

Residence Hall Handbook

2018/2019



BURMAN
UNIVERSITY

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Lakeview Hall—Maple Hall—Riverton Hall—Redstone



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Welcome to our Residence Halls

Burman University is a community comprised of a wide variety of backgrounds. As members of this community we find common center and unity in Jesus. We seek to honor Him by encouraging each other to develop mentally and spiritually, integrating faith and learning, and encouraging growth in Christ. May you find fulfillment not only academically, but also in the magnificent salvation of the Lord.

The Deans and Residence Assistants in the Residence Halls are committed to following Jesus using the Bible, His Word, as the standard of truth, faith and conduct. Those who become part of the Residence Hall community voluntarily agree to accept and uphold the principles and values of this community.

In a Seventh-day Adventist Christian Environment such as ours, residents strive to uphold the principles of the Residence Halls and an appropriate environment for cooperative living.



LIFE LINE

You're an adult. Start developing yourself for your future career and life goals.

Residence Halls

The Residence Halls at Burman each provide a unique experience that will contribute to your university life. The University currently operates three residence halls, and two cooperative living houses. Each environment promotes study, spiritual nurture, and social interaction.

Lakeview Hall and Maple Hall are co-gender dormitories located on campus. In both of these dormitories the women and men are divided into separate sides of the building. The women are located in the North Halls and the men in the South. There are also common-use areas for co-gender use, such as the lobby, chapel, kitchenette, laundry room, and Chatterbox. Rooms are fully furnished for students with the exception of linens and toiletries.

Riverton Hall offers a unique apartment style living community. Suites vary from bachelor to 4-bedroom units and are fully furnished with the exception of linen and toiletries. This is a co-gender environment with gender-specific halls. These suites are reserved for mature students who demonstrate model citizenship, uphold university guidelines, and have successful academic achievements.

Redstone is a collegiate living location for mature female students who have demonstrated a commitment to success and to campus guidelines and policies.

Mailing Addresses:

Burman University

6650 University Drive
Lakeview Hall: Box ####,
Lacombe, AB.
T4L 2E9

6720 University Drive
Maple Hall: Box ###,
Lacombe, AB.
T4L 2E3

6730 University Drive
Riverton Hall: Suite ###,
Lacombe AB T4L 2E5

Redstone Honour House

6730 University Drive
Lacombe AB
T4L 2E5

Important Calendar Dates For Residence Halls

2018 Fall

New Student CUEQUEST	August 27– Sept. 2
Classes Begin	September 4
October Break	October 6-9
November Break	November 10-13
Reading Day	December 5
Final Exams	December 6-7, 10-13
Dorm Closes for Christmas	December 14– January 3

2018 Winter

Dorm Reopens	January 4 @ noon
Classes Begin	January 7
February Break	February 16-19
Reading Break	March 16-24
Reading Days	April 12
Final Exams Graduation	April 15-18, 23-24
Summer Charges Apply	April 29

2019 Summer

Summer Session 1	May 6-30
Summer Session 2	June 3-27
Summer Session 3	July 2-29

DORM TIP

Arrange transportation in advance before you leave for breaks. Contact Plant Services.



Welcome to Burman! Take advantage of the many opportunities to get involved and ways to connect here on campus. Keep your eyes open and check your e-mails often to keep posted with the latest news.

Tutoring is offered to all students who require additional assistance in their courses. Check with the Student Success Center to keep up to date regarding tutoring schedules and study sessions.



CAMPUS PLAZA

Residence Hall Staff

Deans:

Jeremy Purviance: His office is located on the South side of the LVH lobby. Contact him at: jpurvian@burmanu.ca/ ext.5003/ 403-786-2543
Any maintenance concerns are addressed through him.

Shannan Blabey. Her office is located on the South side of LVH Lobby. Her cell phone is ext.5002 /403- 357-0372/
sblabey@burmanu.ca

Brent van Rensburg. His office is located next to the front desk . He can be reached at bvanrens@burmanu.ca /ext.4067/587-876-4762.
Contact Dean Brent if you are in need of a job.

Student Deans :

Individuals in these positions take directives from the Deans. These directives must be followed by all students. Student Deans have similar authority to that of the Deans. They are supported by the Deans in their positions in every aspect of their duties. These individuals along with the Residence Assistants must receive utmost respect in the same manner it is given to the Deans. All rules, regulations, and discipline can be administered by a Student Dean.

