

2022-2023

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# Res Life

Living and Learning with  
Lubbock Christian University



## Important Housing Dates

August 2022	
1	Fall apartment lease period begins
17	Fall 2022 Balance Due
18	Freshman Move-In
18-20	GO! 2022
21	Cafeteria resumes regular service beginning @ lunch
22	Fall 2021 classes begin
26	Last day Refund 100%
31	Last day Refund 80%
September 2022	
5	Lunch and dinner ONLY in the cafeteria
6	Last day Refund 60%
7	0% Refund
October 2022	
13-16	Fall Break University Holiday (offices closed, limited café services)
17	Cafeteria resumes regular service
18	Mandatory Resident Hall Meetings
November 2022	
1	Applications for Spring housing available
9	Spring housing applications due
15	Last day to submit 30 day move-out notice for apartments
22	Breakfast and Lunch only in Cafeteria
23	Residence halls CLOSE @ 10 am
23-27	Thanksgiving University Holiday (offices closed)
23-27	Cafeteria CLOSED for Thanksgiving Break
27	Residence Halls open @ 1 p.m.
28	Cafeteria resumes regular service
December 2022	
5-8	Final Exams (All residents must move out within 24 hours of final exam)
8	Cafeteria closes after lunch for Christmas Break (Closed 12-9 thru 1-7)
9	Commencement
9	Residence halls CLOSE @ 10 am
15	Fall apartment lease period ends
24-1/2	Christmas Break University Holiday (offices closed)

January 2023	
2	Spring apartment lease period begins
5	Spring 2023 Balance Due
6	Residence halls OPEN @ 1 pm
8	Cafeteria resumes regular service @ lunch
9	Spring 2022 classes begin
13	Last day Refund 100%
16	Lunch and Dinner only in Cafeteria
18	Last day Refund 80%
23	Last day Refund 60%
25	0% Refund
February 2023	
March 2023	
10	Residence halls CLOSE @ Noon for Spring Break
10-19	Residence Halls CLOSED
11-19	Café Closed
13-17	Spring Break University Holiday (offices closed)
19	Residence halls OPEN @ 1 pm
20	Cafeteria resumes regular service
28	Mandatory KR and JH Hall Meetings
April 2023	
1	Applications for Fall housing available
7	Lunch and Dinner only in Cafeteria
15	Applications for Fall housing due
25	Last day to submit 30 day move-out notice for apartments
May 2023	
1-4	Final Exams (All residents must move out within 24 hours of final exam)
4	Breakfast and Lunch only in Cafeteria
5	Cafeteria closed
5	Commencement
5	Residence halls CLOSE @ 10 am
25	Spring Apartment lease period ends
June 2023	
1	Summer lease period begins

25	Last day to submit 30 day move-out notice for apartments
July 2022	
25	Summer apartment lease period ends

## Important Contact Information

### Director of Residential Life

Sunny Park  
806.720.7507  
[Sunny.Park@LCU.edu](mailto:Sunny.Park@LCU.edu)

### JOHNSON HALL

Front Desk  
806.720.8699

### KATIE ROGERS HALL & COURTYARD

Front Desk  
806.720.8878

### Resident Director

Jordan Meuse  
O: 806.720.8695  
C: 832.671.8284  
[Jordan.Meuse@LCU.edu](mailto:Jordan.Meuse@LCU.edu)

### Resident Director

Abby Williams  
O: 806.720.8879  
C: 806.290-6272  
[Abby.Williams@LCU.edu](mailto:Abby.Williams@LCU.edu)

### MABEE HALL

Front Desk  
806.720.8101  
**Resident Director**  
Brett Morte  
C: 713.252.4304  
[Brett.Morte@LCU.edu](mailto:Brett.Morte@LCU.edu)

### Apartments

Jordan Meuse  
O: 806.720.8695  
C: 832-671-8284  
[Apartment@LCU.edu](mailto:Apartment@LCU.edu)

### Dean of Students

Josh Stephens  
806.720.7502  
[Josh.Stephens@LCU.edu](mailto:Josh.Stephens@LCU.edu)

### Associate Dean of Students

Kecia Jackson  
806.720.7503  
[Kecia.Jackson@LCU.edu](mailto:Kecia.Jackson@LCU.edu)

### Student Life

Shirley Cope  
806.720.7501  
[Shirley.Cope@LCU.edu](mailto:Shirley.Cope@LCU.edu)

### Admissions

Rhonda Pool  
806.720.7151  
[Rhonda.Pool@LCU.edu](mailto:Rhonda.Pool@LCU.edu)

## Residential Life Staff

### Director of Residential Life

The Director of Residential Life is a full-time Student Life professional who oversees all areas of Residential Life. Sunny Park currently serves as Director of Residential Life (sunny.park@LCU.edu).

### Resident Directors

Each residence hall is staffed with a Resident Director. The Director is integral in facilitating campus community living, overseeing the general operation of the hall, and pursuing the best ways to meet student needs. Resident Directors supervise student employees, mediate conflicts among residents, work cooperatively with the Director of Residential Life, and perform administrative tasks for the smooth functioning of the unit. Brett Morte (brett.morte@LCU.edu), Jordan Meuse (jordan.meuse@LCU.edu), and Abby Williams (abby.williams@LCU.edu) currently serve as Residence Hall Directors.

- **Resident Assistant (RA):** RA's are students who are selected because of their leadership abilities and desire to serve the university. RA's strive to maintain an environment conducive to learning by enforcing housing policies, assisting with conflict resolution, planning educational programming, and performing other services as needed. Every resident will be assigned an RA.
- **Community Advisor (CA):** CA's are student residential life leaders who are selected because of their leadership abilities and desire to serve the university. CA's assist the Resident Directors and RA's in administrative duties, residential programming, and other duties as assigned.

### Apartment Manager

The Apartment Manager is a professional employee who maintains the waiting list, enforces apartment policies, maintains apartment leases, distributes keys, processes check-out sheets, and coordinates dispersion of security deposits to former residents. The apartment manager can be contacted at apartments@lcu.edu.

# Community Housing Policy

## Community Living

- Residential Life is an essential component of the overall educational experience.
- The Residential Life experience is about living together and learning together.
- Paramount to the Residential Life experience is encountering God both personally, in community, and learning to be faithful servants of Jesus Christ

## Residency Policy (Effective beginning Fall 2022)

Lubbock Christian University believes in the transformative impact of a residential campus community and maintains multiple on-campus housing venues to meet the variety of needs and preferences of its students.

