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Andrews University, a distinctive Seventh-day Adventist Christian institution, transforms its students by educating them to \_\_\_\_\_ and \_\_\_\_\_ in order to \_\_\_\_\_  
Andrews University students will:

as they

- Commit to a mindset of intellectual discovery
- Demonstrate the ability to think clearly and critically
- Communicate effectively utilizing multiple media
- Understand the arts, letters and sciences from a Christian point of view
- Be fully competent to serve humanity in the chosen disciplines and professions
- Prepare for meaningful work in a complex, technological, and global society

as they

- Cultivate life in the Spirit through a personal relationship with Jesus Christ
- Deepen their faith commitment and practice
- Demonstrate personal and moral integrity
- Embrace a wholesome way of life
- Respect ethnic and cultural diversity

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as they

- Cultivate the capacity for creative problem-solving and innovation
- Commit to global service through civic engagement
- Create a caring culture of global leadership
- Carry out the worldwide mission of the Seventh-day Adventist church

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## Lamson Hall

Front Desk: 269.471.3446

Fax: 269.471.6182

Address: 8585 University Blvd. Berrien Springs, MI 49104

## Meier Hall

Front Desk: 269.471.3390

Fax: 269.471.3671

Address: 8445 W Campus Circle Dr. Berrien Springs, MI 49104

## University Towers

Front Desk: 269.471.3360

Fax: 269.471.6659

Office: Student Life

Email: [burrillj@andrews.edu](mailto:burrillj@andrews.edu)

Phone: 269.471.3215

Responsibilities:

- Administration
- Community Residential Application Processes
- Financial Management
- Website

Office: Lamson and Meier Halls

Email: [mfitting@andrews.edu](mailto:mfitting@andrews.edu)

Phone: L: 269.471.6601; M: 269.471.3395

Responsibilities:

- Administration
- Undergraduate Student Development
- All Undergraduate Student Conduct and Care
- Staff Management (full-time deans and student employees)
- Corporate Communication
- Student Life Conduct Council Membership
- Student Leadership Training and On-going Mentorship
- Scheduling

Office: University Towers

Email: [hunterc@andrews.edu](mailto:hunterc@andrews.edu)

Phone: 269.471.3663

Responsibilities:

- Administration
- Graduate Student Development
- All Graduate Student Conduct and Care
- Staff Management (UA Director and UT student employees)
- Corporate Communication
- Student Life Conduct Council Membership
- Co-Curricular Program Planning
- CFE/Career Services Liaison

Safety and Security Oversight  
Advocate Case Processing and Management  
Student Success Center/Counseling and Testing Center Liaison  
Social Work Intern Supervision  
Academic Support  
Social Program Planning  
AUGSA Sponsorship and Mentorship

Office: Lamson Hall  
Email: [keilac@andrews.edu](mailto:keilac@andrews.edu)  
Phone: 269.471.6603  
Responsibilities:

USIT Liaison  
Advocate Case Processing and Management  
Front Desk Operations (Lamson Hall)  
Student Success Center/Counseling and Testing Center Liaison  
Social Work Intern Supervision  
Academic Support

Office: Student Life  
Email: [rhhousing@andrews.edu](mailto:rhhousing@andrews.edu)  
Phone: 269.471.6665  
Responsibilities:

Residence hall housing assignments  
Residence hall housing charges

Office: Lamson Hall  
Email: [fitzroyd@andrews.edu](mailto:fitzroyd@andrews.edu)  
Phone: 269.471.6699  
Responsibilities:

Facility Management  
Liaison with Plant Service, Custodial and Plant Administration  
Facility projects and renovations  
Custodial and maintenance management

Office: Meier Hall  
Email: [jaspere@andrews.edu](mailto:jaspere@andrews.edu)  
Phone: 269.471.3393

Responsibilities:

- Co-Curricular Program Planning
- Front Desk Operations (Meier Hall)
- CFE Liaison
- Career Services Liaison
- Assistant for Student Leadership Training and On-going Mentorship
- Student Intervention Assistance

Office: Meier Hall

Email: [nakamura@andrews.edu](mailto:nakamura@andrews.edu)

Phone: 269.471.2757

Responsibilities:

- Evening Accountability Records
- Honor Status Processing
- Health Club Supervision (Meier Hall)
- Student Life Conduct Council membership
- Safety and Security Oversight





idents of the living area where these damages occur. Resident agrees to pay such damages to Andrews University upon demand and, upon a failure to do so, Resident consents having the cost of the damage charged to Resident's student account.