Kevin Osei.....587-920-8845

Keaton Briere.....705-464-0071

Alex Moly.....403-392-7643

Assistants:

The RA's are Assistants to the Deans and Student Deans in the operation of the dormitory. They have the authority to discipline. Students under the age of 18 can only be granted leaves by the main deans. An RA has been assigned to each hall. That RA is responsible for the well being of his/her residents as well as the cleanliness of their area. **RA's can't grant late leaves.**

The Deans, Student Deans, and the RA's that are on duty will be posted under the "Dean on Duty" sign at the front desk as well as on the communication monitor. For assistance contact the posted name on duty.

Please call the front desk for contact information.

Desk Workers:

Desk Workers assist the Deans, Student Deans, and RA's with management of day to day activities in the residence hall. Their position requires that they maintain order in the lobby at all times, especially after curfew. Their position also requires they manage an emergency such as a fire or lockdown. Desk Workers have authority to close the mezzanines or instruct people to leave the lobby area. Because of this responsibility, Desk Workers require respect in the same manner it is given to an RA or Dean. Distracting a desk worker would incur a fine of \$20. **Please refrain from entering the desk area!**

General Information

Automobiles:

Your automobile must be insured and parked in an assigned parking space. The pad in the front of Lakeview Hall entrance is for loading/unloading only, with a maximum of 15 minutes. Vehicles parked in this area will be assessed a \$50 fine and may be towed to a storage facility. Parking illegally in reserved spots will be ticketed.

Crossovers:

The South end of LVH is reserved for males and the North end females. **There is no crossing over to the opposite gender's side in any residence hall unless given permission by a dean. Violators will be fined \$150/infraction.** All parties involved will receive this fine.

ID Cards:

Your ID card is used as your room key. ID cards are required for the rental of residence hall equipment and access to shared areas. If you lose or misplace it, please visit your residence hall office. You will be given a temporary card until you are able to get a new one. Residents have two days to get a new ID card from Student Finance. For more information on ID cards, refer to the Student Handbook.

Non-University Housing:

Students who have 60 completed credits, are over 21 years of age, or have a GPA of 3.7 or more after one year may live outside of university housing. Students who want to live outside of university housing who have not met the above requirements must complete an application form at Student Services and meet the specific requirements.

Parking:

You will receive your parking assignment at Registration and thereafter at Plant Services. General Parking is a flat rate at \$125. There are a limited number of stalls available with electricity, which will be issued on a first-come, first-served basis. All students who live in university housing must register their vehicles. **All parking stalls directly in front of LVH are reserved for LVH staff only. A ticket will be issued OR your car towed for parking in these reserved spots. The owner of the vehicle will be responsible for any incurred costs.**

LVH Printer:

In order to print/make copies please enter the code 44880.
All Canadian copyright laws do apply!

Underage Students:

Residence Hall students under 18 years of age will be subject to underage guidelines, which include curfew and designated weekend hosts. The parent/guardian of each underage resident must fill out the 'Campus Leave Permission Form' prior to or upon arrival.

Underage Residents will not be able to complete the residence hall registration process until the underage form is complete.

Residence Information

Bicycles

Bicycles are to be stored in the bike racks outside or in your room/apartment. Fire and safety regulations require that bikes not be parked in the hallways, stairwells or deans apartment walkways at Lakeview Hall.

Check- in and Check- Out Procedures:

Students must check in at a Dean’s Office upon arrival and complete the necessary forms. Students are discouraged to check into the residence hall before room and board semester fees apply (see calendar). Pro-rated room fees will apply for every night stayed before this date.

Students who leave campus residence at the end of a term must follow the checkout procedure. For more information about these procedures, watch for notices toward the end of the semester. **Failure to checkout or incomplete checkouts will result in an incomplete checkout fee of \$250.** Upon assessment, additional charges can apply for: maintenance, damages, and removal of personal items to storage. The assessment is done after pre-checkout with an RA.

Cleanliness:

Rooms are to be kept clean and orderly. Bathroom mold can be a particular problem, making frequent cleaning necessary. Roommates must work together to make sure the bathroom is cleaned weekly. The residence hall bathrooms are checked every two weeks by the RAs. Residents will be fined for dirty bathrooms. A conference with a Dean will be necessary if the problem persists OR Residents will be moved/removed for not cleaning.