Full-time, unmarried undergraduate students are generally required to live in LCU campus housing for their first three years of study at LCU.

Students have the option to live off-campus for the following reasons.

- The student is 21 years of age prior to the beginning of the fall semester.
- The student is married and/or has dependent children.
- The student is part-time, enrolled in 11 semester hours or less at LCU.

In certain circumstances students may qualify to petition to live off campus if one of the following stipulations is met:

1. The student lives with parent or legal guardian in their primary residence within a 45-mile radius of the LCU campus. Students whose parents own property or home in Lubbock are not exempt from the residency requirement.
2. The student has a significant medical/ADA condition submitted through disability services that would preclude the student from living on campus.
3. Transfer Student: The student transferred to LCU with living arrangements already in place prior to enrollment.

The required petition form may be obtained from the Residence Life office. Petitions from current students must be submitted for the semester during which the student wishes to live off-campus. For new students matriculating to LCU, the petition submission deadline for the Fall semester is June 1, and December 1 for the Spring semester. The petition will be reviewed by the housing committee. Students should not sign a lease or make commitments prior to the decision of the housing committee.

For students who have completed two long semesters at LCU prior Fall 2022, please see [your applicable policy](#).

## **Equal Opportunity Statement**

Lubbock Christian University (LCU) is an Equal Opportunity Employer and does not unlawfully discriminate on the basis of race, ethnicity, national origin, sex, age, or disability. LCU is religiously affiliated with the Churches of Christ. It is the purpose of LCU to be a Christ-centered, academic community of learners, providing a transformative educational experience for students. The university pursues the very highest employment and academic standards within a context that celebrates and extends the spiritual and ethical ideals of the Christian faith. In accordance with federal and state law, LCU reserves the right to seek, hire, and promote persons who support the goals and mission of the university, including the right to prefer co-religionists.



## Residential Life Community Guidelines

The residence halls comprise a unique community living environment. General community living policies provide for the health, safety and security needs of all campus community residents. The following policies are designed for residential community living with the intent of fostering a cooperative living environment and prohibiting certain behaviors which can potentially adversely affect the residence hall community. All ResLife community guidelines can be found on the Students Right to Know page on the Portal.

### Advertising, Posting, and Solicitation

Soliciting in the residence halls is prohibited to protect residents from unwanted disturbances. Residents should report all solicitors to the hall supervisor or LCU Public Safety. Campus organizations or individuals desiring to post notices or sell items in the residence hall lobbies must be stamped and approved in the Student Life Office.

### Age

The maximum age for students residing in Johnson Hall and Katie Rogers Hall is 25 years of age. The maximum age for students residing in the Mabee Hall, Courtyard or the Rec Center Housing is 28 years of age. Exceptions to this policy must be granted, in writing, by the Director of Residential Life.

### Babysitting

Babysitting is not permitted in the residence halls; no one under the age of 15 is permitted in the residence halls without the consent of the Resident Director.

### Behavior

All residents are expected to conduct themselves in a manner consistent with the Christian identity of the institution and according to the expectations described in the Student Handbook.

### Cable TV

The university provides cable television in the common areas of Katie Rogers Hall, Johnson Hall, and Mabee Hall. Residents may use their own individual streaming options, including some of which may already be available from your existing family subscriptions.

### Campus Dining

All first year students living on campus are required to purchase either the **All-Access 5-Day plus weekends plan** or **All-Access 5-day plan** (as shown below). Second-Year and older students living on campus (excluding on-campus apartments, see apartment information) are able to purchase any of the following three meal plans. Munch Money may be used in the LCU "Caf," Starbucks, Chap Express, and Rhodes Perrin Recreation Center, as well as for concessions at the RIP Griffin Center and Hays Field. Students may

add additional Munch Money in the Student Business Office.

### 2022-2023 First-Year On-Campus Student Meal Options *(per semester)*

*Required for All Incoming Freshmen/First Year Students*

**\$2075**

Option 1	Option 2
All Access 5 Days + weekends \$100 Munch Money	All Access 5 Days Monday - Friday \$200 Munch Money

Note: First-year students MUST purchase either the All-Access 7-day plan or All-Access 5-day plan\*

### 2022-2023 Second-Year+ Student Meal Options *(per semester)*

Students living in On-Campus Housing (excluding on-campus apartments see below) are able to purchase any of the following meal plans:

Option 1	Option 2	Option 3
All Access 5 Days + weekends \$100 Munch Money	All Access 5 Days Monday - Friday \$200 Munch Money	12 Meals/week \$300 Munch Money
\$2075	\$2075	\$1715

Commuter students and students living in on-campus apartments are able to purchase any of the above meal plans, as well as the block plans below.

Option 4	Option 5	Option 6
75 Meals Per Semester \$50 Munch Money	50 Meals Per Semester \$100 Munch Money	25 Meals Per Semester \$150 Munch Money
\$605	\$485	\$355

## **Cleaning**

Residents are asked to keep their rooms clean and orderly. To maintain a healthy living environment, students are expected to vacuum on a regular basis, keep the floor free from clutter, and dispose of all food items appropriately. Putting food down the sink will cause the sink to clog. Students may be financially liable for charges incurred to unclog the drain filled with improperly disposed of food. Vacuums are available and may be checked out by an RA. Hallways, stairwells, and other common areas or exits must remain free from clutter and may not be used for storage. Resident Directors and the Director of Residential Life will make periodic inspections of rooms and common areas.

## **Communication**

Lubbock Christian University email is the official form of communication between students and campus officials. All students should check their LCU email on a daily basis. Failure to check an LCU email account daily does not nullify the information contained in the email. For more information on accessing a student email account, contact the ChapDesk at 720-7100.

## **Cooking**

Use of the resident hall kitchens requires individuals to be responsible community members. If one chooses to use the kitchen, it is imperative to follow all posted guidelines for kitchen use. Students are expected to monitor food as it is being prepared, clean up after themselves (i.e. wipe all cabinets and appliances, wash dishes and utensils, keep the refrigerator free from old food), and not steal other community member's food. Failure to follow these guidelines may result in a loss of kitchen privileges for you or all residents. Additional kitchen guidelines will vary according to the facility.

