**GUIDE TO RESIDENCE LIFE 2025-2026**

**The Mission**

Southern Adventist University,

serving local, national, and international constituencies,

provides learning in a Christian environment

where all are encouraged to pursue

truth, wellness, and a life of service.

**Core Values**

A Christ-centered campus

academic and professional excellence in a distinctive

Seventh-day Adventist environment theologically,

socially, morally, and intellectually

demonstrated hospitality and service.

**WELCOME TO RESIDENCE LIFE**

***“****How good and pleasant it is when God’s people live together in unity.” Ps. 133:1 (TNIV)*

Change is an inevitable part of life. For those of you experiencing our campus for the very first time as students, these changes may feel dramatic and exciting. For those returning, you’ll notice more subtle transitions as we continue to grow and enhance our campus experience. Whatever the nature of the changes, our unwavering goal is to apply Christian principles consistently to every facet of our program.

It is our sincere desire that every man and woman living under our roofs will experience the deep joy that comes from knowing and loving Jesus Christ. As you pursue your studies, engage in your work, grow in your walk with Christ, and live in your residence hall, we pray that your year will be both pleasant and deeply fulfilling.

Welcome to the journey.

***Need to submit a leave request, find your mailbox code, or submit a maintenance request? Visit ResidenceLife.Southern.edu****—your one-stop location for all your residence hall needs. Simply log in to access helpful tools, resources, and important information to support your residential experience.*

**RESIDENCE LIFE STAFF**

The Residence Life staff are here to ensure your transition to life in the residence halls is as smooth and positive as possible. We look forward to getting to know you personally and encourage you to take full advantage of the many services and support systems we offer.

**Dean of Students and Director of Residence Life**

|  |  |  |
| --- | --- | --- |
| Lisa Hall | lisahall@southern.edu | 423.236.2900 |

**Talge Hall—423.236.2994**

|  |  |  |
| --- | --- | --- |
| Carl Patterson, Associate Dean | patterson@southern.edu | 423.236.2996 |
| John Sager, Associate Dean | jsager@southern.edu | 423.236.2991 |
| Kevin Pride, Associate Dean | pride@southern.edu | 423.236.2993 |
| Steve Rogers, Associate Dean | luciusr@southern.edu | 423.236.2991 |
| Susan Behnke, Office Manager | susanb@southern.edu | 423.239.2990 |
| Dusty Miller, Maintenance Supv. | gcmiller@southern.edu | 423.236.2999 |
| Jenny Spicer, Housekeeping Supv. | jspicer@southern.edu | 423.236.2297 |

**Thatcher Hall—423.236.2904/Thatcher South—423.236.2910**

|  |  |  |
| --- | --- | --- |
| Chamra Anthony, Associate Dean | cotto@southern.edu | 423.236.2908 |
| Mary Neri, Associate Dean  | mneri@southern.edu | 423.236.2906 |
| Susan Pennington, Associate Dean | spennington@southern.edu | 423.236.2903 |
| Tina Seibert, Office Manager | jodyvandivier@southern.edu | 423.236.2902 |
| Edwin Alvira, Housekeeping Supv. | alvirae@southern.edu | 423.236.2909 |

**Southern Village—423.236.2910**

|  |  |  |
| --- | --- | --- |
| Donene Braithwaite, Associate Dean | dbraithwaite@southern.edu | 423.236.2907 |
| John Willis, Associate Dean | johnwillis@southern.edu | 423.236.2997 |
| Lisa Patterson, Administrative Dean | lpatterson@southern.edu | 423.236.2901 |

**Housing Information:**

|  |  |  |
| --- | --- | --- |
| Talge | pride@southern.edu | 423.236.2222 |
| Thatcher and Thatcher South | housing@southern.edu | 423.236.2903 |
| Southern Village | svhousing@southern.edu | 423.236.2901 |

**RESIDENCE ROOMS**

**Changes**

After the first two weeks of the semester, students may request a room change by contacting the housing dean assigned to their building. Please note that room changes will not be approved based on reasons related to race, religion, or national origin. Unauthorized moves made without prior approval may result in additional charges.

To ensure a smooth and respectful process, the following steps must be followed:

1. Speak with Your Roommate First
Open communication is key. This courtesy often helps avoid misunderstandings and can lead to a smoother transition.
2. Submit Your Request
Contact your respective housing office to formally submit your room change request.
3. Follow Check-In/Check-Out Procedures
Once approved, follow the designated check-in and check-out instructions provided by your housing office.

**Please note:** All approved moves must be completed within **24 hours**, excluding Sabbath hours.

**Check-in Procedure**

Before moving into your reserved residence hall room, you must first check in at the Talge or Thatcher Office. The appropriate office staff will approve your move-in and activate your ID card for room access. You may not move any items into your assigned room until you have received official approval. Be sure to report any existing room damage during check-in, as failure to do so may result in charges when you move out.