Curfew Responsibilities:

Curfew is displayed in the chart (p.10). To save yourself some money, it is best to be in before or by curfew. **Students who break curfew or leave the residence after curfew will pay \$5 for the first hour of absence and \$10 for each following to a maximum fine of \$45 per night. Students with more than three maximum curfew charges may be placed on residence hall probation.** THE LAKEVIEW HALL LOBBY WILL BE CLOSED AT CURFEW TIME. THE MEZZANINES ARE TEMPORARILY CLOSED AT CURFEW FOR 30 MINUTE AND THEN REOPENED AFTER ROOM CHECK FOR STUDY PURPOSES ONLY FOR OUR RESIDENTS.

If you are employed and arrive after curfew from work, you must inform dean Shannan and submit your work schedule in order for you to be excused from curfew charges.

21 and over: Students in this category have an **extended curfew up until 2 A.M.** You must sign in at all times upon arrival after the general dorm curfew. You are also required to sign out on ABODE if you will not be in the dorm for the night. Also sign out/in if leaving/returning after curfew **at the front desk** if returning later that night. Failure to do so would incur a nightly fee of \$45/ night. All sign out requests must be done at least 24 hours in advance and be approved by the Deans.

The Deans prefer an **in person request for all late leaves.** Late Leaves may be issued by contacting a Dean/Student Dean/ on duty no later than 1 hour prior to curfew. Please plan ahead as this request may either be approved or denied. **Students must speak to a Dean directly for any leave requests. An RA can not approve these requests.**

Register your car at Facility Maintenance. Always park in your assigned stall.

DORM TIP You may receive a warning or a ticket for parking illegally.

CURFEW TIMES

	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
Under Classmen (less than 30 credits)	11:00 PM	11:00 PM	11:00 PM	11:00 PM	12:00 AM	1:00 AM	11:00 PM
Upper Classmen (more than 30 credits)	12:00 AM	12:00 AM	12:00 AM	12:00 AM	12:00 AM	1:00 AM	12:00 AM

21 + 2AM-----Every Day-----2AM

Please check your curfew history on the ABODE Portal at least **twice/week.** Note: You only have **7 days to appeal** an infraction to dean Brent from the date of the infraction. The infraction will remain if there is no appeal in the given time frame. (<https://housing.burmanu.ca/login>) You will receive an email notification. Then go to dorm residence page on burmanu.ca and select curfew form. Submit it. Come see DeanBrent. Colours: **Pink/Red** and **Yellow** are curfew charges. **Blue, Grey, and Green** are excused. **Having a no contact would result in a \$45 charge/night. Late entry fees start at \$5 up to \$45 per night.**

Custodian

The janitorial staff is determined to keep the public areas of the building looking neat and clean. It is the residents’ responsibility to clean up after themselves and help by appropriately using the garbage receptacles. Each resident is responsible for cleaning his/her own room.

Dorm Club:

Pneuma Limnes Theorias (PLT/The Pulse), Greek for “**Spirit of Lakeview**” is the Residence Hall Club with representation from all campus residence locations. All residents of Lakeview Hall, Maple Hall, Riverton, and Redstone are members of PLT.

Garbage:

Each resident is responsible for disposing of their personal garbage properly at least once per week. Dumpsters are located outside (**north & south ends of building**). Your garbage must be kept inside your room and nowhere else in the building. **If you leave it outside your room in the building you will be assessed a \$20 fine per infraction. DO NOT LEAVE TRASH OUTSIDE THE DUMPSTER, RATHER FIND A DUMPSTER THAT IS NOT FULL. DO NOT DUMP YOUR PERSONAL GARBAGE ON THE MEZZ OR LOBBY RECEPTACLES.**

DORM TIP

Even though quiet time is posted as 11:00pm, remember some people may be in bed before then.

Garbage Locations & Dumping Procedures

There are certain receptacles for use by the dorm that are located by the North and South ends of the building. These receptacles are only to be used for **regular trash** and **NOT** for wood, metal, or any appliances. All boxes must be broken down before throwing it into these receptacles. If you do have wood, metal, or small appliances that need to be dumped, please use the commercial receptacles found in the parking lot by PAA, at Plant Services, or at Marketing. Please do contact a dean if you need to dump refrigerators or any large appliance.

Guest Policies:

Guests are defined as friends, family members, or anyone affiliated with a resident. All guests staying in a residence hall room must check in at a Dean's Office upon arrival. Guests staying more than 3 nights will be subject to room charges and a cafeteria plan. Opposite gender guests are not allowed to stay in your room. Guests must adhere to the policies of the residence hall. As hosts, you will be responsible for informing your guest of these rules. Violation of these policies by residents or visitors will result in appropriate fines, visiting restrictions, or other disciplinary actions determined by the Dean.