## **Community Disruption Policy**

As a part of a community where the Christian faith guides every dimension of community life, and mutual respect and dignity of others is the norm, each person shares the responsibility to uphold the values of the university community. With community at the heart of Lubbock Christian University, there may be circumstances in which the needs of the individual exceed the abilities or wellbeing of the community at large. University staff members are committed to utilize resources reasonably available to the student. However, if the needs of the student exceed the university's so he or she can receive the necessary care.

Certain actions or special regulations may be required if deemed to be in the best interest of the student's personal health. In some instances, a student's behavior or circumstance may be of such extreme nature that it causes disruptions in the residence halls or in the community at large. In these cases, the Behavioral Intervention Team (Chap Track) may determine that it is best for the student to be removed or restricted from the university at large until approved to return to campus and/or the original living arrangement. If a student does not accept the decision of the Behavioral Intervention Team voluntarily, disciplinary action may be taken.

## Community Meetings

Important information may be discussed at community residence hall and/or floor meetings. Residents are required to attend and are responsible for the information presented and disseminated at such meetings.

## Curfew and Overnight Checkout

Though Lubbock Christian University does not routinely police student destination locations, the sign-in/sign out process in Johnson Hall and Katie Rogers Hall is extremely important for student and hall safety. To expedite possible emergency contact, students leaving campus overnight or returning after 1:15 a.m. must check out overnight at the front desk of the residence hall. The student must list a physical address and phone number where he/she can be contacted. The student is expected to stay at the destination provided.

Students who are less than one year out of high school have a 1:15 am curfew unless the resident has checked out for that night. The Director of Reslife and/or RD reserve the right to limit the number of overnight checkouts if a resident is suspected of abusing the checkout policy by excessive checkouts or suspected of using the checkouts for purposes that do not align with the values of Lubbock Christian University. Second year residents do not have a curfew. However, the university cautions all residents against staying out past 1:15 a.m. Residents do so at their own risk.

Whether on or off campus, all campus residents are expected to conduct themselves in a manner consistent with the Christian identity of the institution and according to the expectations described in the student handbook. Any resident with questions about the appropriateness of checking out for a particular reason or destination should visit in advance with the Resident Director.

## Decorations

Residents are encouraged to personalize their rooms to provide a unique, comfortable living environment. At the same time, residents are asked to keep the integrity of the residence hall in mind when decorating. When personalizing one's room, please note:

- Residents are not permitted to paint the walls, tamper with lighting fixtures, remove ceiling tiles, or remove furniture from the rooms unless given permission to do so by the Resident Director.
- All rooms are furnished with mini blinds, but residents may choose to hang window coverings with a tension rod. Screws, double-sided tape, glue, hot glue, large nails, staples, and other decorating tools that damage surfaces are prohibited.
- For securing lightweight decorations to walls and doors, recommended products include Reusable Hooks with Command Adhesive Strips, and Removable Command Adhesive Poster Strips.
- Respect in the community environment is paramount. All decorations must be in accordance with the expectations described in the student handbook.

## Dress

Students should be properly clothed before entering the hallway or any common area in the residence halls. Special care should be given to this matter on the first floor, where

visitors or maintenance personnel are more likely to be present at any time. Please see the Student Handbook for further clarification.

## Electrical Appliances

Use of electrical appliances is permitted in the residence halls within certain guidelines. Generally, appliances should require no more than one thousand (1,000) watts.

Appliances used in the residence halls must be safe in design and structure and must be properly maintained. U.L. approved appliances are preferable. Heat producing appliances (electric heaters, electric burners, toaster ovens, candle wax warmers, Scentsy, crock pots, etc...), or other appliances with an exposed heating element, are not permitted in residence hall rooms. Due to potential fire hazards, only the following appliances are approved for use in the halls:

- Coffee maker
- Small portable fan
- Television
- Stereo
- One 700-watt microwave per room
- One dorm-sized refrigerator per room (if larger than 2.5 cubic feet, must sit on floor)
- All other appliances must have prior approval by the Resident Director

Before leaving for breaks and holidays, residents must unplug all electrical appliances to guard against fire hazards.

## Electrical Cords and Outlets

Multi-plug outlets and improper use of extension cords create fire and safety hazards.

Extension cords and multiple outlets are designed for minimum use for short periods of time. Therefore, please consider the following guidelines when using this equipment:

- Too many appliances on one extension cord can cause the cord to overheat and may result in a fire. (Note: Two or more cords plugged together are theoretically still only one cord.)
- Risk of shock or electrocution is increased when extension cords are placed in or through doorways that have metal doors or door frames and when cords are draped over metal objects or put in areas where they may be walked on.
- The outlets in each room were designed for either one or two appliances. Using too many appliances at one time may cause a circuit overload. Multi-plug covers, cords, or other splitters used to increase the number of appliances on one outlet are prohibited due to safety hazards and possible circuit overloads. However, a multi-plug power-strip that is designed to protect against electrical overload is permissible.

*This is not an exhaustive list of problems that can be caused by improper use of cords and outlets. For further clarification, please contact Facilities and Maintenance at 720-7776 (George.Davis@LCU.edu) with additional questions.*

## Entrance and Exit Doors

In an effort to provide a secure environment in the residence halls, residents should enter the building only through the lobby doors. Side and rear doors should remain locked at all times. Entrance doors will be locked at different times for each residence hall.

Residents will be notified of the time at which the doors will be locked for the particular hall in which they reside.

Propping exterior doors open compromises the security and safety of all residents. Emergency exits should be used only in the event of a fire or other emergency.

Unauthorized entry to restricted areas such as custodial closets, mechanical and technical rooms, offices, and roofs is prohibited. Such behavior may result in disciplinary action.

### **Entry, Search, and Seizure**

The university reserves the right to enter on-campus residences to check general conditions, perform custodial service, make repairs, ensure compliance with university policies, and handle emergencies in which there is reason to believe a health, safety, or fire hazard exists.

University representatives may search and seize any contents that violate school policy or present health, safety and/or fire hazard with the authorization of the Dean of Students, Associate Dean of Students, Director of Residential Life, or the Vice President for Student Life. Whenever possible, it is desirable for the student to be present, but consent is not needed.

### **Fines and Charges**

Students are responsible for loss or damage to furnishings or equipment in the residence halls. Fines for damages will be due immediately upon incidence of damage and the repair/replacement will take place in a timely manner. In nearly all situations, fines will include labor and repair costs in addition to replacement costs.

