

2015-2016 Residence Hall Handbook

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THE PURPOSE AND INTENT OF RESIDENCE HALL HOUSING

Concordia Theological Seminary realizes that the formation process of future pastors and church workers takes place not only in the academic classroom, but also as they live in community with fellow students either in the dorms or with their spouse and family at home. **Any single student (M.Div., Alternate Route, or Deaconess) or any married student attending school without his/her spouse or children living in Fort Wayne, must live in the seminary's residence hall during enrollment and pay the published room and board rate.** Each residence hall has a Resident Assistant who monitors the residence hall. Because it is necessary to maintain and clean the residence halls and rooms, facilities normally cannot be provided between the end of the summer session and the beginning of the fall quarter. The Dean of Students and the Vice President of Business Affairs must approve any exceptions. The Director of the Deaconess Program will also review the requests by the deaconess students.

In order to enrich the character of theological discourse and to strengthen the engagement of cross-cultural issues, Graduate Students (M.A., S.T.M., D.Min., Ph.D.), especially those from sister churches, are encouraged, when possible, to live on campus. When the seminary, its donors, or churchly agencies provide scholarship and related assistance, the seminary may require some Graduate Students to live on campus. Additionally, all Graduate Students are invited to participate in the worship and community life of the seminary.

It is the intention of the seminary to serve students by making the living and study space as helpful as possible as they prepare to serve God and His people in a church vocation.

I. PROCEDURES FOR CHECKING IN/CHECKING OUT

CHECKING IN

Check-in will take place for all students in the fall of the new academic year, the week before classes begin in September, from Thursday through Friday, between the office hours of 8:00 a.m. to 3:00 p.m. IF you wish to come after hours please contact the Dean of Students office (260.452.2152) or Security (260.267.0287) in advance of your arrival. During other academic quarters, please make arrangements with the Dean of Students office.

When you arrive on campus please follow these steps:

1. Contact the Cashier (Werner Administration Building) in order to receive a key to the residence hall room and a key to the mailbox.
2. Contact the Resident Assistant and complete a *check-in/check-out form* which you will receive from the Resident Assistant.
3. The signature of each person involved is required on the *check-in/check-out form*.
4. Give the completed *check-in/check-out form* to the Resident Assistant who will return the form to the Dean of Students' Office (L-16).

All residence hall rooms are single occupancy. Please remember that no room changes may take place without prior permission from the Dean of Students.

CHECKING OUT

All students must vacate their residence hall rooms after their room inspection and check-out no later than the Monday morning following the day of graduation. Check-out procedures only take place between the hours of 8:00 a.m. to 3:00 p.m., Monday through Friday.

Deposits will be refunded within 30 days of graduation, completion of studies or termination of studies if one returns a completed *check-in/check-out form*. If a student needs to vacate their residence hall room for any reason (i.e., leave of absence) during the academic year, please inform the Resident Assistant and the Dean of Students' Office.

Before you leave campus please follow these steps:

1. Contact Maintenance (maintenance@ctsfw.edu or (260)452-2184 to make an appointment to have your room inspected. In order to check out, you must have your belongings packed up and ready to leave.
2. Maintenance will bring your check-out sheet to the inspection.
 - a) If your room is undamaged, you will both sign the sheet and your room deposit will be credited to your account.
 - b) If damage has been done to your room, Maintenance will assess the damage and a fee will be charged to your account.

II. GENERAL HOUSING DETAILS AND RESIDENT INFORMATION

KEYS-Residence Hall

There is a deposit of \$10.00 for each key a student receives. The student is to return the room key to the Cashier, not to anyone else, within five days after graduation or upon completion or termination of studies, or the student will lose the deposit. If a key is lost, the student's account will be charged a lost key fee of \$50). All residence hall keys are to be returned to the Cashier between the business hours of 9:30 a.m. to 4:00 p.m. Monday through Friday. Please contact the Dean of Students office for afterhours instructions. [Check info w/ pg. 19 of Student Handbook]

KEYS-Mailbox

There is a \$10.00 deposit for mailbox keys. All students who graduate, complete their studies, whose studies are terminated, or who go on vicarage are to return the mailbox key to the Cashier, not to anyone else, between the business hours of 9:30 a.m. to 4:00 p.m., Monday through Friday. A student has ten days after leaving campus to return the key or the deposit is forfeited. If a key is lost, the student's account will be charged a lost key fee of \$20.

