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Student Handbook, 1971-1972 Residence Hall Manual

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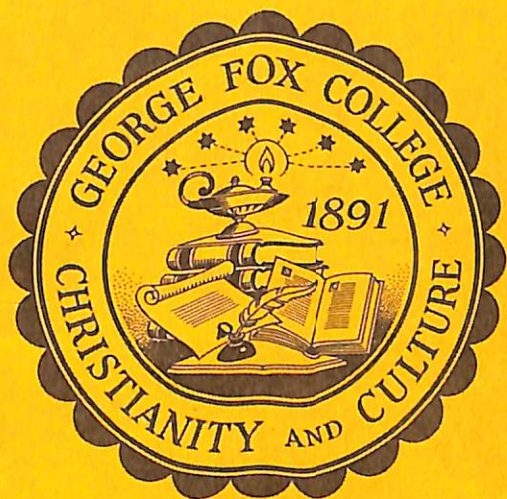
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George Fox College

Residence Hall Manual



1971-72

FOREWORD

This Campus Housing Manual is designed to acquaint the resident students of the George Fox College community with the regulations and procedures which should be of general interest to everyone. This manual does not include all of the procedures of all groups on campus. These are usually delineated in procedural manuals of special interest groups, such as the Student Handbook published by the Associated Students, the ASGFC Student Constitution, Club organizations, Faculty Handbook, etc.

The information contained in this manual is a compilation of regulations that emanate from several sources of authority on the campus. Many are drawn from the Student Affairs Committee as well as other policies set by the Administrative Council dictated by the general college objectives. Overall responsibility for student life is vested in the President of the College acting as the executive agent for the Board of Trustees. Recommendations for major changes in policy must be forwarded to the Trustees through the President.

The manual in its present form reflects the policies and procedures which were in force when the manual was produced.

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Introduction

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George Fox College provides two resident living experiences for students. Resident Halls provide beds for 278 students. Currently, the college owns 48 apartment units for married students and single upper division students. These living experiences are operated within the philosophy that students' academic and social goals are more easily obtained when living in attractive surroundings and complies with reasonable standards of behavior. Through participation in resident hall councils, students learn ways of assuming individual responsibility for the welfare and efficient functioning of the entire group. The policies and procedures established for the resident halls and auxiliary housing (apartments) are an outgrowth of the basic values of George Fox College. They are as few as possible. They take into consideration the individual differences of students but provide enough structure for continuity. They assume the trustworthiness of students but demand adequate communication.

All single students whose homes are not within commuting distance of the campus must live in the residence halls or auxiliary housing. Limited exceptions are made in cases of extreme financial need or in the event the student plans to live with close relatives. Admission to the college is granted only to those students who indicate a willingness to abide by the policies contained in this Campus Housing Manual.

Hours of Residence Living - - - - MEN

All men living in Pennington Hall must be in their residence on Sunday through Thursday from 12 midnight to 6:30 a.m. The Friday and Saturday closing hours shall be 1 a.m. This restriction on men living in Pennington may be lifted beginning with the winter term if there is sufficient evidence of self-discipline and academic achievement for low achievers placed there. Following the completion of the fall term, Pennington men may petition to the Student Affairs Committee to have their hours lifted.

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Hours of Residence Living - Women

All women must be in their residence halls on Monday through Thursday from 11 p.m. to 6:30 a.m. The Friday, Saturday and Sunday closing hours shall be 12 a.m. These hours also apply to any women who may be permitted to live in a private residence. Women living in auxiliary housing are expected to observe the hours stated above.

Late Leave

Permission to stay out past the closing hour for one extra hour is known as "late leave." No late leaves shall be extended beyond the 1:00 a.m. hour. Late leave privileges may be deleted pending academic or social violations.

If an emergency develops that may prohibit students from arriving back on campus on time, they must notify their head resident of their expected arrival.

Unauthorized use of any residence entrances or exits during or after specified hours shall be cause for disciplinary action.

Study and Quiet Hours

Students should recognize that the residence halls are primarily to be used for places of studying, sleeping, and relaxation. Each resident should be guaranteed reasonable privacy. Hence, noise and other behavior which may disturb residents cannot be tolerated. This regulation is to be observed at all times and the rights of others should be kept in mind by each student living in a residence hall.

Absences from Campus

Emergencies may occasionally arise that make it necessary for the college to know the location of each student. Anxiety on the part of the caller can be greatly reduced if definite information about the student can be given. Therefore, the following procedures are to be observed by students when they leave campus. Students who may leave the campus for short periods during the day are not expected to use the sign out card. However, any student living in Pennington or Edwards must sign out on the specified card in the lobby of each dorm before leaving for a long period of time day or night, or overnight.

Parental permission forms are sent out by the Student Affairs office at the beginning of the academic year. These forms are for the purpose of receiving permission from parents for women students to be granted overnight privileges. If a student is to be gone from campus overnight, there must be an address and phone number filed with the Resident Assistant before leaving, so a student may be contacted in case of emergency.

Visitors and Guests

Student organizations that wish to reserve a room for a guest should make arrangements through the Head Resident of the hall involved. Overnight guests of students are welcomed. However, advanced arrangements must be made with the Head Resident and a guest card completed.

