _____

Please use the following scale: 5=superior 4=above-average 3=average 2=below average 1=Qualities not exhibited

<ol style="list-style-type: none"> 1. Ministry & Selflessness _____ 2. Leadership & Initiative _____ 3. Ability to work in a team _____ 4. Conflict & Stress management _____ 5. Trustworthy (confidentiality) _____ 6. Confidence and maturity _____ 7. Creativity & resourcefulness _____ 8. Previous leadership experience _____ 9. Time management skills/boundaries _____ 10. Teachable _____ <p style="text-align: right;">TOTAL SCORE = _____</p>	<p>Comments:</p>
<p>Positive attributes:</p> 	<p>Areas of concern:</p>

☐ Highly Recommend
 ☐ Recommend
 ☐ Significant Reservations
 ☐ Not Recommended

Resident Assistant Group Interview Observer's Evaluation

Candidate's Name: _____ Observer's Name: _____

Please circle any characteristics evidenced during the group initiatives:

Positive	Involved Others Good Listener Accepted Criticism Courteous	Good Eye Contact Open to Suggestions Diplomatic Empathetic	Supportive/Encouraging Participatory Good Problem Solving Humorous	
Negative	Domineering Sarcastic	Interrupting Impatient	Argumentative Poor Attitude	Distracted/Passive Attention-seeking
Neutral	Direct	Concise	Other _____	

Comments

MVNU - Office of Student Development - RA Performance Evaluation

The following is a mid-year review for _____ for the _____ academic year. Select the number that best demonstrates the performance of this RA.

RDs are to schedule a time to meet with each RA i to review their performance. Please make three copies of this evaluation (for the RA, the Director of Residence Life, and the original for your files).

ATTITUDE / COMMITMENT (1 = Needs Improvement → 5 = Outstanding)

- | | |
|---|---------------------------------------|
| ___ Attitude toward MVNU policies | ___ Christ-like attitude |
| ___ Dedication to Resident Assistant position | ___ Attitude toward residents |
| ___ Commitment toward personal development | ___ Attention to residents' concerns |
| ___ Community leader & example to residents | ___ Attitude toward Resident Director |

OVERALL COMMENTS ON ATTITUDE AND COMMITMENT

INTERPERSONAL SKILLS (1 = Needs Improvement → 5 = Outstanding)

- | | |
|---|---------------------------------------|
| ___ Speaks to students in a personal and uplifting manner | ___ Gives positive feedback to others |
| ___ Gives appropriate/frequent communication to RD | ___ Works well with the team of RAs |
| ___ Responds appropriately to personal, social, spiritual or academic problems in the living area | |

OVERALL COMMENTS ON INTERPERSONAL SKILLS

WORK PERFORMANCE (1 = Needs Improvement → 5 = Outstanding)

- | | |
|--|--|
| ___ Follows instructions & Requires little supervision | ___ Enforces policies & procedures of MVNU |
| ___ Handles pressure/conflict situations well | ___ Completes assignments quickly |
| ___ Understands the purpose of Residence Life and had acquired the necessary job knowledge | |

OVERALL COMMENTS ON WORK PERFORMANCE

OTHER GENERAL COMMENTS

Signature of Resident Director / Date

Signature* of Resident Assistant / Date

* My signature does not necessarily mean I agree with the ratings, but signifies I have reviewed discussed this evaluation.

RESIDENT ASSISTANT DESK DUTY RESPONSIBILITIES

DESK DUTY HOURS:

APARTMENTS & HALLS

MONDAY - THURSDAY - 8:00PM UNTIL FRESHMAN CURFEW

FRIDAY-SUNDAY - 9:00PM UNTIL FRESHMAN CURFEW

DESK DUTY RESPONSIBILITIES:

ALL RESIDENT LIVING AREAS

1. WHILE WORKING IN THE RA OFFICE, THE LIGHTS MUST BE ON AND DOOR OPEN UNLESS THE RA IS COUNSELING WITH ANOTHER STUDENT. THIS PROVIDES BETTER CUSTOMER SERVICE TO THE STUDENTS WHO MAY NEED TO MAKE CONTACT WITH THE RA.

2. IF THE RA HAS HIS/HER GIRLFRIEND OR BOYFRIEND IN THE OFFICE WHILE ON DUTY (FOR A VISIT) THERE NEEDS TO BE A 3RD PERSON IN THE RA OFFICE. STUDENTS ARE HESITANT TO ASK FOR ASSISTANCE FROM A RA IF HE/SHE SEES THE RA HANGING OUT WITH THEIR BOYFRIEND/GIRLFRIEND ALL THE TIME.

3. IF YOU ARE WATCHING A MOVIE IN THE RA OFFICE YOU WILL NEED TO REMEMBER GUIDELINE #2 AND MUST HAVE 3 OR MORE PEOPLE IN THE OFFICE

4. DOCUMENT ALL NIGHTLY CHECK-INS, ANY MAJOR ISSUES (WITH FACILITIES OR WITH RESIDENTS), OR ANY GENERAL CONCERNS IN THE NIGHTLY EMAIL TO BE SENT TO YOUR RD AND THE ASSISTANT TO THE DEAN OF STUDENT DEVELOPMENT.

APARTMENTS & REDWOOD HALL

1. RA IS REQUIRED TO REGULAR ROUNDS AT LEAST 3 TIMES DURING SHIFT, WITH NO MORE THAN 1 1/2-HOUR TIME LAPSE.

2. RA MUST WALK THROUGH ALL COURTYARDS AFTER LOCKING THE LOUNGE AREAS TO MAKE SURE GUYS AND GIRLS ARE LEAVING FOR THEIR RESPECTIVE LIVING AREAS.

FRESHMEN HALLS

1. RA IS REQUIRED TO WALK THROUGH THE ENTIRE HALL 3 TIMES DURING SHIFT, WITH NO MORE THAN 1 1/2-HOUR TIME LAPSE.

2. STUDENTS OF THE OPPOSITE SEX MUST BE CLEARED OUT OF THE LOBBY **BEFORE CURFEW**.

FIRE DRILL PROCEDURES

1. Each Residence Hall is to conduct at least one fire drill per semester. These drills need to take place on or before the following dates:

Fall Semester: September 30

Spring Semester: March 1

The first fire drill should be explained at your fall and spring mandatory meetings and done during the first month of school with every student going through the drill. The second drill can be pre-announced or unannounced to the students in your residence halls.

In the event of any emergency such as fire, tornado, windstorm, power failure, etc., the Resident Director, with the help of the Resident Assistants, will be in complete charge. Residents should obey any command given by these persons if such emergency should occur. At times announced for fire drills, all residents are required to participate in these drills and follow evacuation procedures. Failure to evacuate any campus building may be considered a civil offense. Due to possible unexpected power outages, students are strongly encouraged to maintain an operative flashlight with fresh batteries. (MVNU Student Handbook)

2. All buildings with fire alarm systems need to be cleared of residents when the fire alarm goes off (this is a state code). The Resident Director should have an evacuation plan and a place for each floor or wing of apartments to evacuate so that students can be accounted for by their Resident Assistants.
3. When the fire alarm goes off in a building, the Resident Assistants and Resident Director need to check each room for any students who may be sleeping, physically unable to exit the building, and students who are ignoring the fire alarm. Once the building is cleared each Resident Assistant must give a head count of his/her floor or wing to the Resident Director. If a staff member has time and presence of mind, he or she can close the room doors. Please encourage students to close their doors when exiting the building if they have time.
4. Fire drills are to be timed (with a stop watch) and reported via e-mail to the Director of Residence Life. The Director of Residence Life will keep track of the following information and relay it to the Directors of Safety and Security and Facilities Services.

Please submit the following information in the e-mail:

- Date:
- Time:
- Weather conditions:
- Evacuation time:
- Number of participants:

EMERGENCY PROCEDURES

EMERGENCY PHONE NUMBER 4000

This guide is intended to help staff, faculty, and students respond to emergency situations that may occur on the campus of Mount Vernon Nazarene University. Such emergencies can occur at any time and without warning, but their effects can be minimized if proper emergency procedures are established and followed.

The University is committed to the safety and security of all members of the campus community. In times of emergency, the University will provide appropriate campus-wide response to assure life, and safety, and to minimize losses.

Emergency preparedness is also an individual responsibility. This guide will serve as a quick reference for efficient action during emergencies, and should be kept in an easily accessible location at all times. All staff, faculty, and students should take the time to read and understand the contents before an emergency occurs.

In an emergency, correct and immediate action is important and instills in all present a feeling that things are under control. Know emergency procedures, have them available, and use them.

FIRST AID

Emergency Phone Number
Security ----- 4000

IN THE EVENT OF A LIFE THREATENING ILLNESS OR INJURY ON CAMPUS:

Emergency Squad -----9-911
Security -----4000

IF IT IS NOT LIFE THREATENING:

Security -----4000
Nurse -----4632
After hours - Medical Associate -----1811

When Calling:

- Give your name
- Give your building and extension
- Describe the situation clearly and accurately
- Do not hang up! Let the person you are calling end the conversation. (Other information may be needed.)

GAS LEAK

Emergency Phone Number
Security ----- 4000

When Calling:

- Give your name
- Give your building and extension
- Describe the situation clearly and accurately
- Do not hang up! Let the person you are calling end the conversation. (Other information may be needed.)

In the event of a GAS Leak, employees should take the following actions:

- Notify campus Security at extension 4000. Security will call the Physical Plant and Columbia Gas.
- The leak will be assessed to determine the appropriate course of action.
- Be prepared to calmly evacuate the building upon notice from a Security Officer.

EVACUATION OF DISABLED

Emergency Phone Number
Security ----- 4000

When Calling:

- Give your name
- Give your building and extension
- Describe the situation clearly and accurately
- Do not hang up! Let the person you are calling end the conversation. (Other information may be needed.)

VISUALLY IMPAIRED PERSONS:

In the event of an emergency, tell the person the nature of the emergency and guide to a safe area.

HEARING IMPAIRED PERSONS:

To warn a hearing impaired person of an emergency, get his attention with a gesture or a light tap on the arm or shoulder.

Write a note explaining the nature of the emergency.

PERSONS USING CRUTCHES, CANES, OR WALKERS:

If time permits, help guide the person to a safe area.

Carrying options include using a two-person arm lock position, or have the person sit in a sturdy chair and carry them to a safe area.

PERSONS IN WHEELCHAIRS:

Always consult with the person in the wheelchair regarding:

- The number of people necessary for assistance.
- Ways of being moved from the wheelchair.
- Whether to extend or bend extremities when lifting because of pain, catheter, braces, etc.

- Being carried forward or backward on a flight of stairs.
- The type of assistance necessary after evacuation.

CHEMICAL / RADIATION SPILL

Emergency Phone Number
Security ----- 4000

When Calling:

- Give your name
- Give your building and extension
- Describe the situation clearly and accurately
- Do not hang up! Let the person you are calling end the conversation. (Other information may be needed.)

In the event of a CHEMICAL OR RADIATION SPILL, employees should take the following actions:

- Call campus Security at extension 4000 and advise them of the situation.
- Be specific about the nature of the involved material and exact location.
- Security will notify the proper emergency personnel.
- Keep all persons as far away from the accident scene as possible.
- Detain all persons involved in the accident. They will need to be examined by emergency personnel.
- Do not return to an evacuated building unless told to do so by Security.

SEVERE STORM / TORNADO

Periodically, Mount Vernon experiences storms with strong winds and driving rains. These types of storms cause flooding, falling trees, and power outages.

In the event of a SEVERE STORM / TORNADO, take the following actions:

- Stay in the building.
- Take shelter in an inner area or basement, if possible. Otherwise, take shelter under a table or desk.
- Keep away from overhead fixtures, windows, filing cabinets, and bookcases.
- Assist any disabled person in the area and find a safe place for them.
- If you are caught outside, move to an open area away from the buildings, trees, power lines, and roadways. Lie flat, preferably in a ditch or low-lying area.
- Avoid all power lines that may be hanging or lying on the ground.

IF AN EVACUATION IS ORDERED:

- Seek out any disabled or injured persons in the area and give assistance.
- Exit using the stairways. DO NOT use elevators.
- Beware of falling debris or electrical wires as you exit.
- Go to an open area away from buildings, trees, power lines, and roadways.

EXPLOSION

In the event of an EXPLOSION in the building, employees should take the following actions:

- Immediately take cover under tables, desks, or other such objects that will give protection against flying glass and debris.
- Call campus Security at extension 4000.
- Activate the building fire alarm system.
- Evacuate the immediate area of the explosion. Seek and assist any injured and disabled persons in evacuating the building. Exit using the stairways. DO NOT use the elevators.
- Once outside, move at least 150 feet away from the affected building. Keep roadways and walkways clear for emergency vehicles.
- Wait for further instructions from campus Security or other emergency personnel. Do not go back into the building until instructed to do so.

BOMB THREAT

In the event you would receive a BOMB THREAT over the phone, remain calm and follow these procedures:

RECORD:

- Time received call _____ am or pm
- Background sounds/noise.
- Did you recognize the voice?
- Male or female voice?
- Did the person have an accent?
- Exact wording of the call.

ASK:

- Where is the bomb located?
- What time is it set to detonate? _____ am or pm
- What does the bomb look like?
- What type of bomb is it?
- What will cause the bomb to explode?
- Is there more than one bomb? Where?
- Where are you now?
- What is your name? Address? Telephone number?

Call Security at extension 4000 & prepare to evacuate buildings when notified by security or police.

FOLLOW UP:

Emergency Phone Number
Security ----- 4000

When Calling:

- Give your name
- Give your building and extension
- Describe the situation clearly and accurately

Do not hang up! Let the person you are calling end the conversation. (Other information may be needed.)

POWER OUTAGE

Emergency Phone Number
Security ----- 4000

When Calling:

- Give your name
- Give your building and extension
- Describe the situation clearly and accurately
- Do not hang up! Let the person you are calling end the conversation. (Other information may be needed.)

In the event of a POWER OUTAGE, employees should take the following actions:

- Notify campus Security at extension 4000.
- If the building has an elevator, use the stairways and exit doors only. DO NOT use the elevators.
- If a power outage occurs in a hall, the Resident Director will advise the Resident Assistants of the situation. The Resident Director and Resident Assistants will be responsible for maintaining order in the hall.

