

# Washington Adventist University

## 2012-2013

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Property of: \_\_\_\_\_

Address: \_\_\_\_\_

Phone #: \_\_\_\_\_

In case of emergency, please notify:

Name: \_\_\_\_\_ Phone #: \_\_\_\_\_

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<http://www.schooldatebooks.com> • [sdi@schooldatebooks.com](mailto:sdi@schooldatebooks.com)

Dear Students,

It is my hope that this Student Handbook will provide you with necessary information to enhance your educational experience at Washington Adventist University. This handbook is designed for easy reference; therefore, starting with the section “Washington Adventist University From A to Z,” you will find major topics listed in alphabetical order.

WAU provides a wide variety of services, programs, and activities that are designed to help you make the most of your educational opportunities, both within and outside of the classroom. Services provided include, but are not limited to: educational and personal counseling; academic advising; study skills and tutoring; financial aid; health care; spiritual nurture; student organizations; the Student Association; on and off campus educational, social and cultural events; and university sponsored residential living. I challenge you to take the initiative and become involved in campus life; because it will expand your personal educational experience, as you contribute to the overall quality of the WAU community.

Our campus theme this year is “In It To Win It,” and we are delighted that you have chosen WAU as the place for your higher education. Prepare to run a strong race, and visualize your prize at the end of this academic year.

The fact that you have chosen to attend a Christian university says much about you and your commitment to live a life dedicated to Christ. You will encounter joys and challenges on this journey for higher education. Be thankful for the joys and challenges; but when the challenges come, and they will, remember, those special words of encouragement and strength.

My best wishes for a successful and happy academic year.

Sincerely,

A handwritten signature in cursive script that reads "A. Jean Warden". The signature is written in dark ink and is positioned above the printed name.

A. Jean Warden

Vice President, Student Life

## OUR VISION

Washington Adventist University wants to produce graduates who bring competence and moral leadership to their communities.

## OUR MISSION

Washington Adventist University is a learning community committed to the Seventh-day Adventist Christian vision of excellence and service. This cosmopolitan institution challenges students to seize the opportunities for learning in the nation's capital in order to become moral leaders in communities throughout the world.

## 10 PRINCIPLES OF WAU'S CULTURE OF EXCELLENCE

- Commit to excellence
- Measure the important things
- Build a culture around learning
- Build a culture around service
- Create and develop leaders
- Focus on faculty, staff, and student satisfaction
- Build individual accountability
- Align behaviors with goals and values
- Communicate at all levels
- Recognize and reward success

## OBJECTIVES

WAU students upon graduation will demonstrate competencies in the following areas:

- **Spiritual Identity**

They will understand the basic spirituality that is the heart of the University's Mission and Statement of Community Ethos. They will be committed to a belief and value system that results in responsible moral choices and the care of the body, mind, and spirit.

- **Communication**

They will be able to communicate effectively through reading, writing, speaking, and listening, and become proficient in the use of electronic modes of communication.

- **Analytical Skills**

They will be able to absorb and synthesize information, to solve problems through interpretation, analysis, evaluation, inference, explanation, and self awareness.

- **Effective Citizenship**

They will be aware of the characteristics and needs of a diverse community, will understand the value of contributing time and effort to achieve community goals, and will accept responsibility for personal actions. Their behavior in the community will reflect the importance of creating and maintaining a safe, orderly, healthy, and attractive environment.

- **Team Work**

They will be able to participate either as a member or leader of a committee, task force, board, or other group project in generating and achieving its collective goals.

- **Aesthetic Appreciation**

They will be able to recognize, distinguish, and understand the nature and value of fine and performing arts, as well as the aesthetic heritage found in a variety of cultures.

- **Discipline-Specific Competency**

They will be able to show competency in a major field of study and will understand the relationship of their particular discipline to the general education core of their liberal arts training.

# STATEMENT OF COMMUNITY ETHOS

Washington Adventist University operates under the auspices of the Seventh-day Adventist Church. The institution's distinctive passion is learning. By making learning a pleasure and a joy, and by linking scholarship with service, the faculty and students, and those who support them, intend to develop competence for moral leadership as well as competence for work. In this light, we embrace, and attempt to live by the following ideals:

## **FAITH**

We value faith in God, and celebrate the goodness of creation, the dignity of diverse peoples, and possibility of human transformation. Through worship and shared life, we uphold spiritual integrity and help one another to achieve it.

## **MIND**

We value the enhancement of the mind through enthusiasm, excellence, and honesty in learning. In both study and conversation, we honor the consideration of ideas and the increase of understanding.

## **RESPECT**

We value safety, respect, and courtesy as every person's need and right. To assist one another in learning, we attend to making our environment hospitable to study.

## **SERVICE**

We value generosity in both attitude and practice, and consider higher education to be both a training and an opportunity for service.

## **BEAUTY**

We value beauty and order—in the buildings, on the grounds, and in ourselves. We take responsibility for the look, the sound, and the feel of our campus.

## **HEALTH**

We value the health of body, mind, and soul, and encourage one another to eat, rest, and exercise for maximum benefit to our entire being.

## **GROWTH**

We value both honesty and determination with respect to these ideals. We acknowledge our need and capacity, under God, for continuous growth toward their realization.

## **STATEMENT OF CORE VALUES**

*At Washington Adventist University, learner success comes first. Teaching and learning comprise the core of our mission. In recognition of the dignity and worth of our individual members, we dedicate ourselves as a learning community to the continued pursuit of excellence. With these as fundamental principles, the following values guide our actions:*

### **INTEGRATION OF THE LIFE AND TEACHINGS OF JESUS CHRIST**

We will demonstrate the teachings of Jesus in all aspects of the learning community.

### **COMMITMENT TO QUALITY**

We take personal responsibility for continual improvement and commitment to lifelong learning as we celebrate creativity, innovation, service, and the success of learners.

### **RESPECT**

We insist on an environment of respect. Our actions reflect the respect we hold for our students, our colleagues, and ourselves. We hold each member of the community as individuals deserving kindness, dignity, and fairness. All are gifted, all are valued.

### **TRUST**

We honor the trust placed in us by our students, the community, and our colleagues. With trust, we act openly and ethically, motivated by cooperation and a collaborative team spirit.

### **CONSIDERATE OPEN COMMUNICATION**

We take responsibility for sharing information, encouraging the exchange of ideas, listening without judgment, and speaking with honesty and candor.

### **ACCOUNTABILITY AND INTEGRITY**

We hold ourselves and others accountable for our professional and personal actions, acting responsibly and conducting our business with integrity.

### **OUR SPIRIT OF COMMUNITY**

*Our learning community is built on a commitment to excellence, engagement in the learning process, mutual respect and courtesy for others. This commitment is an integral part of everything we do and is observed when we:*

- respect the rights and property of all members of the campus community
- uphold personal and academic integrity
- practice honesty in communication
- listen to others' viewpoints
- support diversity
- apply cost-effective measures
- work with others to uphold these standards
- model the life and teachings of Jesus



**TEAM**

TOGETHEREVERYONEACHIEVESMORE

**COMING**

*together is a beginning.*

*Keeping* **TOGETHER**  
*is progress.*

*Working together*  
*is* **SUCCESS.**



**WE'RE HERE TO SUPPORT YOU!**

# CAMPUS PHONE DIRECTORY

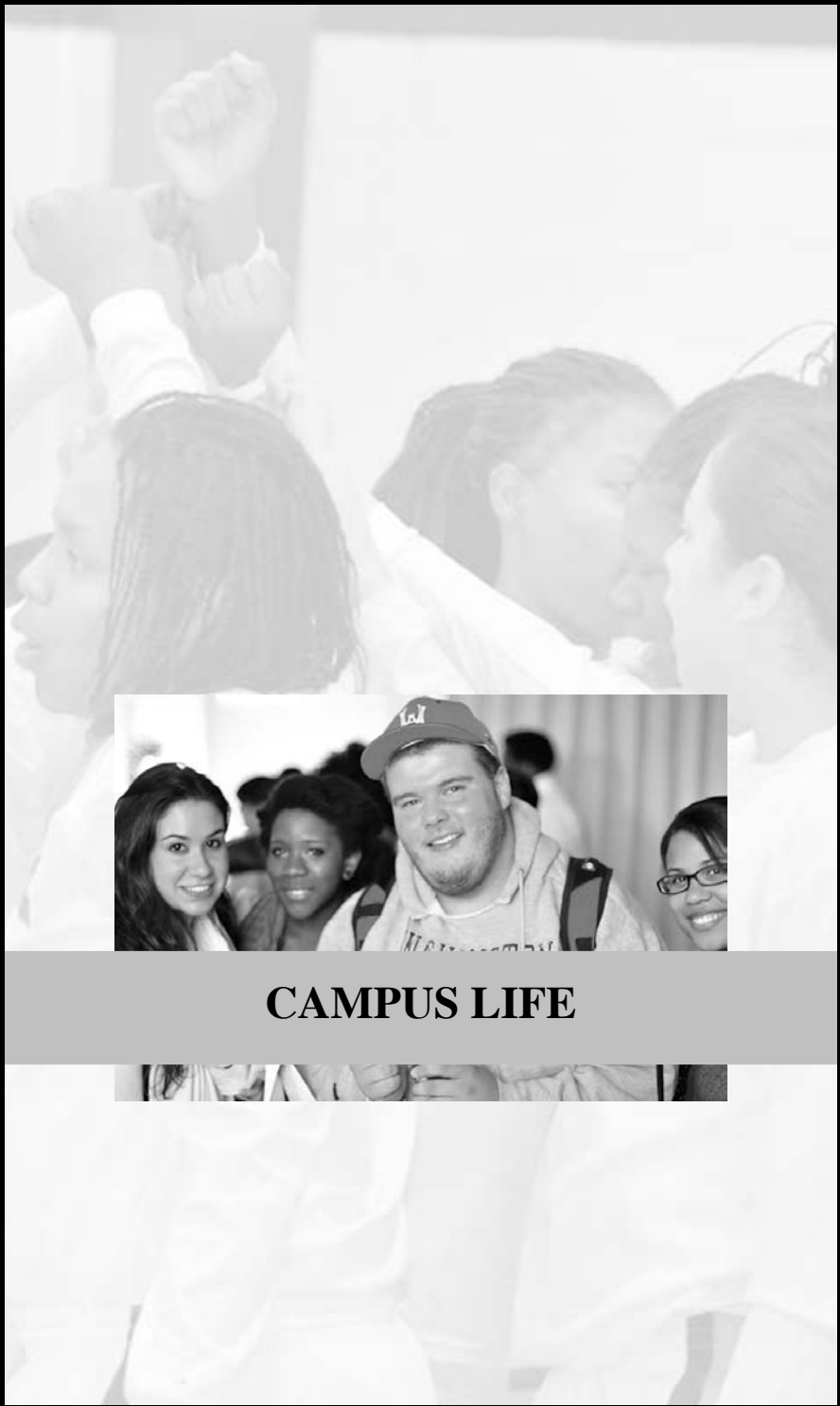
Campus Numbers are 301-891+extension

Academic Administration .....	ext. 4116
Accounting Services .....	ext. 4488
Admissions.....	ext. 4502
Advancement and Alumni.....	ext. 4133
Athletics .....	ext. 4195
Bookstore .....	ext. 4096
Campus Ministries .....	ext. 4112
Center for Student Success .....	ext. 4106
Corporate Communications .....	ext. 4134
Computer Lab .....	ext. 4172
Cooperative Education.....	ext. 4163
Dining Services.....	ext. 4103
Facilities Services .....	ext. 4161
Financial Administration.....	ext. 4551
Financial Aid (see Student Financial Services) .....	ext. 4005
Gymnasium .....	ext. 4193
Halcyon Hall .....	ext. 4174
Health Services .....	ext. 4525
Human Resources .....	ext. 4542
Information Line (Snow/Emergency Closures).....	ext. 4567
Morrison Hall.....	ext. 4043
Music.....	ext. 4025
President's Office.....	ext. 4128
Records .....	ext. 4119
Security .....	ext. 4019
Sligo Church .....	301-270-6777
Student Association.....	ext. 4100
Student Financial Services.....	ext. 4005
Student Life .....	ext. 4525
Washington Adventist Hospital.....	301-891-7600
Weight Room .....	ext. 4192
Weis Library.....	ext. 4217
WGTS-FM.....	ext. 4200

## CAMPUS BUILDINGS

Wilkinson Hall (WH) 1
Halcyon Hall (HH) 8
Morrison Hall (MH) 9
H.M.S. Richards Hall (RH) 10
Peters Music Center (PMC) 11
Weis Library (WL) 2
Science 3
Health Sciences (HS) 7
Gymnasium 5
Ancillary Service (AS) 4
General Services (GS) 6





**CAMPUS LIFE**

## **\*OFFICE HOURS**

### **CAMPUS OFFICES**

Monday-Thursday 8:30 AM. -Noon, 1:00 PM. - 5:00 PM

Friday 8:30 AM – Noon

### **BOOKSTORE**

Monday-Thursday 9:00 AM. – 6:30 PM

Friday 9:00 AM - Noon

### **COMPUTER LAB**

Sunday, Noon - 11:00 PM

Monday-Thursday, 7:30 AM - 11:00 PM

Friday, 7:30 AM - 2:00 PM

### **DINING HALL**

Sunday Schedule

Brunch 10:30 AM. - 2:00 PM

Dinner 5:00 PM - 6:00 PM,

Holiday and Snow Day Schedule (Same as Sunday Schedule)

Continental Breakfast Monday - Friday 6:30 AM - 7:00 AM

Breakfast Monday through Friday 7:00 AM - 9:30 AM

Lunch Monday - Friday Noon - 2:00 PM

Sabbath (Saturday) Noon - 2:30 PM

Dinner Mon - Thurs 5:00 PM - 7:00 PM

Friday and Sabbath (Saturday) 5:00 PM - 6:00 PM

### **GYMNASIUM**

Sunday 6:00 p.m. - 10:00 PM

Monday -Thursday 6:00 AM. - 10:00 PM

Friday 6:00 AM - Noon

### **STUDENT LOUNGE (LOWER LEVEL OF MORRISON HALL)**

Sunday 5:00 PM – 11:00 PM

Monday –Thursday 1:00 PM – 10:00 PM

Closed Friday

Sabbath After sunset – 12:00 AM (Please note that during sacred hours, activities will be geared towards Sabbath celebration).

### **THE BETTY HOWARD CENTER FOR STUDENT SUCCESS (BH)**

Monday – Thursday 8:30 AM – 5:00 PM

Friday 8:30 AM – Noon

### **WEIGHT ROOM**

Sunday 6:00 PM - 10:00 PM

Monday -Thursday 6:00 AM - 10:00 PM

Friday 6:00 AM - Noon

### **WEIS LIBRARY**

Sunday 1:00 PM - 11:00 PM

Monday-Thursday 6:00 AM - 10:00 PM

Friday 9:00 AM. - 1:00 PM

*\*Note: All offices of the University are closed during weekly Convocation services on Wednesday (11:15 a.m. - Noon) and monthly Assemblies the Mondays of each month. Please note that any changes in office hours will be posted.*

## STUDENT ASSOCIATION

President	Alcira Groomes
Executive Vice President	Michael McNeil
Financial Vice President	Adrian Thornhill
Social Vice President	Bincy Mathai/Gabrielle Morrison
Religious Vice President	Leland Pittman
Columbia Journal Editor (Newspaper)	TBA
Golden Memories Editors (Yearbook)	TBA
Line-Up Editor (Directory)	TBA

*For more information about the Student Association contact  
the SA office at ext. 4100 or Student Life at ext. 4525.*

## CAMPUS MINISTRIES

Media Ministries	Prayer Ministries
Chapel 4U	Prison Ministries
Convocation	Project SonShine
Encouragement Ministry	Student Missions
Friday Night Vespers (Reflections)	Ignite

## WORSHIP SERVICES

Convocation: Wednesday, 11:15 a.m., Sligo Church Sanctuary

Reflections (Vespers): Friday, 7:30 p.m. Sligo Atrium

Singspiration: Friday, 8:45 p.m., Morrison Hall

Small Group Bible Studies, location and times TBA)

*For more information on Campus Ministries or worship services,  
contact the Office of the Vice President for Ministry at ext. 4112.*

## SOME CAMPUS CLUBS AND CLUB SPONSORS

Active Minds.....	Lauri Preston, ext. 4089
African Student Union .....	Jane Ogora, ext. 4223
Alpha Chi (Junior and Senior Honor Societies) .....	Fitzroy Thomas, ext. 4106
Amnesty International.....	Joan Francis ext. 0110
Association of Computing and Machinery .....	Dr. Michael Lee, ext. 4136
.....	Joseph Tobing, ext. 4566
Black Student Union .....	Dr. Joan Francis, ext. 0110
Caribbean Student Association .....	Nemeka Mason, ext. 4178
Chemistry Club .....	Dr. Melvin Roberts, ext. 4228
Chess Club .....	Patrick Farley, ext 4124
Commuter Student Task Force.....	ext. 4110
Education Club.....	Veronique Anderson, ext. 4536
Filipino-American Student Association.....	Lloyd Yutuc, ext. 4096
International Students' Association.....	ext. TBA
Latino Student Union.....	Cindy Ming, ext. 4110
Ministerial Association .....	ext. TBA
Nursing Student Association.....	Mary Christine Ramos, ext. 4160
Psi Chi (Psych. Honor Society) .....	Dr. Grant Leitma, ext. 4140
Phi Eta Sigma (Freshman Honor Society).....	Fitzroy Thomas, ext. 4106
Pre-Law Club .....	Deborah Brown, ext. 4061
Pre-Medical Society.....	Dr. Glen Bennett, ext. 4465
Red Cross Club .....	Sandra Isaac, ext. 4009
Rhapsody.....	ext. TBA
Sigma Tau Delta (English Honor Society).....	Dr. Susan Comilang, ext. 4065
Student Ministerial Association .....	Dr. Zack Plantak, ext. 4036
Students in Free Enterprise (SIFE).....	Kimberly Pichot, ext. 4034



## AREA ATTRACTIONS



## CHECK OUT THESE HOTSPOTS

### WASHINGTON D.C. HISTORICAL SITES

<b>Arlington National Cemetery</b> Open daily, 8:00 a.m. - 7:00 p.m. <i>Metro: Arlington Cemetery</i>	703-607-8052
<b>Bureau of Engraving &amp; Printing</b> Mon.-Fri., 9:00 a.m. - 2:00 p.m. <i>Metro: Smithsonian</i>	202-622-2000
<b>FBI Headquarters</b> Mon.-Fri., 8:45 a.m. - 4:15 p.m. <i>Metro: Federal Triangle</i>	202-324-3447
<b>Franklin D. Roosevelt Memorial</b> Open 24 hours, staffed 8:00 a.m. - 12:00 a.m. <i>West Potomac Park along Basin Dr.</i>	202-485-9880
<b>Jefferson Memorial</b> Open 24 hours, staffed 8:00 a.m. - 12:00 a.m. <i>Tidal Basin, south end of 15th St. SW</i>	202-376-6704
<b>Lincoln Memorial</b> Visitors Center open, 8:00 a.m. - 11:30 p.m. <i>Metro: Foggy Bottom</i>	202-426-6895
<b>Mount Vernon</b> Open daily, 9:00 a.m. - 5:00 p.m., Admission fee <i>George Washington Parkway</i>	703-780-2000
<b>Old Post Office Pavilion</b> Mon-Sat, 10:00 a.m. - 9:00 p.m.; Sun, Noon - 7:00 p.m. <i>Metro: Federal Triangle</i>	202-289-4224
<b>United States Capitol Building</b> Mon-Sat, 10:00 a.m. - 4:30 p.m. <i>Metro: Capitol South</i>	202-225-6827
<b>Union Station</b> Mon-Sat, Metro Union Station 10:00 a.m. - 9:00 p.m.; Sun, Noon - 6:00 p.m.	202-289-1908
<b>White House</b> Call for ticket and tour information <i>Metro: McPherson Square</i>	202-456-7041