Lamson and Meier Halls will close at 12 noon the Monday following the end of Fall semester and will reopen at 12 noon on the Wednesday morning prior to the beginning of Spring semester. You will need to contact your residence hall dean, in advance, should you need a place to stay during this closure period.

It may also become necessary to close the residence halls due to unforeseen circumstances beyond the parties' control. Failure or delay by either party in performing its obligations under this agreement will be excused, if and to the extent such failure or delay is caused by any circumstances beyond the non-performing party's reasonable control, including but not limited to acts of God, fire, natural disasters, epidemic, pandemic, quarantine restrictions, public

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items.

To make proper arrangements to move to another location w



BB guns  
Airsoft guns  
Pellet guns  
Bows and arrows  
Kitchen knives and other culinary instruments not used for their designed  
purpose  
Other dangerous weapons

## residence

Our computer labs and printers are available exclusively to active residents of the residence halls. Please use the lab specific to the residence hall you are checked into. It is necessary to provide personal supplies such as virus free flash drives as documents should not be saved on the hard drive. The residence halls are not responsible for viruses or their results. Please limit operating time to 2-hour blocks. Report equipment problems to the administrative assistant.

The computer labs in the residence halls are open for 24 hours each day. A card reader is installed at the door to help secure the lab for the use of current residents only. You have the right to deny entrance to anyone without a card and to report use by anyone who is not a current resident.

Academic usage will always receive priority over non-academic. Residents must relinquish space to someone who needs the computer for academic work. If you are the person needing to complete academic work and find others not willing to move, contact a Dean or the Administrative Assistant.

### Locations:

Lamson Hall: East lobby across from kitchen

Meier Hall: First floor of the east wing

University Towers: Main lobby, Damazo 1<sup>st</sup>-3<sup>rd</sup> conference rooms (printer on 2<sup>nd</sup> floor),  
Burman Ground floor lounge



Damage and repair costs anywhere in the building will be charged to the student responsible. Damage of an accidental nature that is promptly reported may avoid charges. Be especially careful not to leave disfiguring marks on walls, furniture, and doors. Items placed in rooms should be posted with a non-mar wall putty. Damages will result in fines.

Damaging stairs due to dragging heavy items or

## What's Offered?

Lamson Hall: vacuums, toilet paper for west residents, games

Meier Hall: vacuums, cleaning supplies, toilet paper, irons, snow shovels and ice scrapers

University Towers: remote for Burman glass room TV, computer mouse for conference room computers, vacuums, ironing boards

Saturday night. At 11PM, Sunday-Friday and 1 am on Saturday nights, the front desk is the only exit or entrance residents should use. Please make sure to sign in and out during those times. All other exits will be alarmed and going through them may result in disciplinary actions.

A fine along with a disciplinary letter will be given for anyone who bypasses the front desk. All letters will be placed on file and may be sent to parent(s), emergency contact(s), and/or jr

If you have obtained more than the allotted number of lates, the resident will need to be in communication with a dean to discuss options and/or consequences.

You can expect that residence life staff will utilize your cell number for these instances.

### Memos

When a resident receives an evening accountability email or memo to see a Dean, they must do so immediately, leaving notice if the dean is not in or available.