FIRE

KNOW THE LOCATIONS OF FIRE EXTINGUISHERS IN YOUR AREA AND KNOW HOW TO USE THEM.

UPON DISCOVERY OF A SMALL FIRE:

- If fire extinguisher is available, follow the instructions on it. Direct the fire extinguisher at the base of the flames.
- If the fire is not easily extinguished, pull the fire alarm and get help.
- Call the Fire Department at 9-911.
- Call Security at extension 4000.

UPON DISCOVERY OF A LARGE FIRE:

- Pull emergency alarms and give verbal alarm.
- Call the Fire Department at 9-911.
- Call campus Security at extension 4000.
- Evacuate the building, alerting people as you go. Assist any disabled persons in the area. Exit using the stairway. DO NOT use elevators.
- Make sure all doors leading to the main hallways are closed to prevent further spread of fire. DO NOT lock doors.
- Once outside, move to an open area at least 150 feet away from the affected building. Avoid inner courtyards. Keep roadways and walkways clear for emergency vehicles.
- Wait for further instruction from campus Security or emergency personnel. DO NOT go back into the building until instructed to do so.
- If someone's clothes are on fire, have him or her drop to the ground and roll. If necessary, smother the fire with a blanket, rug, or heavy coat.

LOCATION OF NEAREST FIRE EXTINGUISHER IS _____

INAPPROPRIATE USE OF PRESCRIPTION AND NON-PRESCRIPTION MEDICATION

MVNU STUDENT DEVELOPMENT STAFF FALL 2007

1. Any inappropriate use of medication (over-the-counter or prescription) must be reported to **Denise Smith** immediately (Office: ext. 4632/Cellular: 398-3551).
2. Inappropriate medication use, regardless of the reason for misuse, may result in transport to **Knox Community Hospital** (393-9000). Emergency transports (911), based on decisions of medical staff, should be done by professional paramedics. Non-emergency transports may be done by any professional staff member available.
3. Other student action, not related to medication but perceived to be attempts toward suicide, should be considered serious and merit immediate attention by Student Development personnel.

Action steps include:

- A. Contact a **Resident Director**, **Safety & Security** (4000), **Medical Associate** (1811), **Denise Smith** (see above) and **Peggy Oldham** (Office: ext. 4603, 4600/Hm: 392-7010/Cellular: 398-4647) and/or **Ryan Schmitz** (Office: ext. 4605/Cellular: 504-5463). If there is an immediate emergency, dial 9-911 for assistance, notifying security personnel immediately of the pending arrival of off-campus medical personnel.
- B. Any professional staff member involved in delivering care may contact MVNU Counselors (**Eric Browning**: Office: ext. 4610/Cell: 390-0376, **Carolyn Swallow**: Office: ext. 4610/Hm: 397-5731) for additional assistance.
- C. For non-emergency situations, contact may be made with the following agencies for further assistance:

Moundbuilder Crisis Hotline 392-2828

Echo Talk Line 397-9878

Poison Control Center 800/682-7625

MV Police 397-2222

Knox Co. Sheriff 397-3333 (For issues outside of MV city limits)

Courtyard Expectations at Curfew

"Freshmen wishing to visit courtyard areas of friends of the opposite gender must observe all quiet hour policies (10p.m. - 10 a.m.), and must exit the public courtyard areas by Freshman curfew time (midnight Monday-Thursday / 1:30 a.m. Friday & Saturday / and 1am on Sunday). Sophomores, Juniors and Seniors wishing to visit courtyard areas of friends of the opposite gender must observe all quiet hour policies (10p.m. - 10 a.m.), and must exit the public courtyard areas by their curfew time (1am Monday-Thursday 2:30 a.m. Friday & Saturday, 2 a.m. Sunday). Failure to observe quiet hours and/ or time limitations will result in suspension of courtyard visitation privilege(s). Please remember that all Residence Hall lobbies and all Guest Passes (apartments and Redwood) close at the Freshman curfew time, which is one hour earlier than the Sophomore, Junior, and Senior curfew."

Room Search Procedures for Student Development Professional Staff

1. Rooms/apartments should be searched only upon reasonable suspicion or upon evidence seen in room.
2. Director of Residence Life, Associate Dean of Student Development, or the Associate VP of Student Development must give permission for ALL searches.
3. Student(s) ALWAYS has the right to be present. "Attempt to contact" a student may be as simple as knocking on the door.
4. Two persons must be present in any given room at all times during a search.
5. All articles moved during the search (except illegal, harmful, or against university policy) should be returned to original position found.
6. Written documentation, including student documentation if present, should be taken at the scene indicating what was found/confiscated.
7. Confiscated items should be held by Safety and Security or the Associate Dean of Student Development.
8. Make all attempts to contact student immediately upon finding/documenting items. Appointments for discipline should be set when student is located.
9. The Associate Dean of Student Development should always be contacted immediately if alcohol and/or illegal drugs are found.

ROOM CHECK GUIDELINES

1. Room Checks are to be done on a weekly basis for all residence halls. Preferred days to do room inspections are Tuesday, Wednesday, or Thursday afternoon. Room Inspection days should be posted on each floor or announced on a weekly basis. Please keep the designated day the same throughout the entire semester so students know that that will be the day room inspections occur.
2. Resident Assistants must go in pairs to do a room inspection. One Resident Assistant cannot go by himself/herself.
3. Resident Assistants should leave a written note any time there is a concern in a student's living area. Resident Assistants should carry a writing utensil and note pad with them while conducting Room Checks. Repeated safety concerns or problems in a specific room should merit a written warning and the Resident Director might issue a charge to each student's account.
4. Resident Assistants should keep a record of any safety concerns or problems that occur during room inspections and report those items to their Resident Director ASAP.
5. The Resident Director will go once a month to do Room Checks for their residence hall. A report of the monthly Room Check should be compiled and a copy turned into the Director of Residence Life. The Director of Residence Life will visit each living area once a semester with each RD.

MICROWAVE POLICY FOR APARTMENTS

1. Only one microwave unit may be placed in an apartment.
2. A microwave unit may only be placed on the countertop in the kitchenette of the apartment. Units are not allowed anywhere else in the apartment (i.e. living room, bedroom, bathroom, etc.)
3. The microwave unit may have a maximum power of 800 watts and/or a size limit of .8 cubic feet. Documentation of this information must be provided to the Resident Director upon request.
4. The microwave unit is subject to routine inspection and verification for safety, cleanliness, size and wattage. Apartments who do not keep the microwave clean will be subject to losing the privilege of having a microwave in their apartment that academic year.
5. Students abusing the above guidelines or misusing the microwave in any way will be subject to losing the privilege of having a microwave unit in their apartment.

RELATED POLICIES

****Students are not allowed to be released from the meal plan as a result of having a microwave unit in the apartment.**

****Students are not allowed to have a microwave unit in a Residence hall room in Oakwood, Pioneer, and/or Galloway (the only exception is made for the Resident Assistants in the MVNU Residence Halls).**

****Please refer to the MVNU Student Life Handbook (items, #1) for other cooking appliances not allowed in campus housing.**

FURNITURE POLICY

To assist in prevention of safety or fire hazards in any residence areas, the university mandates:

- All furniture must be upholstered, clean, and in good condition.
- At the end of the school year all furniture must put back in its original place in the hall room or apartment. No furniture is to be stored in the closet areas of the room or apartment.
- All entryways and hallways should be clear of all furniture.
- Other allowable furniture includes foldable, inflatable, beanbag chairs, and also rattan or wicker furniture with cushions.
- FRESHMEN RESIDENCE HALLS: (Pioneer, Galloway, Oakwood)
2 chairs or 1 loveseat **not exceeding 60 inches in length**
- UPPERCLASSMEN RESIDENCE AREAS
2 pieces of furniture per Redwood suite, 3 pieces of furniture per apartment

APARTMENT/REDWOOD GUEST PASS CONTRACT

HOURS PERMITTED FOR GUEST PASS

Sunday through Thursday 6:00 PM - 12:00 AM
Friday and Saturday 6:00 PM - 1:30 AM

POLICY GUIDELINES

1. Students taking advantage of guest pass times are required to VISIBLY display their apartment's guest pass sign in their respective living room window.
2. All opposite gender visitors must be out of the apartment living rooms/Redwood rooms at the end of the Guest Pass hours listed above.
3. A maximum number of 25 people are permitted in the apartment living rooms.
4. Opposite gender visitors are **NOT** permitted in the apartment bedrooms or apartment bathrooms or Redwood student room bathrooms. Restrooms are available at public area lobbies. The **ONLY exception** for being in an apartment bedroom would be to assist with a computer problem or a related issue and then only with **PREAPPROVED permission from the RD**. If you can't secure permission in advance, then you can't assume that permission will be given; you must wait to arrange for permission.
5. In the apartments, living room curtains or blinds are to be fully opened and the Guest Pass must be displayed in the window. In Redwood, the door is to be open at least 90 degrees and the Guest Pass posted on the doorframe. Guest Pass signs should be taken down at the conclusion of the visitation.
6. At least one light must be on in the room (kitchenette or stairwell lights are not enough).
7. Periodic checking by the RA and/or RD should be expected.
8. R-rated, NR-17, or X-rated films, videos, DVDs are not permitted on campus. Non-rated films, videos, or DVDs need prior approval from Resident Director.
9. Any display of affection must be appropriate and considerate of apartment or Redwood room dwellers/visitors. There should not be any sharing of blankets, laying down, sitting on laps, etc. between opposite genders.
10. Guest Passes are unlimited in number unless there is abuse of the Guest Pass guidelines.

My signature below indicates that I understand that failure to follow these guidelines may result in loss of visitation privileges and/or further disciplinary action.

APARTMENT RESIDENTS' or REDWOOD ROOMMATES' SIGNATURES:

1. _____
2. _____
3. _____

4. _____
5. _____
6. _____

RESIDENT ASSISTANT'S SIGNATURE/ Date

RESIDENT DIRECTOR'S SIGNATURE/ Date

MOVING IN ONLY

Name _____

KEY ISSUED ON ____ / ____ / ____

I.D. # _____

MOUNT VERNON NAZARENE UNIVERSITY ROOM & RESIDENCE HALL ACCEPTANCE FORM

Residence Hall or Apartment Area: _____ (Oakwood, Galloway, Pioneer, BAPT, CAPT, EAPT, MAPT, RAPT, SAPT, or YAPT)

Apartment Number: _____

Room Number (Letter for Apartments): _____ (A: upstairs front, B: upstairs back, C: downstairs)

I have inspected the above room/apartment and noted the following conditions: (Please note things like cracks in the wall, damaged screen, mattress, furniture, or other notable damage. See list on back of this form):

Beds/Furniture: _____

Sinks/Bathroom (Apt): _____

Ceiling/Floor/Windows: _____

Kitchen/Living Room (Apartments Only): _____

Other: _____

Signature of RA or RD Date

I, the undersigned, agree to assume financial responsibility for any damage done to the room, apartment or interior common areas and the exterior of all MVNU buildings and grounds, while I am living at MVNU.

Signature of Student Date

OVER

MOVING OUT ONLY

RETURNED KEY _____

(Replacement Key \$15)

MOUNT VERNON NAZARENE UNIVERSITY ROOM & RESIDENCE HALL CHECKOUT FORM

Student's Name _____ I.D. # _____ Residence Hall _____ Room # _____

COMPLETE AFTER MOVING ALL POSSESSIONS FROM YOUR ROOM:

GENERAL ITEMS

_____ TRASH removed from out of room and apartment: \$10 _____ TAPE/PUTTY removed from walls \$10

FURNITURE

_____ MATTRESS COVER removed & in good condition: \$10 _____ BEDS: left un-bunked (\$5 per bed)

_____ MATTRESS is there & in good condition: \$90 _____ Damage to University furniture: Varies

_____ DESK, DRAWERS, CLOSET, CLOSET BINS, FURNITURE clean & in good condition and put back in original place \$5 - \$30. (BINS: \$5. each @ 6 per room = \$30).

FLOORS, BATHROOMS, REFRIGERATORS

Apartments Only

_____ FLOOR swept/mopped: \$5

_____ BATHROOM (sink, shower, & toilet) \$25 - \$50

_____ SINK AREA clean: \$5 (Res Halls)

_____ REFRIGERATOR Clean & Defrosted: \$20/ student

_____ VACUUM CLEANER present (Apt. Only): \$10/ student

WINDOWS, DOORS, WALLS

_____ WINDOWS broken: \$25- small window; \$185 - storm window

_____ SCREEN not in place/ broken or torn: \$75

_____ DOOR & LOCK replacement: \$300 - door; \$120 - lock; \$143 - door knob; severe paint damage \$35

_____ MINI-BLIND in good condition: \$45

_____ DRYWALL REPAIRS: 6" hole - \$30, 12" hole - \$60, 18" hole - \$90

_____ REPAINT ROOM BECAUSE OF TACKS, PINS, OR NAILS IN THE WALLS: \$80

GENERAL DAMAGE to any fixtures or additional comments on items above:

HOUSING DEPOSIT RELEASED ONLY FOR THE FOLLOWING SITUATIONS:

_____ Getting Married _____ Transferring to another school

_____ Not Returning to MVNU _____ Moving off-campus (Student Development petition required)

_____ Graduating _____ Withdrawing during semester

**** The Director of Residence Life & Resident Directors will determine if your housing deposit is refunded or forfeited on the basis of damages to your room or apartment.**

I hereby agree to the above evaluation of my room and understand that I will be financially charged for any items damaged, stolen, or left unclean. It is my responsibility to lock the room before leaving the residence hall. If additional items are damaged, stolen, marred, or left unclean in any way after I sign this statement, my roommate and I will take full responsibility for payment. **I understand that the RD will come back through my residence hall or apartment to re-check for damages and other problems that may have been overlooked by other residence life staff members.**

Signature of Student

Date Time

Signature of RD or RA

FOR ROOMMATE TO SIGN: I agree to be responsible for the above items noted on this list even though my roommate is leaving before I do.