KEYS-Employment

Employment keys must be returned by student workers to the Cashier when they are no longer employed by the seminary.

DAMAGE DEPOSIT

There will be a one-time damage deposit of \$50.00 charged to each residence hall student before moving into the residence hall. This deposit covers not only possible damages to the room, but also damages to common areas as well. If there is no damage the deposit is returned yearly.

ROOM INSPECTION

Rooms will be inspected by the Maintenance Department before a student checks in and before a student checks out. Rooms must be clear of personal possessions at the time of inspection (both check-in and check-out inspections). If there are any damages to items, they will be reported on the *check-in/check-out form* and charged to the student's account or deducted from the room deposit.

STORAGE

Each residence hall has a storage room for use by the residents, but space is limited. Storage room #18 may only be used during the time of occupancy. All items stored in the storage room are to be boxed and labeled with student name, address and date of storage. Empty residence hall rooms are not to be used as storage rooms. Additionally, do not store personal possessions in the lounge, halls, under the stairwells or in the chapel. No belongings may be left in the hallways at any time (i.e., laundry to dry, boxes, etc.). They may be disposed of inadvertently. Bicycles may be kept in the residence hall storage room but are not to be left in the hallways or other public areas within the residence hall. CTSFW is not responsible for storing any possessions that belong to a student. Any forgotten items that are left in room #18 will be taken to the co-op once the student leaves campus.

ANIMALS AND PETS

Animals and pets are not permitted within the residence halls. This includes aquariums for fish, birds, rodents, snakes or other aquatic or semi-aquatic creatures.

RENTER'S INSURANCE

Concordia Theological Seminary is not responsible for any personal possessions that a student has in the residence hall room. Therefore, students are strongly encouraged to secure renter's insurance in order to protect belongings in case items are lost, stolen or destroyed by a calamity.

STAFF ACCESS

Under normal circumstances seminary personnel will not enter a room. However, the administration reserves the right for any staff personnel under legitimate circumstances to enter the room. The person entering the room will leave identification.

ROOM FURNISHINGS

The following room furniture and equipment are available: desk and bureau, desk lamp, bookshelves, chair, bed (extra-long twin length), mattress, mattress pad and closet. Any additional furniture (bookcase, couch, etc.) must be approved by the Dean of Students. A pillow and bedspread are not provided. Janitorial service and linen are not included in the residence hall fee. Students living in the residence halls will be responsible for keeping their own rooms clean. Furniture from a room or the lounge is not to be removed without prior permission of the Dean of Students. Washers and dryers are available for use in each Residence Hall. The provided detergent (HE) must be used to avoid damage to the washers.

SECURITY

Since the residence halls are open most of the time, students should lock their rooms as they leave. It is the student's responsibility to properly secure any possessions. To avoid the problems of vandalism and theft, students should be mindful of whom they invite into their rooms or residence hall. No student may enter another student's room unless the student living in that room, the Resident Assistant or Security is present. The seminary is not responsible for any lost, stolen or damaged property. Students may purchase renter's insurance to cover their possessions within their rooms. All Residence Halls will be locked by Security between midnight and 6:00 a.m. Call 260.267.0287.

HOUSEKEEPING

Please clean up after usage (including all trash) in both the lounge and restroom. The restroom should be kept clean and in good order. Close the shower curtains after use (it keeps down the mildew problems). If a student notices that the restrooms need cleaning or are out of restroom products, please contact the Resident Assistant immediately. This will allow Housekeeping and Maintenance time to tend to more urgent problems in a residence hall as they arise. Guests may also use these restroom facilities, so they should be clean at all times. Please take all trash to the trash cans in the basement. The lounge and restroom trash cans are not to be used for the students' personal trash disposal.

Students should also keep the lounge clean and in good order. Please clean all dishes and other such items in the residence hall lounges. Additionally, keep the microwave in the lounge clean. There is a plastic tub with a sponge for residents to clean their personal dishes and silverware. If a student has guests in the lounge, please be sure to check that the lounge area is clean after use, and be sure to move the furniture back into its proper order. The lounge may not be changed (permanently) or be decorated with personal decorations unless the Resident Assistant, Housekeeping and the Dean of Students give prior permission. (For fireplace directions, see below.) Housekeeping will keep the residence hallways,

lounge and restrooms in clean order. If any area needs cleaning, please notify your Resident Assistant who will then contact the Supervisor of Housekeeping. Please be considerate of Housekeeping by picking up after yourselves. No belongings may be left in the hallways at any time (i.e., laundry to dry, boxes, etc.). Upholstered furniture shall remain in the building at all times.