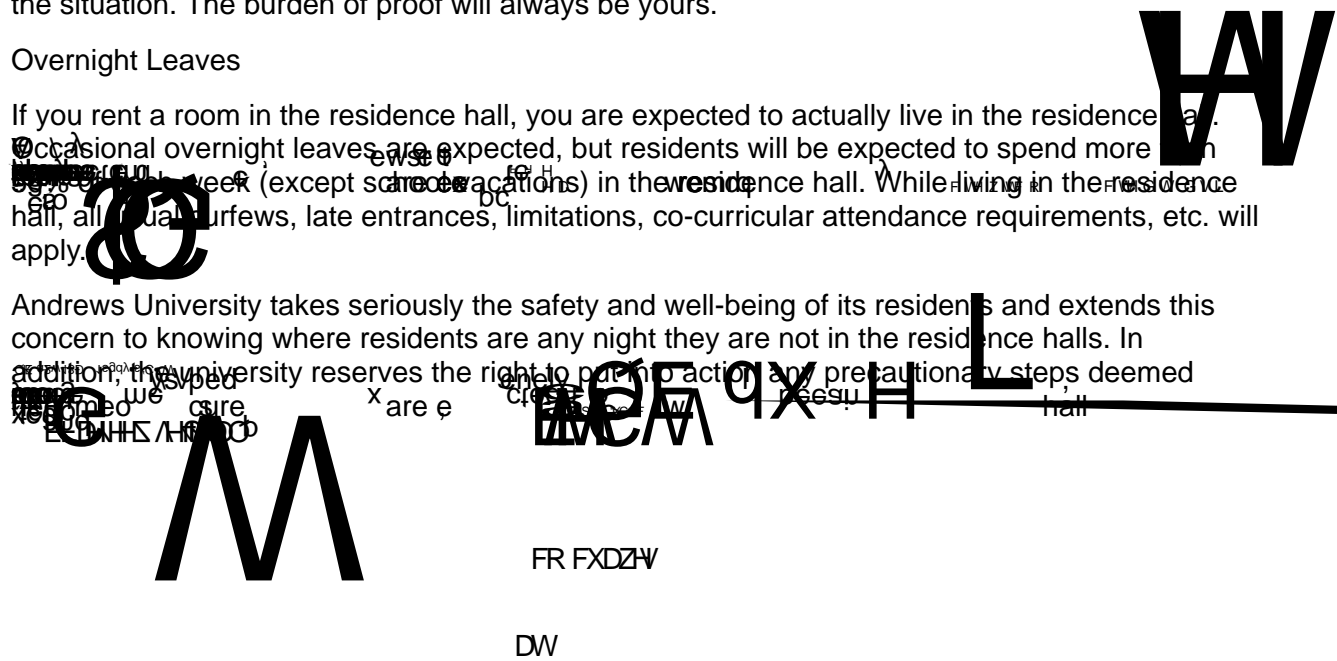
### Extended Curfews

They are given under rare and special circumstances and must be pre-arranged with a dean. If a medical or auto emergency prevents your timely return, you should contact the dean on duty during office hours or through the front desk (if you are physically able) so that we are aware of the situation. The burden of proof will always be yours.

### Overnight Leaves

If you rent a room in the residence hall, you are expected to actually live in the residence hall. Occasional overnight leaves are expected, but residents will be expected to spend more than one week (except school vacations) in the residence hall. While living in the residence hall, all curfews, late entrances, limitations, co-curricular attendance requirements, etc. will apply.

Andrews University takes seriously the safety and well-being of its residents and extends this concern to knowing where residents are any night they are not in the residence halls. In addition, the university reserves the right to pursue any precautionary steps deemed necessary.



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Kitchen cleaning  
Littering (in or

\$50+

tions

ing with fire safety equipment, misuse of smoke detector, inappropriate discharge of fire  
removing or defacing posted fire regulations, pulling alarm without just case

of fire safety rules and regulations, obstructing hallways, blocking fire exits,  
n, improper use of alarmed door, smoking in the building, leaving cooking  
ing ovens unattended

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s, willful disregard and/or interference of orders of fire, police, campus  
all staff

tiary devices, matches, lighters, incense, candles, halogen  
mmable liquids, unapproved space heaters, toasters, open

result in a fine and letter of discipline, etc.

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Students are charged an automatic and non-refundable charge for student insurance. Contact Human Resources at 3302 if you have any questions or for additional information about how to opt out of this plan.