Signature of Roommate _____ Date/Time: _____

MOUNT VERNON NAZARENE UNIVERSITY - Office of Residence Life

Student Emergency Information

The information requested on this side of this form is **REQUIRED**.

PERSONAL INFORMATION

NAME: _____ Cell Phone: _____
Last, First, MI Preferred name

GENDER: ☐ Male ☐ Female AGE: _____ BIRTHDATE: ____/____/____
Month Day Year

CLASS: ☐ PS ☐ FR ☐ SO ☐ JR ☐ SR MAJOR(S): _____

Meningococcal and Hepatitis B Vaccination Status

I understand, as a residential student of MVNU (over the age of 18) or as the parent of a student under the age of 18, that Ohio law requires all residential students at not-for-profit education institutions to report their vaccination status for Meningococcal Meningitis and Hepatitis B. I also understand that information is available to me in the MVNU Student Health services office regarding both the benefits and risks as well as the process for both vaccinations.

The information below regarding my/my student's vaccination status is accurate and is being provided in compliance with the Ohio Revised Code, Section 3701.133, (B).

Meningococcal vaccine received: Yes _____ No _____
If yes, please list the date: ____/____/____

Hepatitis B vaccine received: Yes _____ No _____
If yes, please list the date(s):
1st Dose ____/____/____
2nd Dose ____/____/____
3rd Dose ____/____/____

PARENT INFORMATION

NAME(S): _____ Relationship: _____

ADDRESS: _____
Street City State

TEL: (____) _____ (____) _____
Home Phone # Work or Cell #

NOTE: In case of EMERGENCY, and a parent is not available, please contact the following:

NAME(S): _____ Relationship: _____

ADDRESS: _____
Street City State

TEL: (____) _____ (____) _____

Home Phone #

Work or Cell #
(OVER)

MOUNT VERNON NAZARENE UNIVERSITY

Office of Residence Life Student Emergency Information

The information requested on this side of this form is **OPTIONAL** however it is encouraged to assist certain MVNU staff should an occasion arise where this information could be helpful in an emergency situation.

Understand that all information submitted below is given voluntarily. Only authorized MVNU Student Development and Student Health Services personnel will view this form. Please understand that medical documentation submitted to Student Health Services is confidential and is not accessible by Student Development Staff.

MEDICAL INFORMATION

HEALTH PROBLEMS OF WHICH THE RA/RD STAFF SHOULD BE AWARE (i.e. allergies, asthma, insulin dependence, history of seizures, etc.):

PRESCRIPTION MEDICATION TAKEN REGULARLY AND REASONS OF WHICH THE RA/RD STAFF SHOULD BE AWARE:

OTHER MEDICAL INFORMATION THAT YOU BELIEVE WOULD BE BENEFICIAL FOR THE RESIDENCE LIFE STAFF TO KNOW:

I understand that this information will be filed by Residence Life personnel and may be referenced for emergency medical purposes.

Student's Signature

Updated 8/17/05

Date

**Mount Vernon Nazarene University
Office of Student Development**

Identification of Personal Property

The Office of Student Development seeks to help students identify their personal belongings that they bring to their residence hall room or apartment. All students must realize that the university is not responsible for any items that are reported missing from the student's room (refer to back page of Housing Contract). All personal property needs to be covered by the parent's homeowners' insurance policy. This form will be used to document serial and model numbers of any electronic equipment or valuable property that the student brings to their room. This form is **optional** for the student to fill out and will be placed in the student's personal file in the Resident Director's office.

Name: _____ ID# _____

Residence Hall: _____ Room # _____ Suite # _____
(Apartments only)

<u>SERIAL #</u>	<u>MODEL or TYPE</u>	<u>Description of Item</u>

Student's Signature

Date

Resident Director's Signature

Date

Why Programming?

Programming is a very difficult term to define; two people will probably never define it the same way. A good definition may be that: *Programming* is any organized activity designed to make a positive contribution to a student's education and or well being. The benefits of programming are different than those found in the classroom. Through this tool a RA is able to merge lessons from the classroom to everyday life through various leisure time activities. These activities blend the common interests of individuals into shared experience, which is what makes a residence hall or college more than just a place to sleep and the RA, more than just a caretaker.

In addition to developing the individual, programming also serves in enhancing the overall community and living environment. These groups should be considered mutually dependent. Communities rely on individuals and individuals rely on communities to meet basic needs. As students in the resident hall share programs, they are drawn closer together and form stronger communication links. Once these links are established, community can become self-perpetuating.

Besides creating a comfortable atmosphere and increasing one's own self-awareness, programming can provide relief from academics and act as a supportive base for ideas learned in the classroom. Learning of a nature, which is not found in the classroom, can be achieved through informative and educational programs. Education is a broad concept. Educators are individuals who help round out one's personality and foster opportunities for growth.

Blimling (1984) has proposed that programming in the residence halls has four distinct goals which should be kept in mind as the residence life staff approaches this task:

- 1) To develop community;
- 2) To educate;
- 3) To involve students in their own learning;
- 4) To provide an outlet for the release emotions.

Seven Steps to Successful Programming

Step 1: Evaluate your residence hall

Take numbers into consideration. How many residences are there? What is the ratio of men to women? What are the various populations represented?

These are some of the basic facts you need before you start planning a program. This is the group of people you will be trying to reach with your programs. It is important to keep in mind how your population will receive a program. Even if you think you have a fantastic idea, if it needs a minimum turnout of 200 people to be a success, and your hall has only 260, odds are the program will not work. Remember to recheck and rethink these facts when making any decision regarding a program.

Step 2: Needs Assessment: Picking your programming possibilities

What do residents need? As far as we are concerned, need can be defined in two ways: democratic and/or diagnostic. Diagnostic needs are those which come through the leaders, often showing a casual effect (e.g. midterms and a program on test taking, death of a resident's family member and a program on loss and grieving). Democratic needs are those, which are number oriented (e.g. a large number of residents' want a program on Christianity and dating). In the case of democratic needs, assessing needs and wants are the basics of programming.

Picking Your Programming Possibilities

I. Reasons for assessing needs

- To become aware of areas of interest and areas of needed growth.
- To demonstrate care and sensitivity to the students.
- To increase the probability of implementing a program of interest
- To give direction in the programming
- To prevent a waste of time and energy for the RA.

II. Methods of Assessing Needs

- Observation
- Interviews
- Questionnaires

III. Sample of Questions to ask (see attached needs assessment inventory)

IV. Practical Hints

- Pass out needs assessments early in the semester.
- Be creative in the format used.
- Plan and develop programs in accordance with the needs which were assessed.
- Do not be afraid to delegate.
- Remember - it is the quality, not quantity that determines a successful program.

Step 3 Creative Programming

- A) 3 objectives
- B) Brainstorm
- C) Resources

Step 4: Program Structure

A. Set the date! Now you have evaluated students and come up with a great idea for a program, all you have to decide is when to have it.

- 1) Set a tentative date
- 2) Check with your RD to see if any other activities or events are planned for that date.
- 3) Check with a campus calendar to find out what other activities may be planned for campus.
- 4) You might even check TV guide for possible special movies that might detract from your program.
- 5) Check around the hall to see how residents feel about the date.

B. Determine style of program

Some possibilities may include: speaker, panel discussion, debate, lecture with discussion, small group discussion, role play, case studies, instruments and inventories, structured experiences, films, filmstrips, tapes, videos, contests, games and recreational activities.

C. Plan Program Structure

Things to consider in the program structure: length of the program, size of expected group, location (best for activity and size of group), cost, equipment, refreshments (if necessary), icebreakers, how program flows and the pacing of the program (from non-threatening to more personal)

Step 5: Making the Arrangements

So now that you have ideas and a date. The next step is putting the program together.

Taking care of the details is where the work begins. You can look upon making the arrangements as a real pain or view it as a learning experience that will help you in life. If you take the second view, you will have a much more enjoyable experience and continue to develop your skills.

Here are some questions you should ask before you undertake making the arrangements.

FACILITY: what facilities (room, space, etc.) are needed? Note: It is better to put a small program on in a small room so it will look like a larger crowd.

EQUIPMENT: what equipment is needed (sound systems, projector, etc.)

SPECIAL NEEDS: What facilities are available?

When inviting a speaker or special guest, contact the speaker well in advance, send a written reminder, arrange with the speaker-exactly what is expected of him/her, audio visual or equipment needs, seating arrangements, and introduction format.

Make sure arrangements are set several weeks before the program to avoid last minute complications.

Step 6: Publicity

CONSIDER THE FOLLOWING: Who is it for, timing (when should it go out), location (where are my high traffic areas), types to use.

Advertising can make or break a program. You may have the best idea in the world, but unless people know the who, what, where, when, and why, the program may flop. These hints will help you when planning publicity.

Contents of publicity:

- Name of event, date, time, place, admission price (if any), sponsoring organization.
- Think very carefully about what the most effective type of advertisement will be. A poster hanging from the lights in the lobby and on the bulletin board or the mailbox may be the least effective type as the only form.
- Word of mouth is the best type of advertisement. If you have a group of fired up individuals working with you they will make sure people show up!
- An unusual, gimmicky, out of the ordinary advertisements will be the most effective. Do not forget to use teasers!

Publicity ideas include a hall newsletter, banners, buttons, events calendar, marquis, table tents, posters, T-shirts, balloons, personalized invitations, sandwich board

When to publicize:

It is best to use two waves of advertisement. The first wave should be about a week before the program so that people can plan ahead. Note: If it is a large scale program (i.e. hall banquet, little brother, little sister weekend) you want to advertise much earlier so that people can ask dates, make arrangements, get money, etc. The second wave should be the day before and day of the program.

Where to publicize: The dining hall and in the lobby are the most effective locations for advertisements. People tend to block out bulletin boards because of information overkill.

Other ideas: near snack machines, doors to stairwells, bulletin boards, stairwells, laundry rooms, academic buildings (with approval of course!), entrances/exits, room doors, TV room.

Remember: A poster in a bad location is wasted paper.

Take down all posters immediately after the event

Do not make the hall look tacky with too many poorly made posters.

Step 7: Evaluation and Assessment

This is truly the most important aspect of the programming process. The information obtained will help you in planning future programs and will aid people in the future who are considering similar programs. There are two ways in which you should evaluate your program:

1) Formal evaluation: You would complete the program information and evaluation form. Fill it out immediately and submit it to your RD

2) Informal evaluation: Have a group sit down and critique all facets of the program

Some particular things to keep in mind when doing the informal evaluation:

- Do not judge success by attendance alone.
- What was the level of involvement between the audience and presenter?
- Was the effort put into planning worth the result achieved?
- Did the residents feel it was worth their time? Their money?
- A good sign is when the presenter or speaker says to you, "Let's do it again sometime soon."
- Since the program was started to satisfy some need that the students had, ask yourself if that need as satisfied

Why Programs Fail

1. Poor Design and Planning
 - Not setting goals
 - Not getting input (needs and interest)
 - Reaching wrong group
 - Not well planned
2. Choosing poor location
 - Too far from students
 - Not comfortable - sit in chairs
 - Too cold
 - Too many distractions
 - Not known to students
3. Poor publicity
 - Not eye catching
 - Not enough or not enough in advance
 - Not creative
 - Too cluttered
 - Poorly located
4. Choosing poor facilitator
 - Poor interpersonal skills
 - Poor speaker
 - Not knowledgeable enough in area
5. Not gaining support of colleagues through:
 - Good communication
 - Involvement
 - Delegation
6. Unprepared facilitator
 - Lack of agreement on topic
 - Doesn't show
 - Expectations of number of people
 - Not enough time for program
7. Timing
 - Didn't check student's schedules to see if time is good
 - Didn't check other activities (midterms, finals, etc.)
8. Murphy's Law
 - Film doesn't show
 - Uncomfortable temperature
 - Equipment doesn't work
 - Lights don't work
 - Poor films
 - Run short of money
 - Room not set up
 - Helpers don't show up
9. Not following housing/college procedures
10. Programs to run too long
 - Don't specify time with speaker

Theme Programming Months

September

Getting to know your roommate
Long-distance relationships
Assertiveness training
Alcohol/drug awareness
How to use a computer
How to study in college
Healthy living
Values exploration/crisis
Social Mixers:
Floor exchanges
Cookouts
Sunday night dinners

January

New Year's resolutions
Making a budget
Job/Internship hunting
Health awareness
Football Playoff Parties

February

Cabin fever
Relationships
Alcohol awareness/alternatives
Nutrition programs
Faculty visitation
Summer job search
Black history month

October

Roommate conflict
Avoiding procrastination
Time management
Campus resources
Assertiveness training
Sexual miscommunication
Homecoming Involvement

March

Spring Break Preparation
Declaring a major
Stress management
Conflict resolution
What type of job can I get with my major?

November

Adjusting to going home
Holiday depression
Test anxiety - study skills
Break job/internship
Choosing classes
Relaxation techniques
Thanksgiving dinner

April

Sexual assault/awareness
Summer jobs/internships
Dealing with social pressure
Outdoor exercise
Hall picnic
Self - defense
Saying good-bye
Recognition banquet

RESLIFE program development (7 Themes)

The following list is the model for MVNU residence area programming. Each RD should plan a diverse curriculum of programming that is appropriate and appealing to their residents. Each RA is also required to plan, prepare and present 7 programs for their residents. RDs will assist and oversee programming implementation with each RA under their supervision.

These themes are meant to be fairly general so each Residence Life staff member can develop programs to meet the needs of different students. There are also a few examples of ideas for each of these programs:

Relational: Gender issues, Relationships, Accountability etc.