**Check-out Procedure**

To ensure a smooth and complete check-out process, please follow these steps:

1. Clean Your Room
-Thoroughly clean your room before your check-out appointment. A detailed list of cleaning expectations is available in the residence hall office.
2. Schedule an Inspection
-Contact a dean, student dean/RA, or the office manager to inspect your room for cleanliness and damages.
3. Verify Contact Information
-During your check-out, the staff member will verify your contact information and enter it into the mobile check-out system. *Note:* We are unable to forward magazines. Be sure to submit a change-of-address form for each subscription you receive.
4. Review and Sign Inspection Form
-You and the staff member will review the check-out inspection list together. Both of you will sign the mobile inspection form. *Any damage noted during the inspection may result in charges.*

⚠️ **Important Reminder:**
There is no active check-out during Sabbath hours. Please plan in advance to complete your check-out before Sabbath begins.

**Improper Check-out**

Failure to follow the official check-out procedures may result in charges for any of the following:

* Incomplete or missing forwarding address card
* Insufficient cleaning of the room
* Packing or removal of belongings left behind
* Any unreported damages found during inspection

To avoid unnecessary charges, please ensure all steps are completed thoroughly and on time. If you have questions, contact your residence hall office before beginning the check-out process.

**Cleanliness**

Residents are expected to keep their rooms clean and orderly at all times. Bathroom cleanliness is especially important, as mold can become a serious issue without regular cleaning.

* Suitemates are responsible for working together to ensure that shared bathrooms are cleaned at least once a week.
* Resident Assistants (RAs) will conduct cleanliness checks of bathrooms and rooms every two weeks.
* Fines will be issued for unclean bathrooms and rooms.
* If cleanliness issues persist, a conference with a dean will be required to address the problem.

Maintaining a clean-living environment helps promote health, safety, and a positive community for everyone. If you need cleaning guidelines or have concerns, please contact your residence hall staff.

**Furnishings**

Each room is furnished with two beds, two standard twin mattresses, two desks, two chairs, drawer space, window blinds, and carpet. This furniture must remain in the room and may not be removed. A $100 cash fine will be assessed for the removal of any furnishings or blinds. Lofts may not be built, and furniture may not be disassembled or raised.

You are responsible for the condition of your room and will be charged for any damage or custodial expenses if the room is left in disrepair or requires cleaning. Wallpaper, contact paper, and painted furniture are not permitted.

Suggested items to bring to the residence hall:

* Desk and floor lamps (no halogen lamps)
* Towels and wash cloths
* Cleaning supplies
* Cell phone/charger
* Computer
* Keurig or Keurig-type machines
* Bicycle
* Small refrigerator (up to 4.5 cubic feet)
* Blenders, juicers, or any small appliance that does not heat
* Linens and pillows for standard twin size bed
* Waste basket
* Flashlight
* Iron with auto shut off only (iron boards are in laundry rooms)
* Stereo/headphones
* Microwave\*
* Stick vacuum
* Bathroom plunger
* Extension cord (only three-pronged UL cords and power strips are allowed)

\*Microwaves are the only appliance allowed that can heat food. Any appliance that generates heat is considered a fire hazard.

Items to leave at home (including but not limited to):

* Firearms or weapons of any type
* Tv’s or computers over 43”
* Punching bags
* Role playing games
* Inappropriate posters
* Mini blinds
* Wireless routers
* Beds
* Dart boards
* Pets (unless an approved ESA’s)
* Street signs
* Video projectors

Items not allowed in Residence Halls due to being potential fire hazards:

* Rice cookers
* Deep fryers
* Crockpots
* Hot pots/plates
* Coffee makers with hot plates (Keurig type allowed)
* Oil or lava lamps
* Oil diffusers
* Oil or lava lamps
* All open (spider or torch style) lamps containing incandescent bulbs
* Objects with open flame
* Candles/torches. Candles are not allowed in the residence halls, even unlit. This also includes candle warmers
* Fireworks
* Incense
* Fog, steam, or mist creating appliances (example: oil diffusers)
* Combustible chemicals
* Gas or fuel cans
* Bean bag chairs
* Hover boards
* Flammable camping equipment (kerosene, cook stoves, steno, lanterns)

For more detailed information on fire safety and policies, please visit: https://www.southern.edu/administration/campus-safety/yoursafety/fire.html)

**ID Card / Keys**

Your ID card serves as your room key and is issued at the Campus Card Desk, located on the 2nd floor of Wright Hall. When you check into your residence hall, please bring your ID card so it can be programmed for your assigned room.

If you lose or misplace your ID card:

* Visit the Campus Card Desk as soon as possible to obtain a replacement.
* If the Campus Card Desk is closed, a temporary card will be issued until you can get a new ID card.
* Residents have two days to replace a lost or missing ID card.

If you find yourself locked outside your room, please call the front desk and ask for the dean on duty to assist you.

**Lofts**

Lofts may not be built, and furniture may not be disassembled. Beds may only be raised for the purpose of bunking.

**Room Rates**

**Double Occupancy**

All residence hall rooms at Southern Adventist University are double occupancy. Each resident rents one half of the room, so unoccupied spaces may be assigned to new residents at any time. It is important that you only occupy your designated side of the room.