MEAL SERVICE

Students residing in a campus residence hall must use the campus meal plan. Room and board go together. Room and board cover a 10-week quarter. Usually the dining hall is closed during breaks between quarters. The summer board plan varies depending on enrollment.

DINING HALL RULES AND REGULATIONS FOR BOARDING STUDENTS

- Meals for guests may be purchased at a reasonable price
- Please request a carry-out box for a sick student.
- Please do not remove china, silverware, or kitchen utensils from the dining hall.
- Please do not bring alcoholic beverages into the dining hall.
- Please direct any concerns to the Director of Creative Dining.
- An all-you-can-eat format is followed in the dining hall.
- Use of the mezzanine or private dining room is not permitted without previous reservations or authorization from the Dining Service and the Facilities Coordinator.
- Due to the Board of Health safety regulations, no student is permitted in the kitchen, behind the serving line or in the dish rooms.
- Failure to comply with dining hall rules and regulations may result in disciplinary action.

LOUNGE PHONES

Outside calls can be placed from the telephones in dorm lounges. Please be considerate of others who may also want to use the telephone. Long Distance calls may only be made with a pre-paid calling card.

NETWORK, INTERNET AND EMAIL SERVICE

A CTSFW network and email account, as well as personal space to save your work on the system are created for you once you enroll as a student. You may access these in the following locations:

- The Lilly Computer Lab (W-11)
- The Library
- The Ph.D. Study Room (L-8)
- The Ethernet connection in your residence hall room.
- Wireless – Throughout campus

Network: The Ethernet port in your room is configured to give you internet access, but no access to internal network resources – network shares and printing. If you would like to have access to these services, your computer will need to be configured for this access. This configuration includes installing the seminary's anti-virus program-Sophos Anti-Virus. There is no additional charge for this.

Email: Your email can be accessed on campus from our website, using the campus network, as well as off campus, provided you have an ISP (Internet Service Provider) such as AOL, ATT, MSN, etc... The email access instruction form can be picked up in the Information Technology Office (Library), or you can go to the I.T. webpage at www.ctsfw.edu/IT for more information.

Printing: You can print to the network laser printers at a cost of seven cents per page if you have purchased a Print Services Card from the Cashier's office or Print Shop (\$7 for 100 prints). Without the card, the price is ten cents per page. If you have had your computer configured for the internal network, your computer can be set up to print directly to the library printer. If not, you can print documents from the computers in the library. Color printing and large quantity black and white printing can be purchased from the Print Shop.

NON-CTSFW RESIDENT STUDENTS

If you are not enrolled full-time at Concordia Theological Seminary, but are residing on campus, you will not be issued a seminary account but may request to have your computer configured and your resident hall room activated for Internet access provided you have a NIC (Network Interface Card) or wireless interface for your computer. As a prerequisite, you will be required to have a known up-to-date anti-virus application (such as Norton or McAfee) on your computer, and be able to show that it is

configured to perform regular updates. You can come to the Information Technology office and fill out the *CTS Computer Setup Request Form*. You will be charged \$20 per year for this service. You must reactivate your computer connection each time you come to campus and the fee is renewable after June 30. If necessary, you may also purchase a 20' cable for your room hookup at the cost of \$10.00. For any questions concerning the network, Internet, E-mail, printing or computer usage and availability, please contact the Information Technology Office in the Library or at ext. 3178, or you can go to the I.T. webpage at www.ctsfw.edu/IT for more information.

WEB SERVICES

On our website, you will find answers to your basic questions about Information Technology and useful pages, tips and links for your computer. You will also be able to find up-to-date information about the available network access points both wired and wireless. All of this can be found at the I.T. webpage at www.ctsfw.edu/IT. It is designed to handle questions, report problems, request services and handle inquiries regarding computer hardware and software, practice safe computing, Internet connectivity, webmail, and other related topics.