Evangelism: On campus, off campus, Worship service,

Service: Clean up; visit a Seniors Center, Work with a local school

Leadership Development: MBTI, Speaker; Strengths Finder

Intellectual Growth: Educational programs

Fellowship: Parties, Food; Tournaments; movie marathon

Experiential Learning: Retreat, Road trip, Hiking, Camping

Low/No Budget Programs and Activities*

Random Fun

90's Night (*music, dress*)
 Best Prank Stories
 Canadian Free Ball
 Carpet Surfing
 Casino Night
 Crazy Hair Night
 Cultural Dance/Music
 Dance Dance Revolution
 Dance Party
 Date Auction
 Fear Factor
 Fun with "Goo"
 Guitar/Instrument Jam Session
 Halloween Party
 Hand Massages
 Hawaiian Night
 Hot Tub Truck
 Improv Night
 Indoor Beach Party
 Indoor Camping Night
 I have never...
 Karaoke
 Kool-Aid Hair Dying
 Leisure Olympics
 Marker Tattoos
 Massage Night
 Math Time Tests
 Mattress Diving
 Mini Golf
 Mud Wrestling
 Newspaper Wars
 Old School Nintendo
 Overhead Projector Fun
 Ping-Pong/Pool/Foosball Tournaments
 Play-Dough Pictionary
 Play-Dough Fun
 Poetry Night
 Salon Night (*free haircuts*)
 Sex, Drugs, & Rock-n-Roll (*sexual Decision making, drug addiction, and an air guitar contest*)
 Shopping Cart Races
 Street Luge (*on long boards*)
 Swap Meet
 Valentine's Day Party
 Video Games
Group Games
 Apples to Apples
 Bigger and Better (*other rooms or to MVNU homes*)
 Bingo
 Board Games (*Life, Risk, Monopoly, Sorry, etc.*)
 Bunko

Would You Rather...

Physical Activity

Four Square
 Ab Workout
 Chicken Fights
 Crab Soccer w/ Beach Balls
 Croquet
 Dodge ball
 Frisbee Golf
 Fun w/ Hula Hoops
 Glow-in-the-Dark Frisbee
 Golf Lessons
 Home Run Derby
 Lacrosse
 Obstacle Course
 Outdoor Rec. Night
 Pilates
 Sock Soccer
 Strobe Light Dodge Ball
 Sumo Wrestling
 Water Balloon Toss
 Wiffle Ball Mania
 Wrestling Night

Practical Info

Basic Cooking Skills
 Cafeteria Creations
 Car Maintenance
 Class Schedules
 Financial Planning
 How to Interview
 How to Choose a Roommate
 How to Stay Warm in Winter
 How to Stretch Properly
 Mending and Ironing
 Money Management
 Pros/Cons of Living On/Off Campus
 Résumés
 Self Defense
 Shoe Cleaning
 Southern Manners
 Study Skills

Fun with Food

Baking Cookies, Pies, etc.
 Capture the Flag
 Card Games (*Hearts, War, Rummy, Go Fish, etc.*)
 Catch Phrase
 Cranium
 Egyptian Rat Screw
 Jenga
 Mad Libs

Banana Carving
 Bobbing for Apples
 Bobbing for Pooters (*candy bars in Mountain Dew*)
 Build Your Own Sundaes
 Century Club (*w/ soda*)
 Cooking Pumpkin Stuff
 Cooking w/ Chops (*Security Officer*)
 Deep Fried Oreos
 Earth Day Celebrations w/ Dirt Cake
 Food Guessing Game
 International Desserts
 Make Taffy out of Marshmallows
 Marshmallow Fight
 Mashed Potato Sculptures
 Mexican Fiesta w/ Quesadillas
 Milk-n-Cookies
 Pancake Night
 Pepsi/Coke Challenge
 Produce Baseball
 Resurrection Rolls (*marshmallow baked inside a roll – ends hollow*)
 Root Beer Floats
 S'mores Indoors
 Seder Meal/ What is Maundy Thursday?
 Snow Cones (*w/ real snow*)
 Soda Pop Bowling
 Soda Pop Baseball
 Tortilla Fun (*make or toss*)

Return to Childhood

Children's Games (*Duck Duck Goose, Tag, Red Rover*)
 Coloring Night
 Continuing Stories w/ Illustrations
 Dr. Seuss Stories
 Face Painting
 Finger Painting
 Fort Night & Scary Stories
 Fortune Teller (*paper folding game*)
 International Children's Books
 Make Card Houses
 Making Sock Puppets
 Pajama Party/Pillow Fight
 Sidewalk Chalk Art
 SSR (*Sustained Silent Reading*)
 Stick Figure Art
 Mafia
 Mouse Trap
 Musical Chairs
 Phase 10
 Puzzle Night
 Scattagories
 Settlers of Catan
 Speed Scrabble

Spelling Bee
Twister/Wall Twister
Trivial Pursuit
Uno/ Uno Attack
Ultimate Spoons
Yahtzee Tourney

Health Tips

Clear Your Pores (*make face masques*)
CPR/First Aid Training
Discussion on Eating Disorders
Health Awareness
How to Cope with Depression
Hygiene Fun
Relaxation/Stress Relief Techniques
Vent Your Aggression

Understanding Others

"I am from..." (*complete statement how you choose*)
Custodial Appreciation
Feeling Cards and Chocolate
Hot Seat
Parent Appreciation
Personality Quizzes
Roommate Appreciation
What Is It Like to Be Blind? (*with testimony*)

Try Something New

Art Therapy
Build a Volcano
Count to 10 in Another Language
Cricket Spitting
Greetings in Other Languages
How to Fly Fish
How to Play the Guitar
Juggling
Learn Card Tricks
Learn Greek
Learn Sign Language
Learn the Books of the Bible
Learn the Presidents
Learn to Hula
Learn to Throw a Spiral
Memorize Bible Verses

Serving

Backwards Trick-or-Treat
(*Go to rooms with candy*)
Letters Home
Letters to Public
Servicepersons/ Military
Random Acts of Kindness
Servant Auction
Service Night (*emptying trash, vacuuming, etc. for residents*)

Getting Creative

Cards for Retirement Home
Christmas Chains (*how many days to Xmas*)
Christmas Thank You Cards
Collage Night
Make a Residence Hall Video
Customize Your Jeans
Decorate for Christmas
Door Clock Making (*I'll be back at...*)
Hall Mural Creation
Duct Tape Night/Duct Tape
Wallets
Dying Easter Eggs
Egg Drop
Friendship Bracelets
Journal Making
Learn Knitting & Crocheting
Magazine Envelopes
Magnet Making
Make Snowflakes
Making Christmas Cards
Mask Making
Mod Podge
Mothers Day Cards
Origami
Paper Airplanes
Paper Bag Puppets
Picture Frames

Piñatas
Pinecone Art
Popsicle Stick Dolls
Pumpkin Painting
Puzzle Piece Picture Frames
Science Project Night
Scrap booking
Spin Art
Sponge Painting
Tie Dying
Toothbrush Bracelets
Valentine's Day Cards

Let's Discuss

Animal Rights
Can Men and Women be friends?
Coffee and Philosophy
Communication Techniques
Current Events
Deep Thoughts
Discussion on Islam
Diversity
Euthanasia
Evolution vs. Creation
Exciting World of Reproduction
Fair Trade Coffee Debate
Favorite Book Night
Favorite Quotes
Gender Diversity
Hanukkah Traditions
History of Halloween
Jazz and Tea
Jokes/ Comedy Club
Know Your 50 States
"M" Night (*all things that start with the letter "M"*)
Magazine Quizzes
Mind Games
Movie Quotes/Trivia
Music Appreciation Night
Pick-Up Lines
Poverty and World Hunger
Professor Panel
Relationship Discussion

- The Residence Life staff from Whitworth College in Spokane, WA, provided this list to us.

CARING ENOUGH TO CONFRONT - BY DAVID AUGSBURGER

What is CARE-FRONTING?

- Offering genuine caring that welcomes, invites and supports the growth of another person.
- Is offering real confrontation that calls out new insight and understanding. (To confront effectively is to offer the maximum of useful information with the minimum of threat and stress.)
- Unites love and power. Care-fronting unifies concern for relationship with concerns for goals. So one can have something to stand for (goals) as well as someone to stand with (relationship) without sacrificing one for the other. Thus one can love powerfully and be powerfully loving. These are not contradictory. They are complementary.
- Care-fronting is the way to communicate with both impact and respect, with truth and love.

FIVE OPTIONS OR ALTERNATIVES ARE OPEN IN MOST CONFLICT SITUATIONS.

1. **"I'll get him/her"** is the I-win-you-lose-because-I'm right-you're-wrong position in conflict. From this viewpoint, the attitude toward conflict is that the issues are clear and simple. Someone is right - totally right, and someone is wrong - completely wrong. Fortunately, I'm right (as usual) and you're wrong. (Expect, in this case, it could prove to be someone else besides or instead of truth - on my side. It's my duty to put you right. This 'win-lose' stance uses all power and little or no love. Goal is valued above relationship. The person feels "My way is the only way,."
2. **"I'll get out"** is the I'm uncomfortable-so-I'll-withdraw stance toward conflict. The viewpoint here is that conflicts are hopeless, people cannot be changed; we either overlook them or withdraw. Conflicts are to be avoided at all costs. When they threaten, get out of their way. Withdrawal has its advantages if instant safety is the all-important thing. But it is a way out of conflict, not a way through. And a way out is no way at all. In this lose-lose stance everyone loses. There is no risk of power, no trusting love. "Show me to the nearest exit. " the person requests over the shoulder. It's a no-way or any way response of flight.
3. **"I'll give in"** is the I'll yeild-to-be-nice-since-I-need-your-friendship approach. This perspective on conflict says that differences are disastrous. If they come out into the open, anything can happen. Anything evil, that is. It's far better to be nice, to submit, to go along with the other's demands and stay friends. Yeilding to keep contact will serve you well in many situations. But as a rule, it falls short. You become a doormat. A nice guy or gal. Frustrated. Yet smiling. The more tense and tight on the inside, the more generous and submissive on the outside.
4. **"I'll meet you halfway"** is the I-have-only-half-the-truth-and-I-need-your-half position. The attitude is one of creative and compromise. Conflict is natural, and everyone should be willing to come part way in an attempt to resolve things. A willingness to give a little will lead to a working solution, which is satisfactory to everyone. Compromise is a gift to human relationships. We move forward on the basis of thoughtful, careful consensus and compromise in most decisions in conflict. But it calls for at least a partial sacrifice of deeply held views and goals, which may cost all of us the loss of the best to reach the good of agreement. When we begin with a decision to compromise, we run the risk that my half of the truth added to your half may not give us the whole truth and nothing but the truth. We may have two half-truths. Or the combination may produce a whole untruth. Only when we care enough to tussle with truth can we test, retest, refine and perhaps find more of it through our working at it seriously.
5. **"I care enough to confront"** is the I-want-relationship-and -I-want-honest-integrity position. Conflict is viewed as neutral (neither good nor bad) and natural (neither to be avoided nor short

circuited). Working through differences by giving clear messages of "I care" and "I want" which both care and confront is most helpful.

Conflict Mediation

Introduction

1. Greet and seat fairly.
2. Introduce yourself and parties.
3. Explain mediation process.
4. Explain all roles.
5. Explain caucus.
6. Explain confidentiality and its limits.
7. Explore authority to settle.
8. Tell them you'll interrupt mediation for them to seek expert help.
9. Set ground rules.
10. Have them sign agreement to mediate.
11. Ask for and answer questions.

Mediation Stages

1. Introduction
2. Story-telling and summarization with initiator
3. Story -telling and summarization with respondent
4. Identification of issues and interests
5. Solution search
6. Solution selection
7. Closure

Accessing Security Reports Using CARs

1. Log onto the Administrative host and bring up your menu.
2. Enter into (i.) Maintain Incidents report.
3. You will be asked to give a password, type in "security" and then press enter.
4. The screen will look like a blank report with a lot of []'s on it. The menu at the top of the screen looks like this:

Query Next Previous View Add Update Remove Table Screen

5. First highlight "Query" and press enter. This will take you to "Number []" Here you can put in the number of the security report. The Student Services Secretary or Security Secretary will always know the number of the latest report.
6. Once you insert the report #, hit F1.
7. Highlight the word "View" by moving your arrow key to the top menu bar. As you can see, there will be names of people involved in the incident report and also the officer who was present at the scene. Then push enter. The cursor will then go to the bottom of the screen where the report begins.
8. To view the report, hit "Shift !" then the 2nd readable page will have the written report on the screen. Once you have read the report, you can hit your "Print Screen" button and the report will print out on your printer.
9. To return to Query and view other incident reports, at the end of the 2nd page - type (:q) then hit return, and then "Esc" button. This will bring you back to "Query" and the tool bar.

RD Procedures Regarding Security Reports

1. All Resident directors are responsible for daily checks of the CARS system security reports. (Student Development Secretary will send e-mail reminders with report numbers each day, as she is available. Weekend checks must be made by RD's.)
2. Contact student(s) for scheduling an appointment with RD or Residence Hall Judicial Council. Coordinate efforts with all other RD's whose students are listed on a report.
3. E-mail Director of Residence Life and Dean of Student Development regarding our response to the report (i.e. student contacted, judicial meeting set, student warning sent, etc.)

MOUNT VERNON NAZARENE UNIVERSITY
OFFICE OF STUDENT DEVELOPMENT
MVNU ALCOHOL TESTING PROCEDURES

1. A state certified breathalyzer test may be administered by MVNU Security personnel when:
 - a. A student is found in possession of alcoholic beverages
 - b. A student on campus property is suspected of being under the influence of intoxicating beverages
 - c. A student is suspected of misuse of medication with a high alcohol content for the purpose of intoxication
2. When any of the above are suspected, the following procedures **must** be followed **prior** to administration of the test:
 - a. A Student Incident Report Form must be administered by the appropriate Residential Staff personnel and completed by the student(s) in question. S.A.D. procedures must be followed.
 - b. Security must be notified regarding the need for testing, including the number of students and their current location.
 - c. If a security officer is the reporting staff person, a professional residential staff member must be contacted for back-up.
 - d. **Contact must be made** by the reporting staff member **with the Associate Dean of Student Development**. Contact may also be made with the Director of Safety and Security and the Director of Residence Life. (This contact is mandatory if the Associate Dean of Student Development is not available.) If the student is compliant with testing, administration could be approved by one of the above persons without their physical presence on campus.
3. Prior to the administration of the breathalyzer test, a student **must sign documentation** acknowledging their voluntary acceptance of testing, including the reporting of results to appropriate college officials, or their willingness to process an immediate withdrawal from MVNU.
4. **All test processes must be followed to exact specification** according to the test manual. Testing should occur in one of the following campus locations:
 - a. Security office
 - b. Resident Director office
 - c. Student Development office
 - d. Information booth (only in cases of one officer on duty, emergency situations only)
5. Students should be made aware immediately of the test results. Should there be a concern on the part of the student regarding the accuracy of the results, the Associate Dean of Student Development should be made aware of the conflict. (Hospital testing could be offered to the student by the Associate Dean, with the student agreeing to pay the cost of testing, with acknowledgement of results being made available to MVNU officials.)
6. If the Associate Dean of Student Development is not on location and the incident is after curfew, the student(s) should be required to leave a voice-mail message at extension 4603 with their schedule for the following day. They should further be instructed to check their voice-mail no later than 7:30 a.m. the following day to receive confirmation of appointment with the Associate Dean.
7. If test results are positive, the student(s) should be escorted to their appropriate residence halls by security officers. Contact must be made with their Resident Director or a Resident Assistant for "check-in." If the student(s) are intoxicated, Residential staff should make arrangements to secure the best overnight location for the student (i.e., Resident Assistant room) to assist with safety and privacy. If a student exhibits violent or vulgar behavior, local authorities may be contacted.