Each resident that lives on campus is responsible for the condition of his/her bedroom and bathroom. The residents of Apartments and Court Yards are responsible for the condition of the common areas, such as the hallway(s), living room, and kitchen. Residents and their roommates are responsible for the lobby, hallways, stairwells, elevators, vending machines, kitchen, and common interior and exterior doors. *In halls or community areas where the university has determined that there is undue abuse of university property and the responsible individual(s) cannot be identified, all residents may be held responsible for paying a prorated share of the cost of repairing such damages.*

If extensive damage occurs in a common area and the responsible party can be determined, the cost necessary to repair or replace the damaged property will be charged to that resident. If the responsible party cannot be determined, then the cost of repairs will be divided and charged among the residents that live there. To avoid being charged for damage that existed before a resident moves in, all residents must complete a check-in inventory when moving into the unit. Residents will need to complete a check-out inventory form prior to moving out. A member of the ResLife Team will complete a final inspection of each residence.

Every effort will be made to determine if damage was a result of normal use. If it is determined that the damage may have been intentional or a result of negligence, then residents will be charged accordingly. The following is a list of possible charges.

These charges will be placed on the students account.

Carpet cleaning	\$ 55 - 120
Failure to deep-clean apartment	\$ 40 - 100
Improper move-out	\$ 50-250
Per Key	\$ 25
Major wall/door damage	\$ 50
Minor wall/door damage	\$ 10-25
Repaint room	\$ 100
Repaint wall	\$ 30
Replace broken window (1)	\$ 75 - \$200
Replace flooring in room	\$ 250-500
Replace mini-blind (1)	\$ 15
Replace window screen (1)	\$ 50

### **Fire Policies and Evacuation Procedures**

Fire and evacuation information is posted on each floor of the residence halls. Residents should be familiar with this information. LCU considers fire safety extremely important, and students have an obligation to adhere to university regulations, as well as city and state statutes. Residents will participate in periodic fire drills each semester. Failure to respond appropriately to fire alarms will result in disciplinary action for those involved and will necessitate additional drills for all residents.

### **False Alarm**

Students are asked to respect the residential community and not set-off false alarms. In the event of a false alarm, every effort will be made to identify the responsible individual(s). When such persons are identified, they will be referred to the Dean of Students for disciplinary action.

### **Fire Prevention Regulations**

The following are prohibited in the residence halls because of their potential as fire hazards:

1. Open flames such as candles, incense, matches, and lighters;
2. Appliances with exposed heating elements;
3. Doors and walls in rooms that are more than one-half covered with paper or posters;
4. Use or possession of fireworks or firecrackers;
5. Use or possession of combustible paints, spray paint, or liquids;
6. Combustible engines;

## 7. Halogen bulbs.

### **Fire Evacuation Procedures**

Detailed information is posted on each floor in the residence halls. When the alarm sounds, each resident should follow the established procedures:

- Residents should leave their doors open as they exit their rooms. (If possible, residents should take their room key with them.)
- Residents should begin an immediate and orderly evacuation along the designated evacuation route established for the area. Residents should not run. They should move quickly to the nearest designated stairwell and exit. They should exit the building and wait for instructions or permission to re-enter the building. (A staff member will make certain that rooms, closets, restrooms, computer labs, and other common areas are not occupied.)
- The residence hall staff will signal when the building is safe and ready for re-entry. No one is allowed to re-enter until this signal is given. Personnel authorized to give re-entry instructions include the hall supervisor, LCU administrator, or LCU Public Safety. Please note that firefighter may indicate a building is safe, but they cannot give permission to re-enter the building.

Anyone who does not evacuate or who does not comply quickly and properly with the instructions of a staff member will be reported to the Dean of Students. Failure to evacuate a building after a fire alarm has sounded will be subject to appropriate disciplinary action and a minimum fine of \$100.00.

### **Misuse of Fire Safety Equipment**

Any individual who misuses or tampers with fire safety equipment will be subject to disciplinary action and will be charged \$250 plus the cost of repair or replacement of misused or damaged equipment, cleaning of the facility, and damage to other property. Fire safety equipment includes, but is not limited to, signs, extinguishers, smoke detectors, and pull stations.

### **Setting Fire**

Any individual who intentionally, negligently and/or recklessly sets a fire on university property is subject to immediate dismissal from the university, may be charged a fine of \$250 minimum, and will be charged for repairing any damage caused by the fire.

In addition to being subject to university penalties, any student who starts a fire, damages or tampers with evacuation alarms, or misuses fire safety equipment also may be subject to prosecution in criminal court by the proper federal, state, county, or city authorities, and/or the Lubbock Fire Department in accordance with the Lubbock Fire Code and all statutes, laws, rules, and regulations. Special events such as BBQ's, fire pits and other open flames must be approved through the office of Student Life.

### **Furniture**

Room furniture should not be dismantled or removed from the assigned room. In common and public areas, the furnishings are intended for use by all residents of the hall and must remain in the designated room, area, or space. Removal or relocation of any of these items may result in disciplinary action.



## Keys

Room keys are issued to the residents of each room at the beginning of the school year. The key is the responsibility of the resident and should be carried at all times. Making duplicate keys or tampering with locks is strictly prohibited.

For the safety of your personal belongings, please report lost keys immediately to the Resident Director. There is a \$25 charge for key and lock replacement, but such a charge is minimal when compared to the potential loss of personal belongings due to theft. A resident who is locked out should contact an RA or the Resident Director for assistance. If a key is not returned when the resident moves out, a replacement charge will be billed to the student's account.

## Laundry Facilities

Laundry facilities are available in or near each residence hall. Any problem with the machines must be reported to an RA or the Resident Director. The laundry facility for the Rec Center Housing is located at the East or West Apartments.

## Maintenance

Any maintenance problems occurring in a resident's room, hallway, or restroom should be reported to the CA, RA or the Resident Director. The faster problems are reported, the faster they can be remedied and community life can return to normal.

Maintenance personnel are authorized to work in campus housing M-F, 9am - 5pm. In the event of an emergency, work hours may be extended. Residents should cooperate with maintenance personnel so repairs can be made as quickly as possible. Residence hall staff, maintenance personnel and IT personnel are permitted access to resident rooms, hallways, and bathrooms in order to make repairs.