THE STUDENT COMMONS

The Student Commons is available from 7:00 a.m. - 9:00 p.m. Monday through Thursday, 7:00 a.m. - 10:00 p.m. on Fridays and Saturdays, and 11:00 a.m. – 10:00 p.m. on Sundays. The Student Commons is closed during Academic Breaks and holidays. The Commons is the center of the Seminary community's social life. Students, faculty, staff and their families are encouraged to gather in the Commons for many regular activities and special events. While being a welcoming area for interaction, it doubles as a comfortable place for study between classes. The Commons features a 60" HD TV, projection screen, foosball, ping pong table, pool table, wireless internet, leather furniture and hot and cold beverages along with snacks. The Commons may be reserved for private parties and there may be a fee involved. All questions regarding reservations or use of the Commons should be directed to the Director of the Student Commons.

VEHICLE REGULATIONS

The Security Office has the responsibility of registering all faculty, staff and student vehicles. Security has the responsibility of enforcing all parking and traffic violations. In the State of Indiana moving traffic violations are enforceable by police and by any citizen willing to sign a citizen's complaining report even though Concordia Theological Seminary is considered to be located on private property.

The speed limit on campus is 25 m.p.h. The white center line means that the campus is a no passing zone. This also includes Maintenance equipment.

Please refer to the vehicle registration form for parking regulations and fines. If a student's vehicle is not working, please make sure it is parked in a location that will not cause traffic problems. A vehicle will be towed if it is a safety hazard or can't be identified by proper registration and plate number. Also, if a student is leaving school for any extended length of time (i.e., quarter or year), the student's vehicle is to be removed from campus. Each student is limited to one vehicle, unless authorized by the Security Office. If it is inoperable, please contact the Security Office. Concordia Theological Seminary is not liable for storage or towing.

MAINTENANCE

- Please do not use nails in the walls. Use 3M Command products is encouraged for hanging items on the walls. The student may not paint the room.
- Do not make loft beds. These cause undue stress on equipment and pose fire hazard problems and safety risks.
- Fireplace wood is available in the fall for residence hall use. Call Maintenance at ext. 2184 and they will drop off a load outside the residence hall entrance. The residence hall must remove it within 24 hours and stack it in the phone closet. Please sweep up any mess off the sidewalk and hall, which results from carrying firewood. The user must clean up the fireplace ashes the next day after using the fireplace. At the back of the fireplace is a small door through which the ashes may be swept. This leads to a bin that Housekeeping will clean out at the end of the year. Encourage good stewardship in use of firewood. Always keep the fire screens closed and the damper open when the fireplace is being used. Close the damper when there is no fire. Do not ever place any other items such as charcoal in the fireplace. A fire-starting log, however, may be placed in the fireplace.

- During the winter months, Maintenance will be looking for a couple of students to do some snow removal in order to keep the walks clean in each of the residence hall areas. Maintenance will hire these students to clear the steps and entryways to the residence halls. If no one is hired, the residence hall may need to provide volunteers for snow removal. If no one volunteers, it is the Resident Assistant's responsibility to see that it is accomplished in a timely manner.

SMOKING AND ALCOHOL

There is a "no smoking" policy inside ALL buildings on campus. All smokers who wish to smoke may do so outside, preferably away from the sides of the buildings with windows. Alcohol may be consumed in the residence hall by students who are 21 years of age or older. Moderation is encouraged since drunkenness is not appropriate for Christians. (See Eph. 9:18 and I Tim. 3:3). Alcohol consumption by minors is prohibited.

FIRE SAFETY

Fire extinguishers are placed at strategic spots for safety purposes. These must not be used except for fire emergencies. There are smoke alarms as well as a pull switch for the fire alarm. The Resident Assistants will instruct residents on fire safety.

To maintain appropriate cleanliness standards and to avoid a serious fire hazard, as noted by the local fire safety authorities, electrical appliances which exert a heavy load on the electrical circuits are not to be used in the residence hall room. Microwave appliances for cooking or frying equipment for food preparation are not to be used in the rooms. There is a microwave in each lounge for student use. **NO OTHER COOKING IS ALLOWED. THE USE OF TOASTERS, HOTPLATES, FRYING PANS, AND SLOW COOKERS IS PROHIBITED.** Computers, stereos, small refrigerators and TV's are permitted. The burning of candles or incense is not permitted.

FIRST AID

There is a first aid kit and spill kit located in each Resident Assistant's room. If vomit, blood or other bodily fluids are expelled, please tell the Resident Assistant to notify Housekeeping. It is important to report these items because of infectious diseases and bacteria. These areas need to be appropriately disinfected by Housekeeping.