Hallways:

Hallways and stairwells are to be free from obstruction at all times. Items such as bikes, storage containers, travel cases and garbage must be removed from the hallway. **If you do not comply within 24 hours, there will be a \$20 fine per infraction.**

Lakeview Hall Reception:

There is always a desk receptionist at the LVH front desk. He or she is there to answer the phone, monitor the lobby area, manage courier shipments and perform guestroom, kitchenette, and chatterbox bookings. Wake up calls are not part of the desk workers duties. **Distracting a desk worker for unnecessary personal interaction while he/she is on duty will result in a \$20 fine per incident.**

Laundry Facilities:

Residence laundry facilities are open from 6 am– 10:45 pm except from 60 minutes before Friday sundown until 60 minutes after Saturday sundown. Please remember to pick up your laundry once it is finished. To maintain the privilege of using laundry facilities, respect for equipment and laundry belonging to others must be demonstrated. **Dorm residents are not authorized to grant permission to non residents using the laundry rooms. Non-Residents (also residents authorizing the use of the facility to non residents) will be fined \$250 for illegal use.**

**Night Leaves: ABODE:(Apply at <https://housing.burmanu.ca>)
To sign in, use the same user name and password as CAMS.**

Dormitory leaves (night/weekend) may be requested and granted to residents with good citizenship, upon the discretion of the Dean on duty. You must login through **ABODE portal** to apply for any leaves at least **24 hours before leaving. Please check ABODE for Deans approval before leaving. See a Dean/Student Dean for a late leave no later than 1 hour before closing in person.** No other student can request a late leave for you other than yourself. Please plan ahead. Freshmen are not permitted week day overnight leaves unless there is an emergency OR Dean's discretion (Sunday-Thursday). **Students under the age of 18 must speak to a Dean directly for any leave requests. You may not sign out to other residence halls. Students with more than 30 credits may receive up to a max. of 3 late leaves per week.**

Athletes/School Trips: Students MUST request a late leave if arriving back after curfew. Those on overnight trips MUST request a night leave 12 hours before the trip. You are responsible to do this and NOT THE COACH.

Locked Doors:

Residence hall staff must have a verbal confirmation from the room/apartment resident prior to opening any locked door for another student.

Locks:

Your room or suite must remain locked at all times. There are to be no taping of locks. Please do not insert broken key cards into the locks as it can damage the card reader. Please see Student Finance to have a replacement card made. **A fee of \$500 will be issued if you tamper or damage your room lock.**

Mailbox:

At registration (in Lakeview Hall) a mail key is given to you for the year. Mail is distributed from Monday through Friday to your mailbox. Notices will be placed in your mailbox to advise you of your packages larger than your box. You may pick up your package between 9am– 5pm from the LVH front receptionist or the mailroom. Packages sent to LVH may be received from an RA on duty from 6pm -10pm. Maple hall residents will have a mailbox in the Administration building. Residents at Riverton, and Redstone will receive mail at their respective locations unless you have set up a box with Student Services.

Medical Needs:

You are encouraged to have your own medical supplies such as bandages, pain-killers, antiseptic, etc. The residence hall first aid kits are for emergencies only. Please inform your R.A. and the front desk receptionist of your situation and leave your contact information. For non-life threatening illnesses or injuries, please call **Good Guy Cab Co. OR Beck 'N' Call Cabs for a ride to a medical clinic or hospital (Own Expense)**. The Deans are not responsible for driving students to medical appointments or to the hospital for non life threatening emergencies.

Messages:

Telephone messages will be left on your voice mail. Check your voice mail regularly by **dialing 1165**. Password: dial 0327 then follow prompts.

Phone Setup

All residents must set up their voicemail. Please follow the instructions accordingly.

REDSTONE RESIDENTS

Access Number: Call this number to **set up the mailbox** and retrieve messages or if calling from home simply **dial *98**.

Mailbox Number: This is your 10 digit phone number (area code + phone number)

Temporary Password: This is your 10 digit phone number (area code + phone number)

Permanent Password: 4 to 15 digits that you choose. It should not be your phone number and should not start with zero.

Questions:

If you have questions about rules and policies in our residence handbook, please see the Deans. If you have questions from the student handbook, please see Student Services/Stacy Hunter.

Quarantine:

Residents may be required to submit to quarantine to eliminate or reduce the transmission of communicable diseases. If you have any questions please contact the nurse on campus: Verla Matacio ext.4002.