**MOUNT VERNON NAZARENE UNIVERSITY
OFFICE OF STUDENT DEVELOPMENT
MVNU ALCOHOL TESTING**

I, _____ / _____, **agree** to the following:
(Print Name) I.D.#

Allow Mount Vernon Nazarene University security to administer a state certified alcohol breath test for the purpose of completing screening for alcohol consumption. I understand that I am to remain in the presence of MVNU security staff from this point until the completion of the above screening, including completion of appropriate written documentation. I understand that a report of testing results will be provided to university officials.

Signature of Student Date

I, _____ / _____, **do not agree** to the above
(Print Name) I.D.#

conditions, and therefore, will immediately begin the process of voluntary withdrawal from Mount Vernon Nazarene University.

Signature of Student Date

Signature of Witnessing University Official(s) Date

MOUNT VERNON NAZARENE UNIVERSITY
OFFICE OF STUDENT DEVELOPMENT
KCH ALCOHOL/DRUG TESTING

I, _____ / _____, **agree** to the following:
(Print Name) I.D.#

Be escorted by Mount Vernon Nazarene University security to the Knox County Hospital for the purpose of completing drug/alcohol screening (through blood or urine samples) by hospital staff. I will remain in the presence of MVNU security staff from this point until the completion of the above screening. I understand that a report of testing results will be provided to university officials.

Signature of Student Date

I, _____ / _____, **do not agree** to the above
(Print Name) I.D.#

conditions, and therefore, will immediately begin the process of voluntary withdrawal
from Mount Vernon Nazarene University.

Signature of Student Date

Signature of Witnessing University Official(s) Date

Request for Overnight Leave from Campus

Return to your Resident Director at least 24 hours in advance

To be completed with honesty and specificity and submitted to your Resident Director.

I would like to request permission to be absent from the Residence Hall:

From: _____
(Hour, day, date)

Until: _____
(Hour, day, date)

To travel to the following location:

(Specify location and the name of adult(s) at this location)

(City/State)

(Telephone & cell number)

I will be accompanied by:

Student's signature _____ Date _____

To be completed by the Resident Director of your living area:

Approved: _____

Resident Director

Date

Denied: _____

Resident Director

Date

XV. JUDICIAL PROCESS

I. Residence Hall Judicial Councils (RHJC)

***Members:**

-Resident Director, Chair

(The Resident Director of the presenting student may choose to request that another R.D. chair a RHJC meeting in their residence area).

-Three-four student representatives. Representatives should be any combination of R.A.s.

(The presenting student's R.A. and/or R.A. initiating discipline should not serve as a voting member. Recommendations for student representatives will be made by the R.D. in consultation with Resident Assistants and/or Residence Hall Council members, and must be approved by the Associate Dean of Student Development and the Director of Residence Life. RHJC members may be placed on a rotating schedule.)

-A secretary from the above membership shall be appointed at each hearing for the purpose of recording RHJC decisions.

***Judicial processes' training is required and each member must sign a confidentiality contract.** The Residence Hall Judicial Council will hear the majority of all student situations that occur within the residence hall (e.g., curfew, violation of visitation policy, vandalism, damage, theft, annoying or intimidating behavior), and some non-residential/off-campus cases involving their residential students. The Resident Director can initiate a meeting of the RHJC to review a student(s) behavior, or the process can be initiated by a student appeal (in writing, within three days of the issuance of discipline and/or fine[s]). For appeal cases, the council will review documentation of the case for which a student has originally been disciplined. In all appeal hearings the council will decide to either 1) uphold the prior decision of the R.A. or R.D., or 2) accept the appeal with possible recommended conditions for future violations. A written or voice-mail summons will be used to inform students of their meeting with the council, with a suggested twelve (12) hour advance notice. Since the documentation trail for discipline begins with this council, every effort should be made to gather written reports from all persons (including witnesses) involved in disciplinary incident(s). Written reports should be submitted as evidence in all RHJC meetings. Written reports of RHJC action should be submitted to the Resident Director, Director of Residence Life and the Associate Dean of Student Development. A written schedule of discipline outlining the council's decision should be submitted to each student summoned to a council meeting within twelve (12) hours of the meeting.

Disciplinary schedules should be used to provide a framework in which to make a decision that addresses the situation, and attempts to produce growth and behavioral changes in the life of the student(s) involved.

Any student serving on this council who feels that he/she could not be fair, unbiased, or impartial in a particular case should excuse himself or herself from participation. A major violation of University policy may be grounds for a student being dismissed as a member of the RHJC.

II. Associate Dean of Student Development

The Associate Dean of Student Development will hear appeals from the Residence Hall Judicial Councils. In addition, the Associate Dean will be responsible for disciplinary decisions regarding MVNU mission related issues (e.g., alcohol, tobacco, drugs, sexual misconduct, harassment, etc.), cases involving non-residence issues and incidents, (including off-campus students), and all

recommendations for suspension, dismissal or expulsion. (Students with previous disciplinary action and/or situations deemed appropriate for referral may be reviewed directly by the University Judicial Council.) The Associate Dean will, in these decisions, follow all guidelines as outlined in the MVNU Student Handbook, including discipline baselines, descriptions, and the MVNU Judicial Procedures Handbook. A Student Development Review Committee (Director of Residence Life, Director of Safety and Security, an appointed Resident Director) may be consulted for non-routine items.

III. University Judicial Council (UJC)

*Members:

- Faculty Chair, appointed by the MVNU President
- Three MVNU faculty representatives
- Two R.D.'s, rotation basis among eight Resident Directors
- Two student representatives from Residence Hall Judicial Councils, rotation basis
- Two Resident Assistant representatives, rotation basis

*Judicial processes training is required and a confidentiality contract must be signed by each member.

The main function of this body is to hear disciplinary appeals or referrals of the Associate Dean of Student Development. In all appeal hearings the council will decide to either 1) uphold the decision of the RHJC or Associate Dean, or 2) accept the appeal with recommended conditions referred back to the Associate Dean. Situations of a very serious nature, or those of repeat offenders, may be heard by the council, either at the recommendation of the Associate Dean or the Associate Vice President for Student Development, for initial disciplinary decisions. A quorum for UJC meetings is 50% of the membership.

IV. University Judicial Executive Committee

The Executive Committee of the University Judicial Council (chair, faculty members, and Student Development representative) will confer prior to appeal hearings to determine if MVNU Student Life Handbook appeal criteria have been met, and to determine time lines for appeal review by the University Judicial Council. In addition, this committee will meet periodically to review judicial procedures and disciplinary baselines for recommended changes to the Campus Life Council.

V. Judicial Appeals Advisor

The University President will appoint a Judicial Appeals Advisor. The advisor may provide student(s) with procedural information and assistance when appealing a decision of the RHJC/ Associate Dean to the University Judicial Council, or a decision of the University Judicial Council to the Associate Vice President for Student Development. A student may use this assistance if he/she so desires. A current list of Judicial Appeals Advisors can be found by contacting the Student Development Office.

VI. The Associate Vice President for Student Development

Final appeals for suspension, dismissal and expulsion can be made to the Associate Vice President for Student Development.* In addition to securing a thorough understanding of a situation, this appeal will focus on whether University judicial processes have been violated. Decisions from these appeals will be final.

VII. Violation of Council Policy

Serious violations, which impact the mission of the University community, may be immediately referred to the Associate Vice President for Student Development for immediate resolution.

JUDICIAL COUNCIL HEARINGS

Student Development staff will initiate the process of judicial council hearings. Each student involved should be advised by written notice (campus mail or e-mail) or receipted voice-mail of the time and place of the council hearing. Those who chair the meetings should establish the parameters within which the council should work (i.e. MVNU guidelines, precedents, purpose of the particular council).

In all disciplinary circumstances the student should be reminded that the development of self and personal integrity are primary goals. Also, the corrective measures are intended to help each student become a responsible and contributing member of the community, whenever possible.

Because "all disciplinary infractions will be considered cumulative across the entire period of a student's enrollment" (see "Discipline Definitions, MVNU Student Life Handbook), and because baseline discipline responses are established on an incremental system, all previous incidents of discipline will be reviewed at the Associate Dean, University Judicial Council, and Associate Vice President for Student Development levels.

The agenda for council hearings should be as follows, although exceptions may be made depending on the nature of the situation:

1. Prayer
2. Presentation of charges by the chairperson
3. Presentation of evidence by the chairperson
- **4. Presentation by student (no more than 10 minutes, excluding questions)
5. Questioning and response of student
6. Deliberation and decision (student not present)
7. Concluding prayer

Written documentation of the council's decision should be given to the student within 48 hours. The Associate Vice President for Student Development will be responsible for communicating the decision of the University Judicial Council to the student and will explain the remaining appeal options.

APPEAL PROCESS

-The Student Development staff person who notifies a student(s) of the disciplinary decision should also make them aware of the right to an appeal of the decision reached and any restrictions that will apply to the decision.

-Following the rendering of a disciplinary decision, the student has the right of appeal (unless otherwise stated in the Student Handbook). A written appeal that follows the guidelines of the appeal process as outlined in the Student Handbook must be submitted within three academic days of notification to the student.

-Should a student want to appeal the decision of an R.D. (fine, restriction, etc.), the appeal will be to



the respective Residence Hall Judicial Council.

-If the original hearing was with the Residence Hall Judicial Council, the appeal will be to the Associate Dean of Student Development.

-A decision rendered by the Associate Dean of Student Development can be appealed to the University Judicial Council.

-If the hearing was with the University Judicial Council, the appeal will be to the Associate Vice President for Student Development (for suspension/dismissal/expulsion only). *

-If no discipline decision has been rendered at any level of the discipline process due to lack of documented evidence, and a student(s) feels that their case needs to be reviewed, an appealing may be made to the next appropriate judicial level.

*The University Judicial Council shall serve as a panel of final review and appeal for all cases of alleged student sexual harassment. (See XI. Sexual Harassment and Assault Policy.)

** In cases of alleged sexual harassment/assault, or at the discretion of the judicial chairperson, a maximum of two witnesses may be present for the purpose of presenting pertinent, factual information in the case. (Character witnesses will not be allowed to present during a judicial hearing.)

NOTE: Judicial proceedings are designed to assist in the enforcement of University community discipline. These hearings are not formal court procedures, as state and federal rules of procedure and laws do not apply. Students may not have legal counsel or parent(s)/guardian(s) present at any of the proceedings. Students who wish to have a support person (either friend or Judicial Advisor) attend a discipline hearing may do so with prior approval by the appropriate judicial hearing chairperson. The support person will not be allowed to participate verbally in the judicial process.

the respective Residence Hall Judicial Council.

-If the original hearing was with the Residence Hall Judicial Council, the appeal will be to the Associate Dean of Student Development.

-A decision rendered by the Associate Dean of Student Development can be appealed to the University Judicial Council.

-If the hearing was with the University Judicial Council, the appeal will be to the Associate Vice President for Student Development (for suspension/dismissal/expulsion only). *

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Issuing a Fine into CARs

1. Log into the administrative host.
2. Select "b" for Resident Director Menu
3. Select "b" for Housing Assignments
4. Enter 1 - for Housing Assignments
5. Enter "A" for auto-mode so that you can make changes to a students record
6. Enter the student's id# then F1
7. The student's housing record will come up on the screen, and then you will want to press Ctrl-U to go into the options menu. There you will see a list of options in a student's record that you can view.
8. Enter "F" for fines- a small box will appear to enter the fine.
9. Press Ctrl - O to enter a new fine.
10. The first [] within the box allows you to select the type of fine you are wanting to issue. Press Ctrl-T to see the options for the types of fines you can enter. Select a letter that represents the type of fine you want to enter. Once you do that the screen will return to the fine box.
11. The second [] will allow you to put in a brief remark about the fine that you are issuing. Remember that you can move from [] to [] by using your arrow keys.
12. The third [] will allow you to put in the amount of the fine that you are issuing. If you are issuing community service hours you do not need to put in an amount. \$5 = 1 hour of community service.
13. In (issued by) box you will need to put in the id# of the staff member who is issuing the fine. If it is a RA or the RD, put their number into that box.
14. In (added by) box you will need to put your id # in because you are the person that is entering the fine.
15. In (status) box leave the letter "P" there so it will post onto the student's account.
16. To finish out inputting the fine, press F1 - to exit out of the fine box and then press F1 again to update the student's record.

V. CAMPUS POLICIES AND PROCEDURES

J. DISCIPLINE

The University strives to create disciplinary actions in the event of offenses, which are educative and rehabilitative within the community framework of the University. It is imperative that students involved meet this effort with honesty and openness. The ultimate result of any action is dependent on the student's willingness to cooperate and redirect his/her behavior. Therefore, it is the individual who determines the value of any disciplinary procedure. Each disciplinary action is taken on an individual basis, since all violations of policy are not the same in nature and magnitude. In discipline cases involving conflict between community members, efforts will be made to seek closure to both the discipline and interpersonal issues. Opportunities will be given for all persons to participate in mediated conversations with MVNU personnel to bring about this resolution.