Residence Hall Rates (per semester):

* Thatcher / Thatcher South Hall: $2,850
* Talge Hall:
	+ Suite Room: $2,850
	+ Non-Suite Room: $2,810
* Southern Village: $3,090

**Single Occupancy**

(Available by request if space permits)

Single occupancy rooms may be granted after the school year begins, once all students have been assigned to double occupancy rooms. Preference will be given to students with the most credit hours.

To request a single occupancy room, you must:

1. Submit a written request to the Housing Office (email is accepted).
2. Provide parental consent in writing to the appropriate Housing Office (email is accepted).
3. Obtain approval and clearance from Student Finance.

Please note: Rent for single occupancy rooms is 1.5 times the regular double occupancy room rate.

**Room Reservations**

The Housing Office will open Virtual Room Reservations in April each year. Prior to this, students will receive detailed instructions outlining the necessary steps to be eligible to reserve a room. It is very important to regularly check all emails from the Housing Office to stay informed.

Please note: The ability to reserve a room depends on being pre-registered for classes and having a current financial account.

Residence halls are primarily designed for currently enrolled undergraduate students who are 22 years old or younger and are taking at least six credit hours. Students taking fewer credit hours may be considered for housing if space is available.

**Dimensions**

Thatcher Hall and Thatcher South:

 Rooms: 16.10’ x 12.4’

Talge:

 Main residence hall rooms – 9.11’ x 14.7’

 1st West (1,2,3) – 10.6’ x 16’

 New wing – 13’ x 16’ and 13’ x 18’

*For a virtual tour, visit southern.edu/residencelife and click on the picture of the residence hall you want to view.*

**Special Accommodations**

Students with disabilities needing personal attendants or special residential accommodations must have their requests approved by Disability Support Services at 423.236.2574 before being considered for housing.

**RESIDENCE LIFE POLICIES AND PROCEDURES**

Policies and procedures in this handbook may change after consultation with administration. Any updates will be announced in the Residence Hall newsletter.

**A/C-Heater Units**

Housekeeping will clean A/C-heater unit filters monthly. Do not tamper with internal controls; use only the outside panel and vent. During breaks, set the unit to “4” (about 70°F), automatic cool in summer, and automatic heat in winter. Keep the area in front of the unit clear for proper air circulation, and beds must be at least 12 inches away from the unit.

**Auto repairs / Engines / Motorized Vehicles**

Auto repairs, including oil changes, are prohibited in parking lots to prevent damage to the pavement. Please use the trash cans provided in parking areas for disposal.

Due to fire hazards, engines of any type (auto, motorcycle, chainsaw, etc.) and all motorized vehicle parts, including tires, are not allowed in residence halls, Southern Village, storage closets, or rooms. Violations may result in cash fines and charges for any damages.

**Bulletin Boards**

All materials posted on lobby bulletin boards require approval from a dean or office manager. Hallway bulletin boards are reserved exclusively for RA use.

**Camping**

For weekend camping trips off campus, you must submit a request through the regular weekend leave process.

You need to provide the specific camping site, an approved adult sponsor (age 23 or older) for mixed-gender groups and ensure separate sleeping arrangements for each gender. Mixed-gender camping groups must submit their leave requests by the deadline to allow time for sponsor approval. Campus-sponsored organizations must follow these same rules. Camping alone is prohibited.

**Ceiling Tiles**

Ceiling tiles must stay in place, and nothing should be stored above them. If you see any damaged or missing tiles in your room, submit a maintenance request right away to avoid damage fines.

**Cleats**

Please remove your cleats before entering the residence halls after participating in sports.

**CCTV**

Southern is committed to enhancing the safety and quality of life on the campus. A critical component of a comprehensive security plan is the use of Closed-Circuit Television (CCTV). Information obtained through video monitoring will be used exclusively for security and law enforcement purposes and will be conducted in a manner consistent with university policies. Video monitoring of public areas for security purposes at the university is limited to uses that do not violate the reasonable expectation to privacy as defined by law. There is a reasonable expectation of privacy in showers, restrooms, and individual resident rooms.

**Confiscation Policy**

Stereos and speakers confiscated for noise violations will be held for one month before return, and cash fines apply. Other items like large TVs (over 43”), posters, firearms, swords, and role-playing games won’t be returned until the resident can take them home. Weapons may be handed over to Campus Safety.

The university, residence hall deans, and RAs are not responsible for confiscated items in storage. It is recommended that you purchase personal property insurance for your personal items.

**Decorations**

When decorating your room, please keep paper decorations to a minimum. Lighted candles or door decorations are not allowed. During the Christmas season, live trees are not permitted in the building.

**Distribution of Information**

Anyone wanting to distribute information through pamphlets, newsletters, newspapers, voice, or other means must first get permission from the Director of Student Life and Activities. Posting information in the residence halls also requires approval from the residence hall staff.

**Door Locks**

Taping or tampering with door locks is prohibited and will incur a cash fine. If a lock is damaged and needs replacement, a replacement fine will be charged. (see fine list below).

