

Washington Adventist University

2021-2022

Welcome.....	2
Vision/Mission	3
Objectives	3
Statement of Community Ethos	4
Statement of Core Values	5
Campus Phone Directory	8
Campus Life	9
Area Attractions	11
Entertainment	14
Student Life.....	15
Health, Wellness, Safety, and Student Conduct	29
Residence Life	52
Appendix.....	184

Property of: _____

Address: _____

Phone #: _____

In case of emergency, please notify:

Name: _____ Phone #: _____

The information in this book was the best available at press time. Watch for additional information and changes.



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<http://www.schooldatebooks.com> • sdi@schooldatebooks.com

Welcome to Washington Adventist University. Thank you for selecting WAU as the institution of higher education that will support you as you pursue your personal and career goals. The entire learning community is dedicated and committed to your success.

Washington Adventist University is a private university with a liberal arts tradition, offering a dynamic blend of professional and liberal arts undergraduate and graduate programs. Founded in scenic Takoma Park in 1904, it is owned by the Seventh-day Adventist Church and offers a Christian education to students of differing faiths from around the world. Its vision is to produce graduates who bring competence and moral leadership to their communities.

This *Student Handbook* will serve as a reference to opportunities, policies, regulations, and events available at WAU. It is designed for easy reference. Starting with the section “Washington Adventist University from A to Z,” you will find major topics listed in alphabetical order. You are expected to read and comply with the contents of this handbook and to be thoroughly familiar with its contents. You have the responsibility to know and follow the rules and regulations herein. “The provisions of this *Student Handbook* are not to be regarded as a contract between the University and the student.”

Washington Adventist University provides a wide variety of services, programs, and activities that are designed to help make the most of your educational opportunities, both within and outside of the classroom. Services provided include:

- Educational and personal counseling
- Academic advising
- Study skills and tutoring
- Financial aid
- Intramural athletic programs
- Spiritual nurture
- Social and cultural events
- University sponsored residential living
- Involvement with the Student Association (SA)

Take the initiative and become involved in campus life. You will discover that you will make lifelong friends and expand your personal educational experience as you participate and contribute to the overall quality of student life here at WAU. Make good decisions, ask questions, and stay focused on your academic goals. You are valued and we will do all we can to support, guide, and nourish your intellectual growth, your physical development, and your relationship with God and humanity.

Sincerely;

Ralph Johnson, Ph.D.
Vice President
Center for Student Life

VISION

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

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 student, faculty and staff satisfaction
- Expect accountability
- Align behaviors with goals and values
- Communicate at all levels
- Recognize and **reward** success

OBJECTIVES

Upon graduation, WAU students will demonstrate competencies in the following areas:

- **Spiritual Identity**
They will understand the basic spirituality that is the heart of the University's mission. Students 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 in the use of electronic modes of communication.
- **Critical Skills and Information Literacy**
They will be able to absorb and synthesize information, and to solve problems through interpretation, analysis, evaluation, inference and self-awareness.
- **Effective Citizenship**
They will be aware of the characteristics and needs of a diverse community, understand the value of contributing time and effort to achieve community goals, and 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.
- **Teamwork**
They will be able to participate either as members or leaders 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 beauty, both natural and humanly constructed, 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 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 the 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 an individual deserving of 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 ARE HERE TO SUPPORT YOU!