## Meningitis Vaccine

Effective January 1, 2012, the meningococcal (meningitis) vaccine is now required by state law for ALL enrolled students attending a university in the state of Texas, with limited exceptions. This vaccine must have been administered at least ten days prior to the first day of the semester of the student's initial enrollment, but no more than 5 years prior to the first day of the semester. Students who have not provided the necessary documentation will not be allowed to attend class. Further details are available at [www.LCU.edu/meningitis](http://www.LCU.edu/meningitis).

## Missing Persons

University missing person procedures apply to students who reside on campus and are deemed missing or absent from LCU for a period of at least 24 hours without a known reason.

In addition to registering a general emergency contact, all students residing in an on-campus student housing facility have the option to annually identify a contact person or person to be notified if the student is determined to be missing by Lubbock Christian University and/or a law enforcement agency. The contact information will be confidential, accessible only by authorized campus officials and law enforcement and may not be disclosed outside of a missing person investigation.

When a student who resides in an on-campus student housing facility is determined to have been missing for 24-hours, the University will:

- Notify the person designated by the student to be contacted (if one has been designated) within 24-hours if student is determined to be missing
- Notify a parent within 24-hours if the student is under 18 years old and is not emancipated
- Inform the local law enforcement agency that has jurisdiction in the area that the student is missing within 24-hours, unless the local law enforcement agency was the entity that made the determination that the student was missing. Regardless of whether the student has identified a contact person, is above the age of 18, or is an emancipated minor, notification to the law enforcement agency that has jurisdiction in the area that the student is missing must be made within 24-hours.

These procedures and registration process are communicated when moving into campus housing and at the beginning of each academic year. A student who wishes to identify a confidential contact can do so through the Missing Person Contact Form and/or at anytime by notifying the Resident Director in charge of that facility.

If a member of the Lubbock Christian University campus community has reason to believe that a student is missing, they should immediately notify Lubbock Christian University Public Safety at 806.928.6803

### **Move-In and Move-Out**

Upon arrival, all residents must check in with the Resident Director. Each residence hall has a specific standard procedure for moving into and out of rooms in the hall. It is the responsibility of each resident to be familiar with and follow those procedures when moving into a new room, out of a room, or into another hall.

Prior to the beginning of each semester, the residence hall staff conducts an inventory of each room to evaluate the existing condition of the room and its furnishings. Residents will verify the inventory upon entry to a room and accept responsibility for any damages upon move-out that are not accounted for on the initial inventory. If a resident notices additional damage or missing items not addressed on the initial inventory, he or she should contact the RA to modify the information on move-in day. When moving out of a room, the resident must complete the appropriate paperwork and return the key to the RA or Resident Director. If moving into a new room, the resident has 24 hours to vacate the old room and complete the appropriate check-out procedures once a key has been acquired for the new room. Failure to follow these procedures will be considered an improper move-out, and the student may be fined

accordingly.

To avoid unnecessary fines, it is critical to follow the proper move-out procedures. After an RA completes the check-out inventory, the Resident Director will complete a final inspection of each room. At this time, additional fines may be assessed for damages not accounted for on the inventory. If responsibility for damages cannot be determined, each resident of the room will be charged equally.

In the event a student leaves personal property in the residence hall, the university may handle, remove, or otherwise dispose of the property at the risk and expense of the student. The university will not be responsible for the storage of such property.

*Residents living in Johnson Hall, Katie Rogers must be officially checked out of the facility within 24 hours of taking their last final exam. A \$50 per day fine will be assessed for residents not adhering to the policy. Blatant disregard for the move-out policy will be subject to judiciary action.*

## **Noise and Music**

As members of a residence hall community, residents should be courteous towards other residents 24 hours per day by maintaining reasonable noise levels at all times. Noise should be kept to a minimum while walking throughout the halls and stairways.

The playing of stereos at loud volumes, drums, instruments that require electronic amplification, and/or instruments that otherwise cause an undesirable level of noise are distracting and not conducive to an academic environment where students have a wide range of studying habits and sleeping schedules. Stereos, and other noise-making items, must be kept at reasonable volumes that do not distract others. No noise may be projected outside the residence hall from a room at any time. Speakers, for example, may not be placed in windows.

In order to ensure that students have the opportunity to sleep and study in their rooms, quiet hours have been established in each residence hall. During the designated times, noise should be such that it could not possibly disturb a neighbor's attempts to sleep or study. The standard applies in the neighbor's presence and absence. During final exams, 24-hour quiet time will be in effect. Dates will be posted in the residence halls.

If a resident feels his/her primary rights to sleep or study are being violated, he/she should follow these guidelines:

- Speak to the person causing the disturbance and ask him/her to lower the noise.
- If this does not work, contact an RA, CA, or Resident Director for assistance.

## **Parking**

Campus residents must display the designated parking decal on the outside lower left corner of the back window and park in the area designated for that decal. See the Student Handbook for more information regarding campus parking.

## **Pets**

No pets (including fish, reptiles, rodents, dogs, cats, etc.) are allowed in the residence halls. Residents may not own or take care of someone else's pet for any length of time under any circumstances. The presence of animals in the residence halls may be cause for immediate eviction.

## **Room and Roommate Changes**

*All requests for room or roommate changes must be approved with the Resident Director before any change is made.*

Those who desire to change rooms prior to the spring semester must remove their belongings and complete the check-out process prior to leaving campus for the Christmas holidays. Failure to follow the established process may result in a residential fine.

After the 12th class day, a \$25 fee will be assessed for elective room changes. If a student is unable to find a roommate with whom he/she is satisfied, he/she will be charged a private room rate.

The university reserves the right to move students to another room or to another residence hall when it is deemed necessary by university personnel. The university also reserves the right to consolidate or reassign students if additional space is needed to accommodate housing requests.

## **Severe Weather**

In the event of the sighting of a tornado that threatens the Lubbock Christian University campus, all persons in the building should move immediately to the interior hallways of the lowest possible floor away from windows. Emergency posters defining safe areas are posted in the entrance of each building. Students are advised to monitor local media for up-to-date weather information.

## **Sexual Harassment**

Sexual harassment and sexual violence violate federal civil rights laws and University policy against discrimination. Lubbock Christian University is committed to creating and providing an atmosphere in which students can engage fully in the learning process without fear of sexual harassment or sexual violence. Toward this end, all members of the university community, including faculty, staff, students, and third parties, must understand that any form of sexual harassment or sexual violence will not be tolerated.