Residence hall students may be eligible for limited health care with University Medical Specialties if their insurance can be billed for the visit. Please refer to the Student Insurance Office or the University Medical Specialties website for the types of insurance accepted. Students should plan on bringing their insurance information when they visit.

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## Lamson and Meier Hall Incidents

Verbal counsel by residence hall personnel, followed by noise warning documentation and an email warning.

Verbal counsel by residence hall personnel, followed by noise warning documentation and a Letter of Warning with copies sent to resident, Student Life, parent(s), emergency contact(s), or legal guardian(s). Residents who receive Letters of Warning will not be able to choose their room for the following year and will be considered ineligible for honor status.

Verbal counsel by residence hall personnel, followed by noise warning documentation and a Letter of Residence Hall Probation with copies sent to resident, Student Life, parent(s), emergency contact(s), or legal guardian(s). Removal and confiscation of sound equipment, stereo, TV or noise making objects may occur.

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Any additional violations may result in serious consequences.

University Towers Incidents: Noise complaints should be talked over with your neighbors. If this does not work after multiple attempts, a complaint can be filed with the Director or Administrative Assistants during normal business hours. After the third incident a \$50 fine will be issued. Subsequent violations may result in serious consequences.

All night parking for residents is only in the residence hall lots noted by parking markers. Expect to be ticketed and/or towed if you park anywhere else all night. Do not park in access lanes, driveways, sidewalks or grass even when loading or moving at the risk of blocking a fire exit or obstructing the pathway. Occasionally the lots must be cleared for snow removal or construction. Thank you for cooperating when you see this posted and/or announced.

: Angled parking in front of Lamson is for 15-minute parking only. Expected to be ticketed or towed if you park there all night.

Overnight parking is available for residents in the Meier's main parking lot, West lot, tennis court west lot, and Burman Hall lot. Please do not park in the north parking lot of Damazo as this is reserved for guest services only.

s: All night parking is available for residents in Meier's main parking lot, tennis court west lot, the north side of Damazo Hall and west side of Burman Hall.

Abuse of any sort and under any circumstances is strictly forbidden. Please see the University Student Handbook for more information under the Code of Student Conduct.

# Animals

Animals are not allowed in the residence halls with the exception of service animals. If a service animal is found in your room, immediate removal will be expected along with a fine.

Emotional support animals must be approved and registered with the university. They must conform to the university emotional support animal policies.

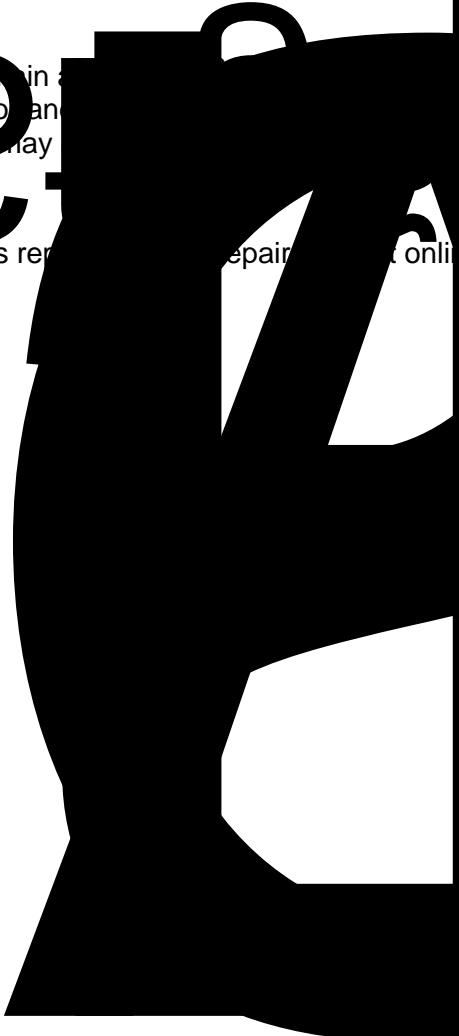
Lamson Hall: The prayer room is located on the second floor in the center of the hall. There are activities throughout the room to help guide you through the bible. This is open 24/7.