The residence halls are for the use of the resident students. Usually guests, visitors, and non-resident students are entertained in the lobby of the hall rather than in the student's room. Any other policy should be made in consultation with the student's roommate. All visitors are expected to leave the hall promptly at the

closing hour unless special permission has been granted by the Head Resident.

Visitors to the women's residence halls are limited to the lobbies of the dorms or the recreation room in Pennington. Only during open house may men visit other areas of the women's residence halls. Women visitation privileges to the Hobson Hall lounge will be determined by the Hobson men early in the term.

Other Use of Student's Rooms

During the academic year neither the college nor any student organization may use students' rooms without written permission of the student(s) occupying that given room. During any youth conference or other conferences when sleeping accommodations are required, the Head Resident must be consulted concerning residence hall policies.

Electrical Appliances

Any appliance containing an open heating element may not be used in the student's room. Caution should be used in the use of extension cords and multiple head outlets. There is extreme danger of overloading circuits through the use of more than two extension cords from an outlet. Radios and stereos and small television sets are permitted in students' rooms. The volume of such instruments should be kept low to respect the rights of others. It is expected of residents that consideration be given to all students, and cooperation extended to the R.A. or fellow students when requests are made to turn the noise level down. Disregard of these requests may result in the privilege of having such electronic equipment taken away.

Laundry and Linen Service

Each residence has a laundry room supplied with coin-operated washers and dryers. Any damage to these must be reported to the Head Resident or

or Resident Assistant. Ironing is to be done only in the designated area, not in the student's room.

Two sheets are given out at the beginning of the year. Thereafter, sheets are supplied once a week, with one sheet distributed to each student. Every week one dirty sheet is exchanged for one clean sheet through the R.A.'s on each floor. Students supply their own pillow cases.

Repairs or Alterations

When any repairs or alterations to the room or college-provided equipment is needed, students should report them to the Resident Assistant. He will then complete a work order and report the matter to the maintenance supervisor. Because of the danger to the safety of others, the college maintenance staff will make these repairs rather than the students.

Damage to the Hall

A damage deposit fee of \$20 is charged to each resident. When damages occur in areas outside of private rooms and those responsible are not identified, the cost of the repairs is assessed against all the residents of the area. Such assessments shall be reported to the business office for collection. Information about damage to the student's room is given later in this section. Returning students will normally use this deposit for a room reservation for the ensuing year.

Fire Regulations - - - FIRECRACKERS

Possession and firing of firecrackers is a violation of Oregon State Law and a Newberg city ordinance; therefore, they are forbidden on campus. A \$15 fine is assessed the person guilty of firing a firecracker, and a \$1 fine is levied upon each person in the area when the firing occurs.

FIREARMS AND OTHER WEAPONS - - Possession of firearms of any kind in the residence hall is strictly

prohibited. Should a student wish to bring a gun on campus for hunting purposes, it must be checked with the Head Resident on the day of the student's arrival and checked out on each occasion of use. Commuters are also prohibited from bringing firearms on campus. Any refusal to cooperate with this regulation may result in a \$25 fine.

FIRE EQUIPMENT

Tampering with any fire protection equipment, including fire extinguishers, is a violation of state law and warrants disciplinary action. The college is concerned that all local fire ordinances and fire insurance regulations be strictly adhered to for the safety of the entire community. In view of this, the following regulations will be enforced:

1) There is to be no tampering with any fire alarms. A \$25 fine will be assessed the person setting off such an alarm. If the person cannot be identified, the area covered by the alarm will be assessed the \$25.

2) There is to be no tampering with fire extinguishers. Identical fine procedure, as explained above, will be enforced.

Unauthorized Pets in Residence Halls or Auxiliary Housing

The only pets permitted in residence halls or auxiliary housing are fish and small turtles. Pets other than those create a health and sanitation problem and are often offensive to others in the building.

Any student bringing a cat, dog or any other than an approved pet into a residence hall, auxiliary housing, or academic building will be subject to a fine of \$10. Any student housing a dog or cat or other than an approved pet in any of these buildings will be subject to a fine of \$25 and an additional fine of \$5 per day for each additional day after he has been instructed to remove the pet.

Students, faculty, and staff bringing pets on campus must control them through the use of a leash. A

city ordinance (No. 906) requires that dogs must be licensed and restrained at all times. Owners are subject to penalty if pets are allowed to run at large. Owners of pets are asked not to tie them outside a building so that they block the entrance to a door, stairway or sidewalk or that they perturb, when leashed will cause damage to shrubs or trees.

Solicitation and Salesmen

Any person who wishes to make a sales contact on campus must have written permission from the office of student affairs. This applies to regularly enrolled students who may be selling items such as cosmetics, cleaning agents, auto accessories, Christmas cards, etc.

A person who is a target for insurance salesmen should respect the rights of his or her classmates by asking permission before giving his name as a possible contact. Insurance sales people must make an appointment before visiting campus and should hold the interview at a neutral place.