Therefore, because the University stands against such behaviors, the University will take prompt, decisive action to: investigate allegations of sexual violence; initiate the disciplinary process if appropriate; and issue appropriate sanctions against any student found responsible for acts of sexual violence whether the behavior occurred on campus or off campus.

Furthermore, these acts may constitute violations of other University policies and regulations that may require additional proceedings. Students may wish to pursue the matter through the state's civil, and/or criminal systems as well as through the

University.

*The full Sexual Harassment policy is available at [www.LCU.edu](http://www.LCU.edu) on the Students Right to Know page and in the student handbook.*

### **Smoking, Smokeless Tobacco, and Alternative Smoking Products**

Students should be aware of the many physical dangers associated with the use of tobacco, smokeless tobacco, and alternative smoking products. To maintain a healthy environment and to encourage healthy lifestyles for all students, staff and faculty, use of all tobacco products, including smokeless tobacco and alternative smoking products, is strictly prohibited on the LCU campus. All students and their guests should respect this policy. Please note that residents are responsible for the actions of their guests.

### **Summer Housing**

The Courtyards are open during the summer for students that are enrolled in one or more summer course. You must be registered for the Fall semester to be eligible to live in The Courtyards during a summer session(s). *Any requests to live in summer housing outside of a summer course must be approved by the Resident Director or Director of ResLife.*

### **Theft**

Theft is one of the most destructive and divisive occurrences that can take place in residential community living. The concept of community is based on trust, respect, and mutual responsibility and a thief undermines community living at its very core.

*Theft of property is not tolerated and may result in removal from campus housing on a first occurrence.*

In order to minimize the possibility of theft, residents should take the following precautions:

- Room doors should be locked any time a resident is not in the room, including those times he/she expects to be gone for only a brief time.
- Residents should keep their keys with them at all times. Even if a resident expects his/her roommate to remain in the room, he/she should take a key.
- Lost keys should be reported to the hall supervisor immediately.
- Room doors should be locked when residents are asleep.
- Valuables should be locked up and kept out of sight.
- Residents should know their neighbors and report any suspicious activities or people to an RA or their Resident Director.

Any theft should be reported as soon as possible to an RA, CA, Resident Director, LCU Public Safety, Director of Residential Life or the Dean of Students.

### **Toilets**

Residents should limit the items placed in toilets. Do not attempt to flush disposable wipes, cotton balls, Q-tips, paper towels, tampons, sanitary napkins, or excessive amounts of toilet paper. If the toilet becomes stopped up, a plunger will almost always clear the stoppage.

## Weapons and Explosives

Purpose:

Lubbock Christian University places a high priority on safety, seeking to create a safe and secure environment on its campus for students, faculty, staff, and guests.

General Policy:

Consequently, pursuant to section 30.06 of the Texas Penal Code, no person may enter onto Lubbock Christian University property with a handgun (concealed or open carry) at any time. Property of Lubbock Christian University includes:

- All land and buildings owned or leased by Lubbock Christian University;
- Grounds where an activity or event sponsored by Lubbock Christian University is being conducted;
- Passenger transportation vehicles owned by Lubbock Christian University

In addition, carrying or possessing a weapon of any kind is prohibited on campus and at school- sponsored events. Any LCU student, faculty member, staff member, or contractor violating this policy is subject to disciplinary action, up to and including expulsion, dismissal, or termination of employment. While LCU has opted to prohibit the concealed carry of a handgun, the university reserves the right to grant approved employees, who hold a License to Carry, to do so as deemed appropriate and necessary.

This prohibition against weapons possession is in effect to the fullest extent allowed under Texas laws, including laws pertaining to weapons generally (Texas Penal Code § 46.03) and to those with a license to carry (Texas Penal Code § 46.035). When appropriate, anyone violating this policy may also be subject to prohibition from the campus and/or criminal prosecution.

Explosives are not permitted in campus housing under any circumstances. Any student who throws, ignites, or has in his possession any fireworks, explosives, or explosive ingredients, or pyrotechnics of any nature on university property will be subject to disciplinary action and may be suspended from student housing. Please see the complete policy in the Student Handbook.

## Windows

Windows should be used for the purpose they were designed. Residents may not use them for entry into their rooms, exit out of their rooms, nor should they throw, drop, or hang objects from them. When a resident leaves the room, each window should be closed and locked. Please report broken glass or damaged screens to an RA or Resident Director immediately.

## Year-Round Housing

Johnson Hall and Katie Rogers Hall close during the summer, Thanksgiving, Christmas vacation, and Spring Break. The Rec Center housing will stay open during Christmas and Spring break, but closed during the summer. Please check the university calendar for specific dates. The Courtyards, Mabee Hall, and campus apartments are open year-round.

**University Liability**

The university does not assume responsibility for or insure student property that is lost, damaged, or stolen. Students are advised to lock their rooms at all times, leave valuable property at home, and not keep large amounts of cash in their rooms. Lost or stolen keys should be reported.

## Additional Information for Campus Apartments

The campus apartments comprise a unique community living environment. General community living policies provide for the health, safety, and security needs of all campus community residents. *Please note: the apartments are reserved for students who have been out of high school 4 long semester (or 2 years), are 20 years of age or older, and/or for married couples with no children.*

### Advertising, Posting, and Solicitation

To protect residents from unwanted disturbances, residents should report all solicitors to the apartment manager or LCU Public Safety.

### Air Vents

There are several vents in each apartment. Vents on the ceiling are supply vents that deliver warm or cool air throughout the apartment. In the living room, there is a grill on the wall by the floor. This is the return air vent. All of the air that blows out of the supply vents must return to the blower unit through the return air vent. Each apartment has only one return air vent, so it is critical that the vent not be blocked. Residents should also clean the return air vent with a vacuum cleaner when it begins to collect dust.

### Babysitting

Babysitting is not permitted in the apartments under any circumstances.

### Behavior

All residents are expected to conduct themselves in a manner consistent with the Christian identity of the institution and according to the expectations described in the Student Handbook.

### Cable TV

The university provides cable television in the common areas of Katie Rogers Hall, Johnson Hall, and Mabee Hall. Residents may use their own individual video streaming options, including some of which may already be available from your existing family subscriptions.

### Campus Dining

Apartment residents may choose to purchase a meal plan or Munch Money if they would like the convenience of campus dining. Please see the Housing or Dining web page for more information.