Residence Hall: You are responsible for your behavior and the behavior of your roommates. If your behavior is out of line and may cause a disturbance to other residents, you may be asked to leave the residence hall.

If something in your room needs repair, please report it to the maintenance department online.

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## Partial

A partial room search may occur at any time, such as during a building closure as a part of securing the premises and is conducted by staff and student staff. Partial room searches include ensuring windows are closed and locked, refrigerators are not defrosting, lights are turned off and room doors are locked. Partial room searches also may include a brief inspection of the room for weapons, fire hazards, subwoofers, or other contraband to ensure community safety and may lead to a further search of the area if an item is found and more are suspected.

## Full Room Search

A full room search may occur if there is reasonable suspicion that a room contains contraband such as, but not limited to weapons, fire hazards, and/or substances. Full room searches are conducted by residence hall staff and/or Campus Safety at the request of building administration and will include all areas on the premises to ensure the room is free from banded and/or dangerous items.



of us. If your window or screen needs repair, it is your responsibility to report it in a timely manner and to see that it is resolved.

We know that residence halls are sitting ducks for every local and in-house person wanting to sell items and services. To protect you from constant sales attacks, selling door to door is prohibited. Student Life approved advertising may be posted only on designated bulletin boards.

If you require needles as a pre-approved medical treatment to be kept in your room, please notify a dean immediately. These medical instruments should be kept in a locked container or in a safe. Sharps containers are required for the disposal of all needles. To find a drop site for your needles

Summer residents not remaining for fall semester must check out after summer session in order for each room to be made ready for its fall occupants. Residents who remain longer will need to make personal arrangements through the housing office.

A resident wishing to have one of these items in their room must obtain agreement from their roommate. The right to not have one in the room overrides your right to have one. Residents must self-monitor for noise, content and company enjoying your equipment.

Meier Hall: The lobby TV is to be used exclusively for viewing sports and news unless special permission is obtained from the dean on duty.

University Towers: The main lobby TV remote must be checked out through the front desk. Additional community TV's are located in Burman Ground lounge, Damazo 2nd, 3rd, and 4th conference rooms. The TV located in Damazo 1st conference room is not available for television watching and its use must be previously approved by the Director.

The Transportation Department provides service to local airports, bus and train stations to students. Reservations must be made ahead of time by going online to [www.andrews.edu/services/transportation/](http://www.andrews.edu/services/transportation/). No Sabbath hour runs will be arranged. If you need transportation to and from University Medical Specialties, please tell the receptionist at the time you make your medical appointment.

Trash rooms are located in each building. If trash cans are full, doors are locked, or your trash item does not fit in the trash can, please carry your trash to the outdoor dumpsters. Please do not leave trash on the floor, close to the trash rooms or anywhere else in the building not suited for trash items. If your trash is deposited anywhere except in the trash cans or dumpsters, a fine may be assessed per item.

If you have a medical condition that requires usage of needles, we ask that you supply your own Sharps container and dispose of it appropriately.

During key weeks of the school year, the trash rooms are locked due to the larger volume of trash. During these times, your trash must be carried directly out to the dumpsters.

Before leaving on vacation, be sure to arrange an approved leave. Leave windows closed, food stored, lights off, and your door locked. Please make arrangements for plants to be watered and fish to be fed. If you will be staying in the residence hall during a vacation, please practice all usual policies.

Between semesters, there is no charge for living in the residence halls or storing your belongings in your room. However, if you move out following or during a break, you will be charged for each additional day after the package plan ended for the previous semester. Move outs must be done by the day after a resident's last final. August graduates must move out no later than graduation weekend.

Vacuums are provided at the front desk and some RA rooms and may be checked out by presenting your ID card. If a vacuum is not working well, report it immediately to the RA or desk receptionist. Wandering vacuums will be sought and seized and consequences assessed for the inconvenience of others.

Lamson Hall: Vacuums may not be checked out during Sabbath hours or used before 8am or after 10pm.