## WASHINGTON D.C. SMITHSONIAN MUSEUMS

<b>Air &amp; Space Museum</b>	202-357-2700
Open daily, 10:00 a.m. - 5:30 p.m.	<i>Metro: Smithsonian</i>
<b>Holocaust Museum</b>	202-488-0400
Open daily, 10:00 a.m. - 5:30 p.m.	
<b>Museum of African Art</b>	202-357-2700
Open daily, 10:00 a.m. - 5:30 p.m.	<i>Metro: Smithsonian</i>
<b>Museum of American History</b>	202-357-2700
Open daily, 10:00 a.m. - 5:30 p.m.	<i>Metro: Smithsonian</i>
<b>Museum of Maryland African-American History and Culture</b>	202-357-2700
Open Tues. and Sun., 10:00 a.m. - 5:30 p.m.	<i>Metro: Smithsonian</i>
<b>Museum of Natural History</b>	202-357-2700
Open daily, 10:00 a.m. - 5:30 p.m.	<i>Metro: Smithsonian</i>
<b>National Museum of the American Indian</b>	202-633-1000
Mon.-Sat., 10:00 a.m. - 5:00 p.m.; Sun., 11:00 a.m. - 6:00 p.m.	
<b>National Gallery of Art</b>	202-737-4215
Open daily, 10:00 a.m. - 5:30 p.m.	
<b>National Zoological Park</b>	202-673-4800
Call for hours	<i>Metro: Woodley Park-Zoo</i>
<b>SHOPPING MALLS</b>	
<b>Arundel Mills</b>	410-540-5110
Mon.-Sat., 10:00 a.m. - 9:00 p.m.; Sun., 11:00 a.m. - 7:00 p.m. 7000 Arundel Mills Circle	
<b>City Place</b>	301-589-1091
Mon.-Sat., 10:00 a.m.- 9:30 p.m.; Sun., Noon - 6:00 p.m. 8661 Colesville Road	
<b>Fashion Center at Pentagon City</b>	703-415-2400
Mon.-Sat., 10:00 a.m. - 9:30 p.m.; Sun., 11:00 a.m. - 6:00 p.m. <i>Metro: Pentagon City</i>	
<b>Mazza Gallerie</b>	202-966-6114
Mon.-Sat., 10:00 a.m. - 8:00 p.m.; Sun., Noon - 5:00 p.m. <i>Metro: Friendship Heights</i>	
<b>Montgomery Mall</b>	301-469-6000
Mon.-Sat., 10:00 a.m. - 9:30 p.m.; Sun., 11:00 a.m. - 6:00 p.m. 7101 Democracy Blvd, off I-495 & I-270	
<b>Prince George's Plaza</b>	301-559-8844
Mon.-Sat., 10:00 a.m. to 9:30 p.m.; Sunday, Noon - 6:00 p.m. 3500 East West Highway, <i>Metro: Prince George's Plaza</i>	
<b>Shops at Georgetown Park</b>	202-298-5577
Mon.-Sat., 10:00 a.m. - 9:00 p.m.; Sun., Noon - 6:00 pm 3222 M St., NW	
<b>Tyson's Corner</b>	703-827-7700
Mon.-Sat., 10:00 a.m. - 9:30 p.m.; Sun., 11:00 a.m. - 6:00 p.m. 1961 Chain Bridge Rd., off I-495 in VA	
<b>Wheaton Mall</b>	301-942-3200
Mon.-Fri., 10:00 a.m. - 9.30 p.m.; Sunday, 11:00 a.m. - 6.00 p.m. 11160 Veirs Mill Road, <i>Metro: Wheaton</i>	
<b>White Flint Mall</b>	301-231-7467
Mon.-Sat., 10:00 a.m. - 9:30 p.m.; Sun., 11:00 a.m. - 6:00 p.m. <i>Metro: White Flint or 11301 Rockville Pk., Rockville MD</i>	

# ENTERTAINMENT

## AREA THEATERS

**Ford's Theatre** 202-426-6924  
511 10th St., NW *Metro: Metro Center*

**Kennedy Center** 202-467-4600  
New Hampshire Ave., NW at Rock Creek Pkwy *Metro: Foggy Bottom-GWU*

**AFI Theater Silver Theater** 301-495-6700  
8633 Colesville Rd., Silver Spring, *Bus: Ride On 12, 13, or 17*

**National Theatre** 202-628-6161  
1321 Pennsylvania Avenue, NW *Metro: Metro Center*

**Olney Theater Center for the Arts** 301-924-3400  
Rt. 108, Olney, MD

**Warner Theater** 202-628-1818  
1299 Pennsylvania Ave., NW *Metro: Metro Center*

## AREA SPORTING EVENTS

**Baltimore Orioles (MLB)** 410-547-6234  
Oriole Park at Camden Yards

**Baltimore Ravens** 410-547-8100  
M&T Bank Stadium

**Washington Nationals (MLB)** 202-640-1636  
Nationals Park, 1500 South Capitol St. SE, Washington, DC 20003

**Washington Wizards (NBA)** 202-628-3200  
MCI Center *Metro: Gallery Place or Metro Center*

**Washington Redskins (NFL)** 301-276-6050  
Fed Ex Field, Landover, Maryland

**Washington Capitols (NHL)** 202-423-SEAT  
MCI Center *Metro: Gallery Place or Metro Center*

**DC United Soccer (MLS)** 703-478-6600  
RFK Stadium *Metro: Stadium-Armory*



## STUDENT LIFE





# STUDENT LIFE HANDBOOK

## GENERAL INFORMATION

This handbook is a publication of Washington Adventist University (WAU), and is a guide for students who have chosen to become a part of the WAU community. **By accepting admission to WAU the student agrees to abide by all of the handbook policies and conditions while enrolled at the University. During an academic year it is sometimes necessary to make amendments to various regulations. These situations are not predictable. Once announced to the WAU community, they are applicable as if they were published in this handbook.**

## WASHINGTON ADVENTIST UNIVERSITY NON-DISCRIMINATION POLICY

**Washington Adventist University admits students of any race, gender, age, disability, color, national and ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at the school. It does not discriminate on the basis of race, gender, age, disability, color, national and ethnic origin in the administration of its educational policies, admission policies, scholarship and loan programs, and athletic and other school-administered programs.**

## A BRIEF HISTORICAL SKETCH OF WAU

Washington Adventist University was established in 1904 as a coeducational institution known as the Washington Training Institute. Its purpose was to train young men and women in the liberal arts.

In 1907, when the name was changed to Washington Foreign Mission Seminary, the more limited objective of special training for missionaries replaced the original concept of a liberal arts college.

In 1914 the college resumed the status of a liberal arts college and took the name Washington Missionary College. At the first commencement, held May 22, 1915, five students received the Bachelor of Arts degree.

Continued growth and development led to further changes. In 1933 the lower division was organized as Columbia Junior College and received accreditation. It ceased to exist as a separate college in 1942 when Washington Missionary College was given accreditation as a four-year, degree-granting institution by the Middle States Association of Colleges and Secondary Schools.

In March 1961 the college constituency voted to change the name of the college to Columbia Union College. In May 2009, in keeping with our educational growth, the constituency voted to change the name to Washington Adventist University (WAU), with the three school model.

## WAU FACTS AND FIGURES

**Address:** Washington Adventist University, 7600 Flower Avenue, Takoma Park, MD 20912-7796

**Phone:** 301-891-4000

**Fax:** 301-270-1618

**World Wide Web Address:** [www.wau.edu](http://www.wau.edu)

**Student Web Address:** [www.my.wau.edu](http://www.my.wau.edu)

**Founded:** 1904

### **Accreditation:**

- Maryland Higher Education Commission, 839 Bestgate Road, Suite 400, Annapolis, MD, 21401-3013. Phone: 410-260-4500.
- The Commission on Higher Education of Middle States Association of Colleges and Schools, 3624 Market Street, Philadelphia, PA 19104. Phone: 215-662-5606. The Commission on Higher Education is an institutional accrediting agency recognized by the U.S. Secretary of Education and the Commission on Recognition of Post Secondary Accreditation.
- The Adventist Accreditation Association of the Department of Education of the General Conference of Seventh-day Adventists, 12501 Old Columbia Pike, Silver Spring, MD, 20904-6600. Phone: 301-680-6000.
- Individual programs are also accredited by professional accrediting agencies.

**Affiliation:** Seventh-day Adventist Church

**Degrees Offered:** MBA, MA, MS, BA, BM, BS, AA, AAS, and AS

**Faculty/Student Ratio:** 1:14

**Special Programs:** School of Graduate and Professional Studies, External Degree Program

**Campus Size:** 19 acres

## STUDENTS' BILL OF RIGHTS

In our community, the *Student Life Handbook* provides an overview of social, physical, and spiritual life at WAU. Each student is encouraged to use the handbook to become familiar with their rights and responsibilities as members of the WAU community:

**WAU students have the right to an environment that is conducive to learning.** The right to an educational environment conducive to learning includes additional rights described throughout this handbook.

**WAU students have the right to expect the University to be a place where spiritual growth can be nurtured.** WAU is the center of a community of faith and learning. In this supportive environment, each student has the opportunity to develop and experience personal growth, and a life of devotion and service. We provide programs that contribute to spiritual growth. Attending religion classes is a part of the academic curriculum, and participating in selected worships is required (Convocation, residence hall worship, Week in Spiritual Emphasis, etc.).

**WAU students have the right to access their personal academic records and files, and the right to the privacy of those records and files.** According to the Family Educational Rights and Privacy Act of 1974 (FERPA), all confidential student records, files, and data maintained by a university must be available for inspection by the student. Students may challenge records, and may place certain limitations on access by others. Requests to review confidential files should be made to the administrator responsible for keeping such records. For further information on your rights under FERPA, contact the Records Office.

**WAU students have the right to admission to all student organizations, education programs, and activities.** All organizations, programs, and activities of the University are open to all WAU students without respect to race, ethnicity, age, gender, or physical ability. Please note the exception of attendance restriction, when an individual is on probation as part of a disciplinary action.

**WAU students have the right to appropriate, affirming and respectful behavior in their interactions with other members of the university community.** High standards of dress and behavior are held on the WAU campus. Disrespectful actions, regardless of the severity, are not acceptable. These actions include those based on differences in race, culture, religion, gender, sexual orientation, age, or ability. This right is violated by acts of intimidation and dishonesty, and conduct that is immoral, disorderly, lewd, indecent, or obscene as expressed in language, action, or personal appearance.

**WAU students have the right to compete on a fair and equal basis for academic recognition.** This right precludes such behaviors as cheating, plagiarism, and other acts of academic dishonesty.

**WAU students have the right to an environment that prompts wellness and safety.** University life demands a high level of alertness and mental fitness. Students are encouraged to make time in their schedules for adequate rest and exercise. Campus Dining Services provides nutritionally-balanced, wholesome vegetarian cuisine.

Behaviors that violate this right include, but are not limited to: physical, sexual, verbal, and emotional harassment/abuse; threatening and dangerous behavior; breaking and entering; theft; obstruction or disrupting the study, work, social, or religious life of other; and possession of firearms and other weapons, and explosives. The right to wellness and safety demands a drug-, alcohol-, and tobacco-free environment. Violation of any of the above-stated rights is grounds for immediate disciplinary action.

**WAU students have the right to create, join, and lead organizations and clubs that are consistent with the college philosophy and mission.** WAU promotes student participation and leadership opportunities through a variety of clubs and organizations. Students may contact the Office of Student Life (ext. 4525) and Campus Ministries (ext. 4112) for information about how to become involved or begin a club or campus ministry.

**WAU students have the right to acceptable modes of public expression, respectful disagreement, and appeal.** The responsibilities that accompany this right to expression include appropriate levels of personal and journalistic restraint based on the standards and values upheld by the WAU community (*Columbia Journal*, *Montage*, *Golden Memories*, and the *Line-up*). The University delegates editorial responsibilities to the editors, under the guidance of faculty advisors and the board of publication.

Officers of any officially organized WAU student organization, at the discretion of the chairperson, may appear before University committees to present petitions or points of view. Joint meetings between University committees and student committees may be held at agreed times. Student Association officers may present proposals through the student senate and Vice President for Student Life, to the President's Cabinet. It is the University policy to engage student officers and committees in consultation or study of pertinent University policies or issues. This may be initiated by university officers or committees, or by the student officers or committees.

A student or group of students who wish to express views to achieve changes shall discuss the matter directly with the Vice President in whose area of responsibility the matter falls. Petitions for action or redress of grievance should be presented directly to a Vice President instead of being published in the news media, either on or off campus.

Public rallies, demonstrations, discussions, and interviews held on the campus require approval of the President's office at least two weeks prior to the occasion. The President shall have the authority to determine the time and location of such meetings, so as not to disrupt the regular school program and to approve or appoint chairpersons for such meetings. Participants in these meetings, other than faculty, staff, and currently enrolled students, must be approved by the President or his designated representative before the invitation to participate is given.

Interchange of views between students and faculty person-to-person, in groups or meetings, and by written documents presented personally, is encouraged. Conduct at these discussions must be in accordance with the Christian spirit espoused by WAU. It is the tradition of students and teachers on this campus to speak freely and to listen courteously to the opinions of others. Freedom of expression does not include any right to interfere with regular activities of the University or to distract, hinder, or intimidate others in accomplishing the educational, scholarly, and spiritual purposes of the University.

**WAU students have the right to fair and equitable treatment in academic matters.** If a student feels that his/her academic rights have been violated, the student should speak personally with the professor. If the disagreement is not resolved, the student may appeal to the department chairperson, the Provost, and finally the Academic Appeals Committee.

**WAU students have the right to expect the University to follow appropriate discipline procedures as described in this handbook.** Within the guidelines of WAU policies, a committee of faculty, staff, and students administer the discipline of students who violate rights and responsibilities. The student has the right to meet with the committee when his/her case is discussed, to answer questions, and clarify his/her viewpoint. The student has the right to choose a WAU University faculty or staff member to represent him/her at Conduct and Guidance Committee hearings. Every effort is made to provide consistent, open, and fair discipline. Students have the right to appeal disciplinary actions if the University has not followed the process described in this document or the *Washington Adventist University Academic Bulletin*.

## **COMMUNITY STANDARDS AND POLICIES**

Washington Adventist University is committed to creating a community that demonstrates belief in the word of God. In our community, we believe the word of God establishes the principles that are to guide personal development and govern behavior. These principles include, but are not limited to, the responsibility of the following:

- Love God (Matthew 23:37; Ephesians 4:17-6:18). This involves a wholehearted commitment to know and obey God's Word as it applies in both thought and action, and thoughtful stewardship or management of our intellect, abilities, sexuality, relationships, financial resources, and time.
- Love our neighbor as we love ourselves (Matthew 22:39). This involves an unselfish commitment to understand and help others, as we serve in love (Galatians 5:13, 14).
- Love enough to handle the challenging issues according to the Word of God (Matthew 18:15-17; Colossians 3:13).

Even though every student may not have personal convictions as outlined above, all students are responsible to know and abide by all community standards, policies, and regulations of Washington Adventist University.

As noted on your student ID card, you must present your ID when requested by faculty or staff. If a student fails to identify himself/herself when requested to do so by a member of the faculty or staff, a member of the security department will be called to immediately escort the student off campus. Further action may be taken to the Conduct and Guidance Committee which may result in suspension.

The rules of any community grow out of a particular tradition. Washington Adventist University is a Seventh-day Adventist institution and, as such, adheres to the tenets and traditions of the Seventh-day Adventist Church. We hold in high esteem the following characteristics: celebrating and honoring the Sabbath from sundown Friday to sundown Saturday; honesty and integrity; thoughtfulness in social relationships and entertainment; respect of the rights, opinions, and property of others; respect for and obedience to the laws of the city, state, and federal government; modest dress; and a willingness to do good in every situation. Therefore, all students are expected to abide by the following standards:

- WAU is a drug-free campus. The University recognizes that the use of tobacco products and alcoholic beverages presents a danger to personal health. Use of these products by members of the WAU community is prohibited. No member of the community may use or possess tobacco, alcohol, or illegal drug products on campus. **Students whose off-campus behavior reflects negatively on the University community, or who return to campus under the influence of alcohol or illegal drugs, will be subject to disciplinary action.**
- Exercise wholesome thought and speech patterns. The use of profanity and coarse joking, particularly that which is degrading to gender, ethnicity, and/or people groups, is not acceptable.
- Use discretion in dating practices, public and private. Students are encouraged to build balanced, healthy, Christ-centered relationships.
- In an effort to minimize awkward situations, and to protect their personal relationships, students are expected to refrain from inappropriate or lingering public displays of affection or confrontation.
- Students are expected to exercise discretion in their selection of reading materials, Internet activity, and entertainment.

## WASHINGTON ADVENTIST UNIVERSITY FROM A TO Z

### ACADEMIC DEAN

(See Office of the Provost)

### ACADEMIC HONESTY

As an institution of higher education rooted in the Seventh-day Adventist tradition, Washington Adventist University is committed to the search for truth—a search that requires careful compliance with the principles of academic integrity in the discovery, clarification, and dissemination of all information. This commitment to truth assumes that each member of the campus community adheres to the highest standards of honesty and integrity in the completion of his or her academic requirements.

The academic integrity policy describes the responsibilities of students, faculty, and the Provost. It also defines and gives examples of academic dishonesty, describes the consequences for violations of academic integrity, and provides an appeals process. Finally, the policy is intended to be both educational and redemptive. (See *University Academic Bulletin*).

*Academic Penalties:* If a student violates the academic integrity policy by cheating, plagiarism, fabrication, facilitating academic dishonesty, or any other instance that undermines or has the potential to undermine academic integrity, certain consequences will be imposed, including, but not limited to, the possibility of reduction in course grade and/or academic suspension from the University. The student will be subject to the procedures outlined in the *University Academic Bulletin*. (See *University Academic Bulletin*).

### ACADEMIC PROBATION AND DISMISSAL POLICY

*Academic Probation.* A student whose cumulative grade point average is below 2.00 is placed on academic probation. Limitations on the class load (no more than 12 hours) and on participation in extracurricular activities will be enforced. The academic affairs committee specifies a time period for the deficiencies to be corrected. If the problem is not corrected within that period, dismissal procedures will be implemented.

Many students on academic probation may have excellent potential, but their performance level on tests and courses may be low due to inadequate preparation, lack of motivation, improper study preparation, or lack of discipline. The progress of such students will be carefully monitored by the department, and/or assigned academic counselor, and the Office of the Provost. The University has the right to ask these students to take remedial/developmental courses and to commit to a program of academic and personal counseling.

*Academic Dismissal.* Students are considered ineligible to continue their studies at WAU if their academic progress is unsatisfactory. The following table will be used in determining the status of the students. GPA level for academic dismissal based on cumulative hours attempted:

0 – 21 hours	below 1.50
21.5 - 47 hours	below 1.75
47.5 hours and above	below 2.00

## **ACCOUNTING SERVICES**

The Accounting Services office:

- Handles billing, financial clearance for registration, and student payroll
- Accepts payments on accounts
- Provides current balances (also available on [www.my.wau.edu](http://www.my.wau.edu))
- Issues refunds for credit balances
- Cashes checks of up to \$100 for current WAU students
- Collects fee for replacing lost or stolen student ID's

## **ADVENTIST COLLEGES ABROAD**

A program designed for American students who wish to spend a school year at an Adventist college abroad. WAU students may select from colleges in Austria, Argentina, France, Germany, Italy and Spain. At least one year of college-level foreign language is required. Students must also have a cumulative GPA of 3.0. Call the Records Office at ext. 4119 for additional information.

## **ADVISORS**

You will meet your assigned advisor when you register for the first time at WAU. Your advisor is selected from the department in which you intend to major. Your advisor helps choose classes each semester and offers academic and personal guidance.

Remember, your advisor guides you in your choices and answers questions, but it is your responsibility to know and fulfill degree requirements as outlined in the *University Academic Bulletin*. Take time to know your *University Academic Bulletin* thoroughly.

## **ASSEMBLY**

A mandatory student assembly is held on the second Monday of each month at 11:15 a.m. Location will be announced and posted. For additional details, see Convocation, page 24.

## **ATHLETIC PROGRAMS**

*Acro-Airs.* WAU's exhibition acro-sports team. The team has an extensive travel schedule performing at various Columbia Union academies, professional sporting events, public schools, and other events. Membership is by tryout. Call ext. 4186.

*Shock.* WAU's intercollegiate athletic program includes the following teams: men's baseball; men's basketball; women's basketball; men's cross-country; women's cross-country; men's soccer; women's soccer; women's softball; men's track and field; women's track and field. The *Shock* are members of the National Collegiate Athletic Association (NCAA) Division II. Membership is by tryout. Call ext. 4195.

## **ATM MACHINE**

An ATM machine is located in the lobby of Wilkinson Hall. If you are not a member of the State Employees Credit Union (SECU), please feel free to open an account.

## **ACADEMIC BULLETIN**

The *WAU Academic Bulletin* is an official publication of Washington Adventist University. It describes the program offerings and the academic policies and procedures of the University. The provisions of the *Bulletin* are not to be regarded as an irrevocable contract between the University and the student.

The contents of the *Bulletin*, including tuition, charges, and fees, are subject to change through normal administrative channels. Revisions are publicized by appropriate means each school year. Any regulations adopted during the school year and announced to the students have the same force as if they were published in the *Bulletin*.

Students are subject to the degree completion requirements of the *Bulletin* in effect when first entering WAU. When a student changes majors or breaks residency, bulletin requirements change. (See the current *Washington Adventist University Academic Bulletin* for details.)

Students may obtain a bulletin from Enrollment Services, Wilkinson Hall, room 342.

## **BEHAVIORAL INTERVENTION TEAM AT WASHINGTON ADVENTIST UNIVERSITY**

### **A. PURPOSE**

Washington Adventist University is concerned about the safety, health, and/or well-being of all of its students, faculty, and staff, and has policies regarding the well-being for all members of the University community. Specifically, these policies address student activities that are disruptive to the mission of the University, as well as any suicidal or self injurious threats or behaviors.

As a result of growing national trends on college campuses of mental health issues and the presence of self-injurious threats and behaviors on our own University campus, the Behavioral Intervention Team (BITeam) has been established. The BIT is charged with upholding these policies and maintaining a healthy environment for the entire Washington Adventist University community.

### **B. FUNCTION**

The BIT receives reports of disruptive, problematic or concerning behavior or misconduct by students (from administration, faculty, parents, staff, and other students, etc.), conducts an investigation, performs a threat assessment, and determines the best mechanisms for support, intervention, warning/notification and response. The team then deploys its resources and the resources of the community and coordinates follow-up.

In this capacity, the BIT serves as a proactive entity, assisting and supporting students who demonstrate any type of behavior that could threaten their safety or the well-being of the campus community, and initiating appropriate intervention without necessarily resorting to punitive measures.