The student who desires to utilize all the potential within self and the MVNU community need have no fear at this point, although all should be aware of potential actions in the event of irresponsible behavior:

1. Monetary penalties
2. Disciplinary counseling
3. Loss of privileges and/or leadership appointments
4. Written assignments
5. Selected community service
6. Loss of chapel exemption and off-campus living privileges
7. Social Probation
8. Voluntary Withdrawal--A student may be asked to withdraw in his or her best interest.
9. Suspension--may be for lesser or greater periods of time.
10. Dismissal
11. Expulsion
12. Review of re-enrollment privilege. An appeal of disciplinary action must be

submitted in writing within three academic/working days of notification to the appropriate person.

All fines (e.g., chapel, traffic, damage, disciplinary, etc.) will be posted to the student's fine account.

Expelled, dismissed or suspended students, or students who have withdrawn voluntarily for disciplinary reasons are not permitted on campus. Permission to visit the campus must be secured from the Associate Vice President for Student Development or the Associate Dean of Student Development prior to the visit.

These actions may vary in degree and may be used individually, or in combination, depending upon the specific situation and past violations of University policy. All discipline is intended to help the individual develop self-control, to preserve the rights of others and the harmony of the community. All disciplinary infractions will be considered cumulative across the entire period of a student's enrollment at Mount Vernon Nazarene University.

BASELINE LEVELS OF DISCIPLINARY RESPONSES

Mount Vernon Nazarene University recognizes the need for consistency and fairness in its disciplinary procedures. It is necessary, therefore, to establish and publish what the University views as the minimal response to selected infractions (inadvertent or deliberate) of specific University behavioral standards and expectations. We recognize that certain members of our community find themselves at varied stages of personal development and maturity, and we therefore reserve the right to consider the flagrancy of the offense in determining the appropriate disciplinary response. It should also be noted that the following behavior expectations and policies apply both on and off campus. It is likewise the case that other actions not listed below can result in probation, suspension, or dismissal should the behavior of the student warrant such action.

(NOTE: "Possession" as referenced in the following baseline responses is defined as anything from actual physical possession, to having these substances present in one's room, car, etc., to being part of any scenario which is not in compliance with University policy.

"Cohabitation" is defined as students found in potentially compromising sexual situations. This includes, but is not limited to all unauthorized visitation in opposite gender bedrooms.

"Inappropriate visitation" refers to opposite gender visitation without authorization and/or following all university policies for such visitation.

"Being in the presence of" refers to being in the presence of friends and acquaintances [other than parent or guardian] who are participating in the use or possession of alcohol, with failure to follow student handbook guidelines including asking the persons to dispose of the substance, reporting information to the appropriate MVNU authority, and leaving the area immediately. "Mission related" refers to all issues of misconduct that are detrimental to the University's mission and interests.

"Harassment/Pranks/Misuse" refers to any activity causing harm or damage [including emotional], or disruption to the campus community.

"Excessive Chapel Absences" refers to official records of the Office of Campus Ministries.)

ALCOHOL

Being in the Presence of Alcohol

First Offense: Social Probation (minimum 8 weeks)
 Mandatory Counseling
 1-6 Academic Day Suspension

Second + Offense: Extended Social Probation (13-20 weeks)
 Mandatory Counseling
 2 Academic Day Suspension - Dismissal
 Immediate Expulsion for further mission related violations

Use/Possession/Purchase of Alcohol

First Offense: Social Probation (minimum 8 weeks)
Mandatory Assessment/Counseling with MVNU or Alcohol Freedom Center (payment required by student)
3 Academic Day Suspension - Dismissal
Immediate Expulsion for further mission related violations

Second Offense: Immediate Dismissal
Prior to re-enrollment: Documentation of Counseling
Re-enrollment: Social Probation for first semester

Immediate Expulsion for further mission related violations

TOBACCO

Smoking, Chewing, Possession, Purchasing

First Offense: Social Probation (minimum 8 weeks)
Mandatory Counseling

Second Offense: Extended Social Probation (13-20 weeks)
Mandatory Counseling with MVNU
or Freedom Center (payment required by student)
1-3 Academic Day Suspension

Third Offense: Dismissal

DRUGS

Unlawful Use, Possession, Selling or Providing of Prescription and/or Non-Prescription Drugs

First Offense: Dismissal
Prior to re-enrollment: Documentation of Counseling
Re-enrollment: Social Probation for first semester
Immediate Expulsion for further mission related violations

PERSONAL MISCONDUCT

Human Sexuality Policies

First Offense: Extended Social Probation (13-20 weeks)
Mandatory Counseling
Suspension to Dismissal

Second Offense: Dismissal

Immediate Expulsion for further mission related violation

Cohabitation

First Offense:	Social Probation (minimum 8 weeks) Mandatory Counseling Suspension to Dismissal
Second Offense:	Extended Social Probation (13-20 weeks) Mandatory Counseling Residence Hall Visitation Restrictions 3 Day Academic Suspension - Dismissal
Third Offense:	Dismissal

Immediate Expulsion for further mission related violations

Inappropriate Visitation

First Offense:	Warning – Social Probation (1-8 weeks) Possible Counseling Residence Hall Visitation Restrictions
Second Offense:	Extended Social Probation (13-20 weeks) Mandatory Counseling Residence Hall Visitation Restrictions Suspension to Dismissal
Third Offense:	Extended Social Probation (13-20 weeks) Mandatory Counseling Residence Hall Visitation Restrictions 3 Academic Day Suspensions - Dismissal

Sexual Harassment

First Offense:	Extended Social Probation (13-20 weeks) Mandatory Counseling Suspension - Dismissal
Second Offense:	Dismissal

Immediate Expulsion for further mission related violations

CAMPUS DISRUPTIONS

Pranks

	(Prank activity that is public in nature or creates a campus disruption)
First Offense:	Social Probation (4-8 weeks) or Community Service (5-10 hours) Written apology to the offended party(s)

Second Offense: Social Probation (8-20 weeks)
 Written apology to the offended party(s)
 Mandatory Counseling

Multiple offenses may warrant dismissal.

Prank activity (1) causing injury or damage to involved party(s) or property, or 2) committed in the R.R. Hodges Auditorium during and/or affecting the chapel/convocation hour.)

First Offense: Social Probation (minimum 8 weeks)
 Mandatory Counseling
 Fine for all damages incurred
 Suspension – Dismissal

Second Offense: Extended Social Probation (13-20 weeks)
 Mandatory Counseling
 Fine for all damages incurred
 Five-Day Academic Suspension – Dismissal

Third Offense: Dismissal – Expulsion
 Immediate Expulsion for further mission related violations
 Fine for all damages incurred

Pranks causing severe injury or damage to persons or property may merit immediate dismissal or expulsion.

Harassment / *Misuse of Campus Technology

(Any mission related activity causing harm or damage [including emotional], or disruption to the campus community.)

First Offense: Social Probation (minimum 8 weeks)
 Mandatory Counseling
 Suspension – Dismissal

Second Offense: Extended Social Probation (13-20 weeks)
 Mandatory Counseling
 Five Day Academic Suspension - Dismissal

Third Offense: Dismissal

Immediate Expulsion for further mission related violations

*Technology privileges may be revoked for misuse violation.



CHAPEL ATTENDANCE

Excessive Absences from Mandatory Chapel

[See V. CAMPUS POLICIES AND PROCEDURES, C. CHAPEL ATTENDANCE section.](#)

MVNU DISCIPLINE DEFINITIONS

All disciplinary infractions will be considered cumulative across the entire period of a student's enrollment at Mount Vernon Nazarene University.

SOCIAL PROBATION: A period of self-reflection and institutional evaluation for the purpose of determining the student's ability to benefit from an MVNU educational experience. During this assessment period, various privileges (i.e., no late-passes/curfew restrictions, overnight sign-outs to home only, chapel exemptions, off-campus living) may be withdrawn. Students on Social Probation will be required to have freshman curfew hours, as well as be required to physically check-in every night with the resident assistant on duty in their living area. The period of Social Probation will be established in the student's written schedule of discipline.

A student may be placed on Social Probation during the first semester of attendance when such intervention is deemed appropriate by the Associate Vice President for Student Development. This action may be based on information provided by the student's application, references, transfer documentation, or interview results. Admission is contingent upon acceptance of Social Probation conditions.

Student leaders (RA's, MA's, S.G.A., intercollegiate athletes, cheerleaders, Music and Ministry groups, etc.) will be issued additional baseline responses by their immediate supervisors.

SUSPENSION: Temporary immediate removal* from position, appointment, academic status, campus residence, and other privileges for a period of designated day(s) for the purpose of concentrated institutional and personal assessment of the student's ability to benefit from an MVNU educational experience. During this assessment period, the student is not allowed on campus.** Participation in any school function is prohibited. A condition of the suspension may be parental notification. All academic absences and all chapel absences during suspension are unexcused. (The completion of coursework missed is left to the individual discretion of faculty members.)

DISMISSAL: Involuntary separation from the university without the privilege of re-application for at least one calendar year. Enrollment will be terminated with immediate cessation of participation in University programs and services. Departure from the campus will be immediate*, and the student will not be allowed to return to campus.** A condition of the dismissal may be parental notification.

EXPULSION: Permanent removal from school and immediate cessation of participation in the University's programs and services. Enrollment will be terminated with immediate



departure from campus*. The student will not be allowed to return to campus.** A condition of the expulsion may be parental notification.

The University reserves the right to refuse re-entry when it is determined by the Associate Vice President for Student Development that denial of re-entry is in the best interest of the student or the university.

The University reserves the right to remove a student from campus housing, or change the location of housing for any reason deemed appropriate and in the best interest of the student or the University.

For additional information regarding student discipline or disciplinary appeals, please refer to the Disciplinary Roles, Procedures, and Appeals Processes section in the Student Handbook.(www.mvnu.edu)

* The student will be required to return to their parent's home or the location of their permanent address unless otherwise designated by the Associate Vice President for Student Development.

** Following suspension, dismissal, and through the period of expulsion, students (present and former) are not allowed on campus without the approval of the Associate Vice President for Student Development or the Associate Dean of Student Development. In special circumstances, suspension may be issued as "on-campus." On-campus designation restricts students from classroom attendance. Chapel attendance continues to be mandatory.



X. TITLE IX

A. PURPOSE OF THE REGULATION

Title IX (20 USC 1681) prohibits discrimination on the basis of sex by providing: No person in the United States, on the basis of sex, be excluded from participation in; be denied the benefits of, or be subjected to discrimination under any education program or activity receiving federal assistance.

The purpose of Title IX of the Education Amendments of 1972 is to insure equal access and fairness for men and women with regards to athletics, employment, admissions, financial aid, publications, educational programs, and student rights.

B. POSITION DESCRIPTION

The Title IX Compliance Officer of Mount Vernon Nazarene University shall coordinate the University's efforts to comply with and implement its responsibilities under the regulation hereafter known as Title IX.

This activity includes:

1. Investigation of any complaint communicated to the Officer alleging noncompliance with the regulation or alleging any action prohibited by the regulation.
2. Notification of all students and employees of the University with regards to the name, office, address and telephone number of the person identified as the Title IX Compliance Officer of Mount Vernon Nazarene University.
3. Publication and implementation of grievance procedures adopted by the University which provide for prompt and equitable resolution of student and employee complaints alleging any action prohibited by the regulation.
4. Publication in each University bulletin, catalog, or application form a statement of policy that the University does not discriminate on the basis of sex in the educational programs or activities which it operates, and that it is required by Title IX not to discriminate in such a manner.
5. Continuously conduct a self-evaluation of Mount Vernon Nazarene University programs, policies, and activities to determine compliance with the requirements of Title IX.

X. TITLE IX - Continued

C. APPOINTMENT OF COMPLIANCE OFFICER

The Title IX Compliance Officer of Mount Vernon Nazarene University shall be appointed by the President of the University.

D. GRIEVANCE PROCEDURES

1. First Level: Informal Consultation

Individuals with claim(s) of alleged violation of the regulation are encouraged to consult with the Title IX Compliance Officer of Mount Vernon Nazarene University. During this meeting, the Title IX Compliance Officer shall review the complaint in informal conversation with the complainant, and advise concerning the meaning of the regulation. The Officer will make inquiries as needed from the person or persons against whom the complaint is alleged, and will arrange, when feasible, for a mediation session of the parties together at which the Officer will preside. Attorneys are not permitted to attend the consultation meeting or mediation session. The goals of this discussion will be to clarify the meaning of the regulation, identify any form of discrimination, propose remediation for the inequities disclosed, and develop plans to modify the policy or practice from which the discrimination arises.

The Officer will keep a record of such complaints, including the nature of the grievance, results of the consultation, and the remedial actions that ensue.

2. Second Level: Written Complaint

Any person who feels that informal consultation has not satisfactorily resolved a grievance may file a written complaint with a Title IX Compliance Officer. Utilization of the informal process is a prerequisite to the filing of a written complaint.

Written complaints shall be resolved through a hearing before a University committee established and activated by the Title IX Compliance Officer within fifteen days from the date the written complaint is received. Committee membership shall be equitably representative of campus community, at least one male and one female student, and approved by the University President. All Claimants shall have the right to present evidence and witnesses at the Committee hearing. Any member of the Committee who is subject to or included in a complaint shall be disqualified from hearing the complaint. Attorneys are not permitted to attend the hearing.

After conclusion of the hearings, the Committee will decide the validity of the alleged complaint of discrimination, may propose remedial action deemed necessary, and may recommend modification of policies or practices that have led to the violation of the regulation.

A record shall be kept of all Committee hearings that accurately reflect the proceedings and decisions. After the hearings are completed, the Committee shall deliberate in unrecorded executive session. A written recommendation of the committee shall be presented to the complainant and to the President within ten days. Thereafter, the President will take the necessary action to resolve the issue within an appropriate time as defined by the committee in its recommendation. If the issue is of such a nature that the committee



determines review and planning is necessary to resolve the issue; the President shall create a plan of action within 60 days and remand the matter to the committee to determine the appropriateness of the plan and make recommendation to the President for further action in a time period suitable to the committee.