CAMPUS PHONE DIRECTORY

Campus Numbers are 301-891+extension

Academic Administration	301-891-4116
Accounting Services	301-891-4488
Activity Center Reservation.....	301-891-4525
Admissions.....	301-891-4080/4000
Advancement and Alumni.....	301-891-4133
Athletics	301-891-4195
Bookstore	301-891-4096
Campus Ministries	301-891-4112
Center for Student Life	301-891-4525
Center for Student Success	301-891-4106
Computer Lab	301-891-4172
Experiential Learning.....	301-891-4106
Corporate Communication.....	301-891-4134
Dining Services.....	301-891-4103
Facilities Services	301-891-4161
Financial Administration.....	301-891-4551
Financial Aid (see Student Financial Services)	301-891-4005
Gymnasium	301-891-4193
Halcyon Hall	301-891-4174
Health Services (Virtual through TimelyCare)	301-891-4525
Human Resources	301-891-4542
Information Line (Snow/Emergency Closures).....	301-891-4567
Morrison Hall.....	301-891-4043
Music.....	301-891-4025
President's Office.....	301-891-4128
Registrar (Student Records).....	301-891-4119
Security	301-891-4019
Sligo Church	301-270-6777
Student Association.....	301-891-4100
Student Financial Services.....	301-891-4005
Weight Room	301-891-4195
Weis Library.....	301-891-4217
WGTS-FM.....	301-891-4200

CAMPUS BUILDINGS NUMBER DESIGNATIONS

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



CAMPUS LIFE

***OFFICE HOURS**

CAMPUS OFFICES

Monday – Thursday 8:00 a.m. – 5:30 p.m.

Friday 8:00 a.m. – 12:00 pm

ACTIVITY CENTER

Scheduled by Center for Student Life

BOOKSTORE

Monday – Thursday 9:00 a.m. – 6:30 p.m.

Friday 9:00 a.m. - 12:00 pm

OR AS POSTED

COMPUTER LAB

Sunday, noon – 11:00 p.m.

Monday – Thursday, 7:30 a.m. – 11:00 p.m.

Friday, 7:30 a.m. – 2:00 p.m.

DINING HALL

Sunday Schedule

Brunch 10:30 a.m. – 2:00 p.m.

Dinner 5:00 – 6:00 p.m.

Holidays and Snow Days

Schedule (Same as Sunday Schedule)

Continental Breakfast

Monday – Friday 6:30 – 7:00 a.m.

Breakfast

Monday – Friday 7:00 – 9:30 a.m.

Lunch

Monday – Friday noon – 2:00 p.m.

Sabbath (Saturday) noon – 2:30 p.m.

Dinner

Monday – Thursday 5:00 – 7:00 p.m.

Friday and Sabbath (Saturday) 5:00 – 6:00 p.m.

GYMNASIUM (PLEASE CALL 301-891-4176 FOR AVAILABILITY)

Sunday 6:00 – 10:00 p.m.

Monday – Thursday 6:00 a.m. – 10:00 p.m.

Friday 6:00 a.m. – noon

WEIGHT ROOM

Sunday – Thursday 8:00 a.m. – 10:00 p.m.

Friday 6:00 a.m. – noon

WEIS LIBRARY

Sunday 1:00 – 10:00 p.m. Monday – Thursday 8:30 a.m. – 10:00 p.m. Friday 8:30 a.m. – 1:00 p.m.

Monday – Thursday 8:00 a.m. – 11:00 p.m.

Friday 8:30 a.m. – 1:00 p.m.

**Note: All offices of the University are closed during weekly Convocation services on Wednesday (11:15 a.m. – 12:00 pm.). Please note that any changes in office hours will be posted on the WAU website.*