### **C. PROTOCOL**

To ensure that critical student behavior, mental health issues or incidents are addressed appropriately, here are the three categories of behavior that warrant a referral to the BIT:

1. *Self-injurious behavior/ suicidal ideation or attempt*
  - Behaviors include, but are not limited to: suicidal thoughts or action, self-mutilation
2. *Erratic behavior (including online activities) that disrupts the mission and/or normal proceedings of University students, faculty, staff, or the community.*
  - Behaviors include, but are not limited to: weapons on campus, significant inappropriate disruption to the campus or neighboring community, potential for anyone's safety being compromised.
3. *Violation of alcohol and drug use policy*
  - Behaviors include, but are not limited to: involuntary hospitalization due to alcohol or drug use, erratic behavior (see above).

Once an incident occurs, it is referred to the BIT Chair and detailed via incident report or email (see *Incident Report*). The student(s) involved are contacted by letter which instructs them to undergo an assessment at the Counseling Services Department. The results of the assessment are shared with the BIT *only* for the purposes of making a determination as to the next course of action; assessments are not shared with entities outside of the University's BIT.

The type of assessment performed is dependent on the behavior. Students are, at a minimum, required to undergo a 4-session assessment by the Counselor. Students involuntarily hospitalized for alcohol/drug abuse are required to undergo an assessment in addition to an 8-session group with individuals who have been involved in similar incidents.

Students may appeal the initial assessment and/or group by meeting with the BIT Chair, who may allow for individual counseling or an assessment by an outside agency.

Other members of BIT will be contacted as needed on a case-by-case basis. After the assessment, the BIT will make a determination that takes into consideration the student's best interest as well as the best interest of the WAU community.

Possible outcomes include but are not limited to:

- 4-session assessment
- An 8- week skills-based group (for alcohol and/or drug violations)
- Smoking cessation program
- Referral to a more appropriate campus resource
- Medical withdrawal from the University
- Referral to off-campus treatment
- Reduction in access to courses and/or facilities

Post-assessment, any potential disciplinary sanction will be addressed on a case-by-case basis.

*Students who fail to comply with the request for assessment and/or to complete the assessments/groups may be referred to the Washington Adventist University's Conduct and Guidance Committee and may summarily be removed from the University for "Failure to Comply."*

## CALENDAR/HANDBOOK/PLANNER

Calendars are distributed at fall registration, and additional copies may be obtained at the Office for Student Life , Wilkinson Hall, room 428.

## CAMPUS MINISTRIES/OFFICE OF THE VICE PRESIDENT FOR MINISTRY

The Office for The Vice President for Ministry includes Campus Ministries, and Student Missions. The Office for the Vice President for Ministry coordinates religious life programs on campus, such as Convocation, Week in Spiritual Emphasis, Vespers (Reflections and Singpiration). The Vice President for Ministry is available to help you, if you need counseling or spiritual support, call ext. 4112.

- **Convocation** is a time devoted to nurture the university community and to the further definition of its goals and priorities. It is a weekly worship service providing an opportunity for the college community to pause and reflect on the Creator. Convocation is held on Wednesdays at 11:15 a.m. in the Sligo Church.
- **Chapel 4U** will be held in various locations around campus providing students a variety of worship experiences, including discussion groups, praise services, preaching services, and other spiritually-uplifting programming. Locations will be posted.
- **Silent Judah** a Christian sign language ministry
- **1:28** A Christian drama team based on Colossians 1:28
- **Ignite** is an interactive program of spiritual involvement on Sabbath afternoon.
- **Prayer Group** is a weekly meeting highlighting the dynamics and power of prayer.
- **Project Sonshine** allows students to share fellowship and song with retired citizens in the local community nursing centers.
- **Sabbath School** is a weekly activity designed as an educational program to foster study and interest in spiritual topics. Sabbath School begins at 10:00 a.m. in the Sligo Church Sanctuary.



- **Singspiration** is a student-led, spirit-filled worship experience meeting on Friday evenings.
- **Student Missions** encompasses short term and community mission projects and outreach. Student Missions is a program which enables students to travel to various countries of the world and work as teachers, allied health assistants, librarians, business managers, and technicians for a small stipend. WAU developed the student missionary program in 1959. *The Call Book*, which lists opportunities for student missionaries overseas and taskforce workers in North America, is available in the The Office of the Vice President for Ministry.

Above is a small sample of current ministries. If you are interested in becoming involved in any ministry, call ext. 4112.

## **CAMPUS TOURS**

Enrollment Services gives free tours of the University campus when reservations are made two or more days in advance. Call ext. 4080 for your campus tour.

## **CAMPUS VISITS BY PROSPECTIVE STUDENTS**

When a prospective student desires to visit WAU, Enrollment Services will arrange appointments, meals, and lodging. Reservations must be made several days in advance. Call ext. 4080.

## **CARS**

(See Transportation; Vehicles and Parking).

## **CENTER FOR STUDENT SUCCESS**

The Betty Howard Center for Student Success was established to assist all students in their transition into University and to help them complete their university work. Services available in the Center include academic support, counseling, undecided major student advising, career counseling, and testing services.

## **CHRISTIAN LIFESTYLE AND ENTERTAINMENT**

WAU students are to utilize careful judgment in the exercise of personal freedom. This entails the responsible use of time and material resources and the honest pursuit of knowledge including regular attendance at classes, convocations, assemblies, and University events. It also requires that members of the WAU community abstain from the use or possession of alcoholic beverages, tobacco in any form, other forms of substance abuse, all forms of gambling, and that members of the community maintain modest, inoffensive behavior in personal relationships. Co-ed living arrangements are not suitable for unmarried WAU students. Furthermore, because many contemporary forms of amusement are of questionable value or diminish ones moral sensitivities, members of the community are to use discernment in their choice of entertainment including television, movies, and live productions. Social dancing is not permitted on campus; neither may dances be sponsored by University or student groups. Furthermore, **the University does not condone, and takes a firm stand against all students, (residence hall or commuter), working or visiting establishments where alcohol and illegal substances are consumed or where the overall atmosphere is not in keeping with the WAU Christian lifestyle. Students will be subject to disciplinary action, when not in compliance.**

## **CHURCH SERVICES**

We encourage students to attend Sligo Church, our campus church, during their University experience. The tri-state area (Washington, D.C., Maryland, and Virginia) has a wide variety of churches available. There is a list of area churches in each residence hall, the Office of the Vice President for Ministry, and the Office for Student Life..

## **COLUMBIA JOURNAL**

The student newspaper is published twice a month by the Student Association. Contact the *Columbia Journal* office (inside the Student Association office), Wilkinson Hall, Room 108, ext. 4118.

## COMMUTER STUDENTS

Do you need a place to go while waiting for your next class? Visit the venue created for your convenience in the south side of the dining hall. This area will be open Monday – Thurs from 7:00 a.m. to 7:00 p.m and Friday from 7:00 a.m. to 2:00 p.m.

Commuter students are expected to live up to the standards of the WAU community. All commuter students have access to campus facilities (recreation room, lounge, dining hall, etc.) upon presentation of current WAU student ID. Commuter students are encouraged to participate in the life of the University by becoming actively involved in campus activities, such as joining Delta Sigma Tau (Men’s Club, ext. 4043); Theta Alpha Beta (Women’s Club, ext. 4174). They are encouraged to participate in all Student Association and campus-wide activities. If a commuter student is interested in becoming part of the Commuter Student Task Force, please contact the Office for Student Life at ext. 4110.

*Commuter Student Meal Plan.* Commuter students are eligible for a student meal discount if they purchase at least 5 meals in advance: breakfast @ \$4.50 x 5 = \$22.50; lunch @ \$5.50 x 5 = \$27.50; dinner @ \$6.50 x 5 = \$32.50. See Dining Services to obtain discount.

*Commuter Student Task Force.* To assist commuter students in becoming fully engaged in campus life, this task force has been created. If you are desirous of being a part of the leadership or an active participant, contact the Office for Student Life with ideas and suggestions.

There are a limited number of lockers specifically for the convenience of commuter students. (See Lockers).

## COMPUTER LAB

(See Student Computer Use Policy)

The main computer lab is located in the Science building, room 205, ext. 4172. The regular hours of operation are: Sunday, 12:00 noon to 11 p.m.; Monday – Thursday, 7:30 a.m. to 11:00 p.m.; Friday, 7:30 a.m. to 2:00 p.m.; closed holidays, during Convocation, and Student Association Assemblies. Summer hours will be announced.

Computer use is free for students with a valid WAU ID card. ID cards must be presented upon entering the lab, or if requested by a Lab Monitor. Students are not allowed: to change desktops, install software, tamper with printers, or eat or drink near the computers. Noise levels should be kept low demonstrating a respect for surrounding students. Lab Monitors will notify Security, if any disturbance or violation of the rules should occur.

The computer lab printing policy will be posted in the lab.

## PRINTING IN THE LAB

In accordance with our Green Initiative to reduce paper waste, each computer has been installed with the software; Go Print. The amount of \$30.00 will be added to your Go Print account each fall and spring semester. Additional funds may be added to your Go Print account through PayPal, please follow instructions posted in the lab.

## CONVOCATION/STUDENT ASSEMBLY/WEEK IN SPIRITUAL EMPHASIS

**Statement of Mission.** One of the premier ways in which Washington Adventist University enriches the spiritual and personal lives of its students, faculty, and staff is through a weekly service. It is a time devoted to the nurture of the university community and to the further definition of its goals and priorities. The Office for the Vice President for Ministry facilitates this process by ensuring that the services reflect careful programming and adherence to a clear vision of worship.

**Statement of Purpose.** Convocation is central to our expression as a welcoming Community of Faith within the context of academic excellence. The programs embrace the Seventh-day Adventist heritage while at the same time address the spiritual and inspirational needs of all people, regardless of denominational background. The expression of our purpose will be found in our commitment to worship, the word, and the world.

**WORSHIP:** Convocation exists to point people to Christ and worship Him through music and other creative means.

**WORD:** Convocation exists to challenge us to search God's word and open our minds to His transforming grace.

**WORLD:** Convocation exists to enlarge our vision of service and equip us to act as agents of grace in the world.

Members of the University community are expected to attend Convocation, because the University recognizes that attendance at this weekly time of devotion offers enormous benefits not only to the individual, but to the entire community.

Convocation is held every Wednesday at 11:15 a.m. until noon in Sligo Church unless otherwise posted. (Student Assembly is every second Monday at 11:15 a.m. Location will be announced and posted).

*Attendance.* All students, regardless of age, taking six or more credit hours must attend Convocation/Week in Spiritual Emphasis/Student Assembly. Those taking less than six hours are automatically excused. If a student increases his/her class load to six or more hours after registration day, he/she will be expected to be in attendance at services on Wednesdays from 11:15 a.m. to noon, and at assemblies on Mondays from 11:15 a.m. to noon.

Attendance is required, but a student is allowed four (4) unexcused absences each semester. Written excuses will be considered by The Office of Student Life for:

- Emergency and unavoidable circumstances (funerals, medical appointments, etc. after your four (4) absences have been used).
- Illness (must be verified with medical note).
- Direct work conflicts, internships, student teaching, etc.
- Students who do not have Wednesday classes or their classes start at 1:00 p.m. or later.

If you are unable to attend Convocation for the entire semester or during Week in Spiritual Emphasis, you must submit a petition to the Vice President for Student Life, by the last day to add classes.

If you are unable to attend Student Assembly, you must submit a petition to the Vice President for Student Life by the last day to add classes.

**A new petition must be submitted each semester.** Petitions are available at the Office of Student Life, WH 428, x4525.

Attendance will be taken. If a student has a question about his/her Convocation/Student Assembly/Week in Spiritual Emphasis attendance record, he/she should contact the Office of the Office Student Life at ext. 4525.

Respectful, attentive behavior is expected at all meetings. Students are requested to refrain from activities such as studying and talking. All cell phones, ipods, and handheld devices must be turned off. This will assist in creating an atmosphere that will enhance the total experience. It is a social convention of long standing that males remove their caps when in church. Student responses to the religious character of the University and the attendance expectations are an indication of individual maturity and of the student's relationship to the campus community.

*Week in Spiritual Emphasis.* Meetings are held in Sligo church Monday through Friday from 11:15 a.m. until 12:00 p.m. during one week in September and one week in January. **All students are required to attend these daily meetings.** During each Week in Spiritual Emphasis, class schedules are adjusted on **Tuesdays, Thursdays, and Fridays.**

*Convocation/Student Assembly Absences.* As with all policies, there are consequences for noncompliance. If a student does not fulfill convocation/student assembly attendance requirements, the consequences could include: outside research assignments, loss of leave privileges, charged a \$25 fee per convocation/student missed, community service hours, and/or suspension for excessive absences.

## **COOPERATIVE EDUCATION**

Cooperative Education is located in the Center for Student Success in Wilkinson Hall. Please call ext. 4106 for additional information. Participation in the cooperative education program is a graduation requirement for some majors; however, this program is available to all students. For a list of majors requiring co-op, refer to the *University Academic Bulletin*. Additionally, numerous internship opportunities are available throughout the metropolitan area. Other services offered are job boards listing on-campus employment and part-time and full-time off-campus employment.

## **COPY MACHINES**

The University Store charges \$.10/copy/side. Enlarging, reducing, duplicating, collating, stapling, and colored paper are available.

Weis Library charges \$.10/copy. Enlarging and reducing are available.

## **CORPORATE COMMUNICATIONS**

WH, Room 305, ext. 4125.

The WAU Corporate Communications Office coordinates publicity, publications, crisis management, community relations, and promotions for the university. The office also assists the President of the university in coordinating communications.

## **COUNSELING SERVICES**

Free counseling is available in the following areas:

Academic Counseling: Learning assistance, career counseling, and personal counseling. Betty Howard Center for Student Success ext. 4106

Financial Counseling: Financial Aid Office (financial aid, financial planning, debt counseling), ext. 4005.

Personal Counseling: Licensed Professional Counselor, Betty Howard Center for Student Success, WH ext. 4089

Substance Abuse Counselor: Licensed Professional Substance Abuse Counselor, 301-891-5601 (located at Washington Adventist Hospital).

For an additional list of professional counselors, contact the Office for Student Life, ext. 4525.

## **COUNSELING HOTLINES**

### **Alcoholics Anonymous**

(AA) 1-800-492-0209

### **ALANON**

202-882-1334 Cocaine Hotline,  
1-800-662-HELP; 410-402-8600 (MD)

### **Domestic Violence**

**Domestic Hotline 240-777-4195**

**Center for Abused Persons – 301-645-3336**

### **Drug Abuse Information**

1-800-662-HELP; [www.drughelp.org](http://www.drughelp.org)

**Montgomery Emergency Hotline — 240-777-4673 (HOPE)**

**Montgomery County for Abused Persons – 240-777-4210**

**Prince George's Hospital Crisis Response – 301-429-2185**

**Maryland Poison Center — 1-800-492-2414**

**National Abuse Hotline – 800-799-7233**

**Sexual Assault/Rape (Crisis Response Team)**

**Hotline: 301-927-4500**

**Suicide Crisis Hotline**

301-864-7130 (Maryland); 1-800-SUICIDE (National)

**PLEASE NOTE:** The following policies for mental and emotional health concerns.

## **STUDENT MENTAL HEALTH DISTURBANCES**

*This policy outlines how the University may respond to any disturbances by a student that may be related to a mental health concern.*

### **Definition of Disturbances Related to Mental Health Concerns**

The following are examples of some of the disturbances that may be covered by this policy. They include, but are not limited to:

#### Self-injurious behaviors:

- Overt, self-injurious physical behaviors (e.g. actions indicating a suicide attempt, self-inflicted wounds, ingestion of toxic substances, overdoses of prescribed medicines).

#### Other behaviors:

- Threats of self-injurious behavior;
- Threats of damage to property or other persons;
- Interference with the normal operations or activities of the University, its students, faculty, and staff;
- Damage to property of the University, its students, faculty, and staff;
- Acts indicating that the student is out of contact with reality and/or unaware of the consequences of his/her actions.

### **Procedures for Handling Disturbances Related to Mental Health Concerns**

Mental Health concerns should be directed to Counseling Services or the Behavioral Health Intervention Team. If the Office of Student Life is made aware of such behaviors, that office will immediately notify Counseling Services, Residence Hall staff, the Conduct and Guidance Committee and any other offices involved or deemed necessary to determine the best course of action for the University and the involved students, according to the procedures outlined in the Behavioral Intervention Team protocol. This protocol may be found at [www.wau.edu/BIT](http://www.wau.edu/BIT).

The University, through the Behavioral Intervention Team or the Chair of the Conduct & Guidance Committee (or their appointed designees) may also require a student to engage in a cooperative, committed therapeutic relationship with the University Counselor or with an appropriate outside counseling or psychiatric agency before continuing as a student at the University. Such an action may necessitate a student's immediate removal from the Residence Halls or from the University.

The University may also require that a student provide information from an outside counselor, counseling agency, or psychiatrist who will provide documentation of the student's ability to continue at the University to the Chair of the Conduct & Guidance Committee or a designee, and the Director of Counseling Services or a designee. The Chair of the Conduct & Guidance Committee or a designee, and the University Counselor or a designee, will make a determination regarding the student's status.

Any other departments, faculty, and staff warranting receipt of information on a "need to know" basis will be notified by the Chair of the Behavioral Intervention Team. Examples of such offices/departments/staff with a "need to know" include, but are not limited to: Residence Halls, the Office of Disability Services, Student Health Services, appropriate medical personnel, Student Financial Aid, Health Services, and Security.

Additionally, if it is determined by the university counselor or another mental health professional that contacting the family or guardian is appropriate, they may do so in concert with the Office of the Provost.

In all cases, the Chair of Behavioral Intervention Team will notify the student as soon as is reasonably possible regarding decisions made. The student will be given an opportunity to speak with a counselor or mental health professional as soon as reasonably possible.

## **Emergency Removal**

In cases determined to warrant immediate action, the University counselor, or a designee shall contact the Office of Student Life and the Provost, to initiate an emergency removal from the University.

## **Appeal**

Should a student wish to appeal a decision of the Behavioral Intervention Team, or the University counselor, the appeal must be made in writing to the Provost within five (5) University business days of the receipt of the decision. All decisions sent to the student via U.S. mail, will be considered received in three (3) business days. The decision of the Provost is the University's final decision.

## **STUDENT SUICIDE ATTEMPTS, THREATS, OR GESTURES**

### ***Policy Purpose***

To provide guidance that outlines an appropriate medical and psychological response to suicide attempts, threats or gestures by students currently enrolled at Washington Adventist University.

### ***Policy Statements***

1. The relationship of the University to its students is one which has, as one of its basic purposes, the creation of an environment conducive to the pursuit and dissemination of knowledge. Since a portion of this relationship involves the interaction between the student's personal welfare and his/her academic achievement, the mental and emotional stability of students is a primary concern for the University.
2. Students experiencing mental or emotional instability or distress are encouraged to seek professional assistance from Counseling Services (CS) or to obtain a referral to another provider from either CS or Health Services.
3. In order to provide for the safety and security of students, and maintain an atmosphere conducive to the pursuit and dissemination of knowledge, suicide attempts, threats or gestures by students are prohibited.
4. It is the responsibility of all members of the campus community to support actions and efforts to enhance the mental and emotional stability of students.

### ***Policy Procedures***

DEFINITIONS - For the purpose of this policy the following terms will be defined as:

1. Suicide Attempt, Threat or Gesture: Suicide attempt, threat, or gesture includes those situations in which a person performs a life-threatening behavior with the intent of jeopardizing his/her life or to give the appearance of such intent.
2. University Official: Any faculty or staff member employed by the Washington Adventist University.

**UNIVERSITY OFFICIAL RESPONSIBILITIES** -- When a University Official becomes aware of a situation suggesting either a suicide attempt may occur or a suicide attempt, threat, or gesture by a student has occurred, the following procedures should be implemented:

1. If concerned about either the mental or emotional well-being of a student or the possibility of a suicide attempt, or if the student has made a suicide threat:
  - a. The University Official should contact the Security Officer on duty and request immediate assistance, then contact the Counseling Services (CS) and notify them of the situation. If the incident occurs after normal operating hours and immediate assistance is needed, contact 911.
2. If a suicide attempt or gesture has occurred, the University Official should initiate an appropriate medical response:
  - a. Render First Aid or other immediate assistance to the student as possible and needed.
  - b. If a medical emergency exists, contact 911. After making the 911 call, contact the CS and notify the counselor. If the incident occurs after normal operating hours, call 911 and report the suicide attempt or gesture, and request that the CS counselor be notified.

- c. If no medical emergency exists, immediate physical and psychiatric evaluation and necessary intervention is needed. Initial evaluation is provided on campus by the mental health counselor. To initiate this process during normal operating hours, contact Security (x4019). Advise them of the situation and request assistance. Then contact the CS and notify the counselor. After normal operating hours, contact Security and request assistance. The security officer on duty must submit an Incident Report to the CS within 24 hours.
- d. Transportation should be provided by EMS ambulance (for medical emergencies) or by the Security Officer on duty for non-medical emergencies. The University Official should stay with the student until transport or other assistance arrives. The University Official may be requested by the security officer, the CS counselor, or other University offices to supply additional information.