Meier Hall: Vacuums may not be checked out during Sabbath hours or used after the start of room check each night.

University Towers: Vacuums may be checked out at the front desk during normal operation hours.

Personally owned vehicles are allowed to be repaired on campus under the following conditions:

The repair work is for personal use and not for business purposes.

Repairs must be considered part of routine service/maintenance and in the scope of personal/household work.

The vehicle is currently registered with the Office of Campus Safety.

Repairs that may produce loud sounds must occur between 9:00 am and 9:00 pm.

Repairs may not block vehicle access to other parking spaces or roadways.

Individual repairs must be completed in a timely manner. Vehicles must not be left in a state of disrepair for a period longer than 7 days without authorization from the Office of Campus Safety.

While unattended the vehicle must be resting on its wheels or a rated stand with a wheel chock. Vehicles may not be left unattended while raised on only a vehicle jack or a non-rated stand or substitute.

Fluids must be collected so as to prevent any spills. They must be disposed of properly.

Spills must be reported to the Office of Campus Safety.

All remaining parts/supplies must be removed from University property or properly disposed of.

Vehicle batteries, tires, fluids or chemicals may not be disposed of on-campus.

Individuals are prohibited from operating a personal vehicle business on campus that includes vehicle repairs or the purchasing or selling of vehicles.

Individuals are however allowed to place "for sale" signs in their personally owned vehicle while parked on-campus and in compliance with this policy, including being registered with the Office of Campus Safety. Non-residential permits are not allowed to remain parked overnight for sale.

Please see Campus Safety [Policy](#) for all details.





## Overnight Guests

Overnight guests, at least 18 years of age and of the same gender, may be permitted to stay in a resident's room with prior approval from a Dean and prior consent of roommate, if applicable. Requests for overnight guests should be made in advance (no less than 24 hours) with a residence hall Dean by completing an [Overnight Guest Request](#) form.

No overnight guests will be permitted during the week preceding the start of the fall semester ("Fall Welcome" week) or during any final exam period. This restriction is designed to be respectful to all students as they become acclimated to living on campus at AU and/or as they study and prepare for the end of the semester.

Residents may be allowed overnight guests for up to five nights per semester with a limit of three consecutive nights for each stay. Guests needing to stay for a duration longer than three nights should contact [AU Hospitality Services](#) for on-campus guest room options as well as nearby off-campus options. Guests will not be permitted to stay overnight in an unoccupied room, resident(s) must be present during guest stay.

All overnight guest requests may be denied at the discretion of the residence hall Deans. Failure to obtain permission for an overnight guest will result in a \$25/night surcharge to the residents' AU account and disciplinary action may be accrued.

When a resident serves as a host, that resident is ultimately responsible for the behavior and any damage caused by the guest. Guests are expected to abide by all [Residence Hall policies](#) and the [AU Student Code of Conduct](#). It is the host's responsibility to communicate the established expectations to guests. Noncompliance by the guest to AU policies and may result in the guest being asked to leave the guest may also be banned from visiting AU residence halls and/or AU campus.



When a resident serves as a host, that resident is ultimately responsible for the behavior and any damage caused by the guest. Guests are expected to abide by all [Residence Hall policies](#) and the [AU Student Code of Conduct](#). It is the host's responsibility to communicate the established expectations to guests. Noncompliance by the guest to AU policies and may result in the guest being asked to leave the guest may also be banned from visiting AU residence halls and/or AU campus.

Lamson and Meier Halls will be closed for a specific time period between fall and spring semesters. Please look out for flyers, emails, and/or announcements about closure times and expectations. During this closure, Lamson and Meier Halls will be closed and no access will be granted. If you are returning to Meier and Lamson for the Spring semester of the same school year, feel free to leave your belongings in the room at no extra charge. A daily fee will be assessed (until the resident officially moves out) for belongings left during the closure period if not returning for the spring semester.

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Baguette de France

Cafe 31 (

Hardings

McDonald's

Melendez (

Subway

Additionally, your residence hall has a vending machine for your convenience. (See "Vending Machines" on page 39.)