STUDENT ASSOCIATION

President

Filipe Cioni

Executive Vice President

Henrique DaSilva

Religious Vice President

Elvijs Saripovs

Financial Vice President

Carlos Rosario

Social Vice President

Anastasia Allen



AREA ATTRACTIONS



WASHINGTON, D.C., HISTORICAL SITES

Arlington National Cemetery https://www.arlingtoncemetery.mil/#/	703-607-8052
Bureau of Engraving & Printing https://washingtton.org/visit-dc/guide-bureau-engraving-printing	202-622-2000
FBI Headquarters https://www.fbi.gov/	202-324-3447
Franklin D. Roosevelt Memorial https://www.nps.gov/frde/index.htm	202-485-9880
Jefferson Memorial https://www.nps.gov/thje/index.htm	202-376-6704
Lincoln Memorial https://www.nps.gov/linc/index.htm/index.htm	202-426-6895
Mount Vernon https://www.mountvernon.org/	703-780-2000
Old Stone House – Georgetown https://www.nps.gov/places/old-stone-house.htm	202-426-6851
Union Station https://www.unionstationdc.com/	202-289-1908
United States Capitol Building https://www.visitthecapitol.gov (Temporarily Closed)	202-225-6827
White House https://www.whitehouse.gov	202-456-7041
MUSEUMS AND ART	
Smithsonian Air & Space Museum (free entry) https://airandspace.si.edu (Temporarily Closed)	202-357-2700
Smithsonian African American Museum (free entry) https://nmaahc.si.edu	1-844-750-3012
Smithsonian Bible Museum (free entry) https://www.museumofthebible.org/	866-430-MOTB
DC Art Center	202-462-7833
Smithsonian Hirshhorn Museum and Sculpture Garden (free entry) https://hirshhorn.si.edu/hirshhorninsideout	202-803-2899
Smithsonian Holocaust Museum (free entry) https://www.ushmm.org	202-488-0400
Smithsonian Museum of African Art (free entry) https://africa.si.edu	202-357-2700
Smithsonian Museum of American History (free entry) https://americanhistory.si.edu/	202-357-2700
Smithsonian Museum of Maryland	
Smithsonian Museum of Natural History (free entry) https://naturalhistory.si.edu	202-357-2700
Smithsonian National Gallery of Art (free entry) https://www.nga.gov/	202-737-4215
Smithsonian National Museum of the American Indian (free entry) https://americanindian.si.edu/	202-633-1000
National Zoological Park https://nationalzoo.si.edu	202-673-4800

SHOPPING MALLS

Arundel Mills

410-540-5110

Monday – Saturday, 10:00 a.m. – 9:00 p.m.; Sunday, 11:00 a.m. – 7:00 p.m.
7000 Arundel Mills Circle

City Place

301-589-1091

Monday – Saturday, 10:00 a.m. – 9:30 p.m.; Sunday, noon – 6:00 p.m.
8661 Colesville Road (Silver Spring Metro)

Fashion Center at Pentagon City

703-415-2400

Monday – Saturday, 10:00 a.m. – 9:30 p.m.; Sunday, 11:00 a.m. – 6:00 p.m.
Metro: Pentagon City

Mazza Gallerie

202-966-6114

Monday – Saturday, 10:00 a.m. – 8:00 p.m.; Sunday, noon – 5:00 p.m.
Metro: Friendship Heights

Montgomery Mall

301-469-6000

Monday – Saturday, 10:00 a.m. – 9:30 p.m.; Sunday, 11:00 a.m. – 6:00 p.m.
7101 Democracy Blvd, off I-495 & I-270

Mall At Prince George's

301-559-8844

Monday – Saturday, 10:00 a.m. to 9:30 p.m.; Sunday, 10:00 a.m. – 5:00 p.m.
3500 East West Highway
Metro: Prince George's Plaza

Shops at Georgetown Park

202-298-5577

Monday – Saturday, 10:00 a.m. – 9:00 p.m.; Sunday, noon – 6:00 p.m.
3222 M St., NW

Tyson's Corner

703-827-7700

Monday – Saturday, 10:00 a.m. – 9:30 p.m.; Sunday, 11:00 a.m. – 6:00 p.m.
1961 Chain Bridge Rd., off I-495 in VA

Wheaton Mall

301-942-3200

Monday – Friday, 10:00 a.m. – 9:30 p.m.; Sunday, 11:00 a.m. – 6:00 p.m.
11160 Veirs Mill Road, Metro: Wheaton

ENTERTAINMENT

AREA THEATERS

AFI Theater Silver Theater	301-495-6700
https://afisilver.afi.com/	
Ford's Theatre	202-426-6924
https://www.fords.org/	
The Howard Theater	202-462-7833
http://thehowardtheatre.com	
John F Kennedy Center for the Performing Arts	202-467-4600
https://www.kennedy-center.org/	
Lincoln Theater	202-328-6000
https://www.thelincolndc.com/	
National Theatre	202-628-6161
https://www.thenationaldc.com	
Olney Theater Center for the Arts	301-924-3400
https://www.olneytheatre.org/	
Warner Theater	202-628-1818
https://www.warnertheatrede.com	