**Electricity**

To conserve energy, turn off lights and appliances when not in use. Before vacation or weekend trips, be sure to turn off all electrical items (except your refrigerator).

**Exiting and Entering Dorm from 11:00pm - 6:00am**

No one may enter or exit the residence hall through the side doors between 11:00pm and 6:00am. During these hours, use the main entrance and follow the proper sign-in/sign-out process. Violating this rule is a major offense and may lead to consequences. In case of fire alarms or emergencies, follow the instructed exit/entry procedures.

**End of Semester Violations**

If you have less than one month left on RHR or CP due to night check violations, a major night check violation will result in a $35 fine (reduced to $25 if paid before leaving for the semester) and placement on CP for the rest of the semester. Further major night check violations will lead to a $100 fine and a meeting with the Dean of Students.

**Eviction Policy**

When students are no longer registered for classes, they must vacate campus housing. The student will be notified by a dean in writing that they will have 48 hours to vacate the premises. This policy also applies during summer terms if a student does not retain his or her accepted status. If the student does not vacate housing within the allotted time, his or her personal belongings will be placed in storage, and the student will forfeit all refundable housing deposits and fees. Any exceptions must be arranged through the deans, Student Development, and Student Finance.

**Fines**

If a resident is fined near the end of a semester and the fine remains unpaid by due date, it will be charged against their student account with a processing fee applied.

**Furniture**

Furniture from residence hall lobbies or kitchen/lounge areas must not be moved. Violating this policy will result in a cash fine (see fine list below).

**Hair Cutting**

Haircuts must be done only in designated, approved areas in the residence halls. Use drop cloths under the chair to reduce mess and make cleanup easier.

**Illness**

Residents with illnesses or injuries needing constant monitoring cannot stay in the residence hall until they are no longer at physical risk and have physician clearance. Health services or the doctor will provide guidance. Other illnesses, like the flu, should be reported to a dean.

**Insubordination**

Not complying with requests from a dean, whether written or verbal, will be seen as insubordination and may lead to Citizenship Probation or additional disciplinary action.

**Internet Usage**

Your use of the Internet should be consistent with the Christian values that Southern maintains. The University reserves the right to check the contents of computer files on the campus and in individual rooms for illegal activities and pornographic materials. You accept this authorization when you rent a room. Accessing pornography, hate sites, and other non-Christian material will be justification for turning off individual Internet service. If you violate the law, criminal prosecution may result. Because wireless service is now available in the residence halls, individual wireless routers permitted.

**Lobbies**

The main lobbies of each residence hall are open for mixed visits from 8am to 11pm Sunday through Friday, and until 12:45am on Saturdays. Members of the opposite gender are not allowed in any other areas of the residence hall. Permission from a dean is required for a person of the opposite gender to assist a resident with moving in. Violating this policy may result in suspension.

If you use a laptop in the lobby, headphones must be worn when listening to anything with sound. Please avoid watching secular movies in the lobby during Sabbath hours.

**Mental or Emotional Health**

If for any reason you are discouraged or depressed, talking with a counselor will make it easier for you to deal with your discouragement. The Counseling and Testing Center has professional counseling available for those who are experiencing suicidal feelings and desire help in coping with them. Any student who attempts suicide, displays behavior that could lead to such an act, or demonstrates a tendency toward self-harm, may be placed on an open-ended medical leave of absence. Continuation as a student will occur only after the student has presented documentation of an approved therapy program.

**Night Check**

Residence halls close at 11:00 PM Sunday through Friday and at 1:00 AM on Saturday. Doors remain locked until 6:00 AM, and all outside access is restricted during that time. Night check occurs at curfew, and you must register your presence by either checking in at the night check table in the main lobby or with an RA conducting room checks.

If you need to leave the building before 6:00 AM, you must get permission from a dean **before** they leave for the night. Sign-outs are meant to be exceptions, not routine. Please complete all off-campus activities and park your car before checking in.

If you are unable to return to the residence hall by closing time due to work, you must submit a petition form to the dean responsible for night check. Only with an approved petition will you be exempt from night check violations related to your work schedule.

Your work must be scheduled so you can return by 1:00 AM on weekdays and 2:00 AM on Saturday nights. Check with a dean to obtain the necessary forms for your residence hall. Petitions must be submitted within two weeks of the start of the academic year or the beginning of a new job. After that, late arrivals may not be excused without a submitted petition. If you are a nurse working night shifts, consult your deans for specific requirements.

**Late Leaves**

Residents may request one late leave per week, allowing up to 60 extra minutes beyond curfew, with a latest return time of 2:00 AM. Late leave request forms are available at the front desk and must be approved **in person** by a dean—they cannot be left for later approval.

Late leaves may be requested for emergencies, special occasions, or out-of-town travel and are available for any night **except Friday and Saturday** (unless due to travel or emergencies). Late leaves may not be obtained during Sabbath hours.

Desk workers cannot accept call-ins. If an emergency prevents you from returning by curfew, you must call and speak directly to the dean on duty.