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Residential Assignments:

Room assignments and room occupancy changes are the responsibility of the gender-specific Dean. All paper work must be signed by both the Dean and student(s). **The Deans reserve the right to move OR remove students from residence halls without prior notice if a student is found to be uncooperative and unwilling to follow the policies of the residence halls and Burman University. Unauthorized resident room changes are subject to \$100 fee and residence hall probation.**

Room Entry:

The Deans and residence staff maintain the right of entry to all residence rooms at all times for reasonable cause, occupancy check, building maintenance, and to maintain safety.

Room Reservation

For room reservations for the following school year, forms are available at the deans office when notices are posted. All returning students that plan to live in residence the following year must fill out this form to reserve a room. **A room is not guaranteed if the room request form was not filled out and handed in to the deans. Please do inform the deans at least 30 days before classes resume if your plans change i.e. not returning or decided to live off campus or else your room deposit will not be returned.** Only the Deans have the authority to move residents if required. The deans will put forth their best effort in granting requests that have been submitted. **A request made may not be fulfilled entirely as you desire.** Any student taking less than 9 credits in a semester must receive housing approval from the administrative residence hall Dean. For eligibility and other information, see the Student Handbook on www.burmanu.ca

Roommates:

Having a roommate means saving money. Any requests for roommate changes need to be cleared with a Dean. The Deans have full authority in room placements. **Any room changes that are made without a deans consent would incur a fine.**

DORM TIP

When in doubt, ASK a Dean or RA. Our contact info. can be found at the front desk.

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Storage:

For residents returning the following year, there is available summer storage space that allows a maximum number of bins, designated by the Dean at the end of the school year. **Current Students MUST put ALL of their labelled items into storage at one time and pay the \$40 fee by cash/debit/credit up front in Lakeview Hall by the front desk.** Keep your receipt for proof of payment. Take note of where your item will be stored. **Students would pay \$40 for the first 6 bins/items. Additional bins/items can be stored for \$10 each. It is your responsibility to properly label each item and to get them to the storage areas. It is NOT an option to leave the stored items in your room, someone else's room, or hallway. Large furniture may NOT be stored in our storage areas/rooms. The dorm will NOT be liable for any damage or lost furniture left in the room.** Storage bins are available for residents to purchase/rent. The use of storage bins is highly encouraged. Items in storage must be in a sealed container and labeled correctly with a name, phone number, and address. **Improper storage of a bin/items would incur a fine of up to \$250 on the deans' discretion.**

Storage facilities can be rented out in Lacombe. Loose items, paper, bottles, or garbage bags are NOT allowed and will be disposed of. Residents who do not return at the end of the summer must make arrangements for their items to be picked up within a 30 day period. Items left in the storage room for more than 30 days beyond the arranged pickup date will be disposed of by the residence hall personnel. **The residence halls do not assume responsibility for any items placed in storage. This includes theft/damages.**

Visitors

Please be advised that all non residents must leave the building by curfew time. Dorm residents of Lakeview Hall, Riverton Hall, Redstone, and Maple Hall are not authorized to have overnight guests without permission from a Dean. Failure to do so may result in disciplinary actions which could include a "change of address/fine".

Resident Rights

As a Resident of Burman Residence Halls,
you have the right to:

Personal Safety :

Protection from fire, theft, sexual harassment, physical and emotional abuse.

Support Environment :

Atmosphere that promotes study, rest, and cleanliness.

Christian Worship :

Atmosphere that promotes a love for God, respect for fellow students, and Sabbath reverence.

Room Information

Appliances:

The building code and fire regulations do not permit the use of hot pots, fry pans, hot plates, toaster ovens, and toasters in rooms. All rice cookers and kettles must have an automatic self shut off and must be CSA approved or UL approved. Portable space heaters are not permitted in residence rooms. **If you do not comply with this policy, you will receive a \$100 fine per infraction. There is a \$35 disposal fee for fridges of any size. A charge of \$100 will apply for storing and cleaning a fridge.**

Storing Refrigerators: You must thaw your fridge and freezer and store with a towel inside and piece of cardboard.

Carpet:

Carpet damage or stains caused by the resident when using corrosive and staining materials, such as liquid bleach, acid spills or hair dye will be charged to your student account.

Cash:

For security reasons we urge you not to keep large amounts of cash in your room or suite.

Damage Deposit:

A room **damage deposit (\$450)** is applied to your account when you sign into residence. Any damage in excess of the damage deposit will be charged to your account.