AREA SPORTING EVENTS

Baltimore Orioles (MLB)	410-547-6234
https://www.mlb.com/orioles	
Baltimore Ravens (NFL)	410-547-8100
https://www.baltimoreravens.com	
Washington Nationals (MLB)	202-640-1636
https://www.mlb.com/nationals	
Washington Wizards (NBA)	202-628-3200
https://www.nba.com/wizards	
Washington Redskins (NFL)	301-276-6050
https://www.washingtonfootball.com/	
Washington Capitals (NHL)	202-423-SEAT
https://www.nhl.com/capitals	
DC United Soccer (MLS)	703-478-6600
https://www.dcunited.com	



STUDENT LIFE



STUDENT LIFE HANDBOOK

GENERAL INFORMATION

This *Student 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, you agree to abide by all of the *Student 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 *Student Handbook*.**

WASHINGTON ADVENTIST UNIVERSITY NONDISCRIMINATION POLICY

Washington Adventist University admits students of any race, gender, age, disability, color, and national and ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at the school. The university is committed to equal education and employment opportunities for everyone and does not discriminate on the basis of race, gender, age, disability, color, or national and ethnic origin in the administration of its educational policies, admission policies, scholarship and loan programs, and other school-administered programs.

The University is compliant 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

The University reserves all applicable rights as a religious institution and employer.

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 Seminary 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 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

Phone: 301-891-4000

Fax: 301-270-1618

Web Address: www.wau.edu

Student Web Address: www.my.wau.edu

Founded: 1904

Accreditation:

- Middle States Commission on Higher Education (MSCHE), 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 Postsecondary Accreditation.
- The Adventist Accreditation Association (AAA) 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.
- Maryland Higher Education Commission (MHEC), 6 N. Liberty Street
Baltimore, Maryland, 21201, 410-767-3300
- Individual programs are also accredited by professional accrediting agencies.

Affiliation: Seventh-day Adventist Church

Degrees Offered: MBA, MPA, 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, this *Student Handbook* provides an overview of social, physical, and spiritual life at WAU. You are encouraged to use the *Student Handbook* to become familiar with your rights and responsibilities as members of the WAU community:

As a WAU Student, you 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 *Student Handbook*.

As a WAU Student, you 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 worship experiences is required (Convocation, residence hall worship, Week In Spiritual Emphasis, etc.).

As a WAU Student, you have the right to access 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 limitations on access by others. Requests to review confidential files are made to the administrator responsible for keeping such records. For further information on your rights under FERPA, contact the Records Office.

Additionally, WAU has a duty and an obligation to keep all other student records confidential, some of which will be protected under the Health Insurance Portability and Accountability Act (HIPAA), such as vaccination and insurance records, which are under the custodianship of the Center for Student Life.

As a WAU Student, you 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.

As a WAU Student, you have the right to appropriate, affirming, and respectful behavior in your interactions with other members of the University community. High standards of dress and behavior are upheld 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. You are expected not to engage in acts of intimidation and dishonesty, conduct that is immoral, disorderly, lewd, indecent, or obscene as expressed in language, action, or personal appearance.

As a WAU Student, you 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. (see the *Academic Bulletin*).

As a WAU Student, you have the right to an environment that promotes wellness and safety.

You have a right to an environment that is free of: physical, sexual, verbal, and emotional harassment/abuse; threatening and dangerous behaviors or any activity that is in violation of "Title IX"; A campus free of: breaking and entering; theft; obstructing or disrupting the study, work, social, or religious life of others; and possession of firearms, explosives, and other weapons. **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.

University life demands a high level of alertness and mental fitness. You are encouraged to make time in your schedule for adequate rest and exercise. Campus Dining Services provides nutritionally balanced, wholesome vegetarian cuisine.