**Major Violations**

Returning more than an hour late is considered a major violation of the night check policy and requires a meeting with a dean. Major violations, including being unaccounted for at night check or signing out without permission—typically result in one month of Residence Hall Restriction and may include a cash fine. If you receive another major violation in the same semester, you will be placed on Citizenship Probation for one month.

**Night Check Summary**

This chart applies to Talge, Thatcher, Thatcher South, Southern Village and the Cottages

(This chart applies to students age 18+)

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Age/Class/GPA** | **Day** | **Curfew** | **Minor** | **Major** |
| **All freshman under 20** | Sun – Fri | 11:15pm | 11:16pm – 12:15am | After 12:15am |
|   | Saturday | 1am | 1:01am – 2am | 2:01am – 6am |
|   |   |   |   |   |
| **Sophomores+ and must be either 20+ or GPA 3.0+** | Sun – Thur | 1am | 1:01am – 2am | 2:01am – 6am |
|   | Friday | 11:15pm | 11:16pm – 12:15am | After 12:15am |
|   | Saturday | 1am | 1:01am – 2am | 2:01am – 6am |
|   |   |   |   |   |
| 94+ Credit Hours or 22+ | Sun – Thur | 2am | None allowed | After 2am |
|   | Friday | 12:15am | None allowed | After 12:15am |
|   | Saturday | 2am | None allowed | After 2am |
|  |  |  |  |  |  |  |

 \**If you are on Citizenship Probation, you forfeit late curfew*

**NOTE**: Signing out between your curfew time and 6 am requires a dean’s permission. Without a dean’s permission, it will result in a minor or major violation.

**Overnight Guests**

If you plan to host an overnight guest, you must complete a visitor registration form, available at the front desk. For extended stays, special arrangements must be made with a dean. Weekday visitors are charged a $10 per night fee, payable to an Office Manager or Dean upon arrival. Guests must be at least 16 years old and must obtain a temporary parking permit from Campus Safety by calling ext. 2100.

**Overnight leaves**

Anytime you leave campus overnight—including for school-sponsored trips—you must submit an overnight leave request online at residencelife.southern.edu. All leaves must be approved **before** you leave campus, and it is your responsibility to check the status of your request on the website. Parental approval may be required for some leaves. ***DO NOT LEAVE CAMPUS UNTIL YOUR LEAVE HAS BEEN APPROVED!***

If a leave is canceled or a resident returns early, a dean or student dean must be informed, and the resident must return to the residence hall by curfew or grace period to avoid a minor or major night check violation. Any change in destination must also be reported to the dean. Failure to report changes will result in a falsified leave violation.

Falsifying overnight leave will lead to disciplinary action, which may include suspension.

Residents with approved overnight leaves should not be in the residence hall during the leave dates. If you are in the residence hall after 11:15 PM while on leave, you must see a dean or student dean to be allowed to leave again.

Weekend leaves must be submitted by 9:00 PM on Thursday. Leaves submitted after this time require approval from a dean or student dean.

Other overnight leave policies include:

1. If your leave overlaps with work or class, you must arrange approval with your work supervisor or academic dean.
2. In emergencies preventing your return by the stated date/time, you must call your dean to request an extension.
3. You may only sign out to a host who is 23 years or older.
4. Leaves for sign-outs to Southern Village, Spaulding Cove, or other on-campus housing will not be approved.

**Painting**

Spray paint, other paints, and adhesives are prohibited in the residence hall. Violations will result in a cash fine and clean-up charges.

**Parking lots**

Check the parking map on the Campus Safety website (campussafety.southern.edu) to find which lots are valid for your category. Parking lots are color-coded as follows:

* Green: Talge residents
* Purple: Thatcher residents
* Red: Southern Village residents
* Blue: Commuter students
* Gold: Faculty and staff

Check with Campus Safety for the current parking restrictions in your residence hall. If you have an unregistered vehicle, park only in the lots you’re normally allowed to use. Never park in front of dumpsters or garbage pits—your vehicle may be towed. Boats, jet skis, and trailers are not permitted in any campus parking lot. Occasionally, campus events may require temporary parking changes.

**Pets**

Except for fish, no pets or animals are allowed in the residence hall unless approved as an ESA through Disability Support Services. Fish tanks in each room cannot exceed a total of 55 gallons, regardless of the number of tanks. Overnight guests must also leave pets at home. Violating this policy results in a cash fine, and fish tanks may be removed. (see fine list below)

**Posters**

Posters or pictures featuring nude or partially clothed bodies are not allowed as room decor. Decorations promoting lifestyles contrary to Seventh-day Adventist beliefs—such as those depicting alcoholic beverages, R-rated movie content, or certain musical groups—are also inappropriate. Confiscated items will not be returned.

**Pornography**

Magazines, computers, and posters containing pornography are prohibited in the residence halls. Such items will be confiscated and not returned. Repeat offenders will face disciplinary action.