Dorm Equipment/Property Damage:

Any damage caused to dorm equipment/property will be the sole responsibility of the individual who caused it. Discipline will be decided by the administrator and replacement/repair costs will be assessed to the individual.

Fire Extinguishers :

The misuse of fire extinguishers, fire alarms, smoke detectors, or other protection equipment is expressly prohibited. The ceiling tiles must remain in place and there is not to be anything stored above them. Because the abuse of this policy can cause serious fire hazards in a residence hall setting, stiff penalties, including cash fines and/or suspension, will be levied against anyone who violates it. In addition, the involved persons will be held responsible for any damages caused by the fire, smoke, or sprinkler system. **A \$300 fine will be assessed for tampering with fire equipment.**

Fire Hazards:

Due to the fire hazards they present, candles, oil lamps, incense, potpourri pots, lighters, matches, fireworks, and flammable liquids are not permitted in your room. Holiday decorations that are combustible are not permitted. Halogen pole lamps are prohibited in the residence hall. **If you do not comply with this policy, you will receive a fine of \$200 per fraction.**

Furniture:

Each room and suite is equipped with the proper furniture. All furniture must remain in the room or suite at all times and may not be removed without a Dean's consent. If furniture is missing when you move out, you will be held financially responsible. Closet doors, bed frames, and all bed parts must remain in your room. If you do not comply with this policy, there will be **\$100 fine per infraction.**

Maintenance:

Please notify Dean Jeremy if there is maintenance or repair required by filling out a "Maintenance Request Sheet which can be picked up at the front desk. Please fill out the request sheet and return it to Dean Jeremy's office. You may also email your maintenance request to him.

Musical Instruments:

If an instrument can be heard outside your room or suite, it should be practiced or played in the music building.

Personal Property Remaining in Room:

Any personal property left in the room after the resident has left, unless otherwise arranged with a Dean, is considered abandoned. The residence hall will bill the resident for the costs of moving or disposing of appliances or furniture.

Pets:

For health reasons pets are not permitted in the dorm. If an animal is found in your room you will be subject to a **\$250 fine, discipline, and residence hall probation.**

Private Internet:

All residence hall locations are provided with internet by Burman University. **If you have any problems with the service, please contact Computer Services immediately.** **Private internet connections in Lakeview Hall are not permitted.**

Room Check:

Room checks are to prove occupancy for emergency purposes. An RA will check your room each night at curfew. **DO NOT MOVE FROM YOUR ROOM UNTIL YOU HAVE BEEN CHECKED IN BY AN RA. If you feel that you have been missed, contact the Dean immediately. If you come in late, please scan your ID card and sign in at the front desk.** **Riverton Hall residents: Please scan your ID card and sign in if arriving after midnight. The scanner can be found at the back entrance only!**

Telephone: Lakeview Hall

Each room is equipped with a telephone. You are responsible for the use of your phone and will be held accountable for any misuse thereof.

On-Campus Telephones:

For an extension in Lakeview Hall :	Dial 5+ the room number
For an Extension in Maple Hall:	Dial 6+ the room number
To call off-campus:	Dial 9 then the number
To contact front desk:	Dial 0 or 5000
To activate/check your voicemail:	Dial 1165 then listen for instruction
To Reset your Passcode on voicemail	Contact the dorm staff

Toilet Paper:

Toilet paper will be distributed by your hall RA on a weekly, basis. If extra is needed between these times, please ask the RA or Dean for assistance.

Walls:

Drilling or making holes in the walls or ceiling are not permitted. Doing so will incur charges to your account based on the number of holes. If you must hang something, the use of 3M hooks is encouraged. Marks from peeled tape and other adhesives are also subject to charges.

Windows and Doors:

Windows and doors must not be obstructed for safety reasons. Residents may not remove or tamper with windows, window grills (includes safety locks on the grills) or screens. Residents who do not follow the above protocol will incur a \$200 charge to their account and face discipline from the Deans.

Behaviour and Lifestyle

You, the resident, are expected to maintain appropriate behaviour in your residence environment, remembering that this is a mature atmosphere on a Christian Campus. Your conduct should reflect behaviour that does not impose upon the rights of others.

Discipline

Residence hall discipline will be administered as outlined in the residence hall and student handbook. Students are responsible for choices they make, and part of the residence halls' commitment to running a fine program is to hold the student accountable. The Deans challenge each resident to base their behaviour on Christian standards. This commitment will, in the end, bring the greatest degree of happiness.