As a WAU Student, you have the right to create, join, and lead organizations and clubs that are consistent with the University's philosophy and mission. WAU promotes student participation and leadership opportunities through a variety of clubs and organizations. Students may contact the Center for Student Life (ext. 4525) for information about how to become involved with or to begin a club or campus ministry.

As a WAU Student, you 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 and staff advisors, and the Board of Publications.

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-upon times. **Student Association officers may present proposals through the Student Senate and Vice President of the Center 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. These types of meetings may be initiated by University officers or committees, or by the student officers or committees.

A student, or group of students, who wishes 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.**

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/her 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 faculty 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.

As a WAU Student, you have the right to fair and equitable treatment in academic matters. If you feel that your academic rights have been violated, you should speak personally with the professor. If the disagreement is not resolved, you may appeal to the department chairperson, the Academic Dean, the Provost, and finally the Academic Appeals Committee (**please see the *Academic Bulletin* for further clarification**).

As a WAU student, you have the right to expect the University to follow appropriate discipline procedures as described in this *Student Handbook*. Within the guidelines of WAU policies, a committee of faculty, staff, and students administers the discipline of students who violate rights and responsibilities. You have the right to meet with the committee when your case is discussed, to answer questions, and clarify your viewpoint. You have the right to choose a WAU faculty or staff member to serve as an advocate for you at Conduct and Guidance Committee hearings. Every effort is made to provide consistent, open, and fair discipline. You have the right to appeal disciplinary actions, if the University has not followed the process described in *The Student Handbook* and *The 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).

We all 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 escort you off campus immediately. Further action may be taken by 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; and a willingness to do good in every situation. Therefore, you are expected to abide by the following standards:

- Exercise wholesome thought and speech patterns. The use of profanity and coarse joking, particularly that which is degrading to gender, ethnicity, and/or groups, is not acceptable.
- Use discretion in dating practices, public and private. You are encouraged to build balanced, healthy, Christ-centered relationships.
- Avoid awkward situations, and protect your personal relationships; you are expected to refrain from inappropriate or lingering public displays of affection or confrontation.
- Exercise discretion in your selection of reading materials, internet use, profanity, and all forms of social media, and entertainment.

WASHINGTON ADVENTIST UNIVERSITY FROM A TO Z

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 *Academic Bulletin* are **not to be regarded** as a contract between the University and the student.

The contents of the *Academic 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 *Academic Bulletin*.

Students are subject to the degree completion requirements of the *Academic Bulletin* in effect when first entering WAU. When a student changes majors or breaks residency, bulletin requirements change. See the *Academic Bulletin* for details. You may obtain the *Academic Bulletin* from Enrollment Services, WH 342.

ACADEMIC HONESTY, PROBATION AND DISMISSAL POLICY

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/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 educational and redemptive (See *Academic Bulletin*).

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)
- Issues refunds for credit balances
- Cashes checks of up to \$100 for current WAU students
- Collects fees for replacing lost or stolen student ID also for Student Association, class dues etc.

ACTIVITY CENTER

The WAU Activity Center is located in Building 5, by the Gymnasium. It serves as a multifaceted space that includes a wide variety of student life. The Activity Center is a location on campus that creates a sense of community for all members of the WAU community. It is an ideal location for meetings, retreats, seminars, conferences, receptions, and special events. The Center is intended for the use of students, faculty, staff, University guests, and participants in authorized on-campus activities. It is our goal to provide for uniform and consistent administration of the facility usage. **In addition, some specific rules for the Center are posted.** For reservations, please submit an event petition two weeks in advance to the Center for Student Life, ext 4525.

Hours of Operation

The Center will be available during daytime and evening hours. Please note that, from one hour before sundown Friday to one hour after sundown Saturday, activities in the Center will be geared toward Sabbath celebration.

ADVENTIST COLLEGES ABROAD

This program is designed for WAU students who wish to spend a school year at an Adventist college abroad. WAU students may select from colleges in Argentina, Austria, 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 Registrar's Office at ext. 4119 for additional information.