EMERGENCIES ON CAMPUS

In the event of a medical emergency, the responding party may call 911 directly. If 911 is called for emergency services, our Security must also be immediately notified at 260.452.2110 so that EMS and FIRE may be properly guided to the exact location of the medical emergency. Security and Resident Assistants are trained in adult and child CPR and are AED certified.

VACATION AND BREAK HOUSING

Students may stay in their rooms during vacations and breaks while paying room fees. If food service is open and available, board will be charged. If you are staying on campus to work, you may still be charged room fees, depending on the amount of hours that you work. Please see the Dean about this policy.

SUMMER HOUSING

There will be summer residence halls available for those attending language and other summer classes in Sessions I, II, and III. Students will check into these residence halls for the summer months while the other residence halls are either being cleaned or renovated. In the fall, students will then be assigned new residence hall rooms. Deposits, inspection, keys and storage will follow the same policy year round.

III. RESIDENCE HALL RULES: BEING CONSIDERATE OF OTHERS

FELLOW RESIDENTS

Please consider others as they sleep and study. All residence halls will have quiet hours between 8:30-11:00 p.m. Sunday through Thursday. Friday and Saturday quiet hours will begin at 11:00 p.m. Courtesy hours will apply 24 hours a day. If an individual has an immediate concern, he should kindly speak to the individual resident directly.

- Please keep the lounge doors closed when the TV is on. The lounge is primarily for recreational use, not private study space.
- Please do not yell in the halls.

- Please keep stereo and TV volume down. If it is too loud, (being heard in the halls) it may disrupt the study and sleep of others.

GUESTS IN DORMS

The following will apply to guests in the residence hall:

1. Individual room doors are to remain open when a visitor of the opposite gender is present in the room.
2. To be considerate of the privacy of fellow residents, no person of the opposite gender may be in an individual's room after 11:00 p.m. or before 9:00 a.m. The lounge is available for visits until 12:00 a.m. (midnight). All residence halls will be locked by Security between the hours of midnight and 6:00 a.m.
3. A guest may not be in a student residence hall room or the lounge without the student present.
4. A guest may stay on campus in the guest residence hall. Reservations are made through the Facilities Coordinator (452-2105), and the rate is \$30 per room per night. The same rules concerning guests also apply to the guest residence hall, except that rules 1 and 2 above do not apply to the spouse of a student in a guest room. A student residing in a student residence hall may stay in a guest room with their spouse at no additional cost.

The above rules are designed for the following reasons:

1. To protect the individual student.
2. To protect the guest.
3. To be considerate of fellow residents.
4. To be considerate of other seminary guests.

If one has any questions about proper procedures or encounters difficulties with their living situation, please contact the Resident Assistant or the Dean of Students.

IV. GUEST RESIDENCE HALLS

Guests of the Seminary

1. Please be aware that other guests reside in the hall.
2. For security reasons, guests are encouraged to keep their doors locked when not in the room.
3. The lounge is available for visits until 12:00 a.m. (midnight).
4. Because the guest halls are co-ed, guests are encouraged to wear proper attire outside their rooms at all times.
5. The women's restroom is on the top floor and the men's restroom is on the lower floor of each hall.

Keys

Guest residence hall keys are to be picked up at Security located at the Welcome Center. When leaving please return the key to the Welcome Center.

Housekeeping:

Restrooms—In order to keep the restrooms clean and in good order, please contact the Resident Assistant if a restroom needs cleaning or is out of restroom products.

Trash—Please take all large items of trash to the trash containers in the basement.

Laundry—A washer and dryer are on the lower level. Use only the provided HE detergent.

Lounge—In order to keep the lounge in good order, please clean after any gathering and move furniture back to its original position.

Fireplace—Guests may use the fireplace. However, please contact the Resident Assistant before using. The day after the fireplace is used, be sure to clean up the ashes. They may be swept into the door at the back of the fireplace.

Questions—If you have any questions or problems, please contact the Resident Assistant or the Dean of Students. The purpose of these rules is to make one's stay as pleasant an experience as possible.

Room Rates:

Guests will be charged a flat rate of \$30 per guest room per night. Occupancy is limited to two adults per room. Children under the age of 12 are allowed to sleep in their own sleeping bags at no charge. Contact the Facilities Coordinator at ext. 2105.