Dress and Appearance:

Modest and appropriate attire is outlined under the "Policies" section found in the Student Services section of the university website. In considering the rights of others, you, the resident, are to avoid extremes in dress and appearance including hairstyles and subculture attire. Pajamas are unacceptable attire while at dorm worship and in any co-gender locations.

Entertainment:

Your entertainment choices will not include dancing, nightclubs, substance use or gambling.

Firearms and Weapons:

Illegal or unauthorized possession of weapons, explosives, or firearms is strictly prohibited. Any student who possesses, uses, or threatens others with any weapon, firearms or explosives, including, but not limited to, BB guns, air rifles, pellet guns, paintball guns or knives while on university property is subject to disciplinary actions (refer to Town of Lacombe Bylaw #224). The complete harassment policy and procedures can be found on the University website.

Insubordination:

Failure to follow through with what has been requested of you by a Dean, Student Dean, or RA, whether this request be made in writing or by voice, will be considered insubordination and may result in Citizenship Probation or further discipline.

Mental or Emotional Health:

The Student Success Center has professional counseling available for those who are experiencing suicidal feelings and desire help with coping. If for any reason you are discouraged or depressed, communication with a Dean or counselor is crucial. Attempting or threatening suicide jeopardizes your stay at Burman University. **Please seek out the necessary help via the Student Success Center, RA's, Student Deans, and Deans.**

Music:

Music must be in harmony with Christian standards and ideals. Music with lyrics that contain vulgar words or reference to the occult are not acceptable. Volume levels should not be heard outside your room. There is a \$50 fine per incident for unacceptable levels of noise.

Noise:

As a resident, you are required to demonstrate courtesy and respect to those living around you by controlling the level of noise coming from your room, suite and hallway. Quiet time on each floor is 11pm. Excessive noise is always prohibited. Each incident of unacceptable levels of noise is subject to the \$50 fine. Before and during exam week, as well as during Sabbath, quiet hours are always in effect. If a resident has a problem with noise, the first step is to speak to the resident responsible for the noise. If the noise continues, contact the RA or Student Dean on duty.

Pornography:

Magazines, computers, and posters that contain pornography are inappropriate material for the residence halls. These items will be confiscated, and repeat offenders of this policy will be subject to discipline.

Public Display of Affection

The lobbies and common areas are not a place to exchange intimacies. Please respect the rights of others as you interact socially. All residents and visitors are asked to conduct themselves in a way that will allow everyone present to be comfortable. Physical intimacy between two people is a private matter. Couples should refrain from PDA (including massaging, sitting, or lying on each other) while in the residence hall lobbies or anywhere else on campus.

Sabbath:

At Burman, the Sabbath hours are sacred. Seventh-day Adventists celebrate the Sabbath from sundown Friday until sundown Saturday. Please respect the beliefs of others by re-fraining from secular activities during that time. If you have any questions regarding Sabbath observance, please see one of the Deans.

Safety and Security:

The residence hall promotes student safety, safeguards for the facility and its equipment by the use of video surveillance.

Substance Use:

The use and possession of alcohol, tobacco and other drugs are prohibited on campus. Residents found in possession of or in use of any of these substances are subject to disciplinary action. Residents will be held responsible for any substance found in their room/suite. For other information, see **Student Handbook**.

Theft/ Property Loss:

Taking responsibility by securing your own belongings is part of being a mature adult. Always keep your room or suite door locked. **The residence hall is not responsible/liable for personal property loss.** For information regarding content insurance, please refer to “ Personal Content Insurance” in the Financial information section of the Academic Calendar.

Emergency Procedures

Alarms:

Alarms: fire alarms, smoke detectors, fire extinguishers and exit route signs are for safety of all residents. Tampering with fire protection equipment will result in a \$300 fine and/or suspension, as well as contact from the Lacombe Police/ Fire Marshall authority.

Emergency Lockdown:

Every student has the responsibility to follow the Lockdown Procedures posted in the inside of the room door. In the event of a lockdown, students must follow the direction of the residence hall staff.

Evacuation:

A fire evacuation notice is posted in your room on the inside of the door. Follow the procedure if alarm sounds. Contact a Dean immediately if your procedure sign is missing.

Fire Exits:

Fire exits are marked well and are to be used only in an emergency. Alarms will sound. There is a \$200 fine for misuse.

Tampering:

Unauthorized tampering with breakers will result in a \$50 fine. Any windows that are tampered with that has a red tag on first floor will be subjected to discipline.