**Public Display of Affection (PDA)**

All residents and visitors are expected to behave in a way that makes everyone feel comfortable. Physical intimacy is private, so couples should avoid public displays of affection—like massaging or sitting/lying on each other—in residence hall lobbies or anywhere on campus.

**Residence Hall Discipline**

Residence Hall Restriction (RHR) is imposed by the resident hall deans for policy violations. Possible restrictions may include some or all of the following:

1. No late leaves
2. No weekend leaves (overnight leaves)
3. No late entries

Citizenship Probation (CP) places the student on notice that his/her registration may be interrupted or canceled. It also carries some or all the following restrictions:

1. One approved weekend leave per month to go home if restriction is more than 4 weeks
2. No late leaves
3. Loss of late curfew privileges
4. Potential loss of all student leadership positions, including Student Association and religious activities.
5. Potential of no longer being able to participate in public appearances for on and off campus activities that represent the university, except class related events.
6. Other restrictions deemed appropriate

NOTE: Anyone who is already on CP and receives any majors/minors will:

1. Meet with the Dean of Student and Director of Residence Life
2. Possibly put on “registration hold”
3. Receive $100 fine (reduced to $75 if paid in cash within 2 weeks)

**Right of Entry**

The university reserves the right for a residence hall dean, a dean’s representative, or a college security officer to enter and inspect a student’s room whenever necessary. You accept this authorization when you rent a room.

**Roommate Bill of Rights**

Rooming with another person isn’t always easy. We offer the following “Roommate Bill of Rights” for you to consider. 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.

 “Roommate Bill of Rights” to help make residence hall life enjoyable through mutual respect:

1. The right to read and study without distractions or excessive noise.
2. The right to sleep peacefully without disturbances from noise or guests.
3. The right to have personal belongings respected.
4. The right to live in a clean environment.
5. The right to free access to your room and facilities without pressure.
6. The right to personal privacy.
7. The right to host guests who respect your roommate and others.
8. The right to resolve conflicts, with RAs and deans available to help.
9. The right to feel safe and free from intimidation or harm.
10. The right to reasonable cooperation regarding phone use.

Respecting these rights helps everyone enjoy their living space!

**Selling and Soliciting**

Sales parties (e.g., cosmetics, cookware) and using your room for business or fundraising for unapproved activities are prohibited in the residence halls. Exceptions require approval from a dean.

**Southern Village**

Southern Village is intended for upper class undergraduate students. Eligibility requirements, including the number of credits needed, may vary each year based on residential housing availability. Students wishing to live in Southern Village must demonstrate good citizenship and consistent worship attendance while residing in the residence halls. Additionally, all applicants must have lived in Southern residence halls for at least one full semester. Starting two weeks after the beginning of the school year, once registration closes—students must have junior status (55 credit hours or more) to move into Southern Village for the remainder of the academic year.

**Sound Equipment/Noise Policy**

Radios, stereos, musical instruments, keyboards, and amplifiers are allowed in your room as a privilege. You must keep the volume low enough that it doesn’t disturb others or carry outside your room. Headphones are required from 7:30pm to 6am for any audio above a quiet level. Failure to control your equipment can result in loss of this privilege and confiscation of speakers—warnings may or may not be given.

**Stealing**

To protect your belongings, label them with your name, keep serial numbers separately, and check if your parents’ insurance covers items at school—or consider getting your own policy. Taking items without permission, including residence hall property like furniture or tools, is theft and leads to immediate discipline, possible suspension, and a minimum $100 fine. Possession of unauthorized master keys results in serious discipline or dismissal.

**Summer Residents**

Residence halls are open in the summer at a reduced rate of $300/month. To live there, students must be enrolled in a summer class, accepted for the next academic year, have a full-time job, or combination of work and classes. To save energy and allow repairs, residents will be consolidated into one or two halls, with the rest closed.

**TV’s**

Students are allowed televisions up to 43” in their rooms.

**Vandalism**

Any damage to campus property will result in restitution, fines, and potentially criminal prosecution.

**Vaping/Vaping Paraphernalia**

Vaping and all related items—including liquids with or without nicotine—are considered fire hazards and are prohibited in the residence halls. Use or possession will result in fines and possible disciplinary action.

**Vehicle Registration**

Please register your vehicle within three days of arrival to avoid paying for tickets for unauthorized parking or failure to register. To register your vehicle, go to the web site for Campus Safety: southern.edu/campussafety. Then click on the Vehicle Registration option and follow the directions.

 **Windows**

* First-floor windows are regulated to prevent full opening, and screens must remain in place at all times.
* Tampering with windows, such as removing stops or screens, will result in a cash fine per person.
* Entering or exiting through windows can lead to Citizenship Probation (CP), suspension, and cash fines. Residents may be moved to higher floors if this occurs.
* Breaking zip ties on first-floor windows will incur a fine.
* Windows should only be covered by provided blinds so as to maintain a uniform, neat appearance; using flags, posters, signs, or decals as window coverings may result in fines

**Wireless Access Points**

Rooms are equipped with wireless access points mounted on the ceiling. Please do not touch or plug anything into them. Tampering with these devices may result in a cash fine and repair fees. Since wireless service is provided throughout the residence halls, personal wireless routers are not permitted.