ACADEMIC ADVISORS

Your academic advisors are selected from the department in which you intend to major. Advisors assist you in choosing classes each semester and offer 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.

STUDENT ASSEMBLY

A mandatory student assembly is held in-person or virtual on the second Monday of each month at 11:15 a.m. The in-person location will be announced and posted. For additional details, (see *Convocation/Student Assembly/Week in Spiritual Emphasis*).

ATHLETIC PROGRAMS

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

Shock. WAU's intercollegiate athletic program includes the following teams: men's basketball; women's basketball; men's cross-country; women's cross-country; men's soccer; women's soccer and women's volleyball and softball. The *Shock* is a member of the National Association of Intercollegiate Athletics (NAIA). Call ext. 4195 for more information.

ATM

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.

BETTY HOWARD CENTER (See Center for Student Success)

BOOKSTORE

Offers merchandise and services for all student needs. For more info – call ext. 4096

CALENDAR/HANDBOOK/PLANNER

Calendars are distributed at fall registration, and additional copies may be obtained at the Center for Student Life, Wilkinson Hall, Room 104.

CENTER FOR STUDENT LIFE

The Center for Student Life includes The Vice President's office, Student Activities, intramural sports, Clubs and Organizations, Residence Life, Dining Services, virtual Health and Counseling Services, Student Conduct and Campus Ministries -University Chaplain. Student Missions. The University Chaplain's office coordinates religious life programs on campus, such as Convocation, Week in Spiritual Emphasis (W.I.S.E.), and Vespers, as well as the Service Days and the Student Food Pantry. The University Chaplain 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 further define its goals and priorities. It is a weekly worship service providing an opportunity for the University community to pause and reflect on the Creator. Convocation is held on Wednesdays at 11:15 a.m. in Sligo Church.
- **Silent Judah** is a Christian sign language ministry.
- **Ignite/ AY** is an interactive program of spiritual involvement on Sabbath afternoon.
- **Prayer Ministry** is a weekly meeting highlighting the 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.
- **Vespers** 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 that 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 Center for Student Life

Above is a small sample of current ministries. If you are interested in becoming involved in any ministry, call 301-891-4112.

CAMPUS TOURS

Enrollment Services gives tours of the University campus. Call 301-891-4000 for your campus tour. Reservations must be made two or more days in advance by emailing campustours@wau.edu.

CARS

(See Transportation; Vehicles and Parking.)

CENTER FOR STUDENT SUCCESS

The Betty Howard Center for Student Success was established to assist all students with their transition into the University and to help them complete their University work. Services available at the Center include new student orientation, the First Year Experience (FYE) program, academic support, academic counseling, undecided major student advising, career counseling, and testing services. 301-891-4106

CHRISTIAN LIFESTYLE AND ENTERTAINMENT

You are expected 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, and other forms of substance abuse, all forms of gambling, and that members of the community maintain modest, inoffensive behavior in personal relationships. Coed living arrangements are not suitable for unmarried WAU students. Many contemporary forms of amusement are of questionable value or diminish one's moral sensitivities; therefore, members of the community are to use discernment in their choices 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 is consumed, or where the overall atmosphere is not in keeping with the WAU Christian lifestyle.

CHURCH SERVICES

We encourage you to attend Sligo Adventist Church during your University experience. The DMV area (Washington, D.C., Maryland, and Virginia) also has a wide variety of churches available. There is a list of area churches in each residence hall, the Center for Student Life and the Chaplain's Office.

COLUMBIA JOURNAL

The Student Association publishes the student newspaper twice a month. Contact the *Columbia Journal* office, Wilkinson Hall, Room 108, 301-891-4118.

COMMUTER STUDENTS

Do you need a place to go while waiting for your next class? Visit the venue created for your convenience on campus. Contact the Center for Student Life for details. Commuter students have access to campus facilities (Activity Center, Commuter lounge, vending and charging stations available, 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. Commuter students 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 Center for Student Life 301-891-4525

Commuter Student Task Force. This task force has been created to assist commuter students in becoming fully engaged in campus life. If you wish to be a part of the leadership or an active participant, contact the Center for Student Life with suggestions.