### Cleaning

Residents are expected to keep their apartments clean and orderly. To maintain a healthy living environment, students are encouraged to vacuum on a regular basis, keep the floor free from clutter, and dispose of all food items appropriately. The Director of ResLife or Apartment Manager may make periodic inspections. When a resident moves out, the ResLife staff will expect the following items to be cleaned:

- Vent hood
- Stove top
- Oven
- Refrigerator
- Cabinets and drawers
- Toilet



- Bathtub
- Sinks
- Mirror
- Floors
- Fan blades
- Baseboards
- Air vents
- Windows (interior and exterior)

## Communication to Students

All LCU students have an email account on campus. The Lubbock Christian University email address is the official form of communication between students and campus officials. All students should check their LCU email on a daily basis. Failure to check an LCU email account daily does not nullify the information contained in the email. For more information on accessing a student email account, contact the ChapDesk at 720-7100.

## Decorations

All apartments are unfurnished. Each unit is equipped with kitchen appliances and mini blinds. Unless authorized in writing, you must not perform any repairs, painting, wallpapering, carpeting, electrical changes, or otherwise alter our property. Residents may choose to hang window coverings with a tension rod. Screws, double stick tape, glue, hot glue, large nails, and other decorating tools that damage surfaces are prohibited. Plasti-tack, small nails, or straight pins are recommended for securing lightweight decorations to walls and doors. All decorations must be in accordance with the expectations described in the Student Handbook. Finally, in order to maintain the exterior appearance of campus apartments, porch decorations are limited. Residents, for example, are allowed to place flowerpots on the front porch and hang seasonal- appropriate wreaths on the front door. They are not permitted to use the porch as a storage area. For further clarification, contact the Residential Life office (806.720.7507).

## Dishwashers

Soap intended for washing dishes in the sink should never be used in the dishwasher. Only soap labeled for dishwashers should be used. Each dishwasher has a drain in the bottom of the machine. Sometimes it is necessary to clear away large food particles that may be blocking it.

## Disposal

Only food scraps should be placed in the garbage disposal. The following items should not be placed in the disposal: bones, onion peels, banana peels, melon peels, pineapple peels, and hard food items like nuts.

To prolong the life of the disposal, please follow these guidelines:

- Remove the drain stopper and turn the cold water to a medium-high flow.
- Turn on the disposal and put in all food waste while it is operating. Let the disposal continue to run for about 30 seconds after the grinding has stopped.
- Turn the disposal off and leave the water running for about 30 seconds. With normal use the disposal should not require any special care. However, if it begins to smell, grinding a tray of ice cubes in the disposal will clean the grinding

components. Grinding a lemon that has been cut into quarters will also give the disposal a fresh, clean smell.

### **Doors**

Propping open the doors compromises the security and safety of apartment residents. Please make sure to close apartment doors as well as the doors to the laundry facility. Residents are encouraged to keep doors closed and locked at all times.

### **Electrical Appliances**

Appliances used in the apartments must be safe in design and structure and must be properly maintained. U.L. approved appliances are preferable. Electric heaters are not allowed. Before leaving for breaks and holidays, residents must unplug all small electrical appliances to guard against fire hazards.

### **Keys**

Two keys are issued to each apartment resident: a laundry key and a front door key. These keys are the responsibility of the resident and should be carried at all times. Making duplicate keys or tampering with locks is strictly prohibited.

A resident who is locked out should contact the Apartment Manager, LCU Public Safety, or the Residential Life office for assistance. Lost keys must be reported to the Residential Life office for immediate replacement (806.720.7507). The precise cost for the key/lock replacement will be the responsibility of the student. If a key is not returned when the resident moves out, a replacement charge of up to \$100 will be deducted from the security deposit.

### **Laundry Facilities**

Laundry facilities are available on each side of campus. For your security, please do not prop open the door. Any problem with the machines must be reported to the Assistant Apartment Managers or the Residential Life office (806.720.7507).

### **Leases**

The university offers three lease periods: August 1 - December 15, January 2 - May 25, and June 1 - July 25. When a resident moves into an apartment, he/she will sign a lease. The lease will automatically be renewed until the resident provides written notification (30 days prior to move-out) of his/her intent to move out. Not providing a 30 day notice will result in forfeiture of the entire security deposit. If there are any roommate changes, it is imperative that all affected residents sign a new lease. Guests who are not lease holders are permitted to stay only five consecutive nights (or at the discretion of the Director of Residential Life), regardless of student status. Students risk immediate eviction for violating this policy. In aligning with the character of Lubbock Christian University, visitors of the opposite sex are not permitted to spend the night in campus apartments. Residents must be registered students of Lubbock Christian University to live in the campus apartments.

If a student desires to move out of the apartment before the lease has expired, he/she will be required to pay the remaining rent for the lease period unless he/she locates a

replacement roommate that is approved by the Director of Residential Life.

## **Maintenance**

Any maintenance problems occurring in a campus apartment should be reported to the Apartment Manager, Assistant Apartment Manager or Residential Life office (806.720.7501). The faster problems are reported, the faster they can be remedied and community life can return to normal. In the event of an emergency after-hours, immediately contact LCU Public Safety (806.928.6803).

Maintenance personnel are authorized to work in campus housing M-F, 9 am-5 pm. In the event of an emergency, work hours may be extended. Residents should cooperate with maintenance personnel so repairs can be made as quickly as possible. Residence hall staff and maintenance personnel are permitted access to resident rooms, hallways, and bathrooms in order to make repairs.

Maintenance personnel will notify residents of their presence in campus housing by placing orange cones outside the main entrance of the apartment in which they are working. To announce their presence, they will knock vigorously on the door and wait for a response before entering the apartment. If a resident fails to respond, personnel will continue to announce their presence as they enter the area. Residents will be invited to leave the work area while repairs are being completed. Maintenance personnel will leave the area in the same condition as before the repairs and will leave a Maintenance Was Here form in a highly visible location.

## **Move-In and Move-Out**

New residents are allowed to move in on the date agreed upon by the Residential Life office and may pick up the keys on that date. Prior to his/her move-in date, the resident should also contact the Residential Life office to schedule a check-in time. Each resident will have one week from the move-in date to complete the check-in sheet and return it to the Residential Life office.

When moving out of an apartment, the resident must provide written notice to the Residential Life office at least 30 days prior to the intended move-out date. One to two weeks before the move-out date, the resident should contact the Residential Life office to schedule a check-out time. At that time, the resident will return the keys and provide a new forwarding address in the event of extra charges. Residential Life personnel will also survey the condition of the apartment and note any damages on the check-out sheet. Failure to follow move-out procedures may result in extra charges.