## **MANAGEMENT OF STUDENTS FOLLOWING INCIDENTS:**

1. Following an incident, the student must spend at least one night at Washington Adventist Hospital for observation and/or treatment when recommended by the counselor or attending physician/psychiatrist.
2. If the student's behavior warrants it, involuntary or voluntary hospitalization at an appropriate medical or mental health facility may be recommended by the counselor or the attending physician, in accordance with Maryland State Law.
3. The student must have a follow-up evaluation by the CS counselor regardless of a student's decision to be treated by another provider. This evaluation must occur within five days of the incident or within five days of the student's return to campus if treated off-campus. This time period may be adjusted at the University's discretion.
4. Notification of the student's parents/guardian by CS or attending physician may occur when deemed necessary.

## **ADMINISTRATIVE MANAGEMENT AND POSSIBLE DISCIPLINARY ACTION**

A decision regarding the student's continuation at the University will be made using procedures contained in WAU's Student Handbook, under Mental Health Disturbances.

## **BEHAVIORAL INTERVENTION TEAM**

### **Purpose**

In response to the increase of mental health issues on college and university campuses nationwide, and the presence of self-injurious threats and behaviors on our own campus, the Behavioral Intervention Team (BITeam) has been established. The BITEAM serves as a proactive entity by assisting and supporting students who demonstrate any type of behavior that could threaten their safety or the well-being of the campus community, and initiating appropriate intervention without necessarily resorting to punitive measures.

### **Function**

The BITeam receives a report of disruptive, problematic or concerning behavior or misconduct by students (from administration, faculty, parents, staff, other students, etc.), conducts an investigation, performs a threat assessment, and determines the best mechanisms for support, intervention, warning/notification and response. The team then arranges support and the resources of the community, and coordinates follow-up.

### **Protocol**

The four categories of behavior that warrant a referral to the BITeam are:

- *Self-injury* – behaviors include but are not limited to: cutting, bingeing and purging;
- *Suicidal ideation or attempt* - behaviors include, but are not limited to: verbalized or written suicidal thoughts or suicidal action;
- *Erratic behavior that disrupts normal proceedings of WAU community* - behaviors include, but are not limited to: weapons on campus, failure to comply with a prescribed medication regimen, the potential for safety being compromised;

- *Violation of alcohol or drug policy* - behaviors include, but are not limited to: erratic behavior caused by substance use; involuntary hospitalization as a result of alcohol or drug use.

### **Additional Action**

Students who do not follow through with the request for assessment, and/or to complete the assessments may be referred to the Conduct and Guidance Committee, and could summarily be removed from the University.

*For additional information, please contact Lauri Preston, BITeam Chair; at 301-891-4089.*

### **CREDIT BALANCE REFUNDS**

You can receive cash refunds from your student account when your account shows a credit balance. For specific information contact Accounting Services WH, 104, ext. 4488

### **DINING HALL SERVICES**

Washington Adventist University, a Seventh-day Adventist institution, promotes and supports a vegetarian lifestyle; therefore, only vegetarian cuisine is served in the dining hall and at all school-sponsored functions.

Residence Hall students are allowed entrance into the dining room upon presentation of valid WAU Student ID. Commuter students are also required to present a WAU Student ID, and their meals may be purchased by cash or through the Commuter Student Meal Plan (see Commuter Students).

The Dining Services is located in WH, second floor. In helping to foster a sense of community and socialization, the dining hall hours of operation will be:

<b>Sunday Schedule</b>	Brunch 10:30 a.m. - 2:00 p.m. Dinner 5:00 p.m. - 6:00 p.m.,
Continental Breakfast	Monday - Friday 6:30 a.m. - 7:00 a.m.
Breakfast	Monday through Friday 7:00 a.m. - 9:30 a.m.
Lunch	Monday - Friday Noon - 2:00 pm Sabbath (Saturday) Noon - 2:30 pm
Dinner	Mon - Thurs 5:00 p.m. - 7:00 p.m. Friday and Sabbath (Saturday) 5:00 p.m. - 6:00 p.m.

**Please note that** when the University is closed for snow or holidays, the dining hall will operate on a Sunday schedule.

Please note that Dining Services is closed during academic summer sessions and winter break.

*Meal Plan:* **All residence hall students are required to purchase the meal plan.** The plan entitles the student to eat in the dining hall for every meal. Students with meal cards have unlimited access to the dining hall during hours of operation.

*Commuter Student Plan.* See (Commuter Student Meal Plan)*Special Needs:* If one has a special dietary need please notify the dining services manager and your dietary needs will be met (allergies, vegan, special health restrictions etc.).

*Take-out Meals:* If a student has a school-related conflict with regularly scheduled meal times, a take-out meal can be provided. Contact the Vice President for Student Life for details at ext. 4525.

*Dining Hall Policies.* Students must present their Student ID cards for admittance into the dining hall. Only those students on the meal plan (Residence Halls or Commuter Students Meal Plan) will be allowed to enter the Dining Hall.

Students are not permitted to use another student's ID card to gain entrance to the dining hall. All trays must be taken to the dish room conveyer belt. Students leaving trays on tables will be subject to disciplinary action.



Food and drink may not be taken out of the dining hall, with the exception of one piece of fruit per meal, and sick trays, with permission from a residence hall dean or the campus nurse. Polite, respectful decorum is expected in the dining hall at all times. Dress should be appropriate and shoes are required (See Dress Code).

To assist in establishing a special atmosphere for Sabbath, students and guests are required to dress in casual business attire or better, during the Sabbath hours (sundown Friday to sundown Saturday). Appropriate attire for the dining hall must, at all times be modest, neat, clean with no rips, tears, etc. T-shirts/sweatshirts, sweatpants, tank tops, and beach footwear are examples of inappropriate attire.

## **DISCIPLINARY PROCEDURES**

Redemptive and restorative discipline is at times necessary. It seeks to awaken the moral and spiritual sensitivities of the student relative to the infractions committed. It is firm and deliberate, while simultaneously student-centered and compassionate. By deliberately emphasizing redemptive discipline, the school models God's attitude toward wrong-doing, His forgiveness, restoration, and desire for character building.

Individuals assume certain responsibilities for upholding and maintaining the standards and expectations of the community to which they belong. Acceptance to WAU is a voluntary commitment to uphold the University's standards. Therefore, WAU expects students to comply with God's law, civil laws, and University regulations. Student conduct that violates these laws and regulations will result in disciplinary action.

When necessary, counsel, advice, and restrictions may be given by the residence hall deans, Student Life Committee, and/or Vice President for Student Life. A student who may be subject to serious discipline will be counseled by the appropriate personnel, usually the Vice President for Student Life, or his/her designee regarding their rights and possible disciplinary actions. Some disciplinary procedures are addressed by the Conduct and Guidance Committee. The Vice President for Student Life or his/her designee may take immediate disciplinary action which could include suspension.

When policy violations are of an egregious nature, the Vice President for Student Life will meet with the student, and if necessary will contact the chair of the Conduct and Guidance Committee to convene a meeting. The Vice President for Student Life, will provide the committee with the student's written statement which is to include the student's perception of the incident and his/her understanding of what occurred in the conference/meeting with the Vice President, and/or his/her designee. The Conduct and Guidance Committee will meet to discuss the situation and make a decision about the appropriate action to be taken. The student has the right to meet with the Conduct and Guidance Committee when his/her case is discussed. The student also has the right to choose a WAU faculty/staff as an advocate. Only the WAU faculty/staff advocate selected by the student may accompany the student to the committee meeting.

The student will be verbally notified, by the Chair of the Conduct and Guidance Committee or his/her designee, concerning the committee's decision. Please note, the verbal notification is officially binding. The student will also be notified by letter from either the Vice President for Student Life, from the Chair of the Conduct and Guidance Committee, or appropriate designee. The letter will become part of the student's official record. Notice of the action will be made available to University employees or departments directly related to the student concerned.

If a student refuses to meet with the Conduct and Guidance Committee, the committee will meet, discuss the situation, and make a decision.

## **DISCIPLINARY PROCEDURES FOR IMPROPER ORGANIZATIONAL BEHAVIOR**

Complaints against a student organization are filed with the chair of the Student Life Committee. The chair has the right to determine whether further action needs to be taken.

## DISCIPLINARY PROCEDURES APPEALS PROCESS

A residence hall student who has received discipline from the residence hall deans may appeal the decision to the Vice President for Student Life.

A student may appeal disciplinary actions imposed by the Conduct and Guidance Committee. To appeal a decision, the student must submit a written appeal to the Vice President for Student Life within 24 hours of the committee's decision. The following must be the basis for an appeal:

- New information is available that was not available earlier, and is relevant to the decision.
- The Conduct and Guidance Committee did not adhere to proper procedures as outlined in the *Student Handbook*.
- The written appeal must be given to the Vice President for Student Life or his/her designee who may make a decision to grant or deny the appeal, and approve it to go before a special appeals committee (an ad hoc committee). If the appeal is granted, an ad hoc committee will hear the appeal.
- If a student is granted an appeal before a Special Appeals Committee, the decision of the committee is final. The committee may uphold the decision of The Conduct and Guidance Committee or they may reach a decision that is of lesser or greater consequence than the original decision.
- In any disciplinary situation, a student has the right to a Washington Adventist University faculty/staff advocate of his or her own choosing.

If the student feels that the stated appeals **process** has not been followed, the student may appeal, in writing, to the President of the University, requesting a review of the **process**.

## DISCIPLINARY ACTIONS

The following disciplinary actions are adopted by WAU with the intent to provide flexibility to the disciplinary process. Washington Adventist University reserves the right to amend, change, and/or determine what actions are to be imposed. They include, but are not limited to:

1. *Warning* – written notice that continuation or repetition of inappropriate conduct may be cause for more serious disciplinary action.
2. *Community Service* – duties assigned, preferably related to the infraction
3. *Fines* – a sum of money to be paid for infraction.
4. *Restitution* – reimbursement for damage to or misappropriation of property. Reimbursement may take the form of appropriate service to repair or otherwise compensate for damages.
5. *Restriction*
  - a. For the individual – exclusion from participation in specified university activities (e.g., dining hall privileges, extracurricular activities) and maintenance of exemplary conduct for a specified period of time. No refunds of payments will be made to students placed on restriction.
  - b. For the organization – exclusion from specified activities sponsored by the organization or the University and maintenance of exemplary conduct for a specified period of time. Restriction may include loss of use of all facilities provided by the University for a specified period of time.
6. *Probation* – a trial period during which a student/organization has an opportunity to prove that he/she/it can be a responsible and effective member of the WAU community. During the probation period, the student/organization may be subject to the following actions:
  - a. The student/organization may not represent WAU in any extracurricular activity such as the Student Association, intercollegiate sports, drama, or music. He/she/it may, however, be permitted to participate in informal activities of a recreational nature.
  - b. The student may not run for or hold office in any organizations recognized by the Student Life Committee.

- c. The student/organization may be called upon to perform duties suitable to the particular situation, including constructive work projects and referral for alcohol or drug education at the offender's expense.
  - d. The student/organization will be subject to immediate suspension for not adhering to any university regulation while on disciplinary probation.
7. *Suspension* – shall be for a specific period of time or until a specific condition is met after which time the student must apply to the Vice President for Student Life for reinstatement.
- a. For the individual – exclusion from classes and other privileges or activities of the University for a definite period of time. Students under suspension are not permitted on University property or allowed to participate in any University-sponsored activity. Suspension extending beyond the semester in which action is taken will be full semester(s). No refunds of payments will be made to students placed on suspension.
  - b. If information reviewed during an investigation seems to indicate it appropriate, the accused may be suspended pending the outcome of an investigation and presentation to the Conduct and Guidance Committee.
  - c. Deferred suspension becomes effective after a specific future date. It is used typically near the end of a semester to avoid the financial penalty that an immediate suspension would entail. If a student is involved in any further offense while on deferred suspension, immediate implementation of suspension will be made by the officiating committee or person.
  - d. Students suspended for the remainder of a semester will be charged tuition and fees up until the day of disciplinary action.
  - e. For the organization – removal of the right to conduct group-sponsored activities or to participate in university-sponsored activities as a group for a definite period of time as indicated in the notice of suspension.
8. *Dismissal (Please note this policy pertains to citizenship, and **not** to academic dismissal – See academic Probation and Dismissal Policy)*
- a. For the individual – termination of student status with the privilege of applying for readmission. No refunds of payments will be made. The individual is not permitted on University property or allowed to participate in any University-sponsored activity. Exceptions are for a personal appearance before the Conduct and Guidance Committee or after reacceptance. To reapply the individual must 1) request and complete a WAU application. Recommendations and the application fee are not required; 2) have the citizenship hold on their name removed. Present a petition for reacceptance, in writing or in person, to the Vice President for Student Life. The Vice President for Student Life or the Conduct and Guidance Committee will determine when and if the hold will be removed and if other stipulations for the removal of the hold will be imposed. The individual will be notified in writing of these stipulations; 3) if the hold is removed, the individual's name is then taken to the Admissions Committee.
  - b. Students dismissed for the remainder of the semester will be charged tuition and fees up until the day of disciplinary action.
  - c. For the organization – termination of approved organization status with the privilege of applying for reinstatement. Any conditions for reinstatement shall be stated in the notice of dismissal.
9. *Expulsion*
- a. For the individual – permanent termination of student status. Students who are expelled are not permitted on University property or allowed to participate in a University sponsored activity.
  - b. For the organization – permanent termination of group status.
10. *Removal from Residence Halls.* Temporary or permanent removal from residence halls as a resident and/or guest. Any conditions for reinstatement will be stated in the notice of exclusion from residence hall living.

## **DRESS CODE**

Students should always dress modestly and their attire should demonstrate appropriate respect for standards of professionalism, cleanliness, and propriety.

Cooperation in adhering to the regulations is a matter of personal integrity. While adherence to the appearance standards does not in and of itself constitute spirituality, the willingness to adhere to regulations does suggest a developing maturity and sense of responsibility.

Standards of professionalism and appropriateness vary across academic disciplines; however, students in all majors should become familiar with standards of dress in their intended profession. The following guidelines define our minimal expectations for campus dress. It may be appropriate at times (career days, class/group presentations) for students to dress more formally than these minimal standards. Students should be sensitive to WAU expectations and requirements.

### **Violation of the dress code is subject to disciplinary action:**

**Men** - Dress/sport shirt; slacks, shoes, or sandals are to be worn on campus. Slippers, bathrobes, and other articles of clothing that have been long established as “at home” attire are not to be worn on campus as outerwear. Scarves and other head gear are not to be worn anywhere on campus (including buildings) except in the residence hall. Hats and baseball type caps may be worn on campus; however, when entering a classroom, dining hall, Sligo Church or other campus buildings, they must be removed.

**Women** - Dresses and blouses should be long enough to cover the midriff, thick enough to maintain privacy of person, high enough to maintain personal modesty. Shoes or sandals are to be worn on campus. Dresses and skirts should be long enough to avoid exposure when sitting and loose enough to allow for comfortable walking. Avoid revelations via high splits and clinging fabrics. Short Shorts, and other revealing wear are inappropriate. Tank, tube and halter type tops are inappropriate, unless worn under a jacket or dress.

**Men/Women** - Clothing peculiar to cult groups and those bearing slogans and/or insignia not in harmony with the standards and philosophy of WAU is prohibited. No low-riders, hip huggers, or excessively baggy pants are to be worn. When pants, slacks, are worn, the natural waist line of the garment must be at the waist of the wearer and not below. Exercise wear, swimwear, and other types of “specialty” clothing is to be worn only when actively participating in those specific activities.

## **ENROLLMENT SERVICES AND ADMISSIONS**

Wilkinson Hall, Room 342, ext. 4080. The enrollment services and admissions offices processes applications for new and returning students, coordinates mailings and telemarketing to prospective students, arranges campus visits for prospective students, coordinates recruiting visits to academies, public high schools, and recruiting events, coordinates University Experience (College Days), choral and band festivals, and other special events.

## **EQUAL EMPLOYMENT OPPORTUNITY**

(See Non Discrimination and Equal Employment)

## **ESCORT BY SECURITY**

The safety and security department offers a free escort service on campus, 24 hours a day. If you would like a security officer to walk you to your car or residence hall, call ext. 4019.

## **FINANCIAL AID**

The Office of Student Financial Service is located in Wilkinson Hall, Room 342, ext. 4005. Students are assigned to financial aid counselors who help them arrange for financial aid and provide financial advising. The hours of operation: Monday and Thursday, 9:00 a.m. to 12:00 p.m.; and 1:00 p.m. to 5:00 p.m.; Tuesday and Wednesday, 9:00 a.m. to 12:00 p.m., 1:00 p.m. to 7:00 p.m. (5:00 p.m. to 7:00 p.m. for SGPS students only); Friday 9:00 a.m. to 12:00 p.m.. Summer hours of operation: Monday, 9:00 a.m. to 12:00 p.m.; and 1:00 p.m. to 5:00 p.m.; Tuesday and Wednesday, 9:00 a.m. to 12:00 p.m., 1:00 p.m. to 7:00 p.m. (5:00 p.m. to 7:00 p.m. for SGPS students only); Thursday, closed in a.m.; 1:00 p.m. to 5:00 p.m.; Friday 9:00 a.m. to 12:00 p.m.. The Office of Student Financial Service is a resource of information about government and WAU financial aid, federal aid applications, and provides free financial, loan, and debt-managing counseling.

## **FINANCIAL CLEARANCE**

All students must obtain financial clearance at the beginning of each semester by signing their Financial Clearance Agreement, paying the required down-payment, and turning in the completed form to the Accounting Office. Please note, students must be financially cleared, prior to moving into a residence hall.

## **FIRST YEAR EXPERIENCE**

This program is designed to help ensure a smooth transition to university life. Students learn about university life, academics, employment opportunities, registration, and testing. First Year Experience class meets once weekly during fall semester and other times as scheduled. For further information please call The Betty Howard Center for Student Success at ext. 4106.

## **FRIDAY NIGHT PROGRAMS**

The Office of the Vice President for Ministry and Sligo Seventh-day Adventist Church sponsor religious and musical programs for students and the community. Programs usually held on Friday evenings include Reflections (Friday Night Vespers), Singspiration, and small group ministries. Worship credit is given (please see your residence hall dean). Please attend the program of your choice. For further information concerning spiritual programming contact the Office of the Vice President for Ministry at ext. 4112.

## **THE GATEWAY**

*The Gateway* is the official alumni magazine of Washington Adventist University. Three times a year by the Office of Communications and Quality Improvement.

## **GOLDEN MEMORIES**

WAU's yearbook is published annually by a staff of students. Contact the *Golden Memories* office (in the Student Association office), W H, Room 108 or call ext. 4100.

## **GUEST ACCOMMODATIONS**

For your convenience, guest rooms are available. Accommodations for guests are provided by the following: Both residence halls, Halcyon Hall and Morrison Hall, have guest rooms. Bed sizes and bath facilities vary. For reservations, call ext.4174.

*Group Reservations.* Special rates and facilities are available for groups of 10 or more. For reservations call 4174.

*Student Guests.* No individual may stay in a residence hall, as a student guest, for more than three nights per semester. Guests are required to follow all residence hall regulations, while visiting in the residence hall. (See Overnight Guests in *Residence Life Handbook*).

## **GYMNASIUM**

Use of the recreation facilities (gymnasium, recreation room, and weight room) is free to students with a current WAU ID card. ID cards must be presented to gain free access. Non-WAU students are charged \$5. Call ext. 4195.

## **HANDBOOK/CALENDAR/PLANNER**

*Student Handbooks* are distributed at fall registration, and additional copies may be obtained at the Office of Student Life, WH, room 428

## **HARASSMENT AND DISCRIMINATION**

1. The University will not condone or tolerate any harassment, including sexual harassment, of its students, employees, customers, guests, vendors, or suppliers. Harassment of, or discrimination against, applicants and employees on the basis of race, color, sex, gender, sexual orientation, national origin, age, marital status, or disability, (all as defined and protected by applicable law) or on any other basis prohibited by local, state, or federal law, is unacceptable and will not be tolerated. This policy applies to all persons – students, administrators, managers, supervisors, and employees, including student employees. Harassment will not be tolerated at any University sponsored events, including by way of example, conferences and University picnics. This is a zero tolerance policy.