The Title IX Compliance Officer for Mount Vernon Nazarene University is:

Dr. Candace Fox

Mount Vernon Nazarene University

800 Martinsburg Road

Mount Vernon, OH 43050

Phone (740) 392-6868, ext. 3722

Approved by the Administrative Cabinet of Mount Vernon Nazarene University on August 15, 1995. Policy revised on 8/10/99, 3/13/01, 5/13/02, 8/28/03, and 8/25/06.

**MOUNT VERNON NAZARENE UNIVERSITY
STUDENT DEVELOPMENT**

STAFF INCIDENT REPORT

STAFF NAME: _____ **RES HALL:** _____ **EXT:** _____

DATE OF INCIDENT: _____ **TIME OF INCIDENT:** _____ **A.M., P.M.**

LOCATION OF INCIDENT: _____

PERSON(S) INVOLVED (Names/I.D. #): _____

YOUR ACCOUNT OF THE INCIDENT. (PLEASE GIVE ALL DETAILS AND ANY HELPFUL BACKGROUND INFORMATION.)

STATE ACTION YOU HAVE TAKEN AFTER THE INCIDENT:

STAFF SIGNATURE: _____ **DATE:** ____/____/____

(Please complete and return the an RD/Associate Dean)

MOUNT VERNON NAZARENE UNIVERSITY
STUDENT DEVELOPMENT
STUDENT INCIDENT REPORT

STUDENT'S NAME/ID#: _____ **RES HALL:** _____

I.D.# _____ **BOX #:** _____ **EXT/PHONE:** _____ **CLASSIFICATION:** _____

DATE OF INCIDENT: _____ **TIME OF INCIDENT:** _____ **A.M., P.M.**

LOCATION OF INCIDENT: _____

PERSON(S) INVOLVED: _____

YOUR ACCOUNT OF THE INCIDENT. GIVE ALL DETAILS AND ANY HELPFUL BACKGROUND INFORMATION. (Please print. Use back if necessary.)

STATE ACTION YOU HAVE TAKEN AFTER THE INCIDENT: (TALKING WITH RD,ETC. PLEASE STATE ALL INFORMATION GIVEN.):

STUDENT'S SIGNATURE: _____ **DATE:** ____/____/____

(Please complete and return to your Resident Director.)

Room Search Procedures

For Student Development Professional Staff

1. Rooms/apartments should be searched only upon reasonable suspicion or upon evidence seen in room.
2. Director of Residence Life or Dean of Student Development must give permission for ALL searches.
3. Student(s) ALWAYS has the right to be present. "Attempt to contact" a student may be as simple as knocking on the door.
4. Two persons must be present in any given room at all times during a search.
5. All articles moved during the search (except illegal, harmful, or against university policy) should be returned to original position found.
6. Written documentation, including student documentation if present, should be taken at the scene indicating what was found/confiscated.
7. Confiscated items should be held by Safety and Security or the Dean of Student Development.
8. Make all attempts to contact student immediately upon finding/documenting items. Appointments for discipline should be set when student is located.
9. Dean of Student Development should always be contacted immediately if alcohol and/or illegal drugs are found.

ROOM INSPECTION GUIDELINES

1. Room Inspections are to be done on a weekly basis for all residence halls. Preferred days to do room inspections are Monday-Thursday in the afternoons. Room Inspection days should be posted on each floor or announced on a weekly basis. Please keep the designated day the same throughout the entire semester so students know that that will be the day room inspections occur.
2. Resident Assistants must go in pairs to do a room inspection. One Resident Assistant cannot go by himself/herself.
3. Resident Assistants must leave a room inspection notice sheet in each room they enter so students know that a residential staff member has been in their room. Resident Assistants will have a room inspection guideline card to carry with them so they can refer to the specific items to check on in the room. Repeated safety concerns or problems in a specific room should merit a written warning and possible fine issued by the Resident Director.
4. Resident Assistants should keep a record of any safety concerns or problems that occur during room inspections and report those items to their Resident Director ASAP.
5. The Resident Director will go once a month to do room inspections for their residence hall. Monthly reports of room inspections will be turned into the Director of Residence Life. The Director of Residence Life will do room inspections once a semester with each Resident Director.

Work Requests within the Residence Areas

In the event of repairs needing to be made within a residential area:

- A. For routine repairs contact should be made with that residential area's Resident Director. (e-mail is the preferable form of contact)
- B. In situations with imminent structural damages (water leaks), contact the Resident Director, if unreachable; make contact with a Resident Assistant.
- C. In life-threatening situations (fire, gas leak), contact the Resident Director, Safety & Security, and/or 911 (not necessarily in this order).

Directions for Printing Floor Plans & Rosters

1. Enter the administrative host and bring up your menu. Enter RD Reports from the menu. (B) or (E)
2. The top of your screen will say "Student Development: Resident Directors Report Menu"
3. You will see a list of options ranging from (a.) to (o.), you will mainly use these options:
 - (b) Dorm By Room – list of students in numerical room order
 - (c) Dorm By Student – list of students in alphabetical order
 - (d) Floor Plan – Apt – visual layout of where students live in the residence hall
 - (e) Floor Plan – Dorm – visual layout of where students live in the residence hall
 - (f) Floor Plan – Redwood – visual layout of where students live in the residence hall
 - (g) Open room Report – list of open rooms in the residence hall
4. To run a list for option (b) or (c) do the following steps:
 - a. Select (b) for Dorm by Room (a box will show up with some options to fill in)
 - b. Enter FA, JA, SP for current session and current year
 - c. Enter Hall or Apartment code, or blank for all. CTRL – T will also give this list
PHAL = Pioneer
GHAL = Galloway
OHAL = Oakwood
RHAL = Redwood
EAPT = Elmwood
MAPT = Maplewood
RAPT = Rosewood
CAPT = Cedar
BAPT = Birch
SAPT = Spruce
YAPT = Cypress
 - d. Enter "Y" for Yes – this will include ID#'s on your list so always enter "Y"
 - e. Enter "F1" key and an OUTPUT PARAMETERS will come up on your screen.
 - f. On OUTPUT PARAMETERS screen in the mode [] enter "file" in place of "stdev1"
 - g. You must then name your file, the easiest is to enter "dorm" (if you are running a list by room #") or "stud" (if you are running a list by students alphabetically).
 - h. Enter "NOW" for time, and "Y" for background []. Then enter F1 to run report.
 - i. Due to this report being a file you will need to run different printing commands. Once you have hit F1, the screen will go back to the menu screen. You will notice in the lower section of the menu (T) Task will have "Exist" highlighted. This means that the computer is producing your file. Once the word "Exist" disappears you will need to press shift "U" for the Utility menu.
 - j. Once in the Utility menu, press "H" (printer control), this will take you to another menu.
 - k. Press "A" for print file. This should bring up a box "Print file to Printer" in this box you **will not** have to change font size, leave it at 10.0. The list will print to stdev1 (computer in Student Services) unless you change it to lslave, then it will print to your printer. Please note that the font size will differ from your printer and the student development printer.
 - l. Enter your file name plus .out (ex: dorm.out)
 - m. Enter F1 and in the bottom left hand corner of the screen it will say the printer is running. Press return and the main menu should return to the screen.
5. To run a layout for housing, options (d), (e), (f) do the following steps:
 - a. Follow the same steps as in 5a – 5l. Use file name (ex: ghal, capt)
 - b. When you are in the Utility menu and are ready to print the file, hit the letter (a) Print file to Printer. Unlike printing a list, you **must change the font** size from 10.0 to 17.0 so the layout will fit on the paper. **You must also always print layouts to (stdev1) student services printer.**
 - c. Enter your file name plus .out (ex:ghal.out) then Enter F1. The bottom left hand corner of the screen it will say the printer is running.

Cedar 101 Guest House Guidelines

1. Cedar 101 is designated for Admissions guests of the university who are prospective students, as well as their family.
2. Priority is given to guests of the Admissions office staying on campus overnight for a visit with the college. It may also be used for personal guests, as well as for official guests when the President's Guest House is previously committed.
3. The Admissions Office coordinates scheduling of Cedar 101. The Campus Visit Coordinator is informed for calendar purposes.
4. Check-in time begins at 3:00 p.m. The access code to the security pad entrance is kept in the Admissions Office. Checkout time is no later than 10:00 a.m. following the last night of occupancy.
5. If guests arrive after hours, Campus Security is notified, and the code is provided. Meal tickets for prospective students and family are provided through the Admissions Office (breakfast, lunch, and dinner). If arrival to campus is after hours, the guests are also notified that they must call Extension 4000 from the outside phone at the security booth next to the chapel. Security will meet them and escort them to Cedar 101.
6. Cleaning and regular set-up are provided by the MVNU Housekeeping needs are processed through the Facilities Coordinator.
7. Cedar 101 is limited to 4 guests. Guests are permitted to stay one night (two night if requested ahead of time).
8. Cedar 101 may be available for personal guests of RD's. Any exceptions should be cleared through the Director of Admissions and Student Services for RD guests, and approval is limited to 2 nights only. The campus visit Coordinator must be informed so records of use will be complete.
9. The Campus Visit Coordinator will keep accurate records of the use of Cedar 101 for follow-up and future planning.
10. When a reservation is made, the Campus Visit Coordinator forwards the completed guest housing form to Housekeeping and Safety & Security.

MOUNT VERNON NAZARENE UNIVERSITY

Office of Student Development

PART I: CAMPUS HOUSING APPLICATION AND LICENSE

ATTENTION!! HOUSING ASSIGNMENT IS BASED ON RECEIVED DATE OF COMPLETED HOUSING APPLICATION, COMPLETED MEDICAL HISTORY RECORD, AND \$100.00 HOUSING DEPOSIT.

Male_____ Female_____

MVNU Student I.D. # _____ Date of Birth ____/____/19____

Age _____

LAST NAME	FIRST NAME
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ADDRESS

CITY/STATE/ZIP

For Office Use Only

<u>RESIDENCE HALL</u>	<u>ROOM #</u>
<u>\$100 Housing Deposit – Date Received</u>	
<u>Accepted by Student Development</u>	

() _____ HOME PHONE

() CELL PHONE

Reservation For Academic Year ____ - ____, Beginning ____ Fall ____ January ____ Spring ____

New Students: ☐ Freshman ☐ Transfer/Readmit **Returning Students:** ☐ FR ☐ SO ☐ JR ☐ SR

SURETY OF LICENSE PERFORMANCE

The undersigned, herein called the Student, in consideration of the assignment to him/her of housing facilities by the University, hereby agrees to occupy a room for the period indicated above at the rate prescribed by the Board of Trustees of the University for room and board for the term of this license. I have read and understand this license and agree to abide by all of its conditions as well as all other Mount Vernon Nazarene University regulations including, but not limited to, the Student Life Handbook, the University Catalog, and the Lifestyle Guidelines of MVNU that are now in effect and any that may be adopted and published by the University during the period of this license (www.mvnu.edu).

These publications are incorporated into and made a part of this license.

- Acceptance to Mount Vernon Nazarene University does not necessarily guarantee residency in campus housing. Acceptance of a student by Student Development is a decision that is made separately from admission to the University.
- The Director of Residence Life, the Associate Dean of Student Development and/or Campus Life Council may specifically determine that living in campus housing would be inappropriate for reasons vital to the University's community, welfare, or mission, and therefore, deny acceptance to housing.
- Generally, all single students are required to live in campus housing, unless they meet the exceptions outlined in the Student Life Handbook or are denied admission to housing by Student Development.
- Housing will be tentatively assigned based on ***dates of receipt*** of the fully ***completed*** Housing Application/ License, the ***completed*** Medical History Record, and the \$100 Housing Deposit. A Medical History Record must be returned by prescribed deadlines for an assignment to be maintained.
- Roommate requests can be made through the Room/Roommate Request form.

This license is in effect for the duration of time the student resides in campus housing. The above terms and conditions of occupancy and minimum standards are subject to change without prior written notice to students.

PART II TERMS AND CONDITIONS OF OCCUPANCY

In accepting a reservation for room & board in Campus Housing, the undersigned Student understands & agrees to the following terms & conditions.

A. GENERAL TERMS AND CONDITIONS:

1. The student application for a room is for the entire school year, as defined in the official University calendar, and becomes a license upon payment of the \$100.00 housing deposit. This deposit **does not** apply toward room rental. Except in special cases, Housing Licenses for accommodations beginning with the fall term are for the academic year, or nine months.

2. The acceptance of the application does not guarantee assignment or admission to the University. Assignment is contingent upon the final acceptance for admission by the University, appropriate available space, and approval by the Director of Residence Life, the Associate Dean of Student Development, and/or Campus Life Council. The University reserves the right to refuse any applications for accommodations in campus housing. When an application is refused, the University shall return the deposit.

3. It is understood that the housing deposit will be refunded only under the following conditions:

- A. If the student is not admitted to the University, or
- B. If this license is not accepted by the University, the Director of Residence Life, the Associate Dean of Student Development, and/or Campus Life Council, or
- C. If the new student (including transfer or readmit) cancels the reservation with written notice postmarked no later than May 1 for Fall Semester and January 1 for Spring Semester to the University's Application Coordinator.

4. In the event the student is suspended, dismissed or expelled from school, the pre-paid deposit will be forfeited.

5. Housing deposit will be refunded to the student after all outstanding debts are paid to the University (including personal & community damage). The deposit will be held for the duration of university enrollment or until the student leaves campus housing. The student will be required to maintain the \$100.00 deposit throughout university enrollment. If a deficiency (\$5 or more) arises as a result of personal and/or community damage, the student will be billed in order to maintain the \$100.00 amount.

6. The rental period for the academic year that includes fall semester, January term, and spring semester, does not include University recesses as shown in the official calendar. Arrangements must be made for additional rental during the vacation periods and for the summer term. All University residence halls are closed during Thanksgiving, Christmas, Easter, and Spring Breaks.

7. **The University reserves the right to control all room and apartment assignments and changes in the interest of health, discipline, vacations, recesses, management, or general welfare of the residents. In the event a roommate leaves during the year, the University reserves the right to make a new assignment or to charge for single occupancy if double occupancy space is provided for the students and it is rejected.**

The University further reserves the right to change current or proposed assignments of roommates by virtue of reasons considered vital to the University welfare and the University mission.