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

COMPUTER LAB

The main computer lab is located in the Science building, Room 205, 301-891-4172. The regular hours of operation are: Sunday, noon to 11:00 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 and during Convocation and Student Association Assemblies. Summer hours will be announced.

Computer use is free for students with a valid WAU ID card, which 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 Go Print software. A fee 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/WEEK IN SPIRITUAL EMPHASIS (W.I.S.E.)

At Washington Adventist University, Convocation follows Jesus' model for growth and service, Luke 2:52 Jesus grew physically, spiritually, socially and in wisdom. He became all God intended him to be as the ultimate, obedient servant. Washington Adventist University Convocation will model growth in students, faculty, and staff lives and for serving others to help them grow into all God intends for them.

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 Center for Student Life 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 WAU's Seventh-day Adventist heritage, while at the same time addressing 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.

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

Convocation is held every Wednesday at 11:15 a.m. - 12:00 pm virtually or at Sligo Church unless otherwise posted. (Student Assembly is every second Monday at 11:15 a.m. Location will be announced and posted.)

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

Attendance. All students — regardless of age, work, meetings, appointments — 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 12:00 pm and at assemblies on Mondays from 11:15 a.m. to 12:00 pm.

Attendance is required, but a student is allowed four (4) unexcused absences each semester. The Center for Student Life will consider written excuses for:

- Emergencies 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 Week In Spiritual Emphasis, or Student Assembly you must submit a petition to the Vice President of the Center for Student Life by the last day to add classes.

A new petition must be submitted each semester. Petitions are available at the Center for Student Life, WH 104, ext. 4525. Petitions may be submitted until the drop/add period ends.

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 Center for 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 hand-held 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 at Sligo Church Monday through Friday from 11:15 a.m. until 12:00 pm 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.

WAU – Non-Compliance Convocation Sanctions

Students who do not fulfill applicable requirements will be subject to a four-step compliance policy. The steps include: 1) Letter of Censure 2) Citizenship Probation, and 3) a fine for failure to comply 4) Registration Hold/Dismissal.

1. **LETTER OF ABSENCE** A student choosing not to comply with the university's Convocation attendance policy during any given semester will be issued a Letter of Absence. This letter serves as a disciplinary warning and will be documented in the student's permanent file. Students will be notified of their Letter of Absence by mail (to their current address) the week following the end of the semester. A student may have his/her citizenship status nullified after two consecutive semesters of compliance.
2. **CITIZENSHIP PROBATION** If a student again violates the Convocation attendance policy during a future semester, he/she will be immediately placed in the "Citizenship Probation" status and a hold will be placed on their registration. Students who are on "Citizenship Probation" will have a discipline file on record in Student Life and be subject to all activity restrictions that apply. Under the Family Educational Rights and Privacy Act (FERPA), Washington Adventist University is permitted to share student discipline files with other schools to which a student is transferring (including graduate schools) and employers seeking recommendations (with student consent). Students will need to petition to have their "Citizenship Probation" status expunged with the Vice President of the Center for Student Life. A discipline file for non-compliance to the Convocation attendance policy will be expunged after two consecutive semesters of satisfactory Convocation attendance. Seniors violating this policy will be required to wait one year after graduation to request that their file be expunged.

3. **CRITICAL CITIZENSHIP PROBATION** Following a third semester of non-compliance with the Convocation attendance policy students will be placed on Critical Citizenship Probation, a hold will be placed upon their registration and a fine of \$25 per absence over the four allowed for each semester. Students will need to petition to have their “Critical Citizenship Probation” status expunged with the Vice President of the Center for Student Life. A discipline file for non-compliance to the Convocation attendance policy will be expunged after two consecutive semesters of satisfactory Convocation attendance. (the expunging of the record does not include refunding of the fines assessed). Seniors violating this policy will be required to wait one year after graduation to request that their file be expunged. All fines are automatically added to the student’s bill.