2. Sexual harassment has been defined generally as including unwelcome sexual advances, requests for sexual favors and other verbal or physical conduct of a sexual nature, whenever (1) submission to the conduct is either an explicit or implicit term or condition of employment; (2) an employee's reaction to the conduct is used as a basis for employment decisions affecting that employee; or (3) the conduct has the purpose or effect of interfering with the employee's work performance or creating an intimidating, hostile or offensive working environment. No employee or applicant should be subjected to unsolicited and unwelcome sexual overtures, nor should an employee or applicant be led to believe that an employment opportunity or benefit will in any way depend upon "cooperation" of a sexual nature.
3. Sexual harassment is not limited to demands for sexual favors. It also may include such actions as: (1) sex-oriented verbal "kidding," "teasing," or jokes; (2) repeated offensive sexual flirtations; advances, or propositions; (3) continued or repeated verbal abuse of a sexual nature; (4) graphic or degrading comments about an individual or his or her appearance; (5) the display of sexually suggestive objects or pictures; (6) subtle pressure for sexual activity; and (7) inappropriate physical contact.
4. Sexual harassment does not refer to occasional compliments of a socially acceptable nature, or consensual personal and social relationships without a discriminatory employment effect. It refers to behavior that is not welcome and that is personally intimidating, hostile, or offensive.
5. Harassment on other grounds, including race, color, gender, national origin, age, marital status, disability, sexual orientation, or any other ground prohibited by local, state, or federal law, is also prohibited. Harassment includes jokes, verbal abuse and epithets, degrading comments, the display of offensive objects and pictures, and other conduct that the individual might reasonably find to be offensive. This policy prohibiting harassment, whether sexual or of another nature, is not limited to relationships between and among employees and prospective employees, but also extends to interaction with customers, students, guests, vendors, or suppliers. No employee shall ever subject any customer, student, guest, vendor, or supplier of the University to harassment, including sexual harassment, of any nature, including the conduct described above. Furthermore, no employee will be required to suffer harassment, including sexual harassment or discriminatory conduct, by any customer, student, guest, vendor, or supplier.
6. Complaint Procedures
  - a. Any student who feels that he or she is or has been the victim of discrimination or harassment in violation of this policy should immediately notify the Residence Hall Dean, his or her supervisor (if employed on campus), a faculty member, a department director or other manager, or the Vice President of Student Life. The University will fully investigate all complaints, and will maintain confidentiality to the extent possible given the University's duty to investigate the complaint. Anyone who is found to have engaged in illegal discrimination or harassment will be subject to appropriate disciplinary action depending on the circumstances up to and including immediate termination of employment.
  - b. Because the University takes harassment, including sexual harassment, and discriminatory conduct seriously, it requires that its employees report all incidents of harassment, including sexual harassment and discrimination, to the appropriate Vice President and/or Head of Human Resources.
  - c. Retaliation against anyone reporting or thought to have reported harassment (including sexual harassment) or discriminatory behavior, or who is a witness or otherwise is involved in a formal or informal proceeding concerning alleged harassment or discriminatory conduct, is strictly prohibited.

## HEALTH SERVICES

Health Services is located in Wilkinson Hall room, 13, ext 4009. The University Physicians office are located across from the campus at 7610 Carroll Ave. suite 280, 301-891-6100 and at 7401 Flower Ave., 301-891-3030. Health Services personnel treat minor health problems and make referrals for appropriate medical care, including emergency care.

### Physical Examination Requirements

All students enrolled for six or more credit hours are **required** to have a copy of a physical examination report on file in the Health Services office. A student who initially enrolls for less than six credit hours, but later increases credit hours to six or more, must also submit a physical examination report to the Health Services office. Physical examinations must have been done no earlier than one year prior to initial registration. Immunization records must be complete and included on the physical examination form, (or comparable documentation). Students who do not provide a completed physical examination, at registration, must do so by September 15th. Students may contact a university physician by calling 301-891-6100 or 301-891-3030.

Students enrolled in the nursing and respiratory care programs must submit a copy of a physical examination when enrolling for clinical courses, regardless of the number of credit hours. Students enrolled in these programs are also required to show proof of additional immunizations. The individual departments may be contacted for further information.

### Health, Accident, and Sports Insurance

Like many Seventh-day Adventist colleges and universities, Washington Adventist University requires all full-time domestic and international students to carry medical insurance coverage. Students registered for six or more credit hours are required to have health insurance coverage. **Insurance applications must be submitted, for Health Clearance at registration each academic year.** Unless specifically waived, you will be automatically covered under a comprehensive medical insurance designed especially for students. Students are billed automatically for the insurance premium. If you are covered by other medical insurance the coverage offered by WAU, can be waived at registration. If the waiver is not completed, WAU coverage will remain regardless of insurance status. **No refunds will be made.**

**PLEASE NOTE:** Proof of personal insurance and signed waiver must be completed and submitted to Health Services or Student Life no later than September 15th of each year for fall semester. If the 15th falls on the weekend the waiver **must** be submitted by the Friday **before** the 15th. For students entering WAU for spring semester the personal insurance and waiver **must** be completed and submitted by January 30th of each each year. If the 30th falls on the weekend, the waiver **must** be submitted by the Friday **before** the 30th. **EVERY student must show proof of personal insurance each year, if he/she does not have WAU insurance.**

**NOTE TO ALL: ALL STUDENTS MUST CARRY THEIR INSURANCE CARDS WITH THEM AT ALL TIMES.**

Waiver forms can be obtained at registration and following registration outside of the Health Services Office, WH 13, on wall tray, and outside of the Student Life office WH 428 on the wall tray. Students participating in the Intercollegiate Sports programs will be enrolled in a sports insurance plan through the Athletic Department. The fee for this coverage will be placed on the students' account.

Physical examination forms, student insurance brochures, and insurance forms are available in the Office of Student Life WH 428.

The State of Maryland requires all colleges and universities to mandate that all students living in residence halls be immunized against meningitis. If a student does not wish to get this immunization, a signed waiver must be on file in the Health Services office and with the respective residence hall dean. If a student has not been immunized, he/she can schedule an appointment with a University physician.

## Communicable Disease Policy

Washington Adventist University wishes to protect and promote the health and safety of its students and employees with respect to communicable diseases. The University reserves the right to take appropriate measures to protect the University community, in the event that the behavior of a person with a communicable disease poses a threat to the health and safety of himself/herself or others. For more information contact the campus nurse at ext. 4009.

## HOLIDAY AND BREAK POLICY

(See Summer Session and also Holiday/Break Policy in the Residence Life section of this Handbook)

Students are encouraged to take advantage of University holidays and breaks. Please note that the **residence halls are closed during Christmas Break**. Room and board are not covered during summer break. See below:

Petitions for permission to remain in a residence hall may be obtained from a residence hall dean. Decisions will be made by the Deans' Management Council, in consultation with the Vice President for Student Life. If a petition is approved, the student must pay \$100.00 per week (for a double room, or \$150.00 per week for a single room), payable at the beginning of each week. If a student's account is current, the amount may be charged to the account. If the account is not current, payment must be made in cash.

Please be reminded that Campus Dining Services is closed during summer vacation. In order to facilitate our students who remain on campus, vegetarian meals may be purchased by the students, at Washington Adventist Hospital cafeteria.

## HONOR SOCIETIES

Washington Adventist University was the first Seventh-day Adventist university to join national honor societies. The college sponsors chapters of Phi Eta Sigma, freshman honor society; Phi Alpha Theta, history honor society; Psi Chi, psychology honor society; and Alpha Chi, juniors/seniors honor society; Lambda Beta, Respiratory Care Honor Society; Sigma Tau Delta Rho Sigma Chapter, English Language and Literature Honor Society. For information about eligibility requirements, consult the *University Academic Bulletin*. Contact the Center for Student Success for more information.

## HOUSING

By accepting admission, a student agrees to live in a residence hall, if he/she is not approved to live off campus. Single students who are less than 22 years old and who are registered for six or more hours (or four or more during summer session) are required to live with their parents or in a campus residence hall. Approval to live off campus may be granted if the student has a good citizenship record and falls into one or more of the following categories: is living with his/her parent(s); is living with his/her grandparent(s); is living with a faculty/staff member; is living with a brother or sister who is 22 years or older and in their primary residence.

Students who do not fall into one of the above categories will not be granted off-campus status. Exceptions are very rare, and only for truly extenuating circumstances. Petitions citing extenuating circumstances will be reviewed by the Vice President and or Student Life Committee. If a student wishes to request an exception for extenuating circumstances, he /she needs to submit an Off-Campus Housing Petition to the Office for Student Life , Wilkinson Hall, Room 428. Please note that permission to live off-campus is not granted until the application has been completely processed and approved. Approval must be obtained prior to moving or signing a lease. See the current edition of the *Residence Life Handbook* for additional information and regulations concerning the residence halls.

Students who are 22 years or older and choose to live in a residence hall are only able to do so on a "space available basis upon application," and are subject to the same regulations and standards as the other residents. Age does not exempt one from the rules of the residence hall. Single students are not allowed to live in coed groups.



## **ID CARD**

Once financially cleared, every WAU student receives a photo ID card from the Office of Safety and Security General Services Building GS 6. The ID card **must be** visible at all times when on campus, and must be presented, upon request to the WAU campus authorities. The ID card entitles you to the rights and privileges of a Washington Adventist University student in good and regular standing, which includes the use of campus facilities and programs. If you lose your ID card, please call the Office of Safety and Security at ext. 4019. The replacement fee of \$25 must be paid to accounting services and your receipt must be shown to The Office of Safety and Security for the replacement card.

## **INTERNATIONAL STUDENTS**

The International Student Advisor provides assistance to every international student regarding U.S. immigration regulations and documentation requirements. The advisor also addresses academic concerns, minimum course loads, employment considerations, and other general and legal matters. Call ext. 4093.

## **INTRAMURALS**

Many teams and individual sports leagues and tournaments take place during the school year. The schedule is published in the University calendar and includes basketball, flag football, racquetball, soccer, softball, tennis, and volleyball. Sign-up sheets are located in the residence halls and throughout campus. Please call ext. 4195.

## **JEWELRY**

All students must dress and groom themselves modestly and appropriately. WAU has long embraced the social convention of the Seventh-day Adventist Church in regard to personal appearance. Students are requested to honor the principles of discretion and simplicity in wearing ornamental jewelry.

Student employees working for the University and student organizations or groups representing the University off campus may not wear ornamental jewelry on the job, or at any event where they are serving as official representatives of the University.

## **JOBS/EMPLOYMENT**

The Office of Cooperative Education maintains a current list of part-time and full-time job opportunities. Call the Betty Howard Center for Student Success at ext. 4106 in addition, The Office of Human Resources posts on-campus and off-campus job opportunities. These postings appear on the website, [www.wau.edu/employment](http://www.wau.edu/employment), and on the bulletin board outside the Office of Human Resources WH 431.

## **LIBRARY**

Weis Library phone: ext. 4217, Hours: Sunday, 1:00-11:00 p.m.; Monday-Thursday, 9:00 a.m.-11:00 p.m. (Closed during Convocation); Friday, 9:00 a.m.-1:00 p.m. Summer and holiday hours are posted. Washington Adventist University is a member of the Maryland Interlibrary Consortium (MIC), together with the libraries of the University of Notre Dame of Maryland and Loyola College in Maryland in Baltimore, Hood College in Frederick, Mount St. Mary's University in Emmitsburg, and Stevenson University in Stevenson. The consortium shares a Web-based catalog (SHARC), through which materials from the member libraries can be requested electronically, and has a Monday-through-Friday courier service for pickup and delivery of MIC materials.

Weis Library has over 141,000 volumes and subscribes to nearly 400 print periodicals; the combined MIC holdings are over 896,000 volumes and over 4,000 print periodicals. An interlibrary loan service makes it possible to obtain materials that Weis Library and the other MIC libraries do not have. The library provides electronic access to dozens of on-line databases, through which thousands of full-text resources are available; and its home page includes links to a wide range of additional resources. The library's public computers are available for research purposes only (no word-processing, email, chat, games, etc.). A proxy-server gives WAU users remote access to the licensed databases.

Other resources in the library are the Reference Room with reference materials and study desks; the Curriculum Library; which supports the teacher education programs with such materials as textbooks, curriculum guides, resource units, children's literature, etc.; the Heritage Room, a reference collection of WAU archival materials and materials related to Seventh-day Adventists; the Humanities Paperback Collection; and a circulating audiovisual collection. The library has a microfiche and microfilm reader/printer and a coin-operated copier, \$.10/copy.

There are 32 lighted carrels, (individual study desks), in the stacks. WAU faculty can put materials on one-hour, two-hour, or one-day reserve; these materials are located at the Circulation Desk. Fines are charged for overdue reserve materials. You must use your ID card to check out all library materials. Most items may be checked out for four weeks and renewed once. Ask for information about library tours and instruction in the use of library materials. The Information Desk is usually staffed from 9:00 a.m.-9:00 p.m.; if you need help, ask the person on duty at that desk.

### ***LINE-UP***

The "*Line-Up*," WAU photo and information book, is published by students at the beginning of the school year. It is free to all enrolled students and available on the university website at: [www.my.wau.edu](http://www.my.wau.edu).

### **LOCKERS**

A limited number of lockers are located outside Accounting Services in the lobby of Wilkinson Hall. These are available for commuter student use. Accounting Services manages the lockers. The lockers are signed out on a semester-by-semester basis, first come, first served. There is a \$5 deposit when you are issued a key. When the key is returned at the end of the semester, you will receive your deposit back. If the key is not returned at the end of the semester, there will be a \$25 re-key fee.

### **LOST AND FOUND**

The Safety and Security office located in the General Services Building, GS 6, cares for lost and found items. Items may be reclaimed by showing proper identification. Call x4019.

### **MAIL**

A public mailbox is located behind Wilkinson Hall. You can also mail letters and packages from the mailroom. Overnight and second-day mail services are available.

### **MARRIED STUDENT HOUSING**

WAU provides a limited number of apartments for married students taking at least six semester hours. Call ext. 4551.

### ***MONTAGE***

*The Montage* is WAU's students' literary journal. Contact the Department of English for more information, ext. 4065.

### **MUSIC ORGANIZATIONS**

*Baroque Ensemble*: Formed in 1998, the Baroque Ensemble provides a distinctive musical feast for local concert halls and churches. It features such unusual instruments as the cornet and crumhorn, as well as the more familiar recorders, strings, guitar, percussion, and woodwind instruments. Vocal music is also part of the Ensemble's repertoire.

*Washington Brass Quintet*: An advanced touring brass ensemble which consists of ten brass instrument players and three percussion players. Membership is by audition and members are eligible for a music scholarship. Performances include area schools, churches, and weekend tours. Call ext. 4025.

*Washington Collegiate Chorale*: WAU's large touring choir is open to all students by audition. It performs classical, sacred, and secular music on campus, in local churches and community centers. It performs extensively in North America and overseas as the schedule permits. Call ext. 4025.

*Washington Concert Winds:* Open to students and members of the University community by audition. Performances include three to four campus events and one weekend trip per semester. Scholarships are awarded to eligible students. Call ext. 4025.

*Honor String Quartet:* A small group that strives for an unusual level of performance excellence, the Honor Quartet provides a distinctive musical outlet for WAU students.

*New England Youth Ensemble (also New England Symphonic Ensemble) at Washington Adventist University:* WAU's internationally renowned orchestra is open to students with instrumental skills. Membership is by audition. This chamber orchestra performs classical, sacred, and secular music on campus, in churches, concert halls, and tours extensively in North America and overseas, schedule permitting. Call ext. 4025.

*ProMusica:* ProMusica is open to all students by audition. It is a select chamber choir, singing repertoire appropriate to such an organization. All finalists receive choral scholarships. Members of ProMusica must also be members of the Washington Collegiate Chorale. Call ext. 4025.

## **NOISE POLLUTION**

Members of the university community are required to control the volume of their auto sound equipment while on campus or surrounding streets. Stereos which are clearly and disturbingly audible outside of one's auto will subject the owner/driver to University discipline and/or suspension of auto registration and parking privileges on university parking lots.

## **NON-DISCRIMINATION AND EQUAL EMPLOYMENT OPPORTUNITY**

Washington Adventist University ("the University") is a co-educational institution of higher learning established by the Seventh-Day Adventist Church. The University is committed to equal education and employment opportunities for men and women and does not discriminate on the basis of disability, sex, race, color, national origin, or any prohibited basis in its educational and admissions policies, financial affairs, employment programs, student life and services, or any University-related program.

The University is in compliance with Titles VI and VII of the Civil Rights Act of 1964 as amended, and in substantial compliance with Title IX of the Education Amendments of 1972 (34 CRF 106 et seq.), with Sections 503 and 504 of the Rehabilitation Discrimination in Employment Act of 1967, and with Section 402 of the Vietnam Era Veterans Adjustment Act of 1974. The University does not discriminate against any employee or applicant for employment on the basis of age or because they are disabled veterans or veterans of the Vietnam era. In addition, the University administers student programs without discrimination on the basis of age, except in those programs where age is a bona fide academic qualification for admission in accordance with the provisions of the Age Discrimination Act of 1975.

The University reserves constitutional, statutory, and common law rights as a religious institution and employer to give preference as appropriate to Seventh-Day Adventist members in admissions and employment in appropriate circumstances, including but not limited to 42 USC Sections 2000e-1, 2000e-2, sec 6-15 of Federal Executive Order 11246; 41 CRF Sections 60-1.5(5); 20 USC Sec 1681 (a)(3), 34 CRF Sections 106.12 (a) (b), 106.21, 106.31, 106.39, 106.40, 106.51, 106.57; Annotated Code of Maryland, Article 49B, Sec. 16 (a) (3) and the First Amendment to the United States Constitution. The University believes that Title IX regulations are subject to constitutional guarantees against unreasonable entanglement with or infringements on the religious teachings and practices of the Seventh-Day Adventist Church. As appropriate, the University expects students and employees to uphold biblical principles of morality and deportment as interpreted by the Seventh-Day Adventist Church. The University claims exemptions from the provisions of Title IX set forth in 34 CRF Sections 106.12 (a) (b), 106.21, 106.31, 106.39, 106.40, 106.51, and 106.57, insofar as they conflict with Church teachings and practices of morality, deportment and appearance.

## **NURSING STUDENT ASSOCIATION**

All students accepted into the Nursing program are members of the Nursing Student Association. This student-run association provides nursing students with support, opportunity to explore current nursing issues, social activities, and field trips. Call ext. 4144.

## **OFF-CAMPUS BEHAVIOR**

It is important to the life of our community that students maintain the standards of WAU both on and off campus. WAU-sponsored groups traveling off campus are expected to appropriately represent the University and the standards it upholds. Students should always be mindful that they are examples of whom and what they represent. Students will be subject to disciplinary actions for behavior not in keeping with the mission, vision, and policies of WAU, regardless of whether they are on campus or off-campus.

## **OFFICE OF THE VICE PRESIDENT FOR STUDENT LIFE**

The Office of the Vice President for Student Life coordinates and manages all aspects of student life on campus. Areas of responsibility include but are not limited to: Residence Life, Dining Services, Health Services, Student Activities, Student Association, Campus Discipline, Clubs and Organizations. WH, Room 428. Please call ext. 4110 to make an appointment to meet with the Vice President for Student Life.

## **OFFICE OF THE PROVOST**

The Office of the Provost provides curriculum leadership for the Washington Adventist University community. Areas of responsibility include scheduling, teaching, and advising problems that have not been resolved through your major department or advisor. Call to make an appointment to meet with the Provost at ext. 4116.

## **PARKING**

**(See Vehicles and Parking and Street Parking)**

## **PLANNER/HANDBOOK/CALENDAR**

*Student Planner* is distributed at fall registration, and additional copies may be obtained at the Office of Student Life, Wilkinson Hall, room 428

## **POSTERS/FLYERS, NOTICES APPROVAL**

Prior to public display, signs and posters must be approved for posting by the Office of Communications and Quality Improvement WH 305 and the Office for Student Life WH 428. The Office of the Vice President for Ministry RH 204 will approve signs and posters related to Campus Ministries, following approval from the Office of Communications and Quality Improvement.

Events planned for the general student body must have an approved petition from The Office of Student Life before advertising. **All posters, flyers, etc. must be in the Office for Student Life by Thursdays at 2:00 p.m. for pick up the following Tuesday.**

Once approved, posters should be placed on bulletin boards with pushpins or thumbtacks. Please do not use staples or tape. Posters and flyers are not permitted on windows, walls, doors, or elevators.

All posters must conform to the University policy guidelines as follows: approved posters/signs must be placed only on bulletin boards; posters/signs for Halcyon and Morrison halls must be approved by their respective deans; posters/flyers shall not be placed on vehicles; unapproved or expired posters/flyers will be removed.

## **PUBLIC DISPLAY OF AFFECTION**

Washington Adventist University students are expected to maintain appropriate decorum in all areas of the campus and its buildings. You are personally responsible for your own behavior as well as that of your guests. Some of the issues involved are reputations, the discomfort of others, and our commitment to live responsibly as members of this Christian academic community. As members of this community, we are all responsible for one another. Given the University's commitment to building and maintaining a healthy Christian community, when a person's behavior is not appropriate, it is the responsibility of the University to address such issues.

## **PUBLIC RELATIONS (SEE CORPORATE COMMUNICATIONS).**

### **RECORDS/REGISTRAR'S OFFICE**

Wilkinson Hall, Room 316, phone ext. 4119. WAU's registrar can answer questions about transfer credit, graduation requirements, and transcripts. Many forms needed for registration, petitions for exceptions to academic policy, change of major, and other academic matters are available at the Records Office and on the Records Office web page at [www.wau.edu/records](http://www.wau.edu/records).

### **RECREATION ROOM**

A co-ed recreation room, (ping pong, pool, chess), is located in the lower level of the Health Sciences building, HS, across from the Weight Room. The hours of operation will be posted.

### **REPORTING RAPE/SEXUAL ASSAULT**

Rape/sexual assault is a criminal act and may be prosecuted as such in any court of law. Although an individual cannot be forced to report an incident, unless such incidents are reported to the proper law enforcement authorities, the assailant cannot be apprehended and may repeat the offense. Individuals who have experienced a rape or a sexual assault should take the following steps to report the incident:

1. If the incident occurred on campus notify safety and security GS 4, ext. 4019, and Security will arrange for EMS transportation assistance if necessary. One may also report immediately to the Washington Adventist Hospital Emergency Room. A student may also contact a residence hall dean for assistance. After immediate needs have been addressed notify the Vice President for Student Life and or Vice President for Financial Affairs, so that the responsibility of the University to the victim and to the assailant may be carried out.
2. Off campus – report to the nearest hospital emergency room.
3. In obtaining medical care, the time factor is critical if proof of rape is to be established. Do not shower, change clothes, or alter the scene of the incident.
4. Notify the proper law enforcement authority immediately.