Storage and Personal Property

Luggage and all other personal property shall be kept in the student's room or in storage areas designated for this purpose. Any exceptions must be with the approval of the Head Resident. All items should be properly identified. The college is not responsible for the security of student's personal property within a room or elsewhere on campus. Every effort is made by the college to maintain security of the residence halls, but it cannot accept any responsibility for the loss of personal possessions. Unauthorized possession or use of college keys and duplication of any college key is regarded as a serious offense. Students who have been assigned college keys, should not loan them to other students. The misuse of college keys endangers the security of the personal effects of individuals residing in residence halls and other college property.

Single Occupancy of Rooms

When students wish to occupy a residence hall room without a roommate, they may do so if they apply in writing to the dean of student affairs. This privilege will be extended only when rooms are available and the single room price is paid. Single occupancy is allowed without additional cost if there is no demand for double occupancy. This privilege will be extended on a seniority basis. However, students living alone in a double-bed room must share their room with a college visitor if such occasion arises. Single occupancy privileges will be extended only to those students who are willing to comply with this regulation.

Room Assignments

While the college endeavors to make room assignments to the desires of the students, it reserves the right to assign students and roommates in accordance with the most feasible use of space. Room changes within the residence halls are to be cleared with the head resident. No room changes will be allowed during the term until after the third week has begun. Final decisions on grievances regarding room assignments are left to the dean of student affairs.

Lost and Found

Lost and found items should be reported and delivered to the lost and found depots at the head resident's apartment, the library or SUB postoffice. All notices of lost and found items will appear in The Student Bulletin. Students should respect the possessions of others by returning found items to their owner or seek to determine ownership through the dean of student affairs.

AUXILIARY HOUSING REGULATIONS AND PROCEDURES

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Regulations for auxiliary housing are the same as for the resident halls except limited visitation privileges are extended. The women's resident hall hours are to be observed by visitors in auxiliary housing. Violations of these privileges may result in a termination of permission to live in auxiliary housing.

Permission to live in auxiliary housing is granted to the following student classifications on an equal priority basis:

Married students

Single seniors

Single students 21 or older

Juniors may live in auxiliary housing providing they have lived in a resident hall for at least 6 terms and have a CUM GPA of at least 2.25 and have not been on disciplinary probation during the preceding two terms.

Applications to live in auxiliary housing will be received on the following schedule:

For Winter Term - - November 15

For Spring Term - - February 15

For Fall Term '72 - May 15

All applications are made through the Student Affairs Office. Decisions are made by the Dean of Student Affairs and appeals on his decisions are made to the Student Affairs Committee.

A limited number of auxiliary housing permits are issued to students with extreme financial need. Students must apply in the Student Affairs Office

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according to the schedule listed above. No application will be considered unless the student's parents have filed a Parent's Confidential Statement with the Financial Aid Director. A sample budget must be submitted by the student.

Off-campus housing refers to non-college owned shelter. A very limited number of permits are issued for this type of housing to students under senior status. Senior students may live in housing of their choice providing:

- 1) they have lived in resident housing for at least six terms;
- 2) they have not been on academic or disciplinary probation for the preceding year;
- 3) they are not dependent on any college financial support such as: scholarships, grants, NDJ or other loans through the college, or be engaged by the college for employment;
- 4) they receive permission from the dean of student affairs.

Applications must be made to the dean of student affairs. Permission is granted only to those who agree to comply with the general institutional regulations. Termination of permits to live in off-campus housing may result for those students who violate the significant social standards of the college.

AUXILIARY HOUSING UNITS

Sherman House:	two, 2-bedroom apartments
Sherman Arms:	six, 1-bedroom apartments
Weesner Village:	12, 2-bedroom apartments
* North Street:	four, 2-bedroom apartments
College View:	four, 1 & 2 bedroom apartments
Meridian House:	two, 2 bedroom apartments
Smith Village:	five, 1 & 2 bedroom apts.
* River St. Ten-Plex:	ten, 2-bedroom apartments
Fulton House:	two-bedroom residence

*Some of these units are rented to the public.

RESIDENT HALL PERSONNEL

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Note: The numbers in parentheses are phone extensions

Edwards Hall - - Capacity, 104 women

Miss Joyce Miller, Head Resident (256)

Resident Assistants (RA)

Linda Nay, First Floor South (243)
Elaine King, Second Floor South (220)
Marcia Morse, Third Floor South (240)

Cyrilla Springer, First Floor North (235)
Betty Ball, Second Floor North (236)
Barbara Grinalds, Third Floor North (245)
Jane Sedell, Hall Assistant

Pennington Hall - - Capacity, 50 men and 50 women

Don and Rita Lakin, Head Residents (241)

Resident Assistants (RA)

Gale Field, First Floor Men (229)
Randy Winston, Second Floor Men (230)
Dan Hull, Wing Assistant

Joyce Brazel, First Floor Women (227)
Suzanne Swaren, Second Floor Women (239)
(open), Wing Assistant

Hobson Hall - - Capacity, 74 men

Don Lakin, Resident Advisor

Resident Assistants (RA)

Mike Frazier, First Floor (260)
Carl Duhrkoop, Second Floor (261)
Steve Swaren, Third Floor (262)
Ron Bowden, Hall Assistant