8. **By signing this agreement the student consents to the University staff entering and inspecting their room at any time.**

9. The University is not responsible for loss of personal property in campus housing due to fire, theft, interruption of utility services or other causes except if the same should be caused by the negligence of the University or any of its employees. **A student is encouraged to provide personal loss insurance, or obtain a rider to the parent's homeowner policy.**

10. The student agrees to give proper care to his or her room and its furnishings and equipment, and to make prompt payment for any damage. No student may detach or move built-in or attached furnishings. No student may fasten any article that would mar or damage existing surfaces or property in any way. **Charges for loss of equipment, damages to or defacement of any area in common use (lounges, recreation rooms, halls, bathrooms, living rooms) may be assessed directly or equally against residents of the area.** Furniture may not be moved out of the student rooms or public areas. The complete Furniture Policy is posted and may be viewed in the Student Handbook.

11. Housing assignments for new students will be made with the following conditions: first priority for assignment of available rooms is given to students from whom the University has received a completed and signed Housing Application/License, a completed Medical History Record signed by their physician, and the \$100 Housing Deposit.

12. The student must furnish his or her own linens, pillows, and other items of necessity.

13. The University reserves the right to make other such rules or waivers as may be deemed appropriate or necessary for the management, maintenance, conduct, and convenience of all occupants, and the University. The failure of the University to insist upon the strict observance of any of these terms shall not be considered a waiver or relinquishment of such conditions.

14. Disregard of any of the above terms and conditions by a student may be viewed as voluntary termination of the license.

15. The University reserves the right to increase deposits.

16. The University reserves the right to publish the student's campus mailbox number and telephone extension number in the campus directory and/or other campus publications.

17. Students residing in campus housing must remain on the University meal plan.

B. TERMINATION OF LICENSES:

This license shall be terminated under the following conditions:

1. If a student withdraws from the University; he or she will pay in full for food service through the end of the week in which the checkout occurs, and for the room as specified in the current University catalog.

2. During the school year, if a student does not plan to return for the following term, he or she must **notify Student Development ten (10) academic/working days before the end of the current term in order to be eligible for return of the deposit.**

3. A returning student who signs up for a room in the spring and who then fails to enter in the term for which he/she is enrolled, to occupy the room reserved, shall forfeit the entire deposit unless written notice postmarked no later than June 30 is given to the University's Director of Retention.

4. A new, transfer, or readmit student applying for admission must notify the University's Application Coordinator, postmarked by May 1 for Fall Semester and January 1 for Spring Semester, if he/she does not plan to attend, in order to be eligible for the \$100.00 refund of the Housing Deposit.

5. Students must maintain full-time status (12 or more semester hours) to remain in campus housing.

Any exceptions to these conditions must be made by the Director of Residence Life, the Associate Dean of Student Development and/or Campus Life Council in consultation with the Vice President for Enrollment Services and Student Development.

PART III. MINIMUM STANDARDS

Mount Vernon Nazarene University requires that the following minimum standards be maintained for the fulfillment of the total objectives and unique character of this academic community.

A. STUDENT CONDUCT:

1. The possession or use of any alcoholic beverage, hallucinatory drug, or tobacco is not permitted.
2. Gambling in any form is not permitted.
3. Unlawful, disorderly, immoral, or obscene conduct, literature, clothing, or speech, are not tolerated.
4. All students will be required to observe established quiet hours and curfew. Practicing on musical instruments in campus housing is not permitted.
5. Arrangements for overnight guests must be made with the Resident Director prior to arrival.
6. All sales and solicitations are prohibited in campus housing unless authorized by the Vice President of Enrollment Services and Student Development and the Vice President for Finance.
7. Child care is not permitted on campus.
8. The Director of Residence Life, the Associate Dean of Student Development and/or the Campus life Council may terminate this license for those who cause excessive damage or noise or who are affecting the University welfare and the University mission. If housing is terminated due to student discipline, appeal information can be obtained at www.mvnu.edu, Student Handbook, Disciplinary Roles, Procedure, and Appeal Processes.

B. HEALTH AND SAFETY:

1. Items not allowed in campus housing for health and safety reasons include: firearms, ammunition, weapons, fireworks, explosives, unidentified or harmful chemical substances, and flammable materials; cooking appliances, refrigerators exceeding 2.9 cubic feet, auxiliary heaters, outside antennas, air conditioners, bicycles, motorcycles, and non-aquatic pets.
2. Except in the case of fire, fire-fighting equipment must not be disturbed. This is a violation of both state and federal law. **Group fines may be assessed to identify individual(s) tampering with fire safety equipment. A fine of \$100 is assessed to any individual who tampers with a fire alarm.**
3. Summer storage space is not available for student belongings.
4. The University reserves the right of the Associate Dean of Student Development or the Vice President of Enrollment Services and Student Development to grant civil authorities search and seizure authorization in order to insure the health, safety, and welfare of students, and the mission of the University.

**NEW STUDENTS RETURN TOP COPY TO MVNU ADMISSIONS.
RETURNING STUDENTS RETURN TOP COPY TO MVNU STUDENT DEVELOPMENT.
RETAIN BOTTOM COPY FOR YOUR RECORDS.**

OFFICE OF STUDENT DEVELOPMENT ROOM AND ROOMMATE PREFERENCES

Please enclose this form with your Housing Contract.

Office Use Only:

Housing Contract
Received Date _____

Housing Deposit
Received Date _____

Hall/ Apt. Assignment

Name: _____
Last, First, Middle Initial Name you prefer to be called

Address: _____
Street City State Zip Code

Home Telephone: _____ E-mail: _____ Birthdate: _____

Preferred Roommate: _____

(Roommate requests must be mutual. If you do not have a specific request at this time, leave this line blank and you may call at a later date to make a request or a roommate will be assigned to you using the following information.)

ALL STUDENTS NEED TO COMPLETE THE FOLLOWING QUESTIONS *even if you've listed a preferred roommate.*

I am a:

- ☐ Male
☐ Female

I will be a:

- ☐ First-time Freshman
☐ Post Secondary
☐ Transfer from: _____
How long did you attend? ____ semesters or ____ quarters

Residence Hall Preference:

- ☐ Pioneer Hall (*Freshman females*)
☐ Galloway Hall (*Freshman and Sophomore females*)
☐ Oakwood Hall (*Freshman males*)
☐ Apartments/ Redwood Hall (*Upper-class only; specify, if known* _____)
☐ No Preference

I would rate myself (please circle one number on each scale):

Personality style

Introvert 1 2 3 4 5 6 7 8 9 10 *Extrovert*

Room cleanliness style

Pig Pen 1 2 3 4 5 6 7 8 9 10 *Neat*

Time management style

Last Minute 1 2 3 4 5 6 7 8 9 10 *Plan Ahead*

Conflict resolution style

Avoid 1 2 3 4 5 6 7 8 9 10 **Confront It**

Computer/ Technology style

Addict 1 2 3 4 5 6 7 8 9 10 *Anti-tech*

Check ALL that apply:

I prefer a roommate who is:

- | | |
|--|---|
| <input type="checkbox"/> Quiet | <input type="checkbox"/> Moderately quiet |
| <input type="checkbox"/> Rowdy/ boisterous | <input type="checkbox"/> Moderately rowdy/ boisterous |

I prefer to study:

- | | | |
|--|---|-------------------------------------|
| <input type="checkbox"/> With TV/ music | <input type="checkbox"/> Alone or with one other person | <input type="checkbox"/> In groups |
| <input type="checkbox"/> In quiet surroundings | <input type="checkbox"/> In the library or classroom | <input type="checkbox"/> In my room |

I enjoy:

- | | | |
|--|---|--|
| <input type="checkbox"/> Spending time alone | <input type="checkbox"/> Having the TV/music on all the time | <input type="checkbox"/> Being spontaneous |
| <input type="checkbox"/> Instant messaging | <input type="checkbox"/> Playing sports/ athletics/ working out | <input type="checkbox"/> Playing an instrument |
| <input type="checkbox"/> A calm, steady schedule | <input type="checkbox"/> Being the life of the party | <input type="checkbox"/> Reading |
| <input type="checkbox"/> Staying busy all the time | <input type="checkbox"/> Working behind the scenes | <input type="checkbox"/> Staying in my room |
| <input type="checkbox"/> Following a routine | <input type="checkbox"/> Having friends over to visit | <input type="checkbox"/> Playing video game |

I enjoy the following styles of music:

- | | | | |
|---|----------------------------------|--------------------------------------|--|
| <input type="checkbox"/> Classical | <input type="checkbox"/> Indie | <input type="checkbox"/> Christian | <input type="checkbox"/> Folk/ Bluegrass |
| <input type="checkbox"/> Soft Rock/ Pop | <input type="checkbox"/> Country | <input type="checkbox"/> Hard Rock | <input type="checkbox"/> Jazz/ Blues |
| <input type="checkbox"/> Hip-hop/ Rap/ R& B | <input type="checkbox"/> Techno | <input type="checkbox"/> Other _____ | |

I would describe my sleeping habits as:

- | | | |
|---|--------------------------------------|--|
| <input type="checkbox"/> A morning person | <input type="checkbox"/> A night owl | <input type="checkbox"/> Needing ____ hours of sleep/night |
|---|--------------------------------------|--|

I prefer to go to bed:

- | | | | |
|-------------------------------------|--------------------------------------|------------------------------------|---------------------------------------|
| <input type="checkbox"/> by 11 p.m. | <input type="checkbox"/> by midnight | <input type="checkbox"/> by 1 a.m. | <input type="checkbox"/> after 2 a.m. |
|-------------------------------------|--------------------------------------|------------------------------------|---------------------------------------|

Rank your top three reasons for attending MVNU (*one being the most important*):

- | | | |
|--|---|--|
| <input type="checkbox"/> Make new friends | <input type="checkbox"/> Parents urged me | <input type="checkbox"/> Christian atmosphere |
| <input type="checkbox"/> Campus location | <input type="checkbox"/> Dating | <input type="checkbox"/> Become involved in a ministry group |
| <input type="checkbox"/> Participate in sports | <input type="checkbox"/> Get away from home | <input type="checkbox"/> Small university setting |
| <input type="checkbox"/> Complete a university degree at a liberal arts school | <input type="checkbox"/> Other _____ | |

Please state special housing needs (medical) or requests. If you do have special need(s) due to a medical condition, you will need to send documentation stating the need(s) to the MVNU nurse.

Are you participating in intercollegiate athletics? _____
If so, which one(s)? _____

My hobbies include: _____

My biggest fear about going to college is: _____

An ideal roommate would be: _____

LATE PASS GUIDELINES

(REVISED 5-01-04)

1. Students may call designated extensions up until one hour before curfew to receive late pass "Permission." The call must include the following information:
 - student name
 - id #
 - room number
 - general location/ reason for request
2. The following extensions GO RIGHT INTO VMM and will have extended 75 vmm boxes:
 - Pioneer RA office – 1261
 - Galloway RA office –1263
 - Oakwood RA office –1262
3. Students may be required to call security and sign-in when returning to campus after hours. ID's must be presented to security upon request.
4. Security will send the sign-in roster each morning to the Student Services office for verification of information.
5. NO LATE PASSES WILL BE ISSUED AFTER 11:00PM Monday - Thursday, 12:30AM Friday – Saturday, and 12:00AM Sunday. UNLESS PERMISSION IS GRANTED BY THE RESIDENT DIRECTOR.
6. Resident Assistants will need to check the VMM every ½ hour while on duty and log information from VMM so the Resident Director can compare their information with security's roster.
7. Current disciplinary procedures for failure to get a late pass or returning late for a late pass will apply.
8. Students should call in again to cancel late pass if not used.
9. For more than a 1 hour extension – a student must see their Resident Director within their residence hall.

LATE PASS FINING SYSTEM

1. BEING LATE WITH A LATE PASS

1ST = WARNING

2ND = \$5.00 FINE

3RD = \$10.00 FINE

3 OR MORE TIMES = FINE + SUMMONS TO JUDICIAL COUNCIL

NO ID CARD = \$10 FINE

2. BEING LATE WITHOUT A LATE PASS

1ST = \$10.00 FINE

2ND = \$20.00 FINE

3RD = \$30.00 FINE

3 OR MORE TIMES = FINE + SUMMONS TO JUDICIAL COUNCIL

NO ID CARD = \$15 FINE

MVNU Television Policy

Cable television is provided as a benefit for residential students of MVNU.

This benefit can be revoked, at any time, for improper use or violation of other policies. This includes but is not limited to: Splitting or splicing cable, damaging

MVNU common area electronic equipment, damaging room/apartment or other MVNU property.

MVNU is not obligated to compensate students when this privilege is revoked or for any disruption in service.

Safety Issues

Although Ohio recently passed legislation allowing individuals to obtain permits to carry concealed handguns (subject to restrictions), MVNU's position on firearms does not need to change and will remain as currently listed.

Any irresponsible behavior, which may jeopardize the safety of the MVNU campus community, will also be viewed as a serious offense. Some offenses listed below are criminal acts in Ohio and may be handled accordingly:

- possession or discharge of firearms or ammunition
- possession or explosion of fireworks, including bottle and stink bombs
- possession or use of BB guns, paintball guns, or water balloon launchers
- possession or use of any lethal weapon
- possession of and burning incense, candles, or smoking in rooms
- tampering with fire extinguishing equipment (\$100 fine minimum)
- tampering with smoke detectors (\$100 fine minimum)
- failure to comply with evacuation procedures (\$50 fine minimum)
- failure to respond to a campus fire-drill
- setting off a false fire alarm (\$100 fine minimum)
- damaging or destroying University property
- rollerblading in campus buildings or in areas near public buildings, during business hours, or the chapel.
- using windows for building entry and/or exit
- All weapons (e.g., hunting knives, rifles, shotguns, and hunting bows) and ammunition shall be reported to and secured by MVNU Security during hunting seasons. No handguns or ammunition shall be allowed on campus property. No weapons shall be stored in residence living areas or student vehicles. All weapons found in vehicles, residence areas or in personal possession shall be confiscated and disposed of by the Safety and Security Department.
- Hitting golf balls (plastic or real) on campus near any buildings. You can hit golf balls out on the intramural softball fields.