**RESIDENCE HALL SERVICES AND FACILITIES**

**Bicycle Storage**

* Each residence hall (Talge and Thatcher) has a bicycle storage room with space for **one bicycle per resident**.
* Bicycles must be **registered** with the office managers; you’ll receive a registration sticker to put on your bike.
* Your ID card will be programmed for door access to the bike room.
* Padlocks for your bike are your responsibility.
* The residence halls **do not assume responsibility** for bicycles or items stored there.
* Bicycles left after a resident leaves school will be sent to Campus Safety unless prior arrangements are made.
* Illegally parked bikes (e.g., chained to handicap rails or loading docks) will be confiscated by Campus Safety and stored securely. Owners can reclaim their bikes during business hours with proper ID.
* All bicycle repairs must be done **outside** the buildings.

**Ice Machines**

Ice machines are in the following locations:

* Thatcher Hall: Ice machines are in the Café and on the fourth-floor South kitchenette.
* Talge Hall: Ice machine is in the vending room off the main lobby.

**Kitchens**

There are kitchens in the residence halls that students can utilize.

* **Locations:**
	+ Thatcher & Thatcher South: Kitchenettes on each wing.
	+ Talge: Kitchens on each floor of the 500 halls.
* **Equipment provided:** Stove, oven, and microwave.
* **What you need:** Bring your own cooking utensils.
* **Rules:**
	+ No cooking fish or other meats.
	+ Never leave food unattended while cooking.
	+ Unattended food causing a fire alarm will result in a fine.
	+ Always turn off stove burners.
	+ Leave the kitchen clean after use.

**Laundry Rooms**

* **Laundry locations:**
	+ Thatcher: washers and dryers in kitchens on each wing
	+ Talge: laundry rooms on every floor
* **Tips:**
	+ Label your clothes to avoid theft
	+ Don’t leave laundry unattended (residence halls not responsible for lost items)
	+ Remove laundry promptly so machines are free for others
* **Laundry service hours:**
	+ Closes 30 minutes before sunset Friday
	+ Reopens 30 minutes after sunset Saturday
* **Reporting problems:**
* Go to residencelife.southern.edu and select “Room Maintenance”

**Mail Information**

**No mail delivery on weekends (Saturday & Sunday).**

* You can pick up mail and packages at your residence hall front desk.
* Check your mailbox daily to keep space for new mail and stay updated.
* Desk workers cannot retrieve mail from your mailbox.
* Find your mailbox combo at residencelife.southern.edu under Student Information.

**Packages:**

* Packages are scanned into a digital system, you’ll get an email when your package is ready for pick-up.
* Tracking might say “delivered” but your package could still be processing, so plan accordingly—especially for next-day USPS items.

**Addressing mail:**

* Use both your physical address and PO Box.
* Use Address 1 and Address 2 fields if available to avoid delays.

Talge Hall

Resident Name

4891 Taylor Circle, Resident Room #

PO Box 569

Collegedale, TN 37315

Thatcher Hall

Resident Name

4871 Taylor Circle, Resident Room #

PO Box 529

Collegedale, TN 37315

Thatcher South/Southern Village

Resident Name

4841 University Drive, Resident Room or Apt# PO Box 2218

Collegedale, TN 37315

All mail and packages are distributed by the Residence Halls, and residents should not go directly to the Post Office to pick up mail or packages unless they have purchased their own PO Box through USPS. If the Post Office requires a resident to sign for a package, a pink slip will be placed in their mailbox or sent via email notifying them of the package. The resident must take the pink slip to the Collegedale Post Office to sign for and receive the package.

**Maintenance Request Procedure**

1) Go to residencelife.southern.edu

2) Click on Room Maintenance

3) Fill out the form

4) Click: Submit

Repairs are typically completed within 48 to 72 hours of your request; however, if you have an urgent issue that requires immediate attention, please contact the dean on duty.

**Newsletters**

The Residence Halls send out a weekly newsletter called ReZ Life, which includes announcements, reminders, and policy updates. Information in the newsletter carries the same importance as what is published in this handbook or the Southern Adventist University Student Handbook. You are responsible for the information contained in these publications.

**Pest Control**

To request pest control service, submit a maintenance request at residencelife.southern.edu. Please help by keeping food in closed containers, emptying your trash daily, and cleaning dirty dishes. Pest control services are provided once a week, currently scheduled for Tuesdays.

**Recreation/TV Rooms**

Recreation rooms and TV rooms are located in the basements of both residence halls and are reserved for use by residents only. These rooms are closed on Friday and Sabbath.

Thatcher’s Café may be used for mixed group activities until 9 p.m. by reservation only, which can be made by contacting the Thatcher office manager. Suitable events include bridal showers and similar gatherings, with reservations limited to a maximum of two hours. Please remember that cooking fish or other meat is not allowed. After use, clean the area thoroughly and ensure that ovens and burners are turned off.