### **RESIDENCE HALL OCCUPANCY**

(See Housing)

### **ROOM RESERVATIONS FOR MEETINGS**

To reserve conference rooms for meetings, please call ext. 4128. To reserve classrooms, please call ext. 4119. To reserve campus guest rooms please see Guest Accommodations.

### **SABBATH**

Seventh-day Adventists have a special regard for the Bible-based Sabbath from sundown Friday to sundown Saturday. The Bible designates the seventh day of the week as a day of rest and worship. The fourth commandment, "Remember the Sabbath day, to keep it holy," is central to the Adventist identity. Although the commandment is stated as a divine requirement, the welcome rest provided by the seventh day makes it a very special gift to all who are willing to receive it. Special religious celebrations on the day of rest include Friday night programs, and Sabbath school and church services on Saturday mornings. There are no classes during the Sabbath hours and offices and most buildings and facilities are closed. Students are encouraged to fellowship and celebrate the Sabbath through shared worship, service, nature, excursions, concerts, etc.

As a courtesy to Sabbath-keeping students, faculty, and staff who regard the day as holy, we request discretion in your selection and volume of music played on the campus from sundown Friday until sundown Saturday. Other activities such as sporting events, parties, coursework preparation, and similar activities are considered inappropriate to the spirit of the day.

Students are requested to dress and conduct themselves in a manner that shows respect and reverence for God during Sabbath hours (sundown Friday through sundown Saturday). **Food deliveries are not allowed to campus during Sabbath hours.** (See also Seventh-day Adventist Church).

## **SAFETY AND SECURITY**

The Department of Safety and Security is located in the General Services building, GS 6, ext. 4019. Security officers can be called in case of emergency at any time at ext. 4911. Security officers are on campus 24 hours a day, 365 days a year. **Your WAU ID are obtained at the Office of Safety and Security.** The Safety and Security office also operates a lost and found service; distributes free pamphlets about campus parking, security and safety; and provides security escort services on campus.

## **SCHOOL OF GRADUATE AND PROFESSIONAL STUDIES (SGPS)**

The School of Graduate and Professional Studies (SGPS) offers accelerated evening courses for working adults interested in completing an associate degree in General Studies, a bachelor's degree in Business Administration, Counseling Psychology, Health Care Administration, Information Systems, Nursing (for RNs), Organizational Management, or a master's degree in Business Administration, Counseling Psychology, Professional Counseling Psychology (+Licensure), Nursing and Business Leadership, Public Administration, and Religion. SGPS limits admission to adults who are at least 21 years of age, and are able to provide evidence of substantial work experience. SGPS also offers general education course to SGPS and other students as well. For more information, contact SGPS in WH, Room 343 at ext. 4092.

## **SCHOLARSHIPS**

WAU offers need-based, achievement-based and special talent scholarships to eligible students. For information, please contact the Office of Student Financial Services, WH, Room 342, or call ext. 4005.

## **SEVENTH-DAY ADVENTIST CHURCH**

WAU is owned and operated by the Seventh-day Adventist Church. The Seventh-day Adventist Church is a worldwide Protestant religion founded in the United States in the 1860s. The word "Adventist" refers to the belief that Christ's second coming (or Second Advent) will take place soon. The term "Seventh-day" refers to the Adventist practice of keeping the seventh day or Saturday holy as the Biblical Sabbath. Adventists also believe in baptism by immersion, and they celebrate the Lord's Supper (communion). Adventists believe in a lifestyle which emphasizes health, family life, and service to others. In keeping with this, Adventists espouse a lifestyle which refrains from the use of alcohol, tobacco, or harmful drugs. Many Adventists are vegetarians. For more information about Seventh-day Adventists, contact the Office of the Vice President for Ministry or visit [www.adventist.org](http://www.adventist.org). (See also Sabbath).

## **SEXUAL BEHAVIOR**

All expressions of premarital and extramarital friendships are to be chaste. All forms of sexual abuse, exploitation, and promiscuity are contrary to the standards of the University. Washington Adventist University honors an ideal of sexual purity which transcends mere legal enforcement.

## **SHOCK**

WAU's intercollegiate athletic teams. (See Athletic Programs)

## **SNOW POLICY**

In the event of inclement weather the University may close or alter hours of operation. Official announcements of school closing will be made on the Washington Adventist University Information Line at 301-891-4567 and [www.wau.edu](http://www.wau.edu).

## **SOLICITATION ON CAMPUS**

Students who attend WAU have the right to assume that they will not be subjected to undue intrusions upon their privacy. In order to minimize such intrusions, the following policies govern contacts by off-campus individuals or organizations with the University community: (1) The University will not provide copies of the student roster to any organization without the express consent of the Student Life Committee, (2) There will be no solicitation by salespersons, fund-raisers, or any persons engaged in similar activities in any of the living units under the control of the University. Students who learn of such solicitation should contact the University Safety and Security office immediately. Persons invited to conduct business with a student may come

on campus to meet only the student who requested the appointment. Students are encouraged to meet such individuals in common meeting rooms and not in residence hall student rooms, (3) Any solicitation by any persons at WAU must have prior approval from the Student Life Committee. Students conducting fundraisers, sales projects, etc., must clearly state their purpose to the University community and be prepared to show all income, expenses, and disbursement of funds, on request, to the Student Life Committee.

## **STAMPS**

Stamps can be purchased at the University Store and Accounting Services.

## **STREET PARKING**

(See Vehicles and Parking)

## **STUDENT ACTIVITIES**

Activities planned and scheduled by students must adhere to the following policy: Any campus organization (class, club, honor society, or student group) wanting to sponsor an activity, which is open to the student body or the general public, must submit a petition to the Vice President for Student Life at least two weeks in advance. Auditions are required if an activity includes student performances. Petitions are available from the Office of Student Life, Wilkinson Hall, Room 428, ext. 4525.

There is no charge for use of facilities by campus organizations for University events (See Room Reservations for Meetings). Off-campus groups and individuals will be charged for the use of campus facilities in accordance with the current fee schedule. Please call ext. 4128, for details.

Special set-up arrangements for the use of tables and chairs should be made at least 14 working days in advance with Facilities Services, ext. 4161.

All rooms are to be left in the same condition they were in when the group entered them. This includes arranging tables and chairs, cleaning trash receptacles, and locking and securing the facility at the end of each program. Faculty/Staff Sponsors are expected to remain with the student group until completion of the event.

Arrangements for special cleaning equipment and services should be made when initially scheduling the event. The organizers of an event will be held financially responsible for cleaning and/or repairs other than routine maintenance. Clubs and organizations with unpaid cleaning or repair bills will be denied future use of facilities.

## **STUDENT LOUNGE**

The Student Lounge is located in Morrison Hall, lower Level. The Student Lounge is designed to provide a venue for relaxation and socialization. The Student Lounge is equipped with a large-screen television and board games among some of the activities for the students use. Hours of Operation: The Student Lounge will be open seven days a week, and hours will be posted. (Please note that during sacred hours, from sundown Friday to sundown Saturday, activities in the Student Lounge will be geared toward Sabbath celebration).

## **STUDENT COMPUTER USE POLICY**

(See computer lab)

### **Rationale**

Washington Adventist University is committed to providing a wide range of computing services to support the needs of students, faculty, and staff. The policies described below are designed to ensure the security and integrity of computer resources available on campus, to assure that users have reasonable access to the facilities, and to ensure that the action of any one user will not adversely affect any aspect of the work of another. Each department has the right to supplement these policies. The University reserves the right to control, evaluate, and monitor all student computers and electronic telecommunications except as may be prohibited by federal or state laws.

## **Passwords**

Users of computer resources at WAU are responsible for safeguarding assigned passwords and for using them for their intended purposes only. Each user is responsible for all activity that occurs under authorization of their password. Following the precautions below will help prevent unauthorized use of and liability for unauthorized use of computer resources:

1. Maintain the confidentiality of passwords (do not give your password to another individual)
2. Log off of your account when leaving (even for a short time)
3. Change your passwords regularly
4. Only use computer accounts for which you are authorized.

## **Illegal Use of Software**

All computer programs and files, unless they have been explicitly placed in the public domain, are private property and may not be copied or distributed without authorization. Users of computer resources are subject to applicable laws governing intellectual property and should be aware that the copying, distribution, or use of protected software without proper permission or license is prohibited. It is the policy of WAU to conform to all copyright laws relating to computer software. The use or distribution of unlicensed or pirated software is prohibited and may be subject to disciplinary action.

## **Changing Settings on University Computers**

Altering system software or hardware configurations without authorization, or disrupting or interfering with the delivery or administration of computer resources is prohibited.

## **Personal Web Pages**

Creating or maintaining a personal web page that is inconsistent with the University's "Statement of Community Ethos" is prohibited and will be subject to disciplinary action or loss of computer privileges. Direct links from personal web pages that are within "one click" and that are inconsistent with the University's "Statement of Community Ethos" are also prohibited.

## **Prohibited Activities**

Any of the following constitute unauthorized use of computer resources and are expressly prohibited. Failure to comply will result in the user(s) being brought before the appropriate University disciplinary committee.

1. Unauthorized access—attempting to gain access to another user's programs or account without that user's express permission is prohibited.
2. Passwords—(see information under **PASSWORDS**).
3. Harassment—users of University computer resources shall not use these resources to harass or annoy others, or prevent them from legitimately using the facilities. Using electronic mail to send other users unsolicited messages of obscene, demeaning, and/or menacing content constitutes harassment.
4. Changing settings of University computers—(see information under **CHANGING SETTINGS**).
5. Games—academic use of computing facilities always takes precedence over recreational use. Specifically, a course-related assignment has priority over game playing. Failure to end a computer game and give way to those who must do required work is also prohibited.
6. Compliance with federal, state, and local laws—an individual shall not use any part of the computer resources of the University in any activity that violates federal, state, or local laws and will be subject to immediate discipline.
7. Commercial use—the University's computing resources are reserved for instructional purposes and the professional or scholastic activities of its students, faculty and staff. The use of these systems for personal business or commercial use, such as posting of commercial web pages and the distribution of unsolicited advertising, is prohibited. Further, use of the domain WAU.edu and/or the IP addresses 12.153.52.0 through 12.153.56.255 is the exclusive right of the University.



8. Creating or maintaining personal servers on the University network is prohibited without prior authorization by the Associate Vice President of Information Technology Systems.
9. Tampering/viruses/worms—any deliberate attempt to tamper with, disrupt, delay, or endanger the regular operation of the University’s computing resources is prohibited. The creation or propagation of computer worms, or viruses, or the distribution of electronic mail or software intended to replicate or do damage to another user’s account, hardware, software, or data is prohibited.
10. Network monitoring—monitoring and/or sniffing of any network traffic, passwords, e-mail, or any other network communications is prohibited.
11. Pornographic material—any use of University computing resources to view or transmit material with prurient content is prohibited. For purposes of this policy, “pornographic content” is defined as material unrelated to a legitimate academic purpose and intended for the arousal of sexual thoughts or desires of the recipient and/or the sender.

### **Good Computer Practices**

Students are required to maintain a current version of well known anti-virus software on their computer to protect against viruses, spyware and key logging software. Computer use may be revoked if student’s computer is found to not be properly protected, until the proper protection is put in place. **Washington Adventist University is not responsible for the loss of data on personal equipment.**

Students are not to utilize peer-to-peer software, such as Limewire, BitTorrent, Gnutella, KaZaA, eDonkey, etc.

Personal information stored on a student’s computer is the responsibility of the student and not Washington Adventist University. It is recommended that students secure information on their computers with appropriate passwords and other safeguards.

Wireless access provided by the University in common areas is for current students, faculty and staff only. Do not share any configuration setting with people outside the University campus. Washington Adventist University is not responsible for information that may be monitored, sniffed, or stolen across a network connection (both plugged into connections and wireless connections).

### **STUDENT ASSOCIATION**

Every WAU student taking six hours or more per semester is automatically a member of the Student Association, (SA). The SA is the official student government organization of WAU. The SA organizes social, religious, and academic activities, and represents students’ concerns to the University administration.

SA officers are elected annually in the spring, by the student body and are receive a stipend, for their work, each semester. Some officers are appointed. Elected SA offices include: president, executive vice president, social vice president, religious vice president, and financial vice president. A 2.50 cumulative GPA must be maintained during nominations, election, and term of office for both elected and appointed positions. In addition, SA officers facing disciplinary actions, including probation, also become ineligible to maintain an SA office.

The SA sponsors and publishes a campus newspaper, the *Columbia Journal*; a yearbook, *Golden Memories*; and a student directory, the *Line-Up*. When students take six or more semester credit hours of classes for the fall and spring semesters, they receive *Golden Memories* as one of the benefits of their SA fees. The *Columbia Journal* and the *Line-Up* are available to all WAU students.

Editors of SA publications are appointed by the Publications Committee, composed of SA officers, representatives from the student senate, and faculty/staff sponsors of SA publications. Prospective publication editors submit petitions, proposals, and a portfolio to the Publications Committee each spring, to be appointed for the following school year.

## STUDENT CLUBS AND ORGANIZATIONS

Students may organize and join associations to promote their common interests, goals, and missions as long as they are compatible with the mission of WAU. University-recognized organizations shall have no regional or national affiliations outside the Seventh-day Adventist education system. The only exception is nationally recognized academic and honor societies. Student organizations must have University recognition in order to function as an official student organization of WAU. See the current edition of the *Student Leader/Sponsor Handbook* for detailed information and regulations concerning student organizations and activities. Membership in campus clubs and organizations is open to all WAU students. Call the number listed for more information about the club(s) or organization(s) of your choice.

- ACM (Computer Club), ext. 4104
- Active Minds, ext. 4089
- Acro-Airs Gymnastics, ext. 4186
- African Student Union, ext 4223
- Alpha Chi, Junior/Senior Honor Society, ext. 4106
- Alpha Kappa Mu, Computer Science Honor Society, ext. 4172
- Black Student Union, ext. 0110
- Brass Ensemble, Department of Music, ext. 4025
- Campus Ministries, ext. 4112
- Caribbean Student Union, ext. 4178
- Columbia Collegiate Chorale, Department of Music, ext. 4025
- Men's Residence Club, ext. 4043
- Education Club, ext. 4464
- Filipino Student Union, ext. 4096
- International Student Association, ext. 4119
- Lambda Beta, Respiratory Care Honor Society, ext. 4106
- Latino Student Union, ext. 4110
- *Montage*, Department of English, ext. 4065
- Nursing Student Association, Department of Nursing, ext. 4144
- Phi Alpha Theta, History Honor Society, ext. 4137
- Phi Eta Sigma, Freshmen Honor Society, ext. 4106
- Pioneers Athletics, Department of Athletics, ext. 4195
- Pre-Law Club, Center for Law & Public Policy, ext. 4061
- Pre-Medical/Pre-Professional, ext. 4465
- ProMusica, Department of Music, ext. 4025
- Psi Chi, Psychology Honor Society, ext. 4065
- SIFE (Students in Free Enterprise), ext. 4034
- Sigma Tau Delta, English Honor Society, ext. 4065
- Student Association, ext. 4100
- Student Ministerial Association, Department of Religion, ext. 4035
- Theta Alpha Beta, Women's Residence Club, ext. 4174
- Washington Concert Winds, Department of Music, ext. 4025

### Benefits of University Recognition

The following list outlines some of the benefits of institutional recognition. Clubs and organizations may:

- Schedule and use University facilities
- Request funds from the University

- Establish dues and sponsor fundraising projects
- Use the University's name or initials as part of the organization's name
- Invite speakers to the campus
- Qualify for awards and honors given to University organizations
- Use University postal system for club business
- Use University vehicles for transportation
- Advertise in University publications

## **STUDENT LEADERSHIP**

Student leadership positions offer valuable experience, but they can also be time consuming. To run for, hold, or be appointed to a student office, students are required to:

- Have a minimum cumulative GPA of 2.50 during nominations, elections, and term of office
- Be enrolled in a minimum of six hours of University credit per semester
- Hold only one major office during a semester. Major offices include: class president, elected student association offices, editor of the *Columbia Journal* or *Golden Memories*
- Be cleared for eligibility to run for office by the Student Life Committee and/or Vice President for Student Life

## **STUDENT SENATE**

The student senate is the policy-making body of the SA. It is chaired by the executive vice president of the SA and made up of senators elected annually in the fall semester. In order to hold a position on the student senate, a 2.50 GPA must be maintained during nominations, election, and term. There are four senators from each constituency (Halcyon Hall, Morrison Hall, Commuter students), and there are four senators at-large. Senate meets at least twice a month during fall and spring semesters. All students are invited to attend. For more information about SA, senate, SA social activities, or SA spiritual activities contact the Student Association office, WH 108, ext. 4100.

## **STUDENT SERVICES**

See Office for Student Life , (WH rm. 428).

## **STUDY LOCATIONS**

The best places on campus to study include:

- Weis Library, with 32 lighted carrels (individual study desks) in the stacks, a large reference room, the Curriculum Library, and the Humanities Paperback Collection room. The Curriculum Library and the Humanities Paperback Collection room are often available for group study. (See *Library* for more information about the library.)
- Halcyon Hall provides two study rooms on the lower level that are open to residents 24 hours a day. Morrison hall provides one study room on the first floor. The study rooms are not available during Sabbath hours. Please see the appropriate residence hall dean for further information.

## **SUBSTANCE ABUSE POLICY**

Washington Adventist University is committed to providing a drug-free environment to help students attain the highest level of mental, physical, moral, and spiritual health. This will allow students to be truly free and in control of their lives. Because of this commitment, Washington Adventist University expects each citizen of the University community to remain drug-free, abstaining from the use and possession of illegal drugs, alcoholic beverages, tobacco products, and from abuse of prescription medicines. This includes, but is not limited to, alcoholic beverages and/or containers, tobacco products, illegal drugs, or drug paraphernalia. The manufacture, possession, distribution, or use of illegal drugs and the use of alcohol or tobacco is strictly prohibited. This policy has been established to educate, to provide a means for counseling and rehabilitation, and outline a discipline process. If you have a substance abuse problem, please notify the campus counselor or a residence hall dean for immediate help.

Washington Adventist University reserves the right to investigate students where reasonable suspicion exists of drug or alcohol involvement. This includes the right to search an office, locker, on-campus vehicle, residence hall room, cases, and bags, and the right to require an appropriate drug test and confirmation by retest. If a search is to be made, it must be authorized by a Residence Hall Dean, Director of Safety and Security, Vice President, or President of the University. Initial identification of a problem may be made by a supervisor, faculty member, colleague, concerned other, or self-referral.

## **VIOLATION OF SUBSTANCE ABUSE POLICY**

Because substance abuse seriously jeopardizes the attainment of life goals, a person who is found to be involved in substance abuse or to be using illegal drugs will be subject to the following procedures:

1. Persons found *supplying illegal and/or prohibited substances* will be subject to immediate dismissal from WAU and notification of government authorities.
2. Persons found in *possession of, using, or under the influence* of an illegal substance will be referred to a drug-abuse counselor and immediate disciplinary action will be taken.

**If a student has a substance abuse problem please notify Health Services, ext 4009, Campus Counselor ext 4089, Vice President for Ministry, ext 4112, or Vice President for Student Life, ext. 4110.**

If a student is convicted of drug distribution or possession, eligibility for the Title IV student financial aid is subject to suspension or termination. This policy is more fully set forth in Section 5301 of the Anti-Drug Abuse Act of 1988.

## **CONFIDENTIALITY**

Confidentiality will be maintained by all persons involved in any aspect of this substance abuse program except in those instances where governmental authorities or the Conduct and Guidance Committee must be notified. Counselors will respect the individual's right to privacy at all times.

## **SUBSTANCE ABUSE EDUCATION**

Washington Adventist University provides an ongoing program of education for the prevention of substance abuse. This will be a multifaceted program involving the use of audiovisuals, literature, lectures, and other programs. Washington Adventist University maintains a roster of counselors trained in the field of substance abuse who will work with individuals involved in substance abuse and who can make referrals to rehabilitation facilities if necessary. (See Counseling Services and Counseling Hotlines).

## **SUMMER SESSION**

(See Holiday and Break Policy)

Washington Adventist University offers a variety of courses during the summer session, which runs from May through July. Because the courses are taught in a short amount of time, six hours is considered a maximum class load during each six-week session. Call the Records Office, ext. 4119, for more information.

## **SUPERVISION OF COLLEGE ACTIVITIES**

Washington Adventist University ID cards are required to enter any area in which a University-sponsored event is being held. If tickets are required for an event, they must be presented to gain entrance. (This does not preclude requests for identification). Individual guests are the responsibility of Washington Adventist University students. The sponsoring group is responsible for checking admittance to an event. Any event organized and held on or off campus must have a Washington Adventist University faculty or staff sponsor present to lend support. See the current edition of the *Student Leader/Sponsor Handbook* for additional information and regulations concerning student organizations and activities.

## **TELEPHONE BOOKS**

Periodically the phone company stacks phone books in the hallway behind the University Store. These are free for your use. Phone books are also kept at the residence hall reception desks.

## **TELEPHONES**

The vast majority of students have cell phones; however, there is one phone line in every residence hall room. To make use of the phone line a student must supply his/hers own plug in telephone.

## **TENNIS COURTS**

WAU has two tennis courts that are free of charge with current WAU ID. ID must be presented to gain free access. You can reserve a court by calling ext.4195.