Changes

Burman University Residence Hall administration has done its best to provide a clear set of guidelines. However, **the Residence Hall Deans reserve the right to make changes to these guidelines and policies at any time. Students are expected to check the school website for direction on any changes to policy.**

DORM TIP

Know at least two of the nearest exits from the building in case of a fire. It's possible one may be blocked.

Worship Program Support

Worship is an integral part of the residence hall program at Burman University. We feel it is necessary to require worship attendance in order to maintain the spiritual uniqueness of this campus. Our purposes for worship are as follows:

1. To offer a daily reminder of who we are, why we are here, and where we are going.
2. To develop a sense of Christian community.
3. To strengthen and encourage you through Christian fellowship.
4. To enhance your spiritual growth.
5. To strengthen the habit of daily devotions.
6. To help build your foundation on the solid ROCK.
7. To remind you that GOD LOVES YOU.
8. To help you to share your talents that God has blessed you with.

Freshmen (under 30 credits) -Required to attain no less than 30 worship credits per semester.

Upper Classmen (above 30 credits) -Required to attain no less than 15 worship credits, per semester.

Corporate worships occur every Monday and Wednesday at **9:15 pm**. Monday worships are held in the **Admin. Chapel**. Wednesday worships are held in **LVH chapel**. All students are welcome to attend these worships as we praise and worship God together as united community **Participants are most welcome**. Please contact Dean Brent via email if you are interested in making the worship experience an impactful one. **Phil. 4:13: I can do ALL things through Christ who gives me the strength.**

LIFE LINE

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Try balancing all aspects of your life. Take time from your studies to interact. Or take time from interactions for your studies.

Roommate Bill of Rights

Rooming with other individuals isn't always easy. We offer the following "Roommate Bill of Rights" for you to incorporate into cooperative living. Your enjoyment of life in a residence hall will depend to a large extent on the thoughtful consideration that you demonstrate to each other. Only you can protect these rights.

1. The right to read and study free from undue interference in one's room. Unreasonable noise and other distractions inhibit the exercise of this right.
2. The right to sleep without undue disturbance from noise, guests of room-mate, etc.
3. The right to expect that the roommate will respect one's personal belongings.
4. The right to a clean environment in which to live. Contact a Dean if this is not being kept.
5. The right to free access to one's room and facilities without pressure from roommate.
6. The right to host guests with the expectation that guests are to respect the rights of the host's roommate(s) and other hall residents.
7. The right to settle conflicts with roommates in a reasonable amount of time (1 week). Each roommate is expected to cooperate to come to a resolution. Residence hall RAs and Deans are available for assistance in settling conflicts. **If a conflict can't be settled, individuals may be moved to another room or another building within 48 hours. (Deans Discretion)**
8. The right to be free from fear of intimidation and physical and/or emotional harm.
9. The right to respect reasonable cooperation in the use of the room telephone.

DORM TIP

Before you leave your room, make sure you or your roommate have a key to get back in.

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Fines

Breaker Tampering.....	\$50
Candles, oil lamps, incense, etc	\$100
Cooking meat in the kitchenette	\$100
Crossovers.....	\$150
Curfew Fines.....	\$5-\$45/night
Deep cleaning room	\$150
Defacing lockdown, or fire emergency signs	\$100
Dirty suite bathroom	\$5 per person
Distracting the Desk Worker	\$20
Door locks taped	\$25 per person
Door locks tampered with.....	\$500 per person
Entering opposite gender wing	\$150
Exiting and entering rooms through window	\$200
Failure to evacuate the building during a fire alarm	\$200
Failure to do checkout forms.....	\$250
Firearms/weapons	\$200
Fire hazards	\$200
Fire protection equipment—tampering with	\$300 minimum
Heater space violation	\$25
Illegal Parking.....	\$15-\$50
Illegal Appliances.....	\$100 per item
Improper check-out	\$250
Improper bin Storage.....	up to \$250
Kitchens– unattended food resulting in fire alarm	\$200
Leaving garbage anywhere other than the outside garbage bins	\$20
Lobby/kitchen furniture in room	\$100 per item
Loitering in lobby after curfew	\$20
Missing furniture.....	\$100 per item
Noise/sound equipment violation	\$50
Obstructing the hallways with belongings	\$20
Painting (spray paint, adhesives, etc.)	\$25 minimum
Pets/animals/fish with total tank capacity greater than 55 gal	\$250
Unauthorized room changes.....	\$100
Using fire exits in non-emergency	\$200
Vandalism of Property.....	cost of repair and/replacement