**Student Transportation**

The Transportation Department provides rides for students to and from the Chattanooga airport and Groome shuttle stations at the beginning of each semester, during Thanksgiving, Christmas, Spring Break, and at the end of each semester.

 **Storage/Trunk Rooms**

A storage room is in the basement of each residence hall building. During the school year, use of this facility is free, but during the summer a $40 fee is charged and billed to your student account. To reserve a bin, visit the Talge Office for Talge residents or the Thatcher Office for Thatcher residents. All stored items must fit within the reserved bin and be stored at least 18 inches below the sprinkler pipes and ceiling. Residents who do not return after summer must arrange for their stored items to be sent to them within 30 days. Items left in storage beyond 30 days after the arranged pick-up date or after residence hall status ends will be disposed of by residence hall personnel.

Furniture, bicycles, empty cartons, and auto parts (including tires) are not allowed to be stored in the storage room. *The residence halls do not assume responsibility for any items placed in storage, so it is recommended that you obtain personal property insurance to cover your belongings.*

**Vacuum Cleaners**

Vacuum cleaners are stored in the RA rooms, where they keep extra bags and can report any repair needs. After using a vacuum, please return it to your RA immediately. Additional vacuums are available at the front desk for checkout and should be returned within 15 minutes. Please avoid vacuuming after 9 p.m. or during Sabbath hours.

**Vending Machines**

Vending machines are available in each residence hall, and any damage caused by machine abuse will result in a fine and/or damage charges.

**Weight/Exercise Room**

Weight rooms are located in the basement of Thatcher Hall and on the 1st floor of Talge Hall. Users are expected to follow these policies: free weights may only be used when working out with a partner; all music must be played through headphones; and weights must be re-racked after use. *Residents use the weight and exercise rooms at their own risk.* Hours are posted on the weight/aerobics room doors.

**EMERGENCY SAFETY PROCEDURES**

**Fire Drill**

The residence halls are required to hold periodic fire drills. When the residence hall alarm sounds, the law requires that the residence halls be evacuated as promptly as possible. You should follow the fire escape route posted on the back of your room door. Please remain at your floor’s designated fire assembly point outside the Residence Hall until official permission has been given to re-enter the building. If the alarm occurs after night check, please check in with your RA or fire assistant at the location listed on the back of your door. Failure to evacuate the residence hall during a fire alarm will result in a cash fine (see fine list below).

**Campus-wide Emergency**

In the event of a tornado or other campus-wide emergency, you will hear the campus siren sound. Do not go outside. Instead, make your way to the designated tornado shelters (see back of room door for location information). To sign up for the campus wide emergency alert system go to: southern.edu/notify. *Please note, you must sign up every year to remain active on the campus wide emergency alert system.*

**Fire Exits**

Fire exits are to be used only during fire alarms or other emergency warnings. Use of these exits during any other time without permission will result in a cash fine.

**Fire Hazards**

No appliances (gas, electrical, battery powered, etc.) that heat are allowed, other than microwaves. *There will be a fine for the possession of items other than those that are approved or cause of any of these*.

**Fire Door Closers**

Because of the fire code, all rooms are equipped with automatic door closers. The purpose of this is to keep your door closed during a fire, thus preventing it from spreading. Your tampering with these door closers is a serious offense. Abuse of the equipment will result in fines and/or suspension (see fine list below).

**Fire Extinguishers**

The misuse of fire extinguishers, fire alarms, smoke detectors, or other protection equipment is expressly prohibited. 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 damage caused by the fire or smoke.*

For more information regarding Fire Safety visit: https://www.southern.edu/administration/campus-safety/yoursafety/fire.html

**Fine List**

|  |  |
| --- | --- |
| Blocking the A/C – heather | $25 |
| Candle wax warmers | $200 minimum |
| Covering windows | $100 minimum |
| Dirty suite bathroom | $25 per person |
| Door locks taped or tampered with | $25 per person |
| Exiting and entering rooms through windows | $200 |
| Failure to evacuate the residence halls during a fire alarm | $200 |
| Firearms / weapons | $200 |
| Fire hazards | $200 |
| Fire protection equipment – tampering with | $200 minimum |
| Improper check-out | $50 minimum |
| Kitchens – unattended food resulting in fire alarm | $200 |
| Lobby/Kitchen furniture in residence room | $100 per item |
| Night check fines at end of each term | $35 (cash $25) |
| Noise/sound equipment violation (1st offense) | $25 |
| Noise/sound equipment violation (2nd offense) | $50 |
| Painting (spray paint, adhesives, etc.) | $100 minimum |
| Pets/animals/fish & tank (capacity greater than 55 gal) | $50-$200 |
| Room damage | $50 minimum |
| Rooms – consistently unclean and disorderly | $100 minimum |
| Tamper with fire door closers | $200 |
| Tampering with window | $200 per person |
| Tampering with wi-fi access point | $200 |
| Television sets over 43” | $100 |
| Theft/stealing | $100 minimum |
| Using fire exits for non-emergency | $200 |
| Zip ties broken on first floor windows | $100 per person |