## **TESTING**

A wide range of tests (MCAT, GRE, CLEP, etc.) are given at the Center for Student Success, Wilkinson Hall, first floor. For information about test registration and fees, call ext. 4106. Math and English placement tests are given by the respective departments to those who are not exempted by ACT or SAT test scores. For Computer Waiver exams, contact the Computer Science Department for testing dates at ext. 4102.

## **TRANSPORTATION**

Transportation requests for all off-campus activities must be approved by the Office for Student Life, then submitted to the WAU Transportation office. This includes requests that do not require WAU vehicles. Appropriate request forms are available in the Office for Student Life (WH 428) and must be submitted at least three weeks prior to anticipated date of travel. Request forms are also available in the Transportation office. Call ext. 4198.

In order to create a safe environment on campus vehicles, the following guidelines must be observed:

- Faculty/staff sponsor must be present on all bus trips.
- Aisles must be kept clear at all times.
- No unnecessary walking while the bus is in motion.
- Standing on, climbing on, or leaning over the backs of seats is not permitted.
- Personal sound systems are allowed only if headphones are used and volumes are set low.
- Trash is to be deposited in the proper container. At no time should trash be put in the overhead rack.

At the driver's discretion, he/she may prohibit any activity that distracts his/her attention from driving safely and will take the necessary steps to ensure the safety of all passengers.

## **VEHICLES AND PARKING**

Every SGPS student, traditional WAU student, Professor, and all Adjunct Faculty, must register their vehicles with the Office of Safety and Security, if they want to park on the WAU campus. First go online to [www.myWAU.edu](http://www.myWAU.edu). Then go to "my registration" click on "vehicle registration" and enter the vehicle data, then "save vehicle data," then proceed to the Office of Safety and Security, GS 6 to pick up your permit. There is a \$35.00 annual fee for students. You must obey all traffic laws and parking signs. Vehicles must be in operable condition with current state registration and insurance. A permit does not guarantee parking space. Vehicles found in violation of any of the above requirements are subject to ticketing, booting and or towing and impoundment or any of the previous combinations, at the owner's expense. A brochure about WAU parking and traffic regulations is available from the Office of Safety and Security. The Office of Safety and Security hours are 9:00 AM to 5:00 PM, however campus security is available 7 days a week 24 hours a day, to respond to emergencies, and other inquiries. 301-891-4019.

## **STREET PARKING**

Students must obey all signs concerning street parking. To park on Maplewood Avenue, a city parking permit is required. Contact the Office of Safety and Security for more information. All vehicles must have an official state registration. All students operating a vehicle registered outside of Maryland must obtain a Non-resident Vehicle Permit, from the Motor Vehicle Administration (MVA), if the vehicle will be operated in Maryland for more than 30 days. The non-refundable registration fee for the non-resident permit is \$27 and can be renewed annually as long as the student is still attending school in Maryland and the registration is kept current. For more information call the MVA Customer Service Center toll-free at 800-950-1MVA (1682).

## **UNIVERSITY STORE**

Wilkinson Hall, Room 114, ext. 4096. Hours: Monday -Thursday, 9:00 a.m. to 7:00 p.m.; Friday, 9:00 a.m. to noon. Closed on holidays, weekends, and during convocation and assemblies. Hours are limited during summer months. The University Store sells textbooks, office and school supplies, University logo-imprinted clothing and accessories, film, stamps, candy, snacks, juices, sodas, greeting cards, and daily newspapers. Services the University Store provides include photocopying and faxing (301-270-1619). Charges for faxing: local calls: \$.50/page; long distance: \$5.00 for first page, \$1 each additional page. The University Store also offers graduation announcement order service, cap and gown orders, and pick-up service.

## **WEEK IN SPIRITUAL EMPHASIS**

See Convocation/Student Assembly/Week in Spiritual Emphasis

## **WEIGHT ROOM**

The weight room is located on the lower level of the Health Science building and is managed by the Athletic Department. Food is not permitted. The weight room is available for student use and is free of charge with your current WAU ID. ID must be presented to gain free access. Call ext. 4195.

## **WRITING CENTER**

The Writing Center is located in The Betty Howard Center for Student Success on the first floor of WH. Hours are posted.



# RESIDENCE LIFE

# RESIDENCE LIFE HANDBOOK

## MISSION AND VISION FOR RESIDENCE LIFE

Residential life at Washington Adventist University provides a safe, clean, living, and learning environment for our students. We provide an environment that affirms the dignity of and welcomes people of all cultures, as we seek to develop and nurture a community experience that binds us together. Our goal to prepare our students in the development of a Christ-like character is woven into our mission and vision expression.

## RESIDENCE HALL A TO Z

### BICYCLES

Residents may store their bicycles in an area in the residence hall authorized by the dean or in private rooms. There is a secured space for bicycles in the basement of each residence hall. See a residence hall dean for entry. For safety and security reasons, bicycles should never be left unlocked or in a hallway, or ridden inside the buildings. Any bicycle found in an inappropriate place will be confiscated by a residence hall dean, and there may be a \$50 fine to reclaim it. Riding bicycles, skateboards, rollerblades, scooters, and all other types of sports equipment is prohibited in the residence halls.

### BULLETIN BOARDS AND RESIDENCE HALL NEWSLETTERS

Part of being a successful student is being properly informed. Please check the bulletin boards and residence hall newsletters for information about residence hall and campus activities, campus and residence hall policy updates, and announcements.

All information placed on bulletin boards in the residence halls or distributed in resident mailboxes must be approved by the dean, prior to display or distribution.

### CHAPERONES

For purposes of residence life, we define chaperone as a person, especially an older or married man or woman, who accompanies young unmarried people on mixed gender overnight/weekend leaves such as camping trips etc.(See Curfew and Leave Policy/Saturday Night/Weekend Leaves/Holiday Leaves). For more information and a list of approved chaperones, see a residence hall dean. You may request a name to be added to the list of approved chaperones.

### CITIZENSHIP PROBATION

Citizenship probation means that upon further violation of Washington Adventist University's policies and expectations, your status as a student will be immediately reevaluated by the Vice President for Student Life and/or the Conduct and Guidance Committee. During the second week probationary period, weekend and overnight leaves may be restricted to the home of your parents. Any exceptions may be granted by a residence hall dean. Further violations will be grounds for immediate suspension, dismissal, or expulsion from Washington Adventist University.

### CLUBS

The official residence hall clubs are:

*Halcyon Hall Residents:*

Theta Alpha Beta (TAB) is WAU's women's club and stands for "Daughters of the Eternal King." Its members are Halcyon Hall residents and female commuter students. Officers are elected in the spring of each year to plan programs, trips, and other social events for the following school year.

*Morrison Hall Residents:*

The WAU Men's club members are Morrison Hall residents and male commuter students. Officers are elected in the spring of each year to plan programs, trips, and other social events for the following school year.



## COMPUTER ROOMS

The computer rooms located in the residence halls are for residents' use only. If the computer rooms are full, priority is given to residents who need computers for study. Residents must provide their own portable media (USB, CDs, DVD's etc.), and printer paper. Never store documents on the hard drives. Please be reminded that food, televisions, and radios are not permitted in the computer rooms. Residents who leave a computer for more than 15 minutes may lose their place at the computer. The rooms are open 24 hours a day, but are closed from an hour before sundown Friday to sundown Saturday.

## CURFEW AND LEAVE POLICY

Residence hall living means there are hundreds of individuals sharing the same "home." It is our responsibility to provide you with a safe environment, and it is your responsibility to honor your commitment to follow the expectations and policies outlined in this handbook, and to exercise good judgment.

Students living in the residence halls are to abide by the following curfew times. Curfews are based on **cumulative** GPA (For exceptions see *Exempt Status*):

All freshman, regardless of number of completed credit hours and GPA	Sun.-Fri. 11:00 p.m. Sat. 12:00 a.m.
<b>All other students</b> with less than 24 completed credit hours and or a GPA of less than 2.5	Sun.-Fri. 11:00 p.m. Sat. 12:00 a.m.
GPA 2.5 - 3.19	Sun.-Fri. 12:00 a.m. Sat. 1:00 a.m.
GPA 3.20 - 3.74	Sun.-Fri. 12:30 a.m. Sat. 1:30 a.m.
GPA 3.75 - 4.00	Sun.-Sat. 2:00 a.m.

Washington Adventist University residence hall students have the privilege of a 15 minute grace period beyond curfew. Please make curfew your goal! The grace period is to allow for any delay, not a late entry.

Entry into a residence hall after 2:00 a.m. is considered an overnight absence.

(See Saturday/Weekend Leaves/Holiday Leaves, and Curfew Infractions).

Residents must fill out a *Leave Request Form* and have it approved for late, extended, overnight, or weekend leave, prior to departure. Late leaves will be granted for no more than one hour past normal curfew and never later than 2:00 a.m. **Please note late leaves are only to be used under special circumstances. They are not an extended curfew time.** Forms must be turned in and signed by the dean before the resident leaves. The resident's copy of the *Leave Request Form* is then placed in his/her mail or message box. Changes in plans after approval should be communicated to the dean on duty before leave is taken. Please note that leaves are not automatically granted. **Do not leave campus prior to a leave approval.** All leaves must comply with University standards. Leaves will not be approved after midnight. Violation of this policy will result in disciplinary action.

If you are on an approved leave, and for some reason, need to return to the residence hall prior to the end of the leave, please inform the dean on duty immediately, upon your return. If you desire to leave the residence hall again, another *Leave Request Form* must be filled out and approved.

Leave requests for house sitting must be accompanied by a written invitation from the home owner and a letter of consent from the parent/guardian of any student under 18 years of age.

*A leave is invalid if a resident:*

- leaves before getting approval.
- remains in the residence hall.
- does not fill out the leave slip completely (i.e., contact information – name, address, phone number, relation to resident, etc.).

## **CURFEW INFRACTIONS**

Infraction 1: The resident will meet with a dean concerning the curfew infraction and a warning will be given. The resident's 15 minute grace period will be suspended for seven (7) days.

Infraction 2: The resident will meet with the dean concerning the curfew infraction. The resident will receive a 9:00p.m. curfew for the next five consecutive days, and must obtain a signature from the dean (or designee) on duty at 9:00p.m. A form summarizing the meeting/infraction will be sent to the resident and copies of all correspondence regarding the infraction will become a part of this student's residence hall permanent file.

Infraction 3: The resident will meet with the dean concerning the curfew infraction. The student will be charged \$50 for entering the residence hall between their curfew and 2a.m., and will be charged \$100 for entering after 2a.m. A resident can incur a maximum of five (5) charges for curfew infractions throughout the academic year.

Infraction 4: The resident will meet with the Vice President for Student Life, and accordingly will be subject to disciplinary action, which may include, but not limited to citizenship probation, community service or referral to the Conduct and Guidance Committee.

The resident is required to meet with the dean regarding their curfew infraction within 24 hours of receiving a curfew infraction. Failure to do so may result in further disciplinary action including, but not limited to a minimum fine of \$25.

## **PETITION FOR EXEMPTION**

*Curfew Exemption Petitions* for standing exemptions because of class or employment conflicts are available at the front desk in the residence hall. A photocopy of the resident's official class registration form, or a letter from his/her employer verifying work hours, must be submitted with the petition. All verification must be submitted with the petition. **Residents must use a Leave Request Form each time they need to stay out past curfew, until the exemption petition is approved.** If there is a class/work schedule conflict, petitions must be resubmitted within 10 days of the beginning of each semester.

## **SATURDAY NIGHT/WEEKEND LEAVES/HOLIDAY LEAVES**

**Overnight leaves are not given on Sunday through Friday nights, except to go home. Exceptions are made only by the residence hall dean on duty.**

**Weekend leave requests must be turned in by Thursday at 9:00 p.m.** Weekend leave requests turned in after that time must be brought directly to the residence hall dean on duty for signed approval.

Saturday night/weekend leaves to other students' homes will be approved at the discretion of the dean on duty. **Overnight/weekend leave requests to homes of single members of the opposite sex will be denied.** Approved chaperones (see Chaperone) are required for mixed gender overnight groups (retreats, camping, etc.). If you have questions, consult with the residence hall dean on duty.

Students who stay away overnight from the residence hall without proper authorization are in violation of the rules. Please note that "overnight" is defined as being out after 2:00 a.m. without permission from the residence hall dean. Whenever a resident is in doubt about proper authorization, he/she should contact the residence hall dean at the earliest possible time and make proper arrangements.

Students who violate this rule will be immediately referred to the Vice President for Student Life, and will be subject to citizenship probation and/or a meeting with the Conduct and Guidance Committee.

## PARENTAL PERMISSION OPTIONS

Three options are available on *Parental Permission Cards* for freshmen concerning Saturday night/weekend leaves:

1. Parent grants Saturday night/weekend leaves only to resident's home.
2. Parent grants Saturday night/weekend leaves to specified homes only, in keeping with policies outlined in this handbook.
3. Parents grant unrestricted Saturday night/weekend leaves, in keeping with the community standards and policies outlined in the *Student Life Handbook* and the *Residence Life Handbook*.

## EMERGENCIES

In case of emergencies please call the residence hall deans at 301-891-4174 HH, 301-891-4043 MH. Safety and Security at 301-891-4019 and/or in an extreme emergency, dial 911. If an evacuation is necessary, **instructions for evacuation are posted behind each residence hall room door. See a residence hall dean for an expanded list of emergency procedures.**

## EXEMPT STATUS

**Exempt status is a privilege, and with privileges there are increased responsibilities.** Students who are age 21 or older will be exempt from curfew regulations. **Students who are age 21 or older will be exempt from curfew regulations upon their 21st birthday. Students are required to provide a copy of a valid, State-issued ID with proof of date of birth to the Deans in order for their exemption status to be enacted.**

Exempt students will be required to sign in and sign out when entering and exiting the residence halls after 11:00 p.m. **If a student exits the residence hall after 11:00 p.m., he/she is required to provide an emergency number at the front desk.** Note, exempt status does not mean that a resident is allowed to stay out overnight without notification and approval of the dean. Residents who are graduating seniors will be given exempt status, upon presentation of the approved graduation contract to a residence hall dean. Exempt status means that students are exempt from worship and curfew regulations. Students who are age 21 and above are encouraged to attend all worships, but there is no requirement.

For safety and security reasons, and in the event of a family emergency (so the deans are able to locate a resident), an *Exempt Status Leave Form* must be filled out whenever a student plans to be away during the hours of 11:00 p.m. to 6:00 a.m.

**Exempt status is a privilege. Failure to sign in/out will result in loss of privileges. Please meet with a residence hall dean for additional information.**

## FIRE

County code prohibits open flame in residence halls. This includes candles and incense. The only exception to this is the fireplace in the basement of Halcyon Hall. Instructions for evacuation of the building in the event of fire or other emergencies are posted behind each room door.

Following are some general guidelines in case of fire:

- If you are the first person to notice a fire, pull the fire alarm in the hallway and report the fire to the front desk.
- When the alarm sounds, evacuate the building quickly and safely according to the exit plan that has been demonstrated by the residence hall staff.
- Stay close to the floor if there is smoke. Check the door knob for heat before opening. If the door knob is hot, do not open the door.
- If needed, soak a blanket and lay it over and around yourself.
- Don't try to fight the fire.
- Once outside, stand away from the building until told by a member of the residence hall staff that it's safe to return.
- Identify yourself to the authorities if you pulled the alarm.
- Familiarize yourself with the location of all alarms, exits, and fire extinguishers; and learn how to use them before a fire starts. Your residence hall staff will provide you with on-going instructions.

If you are trapped by fire or smoke:

- Keep doors closed.
- Put a towel or some clothing in the crack at the bottom of the door.
- Open the window from the top so the heat will go out.
- Open the window from the bottom so fresh air will come in.
- Wave a bright colored or lighted object from the window.
- Wait to be rescued. Don't jump unless you have to.

## **FIRE DRILLS**

Fire drills are conducted periodically as a safety precaution. When the fire alarm sounds, residents should leave the building immediately and meet at the designated place (Halcyon Hall residents next to the library, and Morrison Hall residents in front of Richards Hall). Residence hall deans and RAs will review the fire drill procedures in detail. **Please note:** Familiarize yourself with proper fire safety procedures above and on the webpage. Review information posted on the behind your residence hall room door.

**Failure to leave the residence hall during a fire drill will subject the resident to disciplinary action.** In addition, the Montgomery County Fire Code Enforcement Official, may impose a fine up to \$500 for not exiting the building during a fire drill.

## **FIRST AID**

Services are available on campus at Health Services, Wilkinson Hall, Room 13, ext. 4009. A first aid kit for minor medical needs is available from your RA and at the front desk in each residence hall.

## **FOOD DELIVERIES**

If you have ordered food for delivery, please provide the restaurant with an accurate number to contact you. Announcements will not be made for students to pay for and collect their deliveries. Sabbath deliveries are prohibited on the campus of WAU. Local restaurants who frequently deliver food to the campus have been informed of this policy. (See *Sabbath and Seventh-day Adventist Church*). Be reminded that consequences exist for non-compliance.

## **FURNISHINGS FOR RESIDENCE HALL ROOMS**

Each room is carpeted and furnished with two twin beds, two desks, two chairs, a sink, and two closets. Residents must provide their own linen, towels, and wastebasket.

Possession of a TV, DVD player, and sound equipment is allowed so long as the volume is controlled (See Noise). **Headphones must be worn after 11:00 p.m.**

Use white poster putty to mount posters or pictures. **Mounting with anything that will damage the walls, including tacks, nails, masking tape, and scotch tape is prohibited.** Check with your RA for additional information and instructions.

The University reserves the right to charge for room damages, unclean rooms, and unauthorized moving of furniture. This includes damage of walls, floors, telephones, and painting of walls and room furniture (See Room Deposit). Residents who want to request a change in room furniture **must** make arrangements with one of the residence hall deans before making any changes.

*Halcyon Hall Residents:*

The window measurements are: 47" wide, 52" high (rod to sill), 89" high (rod to floor). All rooms are furnished with Venetian blinds, but rods are not provided.

*Morrison Hall Residents:*

The window measurements are: 78" wide and 64" high. All rooms are furnished with Venetian blinds, but rods are not provided.

## GENERAL INFORMATION

Your Mailing Address:

Your Name

Washington Adventist University

7600 Flower Avenue

Your Residence Hall, Room # \_\_\_\_\_

Takoma Park, MD 20912-7796

Residence Hall Telephone Numbers:

Halcyon Hall, 301-891-4174

Morrison Hall, 301-891-4043

## SOME OTHER IMPORTANT NUMBERS

(301-891 + extension)

Campus Ministries, ext. 4112

Center for Student Success, ext. 4106

Counselor, ext. 4089

Dining Services, ext. 4103

Financial Aid, ext. 4005

Health Services, ext. 4009

Human Resources ext. 4542

Library, ext. 4217

Records/Registrar, ext. 4119

Security, ext. 4019

Sligo Church, 301-270-6777

Student Accounts, ext. 4488

Student Association, ext. 4100

Student Life, ext. 4525

Washington Adventist Hospital, 301-891-7600

## GUESTS

No visitors of the opposite sex are allowed in students' rooms without permission from the residence hall dean on duty. Violation of this policy will result in disciplinary action. In consideration of the care and safety of all parties involved, babysitting is prohibited in the residence halls. Violation of this policy will result in disciplinary action.

### *Guests of the Opposite Sex*

Guests of the opposite sex are welcome to visit residents in the residence hall lobby on the main floor or in the recreation room. **Please note:** when visiting in the recreation room the guest must sign in at the front desk and leave their ID badge at the front desk; and upon leaving the residence hall the guest must sign out and retrieve his/her ID badge. All guests must leave the residence hall at closing time (11:00 p.m.).

### *Overnight Guests*

Residents are to arrange with a residence hall dean for same sex guests to stay overnight in their rooms. All guests are to register with the residence hall dean on duty, and are expected to abide by campus and residence hall regulations. Failure to register a guest at room check will result in a \$25 fine. Each visitor may stay a maximum of three nights per semester with no charge (parents and grandparents). After three nights, a guest will be charged \$15 per night for a maximum of 10 nights per semester. Failure to register a guest at room check will result in a \$15 fine, per night, to the resident's account.

Former students who want to stay overnight in a resident's room will be subject to the policies and procedures governing residence hall guests.

Parents, grandparents, and siblings of same gender as the resident are welcome to a maximum stay of three nights per semester, without charge, in a resident's room. These guests must register with the residence hall dean on duty at the front desk. Free rooms for graduation weekend are allotted in both residence halls, as space allows, one room per graduating senior.

## **GUEST ROOMS**

Guest rooms must be reserved in advance. For reservations and room rates please call Halcyon Hall, ext. 4174 and Morrison Hall, ext. 4043.

## **HAIR CARE**

County health code prohibits barbering and hair care in public places. Public places include lobbies, halls, stairwells, bathrooms, etc.

### *Halcyon Hall Residents:*

The beauty salon is available for your use. On special occasions by permission of the residence hall dean, men may make appointments. The salon is located next to the north laundry room, in the basement.

### *Morrison Hall Residents:*

A barbershop is located in Room 118. Please contact a residence hall dean for more information.

## **HOLIDAY AND BREAK POLICY**

Be reminded – The residence halls are closed during Christmas Break. Residence halls will close at noon on Sunday, following final exams, and will reopen the day before classes begin.

**PLEASE NOTE:** Dining services opens for breakfast on the day classes begin. Please plan your schedules and meals accordingly.