The amount will depend on the condition of the apartment at that time. Each resident is responsible for the condition of his/her bedroom and bathroom. The residents of each apartment are responsible for the condition of the common areas, such as the hallway(s), living room, and kitchen.

If extensive damage occurs in a common area and the responsible party can be determined, the cost necessary to repair or replace the damaged property will

be assessed to that resident. If the responsible party cannot be determined, then the cost of repairs will be divided among the residents.

To avoid being charged for damage that existed before a resident moves in, all residents must complete a check-in inventory when they move into the unit. When a resident vacates an apartment, Residential Life personnel will complete a check-out inventory during the final scheduled appointment. Residents are encouraged to be present at the move out appointment to sign off on all charges. Every effort will be made to determine if damage was a result of normal use. If it is determined that the damage may have been intentional or a result of negligence, then residents will be charged accordingly.

In the event a student leaves personal property in the apartment, the university may handle, remove, or otherwise dispose of the property at the risk and expense of the student. The university will not be responsible for the storage of such property.

Please see pages 13 and 14 for a list of possible charges and explanation.

### **Noise and Music**

As members of a residential community, residents should be courteous towards other residents 24 hours per day by maintaining reasonable noise levels at all times. Noise should be kept to a minimum while walking throughout the complex. The playing of stereos at loud volumes, drums, instruments that require electronic amplification, and/or instruments that otherwise cause an undesirable level of noise are distracting and not conducive to an academic environment where students have a variety of studying and sleeping schedules. Stereos, and other noise-making items, must be kept at reasonable volumes that do not distract others. No noise may be projected outside the apartment at any time. Speakers, for example, may not be placed in windows.

If a resident feels his/her primary rights to sleep or study are being violated, he/she should follow these guidelines:

- Speak to the person causing the disturbance and ask him/her to lower the noise.
- If this does not work, contact a Residential Life office (806.720.7507) for assistance.

### **Parking**

Apartment residents must display an appropriate parking permit on the outside lower left corner of the back window and park in the area designated for that decal. Apartment residents may not park in other parking lots on campus. See the Student Handbook for more information.

### **Pesticides**

Pesticides are used periodically in the apartments. Efforts will be made to notify residents in advance. If a resident wants a particular location sprayed, it will be necessary to clean the area and leave it accessible to the pest control service. If a

pest problem persists, contact the Residential Life office at 806.720.7507 to have the area re-sprayed.

### **Pets**

With the exception of fish, pets are not allowed in the apartment. Residents may not own or take care of someone else's pet - for any length of time - under any circumstances. If the Apartment Manager becomes aware that a resident has a pet, he/she will notify the resident(s) via email and request that the pet be removed by a specified date. If the pet is not removed by that time, disciplinary action may be taken. Fines may also be imposed according to the specifications listed in the lease. The presence of animals in the apartments may be cause for immediate eviction.

### **Roommates**

The Residential Life office must approve all roommate changes. All students living in the apartment must be named on the apartment lease. Failure to notify the Residential Life office or Apartment Manager of any changes may result in immediate eviction of all residents from the apartment.

In the event one or more roommates move out of a multi-room unit, it is the responsibility of the remaining residents to locate replacement roommates. Each resident in the apartment must approve all new roommates. Written approval should be sent to the Apartment Manager. If current residents are not able to locate new roommates, it may be necessary to move out of the apartment or pay additional rent for the unoccupied room(s). See the Apartment Manager for clarification.

### **Stoves**

The drip pans below each burner on the stove top can be protected by wrapping them in aluminum foil. Oven pans may be purchased at discount stores to place in the bottom of the oven to help keep the oven clean.

### **Summer Storage Fee**

The Summer Storage Fee is offered to all residents currently living in the apartments who wish to leave their belongings in their apartment for the summer months of June and July but not reside in the apartment during that time. New incoming residents who wish to live in the apartments in the fall and hold the apartment for the summer are eligible to pay the Summer Storage Fee with the same restrictions. Resident wishing to utilize the Summer Storage Fee must notify the Apartment Manager in writing by May 1st to be allowed to take advantage of the offer. Residents utilizing the Summer Storage Fee must set their A/C thermostat at 80, unplug all electrical devices—except the refrigerator, and are not allowed to stay overnight in the apartment at any time during June or July.

In four-bedroom apartments, at least two residents must stay the summer in the apartment or all four residents must utilize the Summer Storage Fee.

### **Thermostat**

There is a device in the thermostat that limits the residents' ability to raise or lower

the temperature above or below predetermined settings. A sensor prevents the apartment from cooling below 70 degrees. Setting the thermostat higher than 70 degrees when using the air conditioner will maintain a warmer environment. Likewise, a sensor prevents the apartment from heating above 74 degrees. Setting the thermostat lower than 74 degrees when using the heater will maintain a cooler environment. There are several switches on the thermostat. The fan switch should remain on Auto. Doing so allows the fan to run only when the heater is producing warm air or the air conditioner is producing cool air.

If the switch is in the On position, the fan will run continuously. The heater and air conditioner will still cycle on and off with the fan in the On position, but the resident will circulate room temperature air most of the time. Blowing room temperature air will cause residents to feel cold in the winter and hot in the summer.

There is also a Heat/Off/Cool switch. When the switch is set on Heat, the unit will only produce heat. When the switch is set on Cool, the unit will only produce cool air. If the switch is set on Off, the unit will not heat or cool. Residents will normally set the switch to either Heat or Cool. Even though a resident may adjust the temperature control, he/she does not have full control over the temperature because of the heating and cooling sensors.

## **Visitation**

Residents are permitted to have overnight guests of the same gender for a duration of five days. Guests staying longer than five days should be approved by the Residential Life office (806.720.7507). Overnight guests are not allowed to check out a key, and residents are responsible for the misbehavior of their guests, including any damage caused by them. Residents are not permitted to have overnight guests of the opposite sex. Guests of the opposite sex are required to leave the apartment by 2:00 am. If these guidelines are not followed, it may result in disciplinary action.

## **Waiting List**

At the beginning of every fall semester, a new apartment waiting list will be created and the current apartment waiting list will be deleted. Students who desire to place their names on the list for the following spring, summer, and fall semesters can do so by going to the Online Apartment Wait List found on Chaplink.