## **INSURANCE**

Residents are required to purchase insurance on their valuables. The University is not responsible for loss of personal items. Brochures and applications may be picked up at the Office of Student Life/Housing Station at registration. They are also available at the Student Life Office, WH 428, or in the residence halls.

## **INTERNET CONNECTION**

Each room is equipped with two Internet connections. Contact Information Technology Systems at ext. 4570 for assistance in connecting your computer. In the event that your computer is not properly equipped, there is a charge for the necessary connectors.

## **KEY CARDS/LOCK CODES**

Residents in Halcyon Hall will receive a room keycard upon moving in to the residence hall. The resident agrees not to duplicate any keycards supplied by the University. Residents in Morrison Hall will receive a lock code. **The resident agrees not to share the lock code with anyone and not to tamper with the codes on any room door. If a student gives out the code, he will be charged \$150; and thereafter subject to disciplinary procedures.** When a student terminates his/her residency, the keycard must be returned to the residence hall dean. If a resident loses a Keycard or code, a replacement fee of \$50 will be charged. If a keycard is stolen, a report must be filled out with the Safety and Security Dept. Students using electronic entry devices must see a residence hall dean for information about fines for lost devices. **Residents should keep their rooms locked at all times.**

Halcyon Hall residents who lock themselves out should contact their RA. There will be a monetary fine imposed for repeated requests to unlock doors. Contact your RA or a residence hall dean for detailed information.

### *Unlawful Entry*

It is unlawful to enter someone else's room without their verbal or written consent. Residents may not obtain access to anyone else's room. Please do not ask! To ensure your privacy and security no master keys are available at the front desk.

## KITCHEN/COOKING

County code prohibits cooking in the residence hall rooms except in microwave ovens. Residents may use the residence hall kitchen free of charge. The kitchen is only for use by current residents. Each kitchen is equipped with a stove, refrigerator, sink, and oven. A resident may sign out the key at the front desk.

WAU promotes and supports a vegetarian lifestyle; therefore, only vegetarian cuisine may be prepared and/or stored in the residence hall kitchens.

If residents store food in the refrigerator, they should mark it clearly with name and date. The University is not responsible for loss or contamination of items left in the kitchen. Unmarked or spoiled food may be thrown out by residence hall staff at any time. **To maintain a clean, healthy environment, it is expected that residents thoroughly clean the kitchen after each use. Failure to do so will result in loss of privilege and a possible fine.**

## LAUNDRY ROOMS/IRONING ROOMS

### *Laundry Rooms*

Laundry rooms equipped with coin-operated washers and dryers are located in each residence hall. All laundry facilities are for the convenience of the residence only. The laundry rooms are opened 24 hours a day, but are closed from sundown Friday to sundown Saturday.

### *Ironing Rooms*

County code prohibits ironing in private rooms in the residence halls. Violation of the county code may result in a monetary fine. For your convenience, ironing rooms are located on the second and third floors, and the sub-basement of Halcyon Hall. An ironing board is available, to be checked out, at the front desk of Morrison Hall.

## LIGHT BULBS

WAU's Facilities Services replaces light bulbs. Notify the front desk if you need a bulb replaced.

## LOBBIES

The lobbies on the first floor of the residence halls are accessible to the public. Even though they are places of social interaction, when the buildings are "open," please be sure to dress and conduct yourself in a manner befitting one living in the WAU campus community. (see Community Standards and Policies).

## MAIL

### *Mailboxes*

Each residence hall has mailboxes (Halcyon Hall, basement lobby; Morrison Hall, main lobby). Mailbox numbers are the same as room numbers. Residents are assigned a combination for the mailbox at the front desk.

There is a United States mailbox located behind Wilkinson Hall (loading dock area).

### *Mail Delivery*

Mail is delivered in the afternoons. There is no mail delivery on weekends. Residence hall personnel do not have access to the University mailroom at any time. Packages can be mailed from the mailroom in Wilkinson Hall, first floor.

### *Packages and Postage*

Packages can be mailed from the mailroom, Wilkinson Hall, first floor. Stamps may be purchased at the University Store and Accounting Office.

## MOVING

### *Check-In Procedures*

*The following steps **must** be followed to properly check-into a residence hall room.*

1. Confirm your room reservation prior to arriving on campus (see Room Reservations).
2. Notify the residence hall dean on duty of your arrival.
3. Complete *Residence Check-In Form*.

4. Secure your room keycard or code (see Keys).
5. Proceed to your assigned room.
6. Arrange with the residence hall dean to store trunks, suitcases, etc. in the storage room.

#### *Check-Out Procedures*

The following steps **must** be followed to properly check-out of a residence hall room:

1. Clean the room.
2. Complete a *Residence Check-Out Form*. **Make an appointment with your resident assistant, (RA), at least 48 hours prior to your check out time and the RA will give you a *Residence Check-Out Form*.**
3. Return keycard.
4. Have residence hall staff check the condition of your room, **before** you leave the building.

Failure to follow the above procedures will result in a \$75 charge for improper check-out, a \$75 cleaning and damage repair fee, and/or \$50 for not returning the keycard. Costs for any damages in excess of \$150, (see Room Deposit), will be charged to the student's account.

#### *Moving from Room to Room*

Residents wishing to move from one room to another must first make arrangements with a residence hall dean. Most of the check-out procedures also apply to changing rooms, including filling out a *Residence Check-Out Form*.

In observance of the Sabbath there is no Check-In or Check-Out procedures during Sabbath hours, (Sunset Friday to Sunset Saturday). All moving must be completed one hour before sunset on Friday or commence one hour after sunset on Saturday.

### **NOISE**

Residence hall students live close to each other; therefore, it is important for students to be considerate of others. **A student's right to be noisy stops when other students are forced to listen.** The residence hall has a 24-hour sound curfew and must remain quiet for study and sleep at all times. Sound emissions (voice or equipment) are considered excessively noisy if audible outside a resident's room with the door closed. **Headphones must be worn after 11:00 p.m.** A radio, stereo, television, or musical instrument, etc. that can be heard in other rooms, or in the hallway, is considered too loud.

Residents are responsible for the noise volume of guests in their rooms. When a resident is inconsiderate of the noise policy, the RA will meet with the student and may refer the resident to the residence hall dean. Disciplinary action will be taken which may include the removal of sound equipment from the room and referral to the Vice President for Student Life .

Sound equipment shall not be placed in windows nor directed outside the building or into the halls.

Members of the University community are required to control the volume of auto sound equipment. Auto stereos that are audible outside of a vehicle will subject the driver/owner to University discipline and/or suspension of auto registration and parking privileges on University parking lots.

Violation of these standards will be appropriately handled by the residence hall staff or Vice President for Student Life (for commuter students).

### **PARKING**

Your vehicle may be registered on [www.my.wau.edu](http://www.my.wau.edu), but the parking permit is obtained from Safety and Security, located in the General Service building, Room 4, ext. 4019. (See *Vehicle and Parking for additional information*).

On-campus parking is available for residents of each residence hall. Halcyon Hall residents may park in the lot next to the residence hall, in the lot behind Morrison Hall, or with the proper authorization on Maplewood Avenue. Morrison Hall residents may park in the lot behind the residence hall. A resident's vehicle must be registered with the Security Department.

Vehicles with suspended registration or that are illegally parked (i.e., handicap, fire lanes, dean's parking etc.) are subject to booting and subsequent impoundment **at the owner's expense**. In addition, there is a possibility of a citation and fine by the City of Takoma Park.



## **PERSONAL DEVOTIONAL LIFE**

The strength to live the Christian life is possible only through an on-going, personal relationship with God. We encourage you to take time to pray, meditate, and study on a daily basis. For additional spiritual nurture please contact your residence hall deans, Campus Ministry and the Pastoral staff at Sligo Church 301-270-6777.

## **PRAYER ROOMS**

There is a prayer room available for special, private, and small group meditation in each residence hall. Please see your RA or residence hall dean for specific information.

## **PROHIBITED ITEMS**

In order to maintain a safe environment in the residence halls, several items are strictly prohibited for the sole purpose of helping to maintain a safe environment for all who live and work in the residence halls. Among the prohibited items are: firearms or weapons of any kind, lighters, matches, candles, incense, toaster ovens, hot plates, electric skillets, knives, metal knuckles, explosive devices, razors, and any other item that a reasonable individual can consider a weapon. **See the residence dean or an RA for an extended list and more information.**

Clothing peculiar to cult groups and those bearing slogans and/or insignia not in harmony with the standards and philosophy of WAU is prohibited. Also prohibited are any items or decorations promoting, pertaining to, or glorifying lifestyles contrary to the standards of the Seventh-day Adventist Church. This includes, but is not limited to, alcoholic beverages and/or containers, tobacco products, illegal drugs or drug paraphernalia. See residence hall dean or an RA for more information and an extended list.

## **RECREATION ROOMS**

There is a recreation room and television room available in the residence halls and on campus. See the residence hall dean or RA for locations in your residence hall:

### *Halcyon Hall Residents:*

Halcyon's recreation room is located off the basement lobby. Residents who want to use the room for parties or other activities should make arrangements in advance with one of the deans. This room can be used for coed parties but these parties must have more than three individuals attending.

### *Morrison Hall Residents:*

A Student Lounge is located on the lower level of the residence hall. It is not available for use 30 minutes before sunset on Friday night to 30 minutes after sundown on Saturday night.

### *Coed Student Recreation Room:*

This a room is located in the basement of the Health Science Building adjacent to the Athletic offices. There are various games (ping pong, pool, chess, etc.) for the student's use and enjoyment. Social conduct in the room should always be appropriate and in line with the expected behavior of a WAU student.

### *Student Weight Room:*

The Weight Room is located across the hall from the Recreation Room in the Health Sciences Building, adjacent to the Athletic offices. A variety of fitness equipment is available for student use including treadmills, stair machines, and stationary bicycles.

## **REPAIRS**

If an item provided by the University in a residence hall room breaks or is non-functional, residents can complete a repair form located at the front desk.

Facilities Services personnel may need to be in the residence halls to make necessary repairs. Announcements will be made by the dean of their presence. Your cooperation when this occurs is greatly appreciated.

## RESIDENCY

Living in a campus residence hall is a privilege that is granted by WAU. At WAU that privilege is reserved for traditional students enrolled in six or more semester hours. If, for whatever reason, a student is asked to withdraw from WAU, the student **must** find another place to live within **24 hours** from when withdrawal/non-acceptance becomes final. If there are extenuating circumstances which preclude a student from leaving within 24 hours, a residence hall dean must be informed of the circumstances, and will give appropriate counsel.

### *Off-Campus Residency*

Single students who are less than 22 years of age and are registered for six or more hours (or four or more during summer session) are required to live with their parents or in a campus residence hall. However, approval to live off campus is readily granted if the student has a good citizenship record and falls into one or more of the following categories:

1. is living with his/her parent(s)
2. is living with his/her grandparent(s)
3. is living with his/her biological uncle and/or aunt who is 22 or older
4. is living with a faculty/staff member who is 22 or older
5. is living with a brother/sister who is 22 or older

Students who do not fall into one of the above categories will not be granted off-campus status. Exceptions are very rare and only for truly extenuating circumstances. If a student wishes to request an exception, *Off-Campus Housing Petition Forms* are available at the Office for Student Life, Wilkinson Hall, Room 428. Petitions will be given careful consideration by the Vice President for Student Life and/or the Student Life Committee.

Please note that permission to live off campus is not granted until the application has been processed and approved. **Approval must be obtained prior to moving or signing a lease.**

### *Change in Residency*

**When transitioning from campus residence to off-campus residence, students must notify the Office of Student Life and be officially approved to change residency status.**

## RESIDENCE ASSISTANTS – RAS

RAs are student staff members who are an integral part of the resident hall team. They are available to answer questions about WAU and/or help you with personal, academic, or other problems which typically confront students. RAs assist the deans in management of the residence halls, and they are responsible for the development of a healthy environment conducive to academic and personal success. RAs provide leadership and support for students that reside on their hall. RAs take room check and conduct floor workshops. Your RA lives on the hall with you, and will orient you to residence hall living (i.e., policies concerning worship, fire drills, room check, curfews, etc.). The RAs will assist in the check in and check-out processes.

## RESIDENCE HALL PROBATION

A student may be placed on residence hall probation for infractions against residence hall policy. Residence hall probation is for a period of two to six weeks and may affect, but is not limited to, weekend leaves, overnight leaves, or status as a residence hall student. Further incidents of misconduct will result in citizenship probation and an appointment with the Vice President for Student Life. At the discretion of the Vice President for Student Life, the student will be placed on citizenship probation or referred to the Conduct and Guidance Committee.

## RESIDENCE HALL SECURITY

### *Locked Doors*

In an effort to secure your safety, the main entrances to the residence halls are locked at curfew and entrance to the buildings is monitored by front desk worker through electronic system. However, visitors are allowed to remain in the residence hall lobby area until 11 p.m. Sunday through Friday and Midnight on Saturday. The main entrances to the residence halls are unlocked daily at 6 a.m. For security reasons, all other doors are kept locked. (The back door to Morrison Hall is open during campus operating hours). Windows and locked doors are prohibited as entries or exits, except during emergencies.

## *Personal Losses*

Wisdom dictates that room doors be locked whenever a resident leaves the room. **The University is not responsible for personal losses that may occur in your room or in public areas.** Expensive equipment should be covered by your own insurance. We encourage residents to purchase insurance on their valuables. Brochures and applications may be picked up at the Office for Student Life or in each residence hall.

## **RIGHT OF ENTRY**

WAU reserves the right for residence hall deans, university administrators, RAs, law enforcement and fire department personnel, IT Technician, security, and facilities services personnel to enter and search any resident's room. If a room is entered, to ensure compliance with WAU standards, the appropriate personnel has the right to check through all contents in the room. The right of entry also helps to ensure compliance with fire, health and safety standards, policy infractions, and cleanliness. Please note that by accepting residence hall living, a resident acknowledges and authorizes this right of entry.

## **ROOM CHECK**

Room check is at 11:00 p.m., Sunday through Friday, and 12:00 a.m. on Saturday. An RA must see residents personally before checking them in for the evening. It is the residents' responsibility to inform the RA or dean on duty if he/she has not been checked in by 11:00 p.m. **Please note** each resident must be in his/her own room for the 11:00 p.m. room check. If a student is unaccounted for, that student will be considered absent from the residence hall without permission and will be subject to disciplinary action (See *Curfew and Leave Policy*). Parents may be notified. Exempt residents are also subject to room check.

## **ROOM DEPOSIT**

Each resident must pay a \$150 room deposit at the time a room is reserved. The request for refund of a room deposit is initiated with the completion of the *Residence Check-Out Form*. All deposits are refunded by accounting services (WH 104). This deposit is refunded when a student permanently terminates (i.e., graduation, transfer to another school etc.) his/her residency from WAU. However, if room damage is discovered by the residence hall dean or his/her appointee during checkout procedures, the room deposit will not be refunded an additional may be charged, depending on the extent of the damage. (See *Moving/Checkout Procedures*).

## **ROOM INSPECTION**

Each student in a residence hall deserves to live in a clean, safe environment. Students are responsible for the care and maintenance of his/her assigned room. Fire regulations call for clear floor space under windows and the doors must be able to open fully. Rooms will be spot checked for cleanliness, appropriateness, and fire safety hazards. A residence hall dean will request and require compliance, if needed. Excessive violations will result in disciplinary action.

## **ROOM RESERVATIONS**

**Please note a reservation is not a guarantee of a room. All students must be financially cleared before moving in to a residence hall.** How to reserve a room:

1. Be accepted as a student at Washington Adventist University.
2. Submit a *Room Reservation* form and pay a room deposit to the residence hall dean or send it to the admissions office.
3. The residence hall dean will be happy to assist you in finding a roommate.
4. Room reservation process is now complete.

Please note the reservation process is complete, but one cannot move into a residence hall unless he/she has been financially cleared.

## **ROOMMATE RIGHTS**

How much you enjoy life at WAU is really dependent upon how much thoughtful consideration you display toward others. The list below should help you with your responsibility to your roommate. Each roommate has a right to the following:

- The right to read in a quiet environment. Noise and unnecessary distraction interfere with this right.
- The right to sleep undisturbed day or night.

- The right to expect that your roommate will respect what is yours.
- The right to live in a clean room.
- The right to some privacy.
- The right to have visitors, understanding they will respect you and your roommate's rights, and the rights of others who live in the hall.
- The right to have your concerns addressed.
- The right to be free from fear of intimidation, physical, and/or emotional harm.

## **SABBATH OBSERVANCE**

Seventh-day Adventists believe the seventh day of the week is the day of rest and worship as stated in the Bible. Therefore, we celebrate the Sabbath from sundown Friday to sundown Saturday. (See *Student Life Handbook*, Seventh-day Adventist Church and Sabbath.)

## **SIGNING IN/OUT**

All residents leaving or returning to the Residence Halls after the doors are locked must sign in/out at the front desk. **Be certain you are aware of your individual curfew, before signing out.**

## **STORAGE ROOM**

Each residence hall has limited space for storage. Check with a residence hall dean for available space. All items stored must be labeled with name and a permanent address. **The residence hall and University are not responsible for any loss or damage to items left in storage.** Items left without proper arrangements will be disposed of by the residence hall staff.

There is a \$35 fee for summer storage. All items should be reclaimed at the end of the summer, or they will be discarded.

## **STUDY ROOMS**

Study rooms are located in each residence hall. The rooms are available upon the request to the dean 24 hours a day, except during the hours from sundown Friday to sundown Saturday. No food, televisions, or radios are permitted in the study rooms. (See a residence staff for additional information)

## **SUMMER RESIDENCE**

Residence hall living is a privilege, and all students who desire to live in the residence hall during the summer must file a petition with the residence hall dean, no later than three weeks before the end of the spring semester. Students are expected to be on exemplary behavior at all times. Residents who are 18 to 20 years of age will have a 2 AM curfew. Those residents who are 21 and over will continue to have an exempt status; however, if an exempt resident has an estimated time of return to the residence hall between 2 and 6 AM, **the overnight sign-out form, available at the front desk, must be completed prior to leaving the residence hall.** There is a zero tolerance policy during the summer break, and violation of policies will result in immediate disciplinary action. (See Holiday/Break Policy for fees).

## **TELEPHONES**

All rooms are equipped for telephone services; however, residents need to provide their own telephones. Local phone service is included in the residence hall charge. Residents are welcome to use phone cards to make long distance calls. If a resident needs to make an emergency long distance call, please contact the residence hall staff.

## **TRASH DISPOSAL**

In order to maintain sanitary conditions in the residence halls, students are expected to dispose their trash in the dumpsters located behind the residence halls and in the appropriately designated locations in the residence halls. **Dumping personal trash in inappropriate areas will subject one to immediate disciplinary action.** The residence hall dean will determine where and when the community service will be rendered. Each resident is to supply his/her room with a trash receptacle.

## WORSHIP PETITIONS

Petitions for worship exemption due to class or work conflicts are available at the front desk. A photocopy of the official class registration form, or a letter from the resident's employer verifying hours, must be submitted along with the petition for consideration.

Petitions must be resubmitted each semester.

## WORSHIP PETITIONS (DOUBLE CONFLICT)

Double conflict worship petitions are available when a resident experiences two (2) direct conflicts in a week due to class, team, or work appointments that are not already covered by a Worship Exemption Petition. Petition slips are available at the front desk. Incomplete petitions will not be considered. These petitions are primarily for use by athletes and musicians during game seasons or tours.

## WORSHIP POLICY

Worship is an integral part of our community at Washington Adventist University. This is a special time when we can set aside studies and work to reflect on our Creator and Savior and how He impacts our personal lives. Morning and evening and workshops are provided in the residence halls. Your participation with covenant groups is also part of your residence life worship experience. Please see the Chaplain for Ministry ext. 4112, a residence hall dean or an RA's for more information about Covenant Groups.

There are various worship options available to assist you in completing your worship requirement. Please see a residence hall dean for additional information.

There are also more intimate "floor workshops" conducted by the RAs. Check with your RA for scheduling.

If a group of students are studying certain inspirational and/or religious themes, they may share a brief proposal with the residence hall deans for possible worship credit.

Scheduled worship times are posted, if you miss the signs, see residence hall deans for the scheduled times and for your worship requirements.

Proper attire is expected at all workshops during Sabbath hours (see Sabbath).

*Worship policy is as follows:*

<u>Class</u>	<u>Number of workshops required each semester</u>
Freshman	30
Sophomore	24
Junior	21
Senior	15

*The semester will be divided into three 4-week segments.*

<u>Class</u>	<u>1st 4 weeks 10pm</u>	<u>2nd 4 weeks 9pm</u>	<u>3rd 4 weeks 8 pm</u>
Freshman	10 required	10 required	10 required
Sophomore	8	8	8
Junior	7	7	7
Senior	5	5	5

As with all policies, there are consequences for noncompliance. If you do not fulfill your worship requirements, you can expect to meet with the residence hall dean regarding disciplinary actions. You will be subject to early curfew restrictions for a specified number of days. If a student continues to miss workshops, the student will be placed on residence hall probation, which may ultimately result in citizenship probation, and possible suspension.

## WORSHIP ROOM

A worship room is located on the lower level of each residence hall. Residents who want to use the room for a religious service, or for practice for a religious event, should make arrangements in advance with one of the residence hall deans. **Please note** food, radios, or televisions etc. are not allowed in the worship rooms without permission from a residence hall dean or his/her designee.