CONVOCATION APPEALS PROCESS

Students who feel their record does not correctly reflect their Convocation attendance may send an email to slr@wau.edu or visit the Center for Student Life and speak to the Convocation coordinator. The student who is under disciplinary review, and does not believe the disciplinary action is fair, has the right to contact the Center for Student Life in writing for the disciplinary action to be reviewed by the Vice President. Please refer to the Disciplinary Appeals Process as outlined in the *Student Handbook*. One year from the date of the violation, a student who has had no further disciplinary problems may appeal to the Student Life Committee to have the matter expunged from his/her record.

EXPERIENTIAL LEARNING

The Office of Experiential Learning maintains a current list of part-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. Off-campus opportunities are posted on the bulletin board outside the Office of Human Resources, WH 431. On-campus opportunities are posted online at www.wau.edu/work-at-wau. Students interested in applying for on-campus jobs must apply online for each job at www.wau.edu/work-at-wau. Please refer to the policy on student employment contained in the *Washington Adventist University Employee Handbook* for the current maximum number of hours that students may work on campus and other details of student employment.

COPY MACHINES

Weis Library charges \$.10/copy. Scanning to PDF is free.

CORPORATE COMMUNICATIONS

The WAU Office of Corporate Communications coordinates publicity, publications, crisis management, community relations, and promotions for the University. The office also assists the President of the University in coordinating communication. ext 4125.

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 at ext. 4488.

DINING 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 on-campus school-sponsored functions.

Residence hall students are allowed entrance into the dining hall upon presentation of a 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).

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:

Sunday Schedule

	Brunch 10:30 a.m. – 2:00 p.m.
	Dinner 5:00 – 6:00 p.m.
Continental Breakfast	Monday – Friday 6:30 – 7:00 a.m.
Breakfast	Monday – Friday 7:00 – 9:30 a.m.
Lunch	Monday – Friday Noon – 2:00 p.m.
	Sabbath (Saturday) Noon – 2:30 p.m.
Dinner	Monday – Thursday 5:00 – 7:00 p.m.
	Friday and Sabbath (Saturday) 12:00 – 2:30
	5:00 – 6:00 p.m.

Please note: When the University is closed for snow days or holidays, the dining hall will operate on a Sunday schedule. Dining Services are closed during the 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. **Please note:** The cost of the meal plan is nonrefundable, even if a student moves out of a residence hall during the semester.

Commuter Student Plan. (See Commuter Student Meal Plan.)

Special Needs: If you have a special dietary need, please notify the Dining Services Manager, and your dietary needs will be met (allergies, vegan, health restrictions, etc.).

Takeout Meals: If a student has a school-related conflict with regularly scheduled meal times, a takeout meal can be provided. Contact the Vice President of the Center 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 Student Meal Plan) will be allowed to enter the dining hall.

Students are not permitted to use another student's ID card to enter the dining hall.

All dishes must be taken to the dish room conveyer belt. Students leaving dirty dishes on the 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. 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 should dress in casual business attire or better, from sundown Friday to sundown Saturday.

Appropriate attire for the dining hall must, at all times, be modest, neat, and clean, with no rips, tears, etc. T-shirts/sweatshirts, sweatpants, tank tops, and beach footwear are examples of inappropriate attire.

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. 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. You should be sensitive to WAU expectations and requirements.

Violation of the dress code is subject to disciplinary action:

Men– Dress/sport shirts, 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 headgear 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, please remove your hats.

Women– Dresses and blouses should be long enough to cover the midriff, thick enough to maintain privacy of person, and 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. Revealing wear is inappropriate. Tank, tube, and halter-type tops are inappropriate, unless worn under a jacket or dress.

Men– Low-rider pants are NOT to be worn. Underclothing should NOT be visible or used as outerwear. Shoes or sandals are to be worn on campus and shirts are to be worn at all times. Hats are for outside use only.

Men/Women– Clothing peculiar to cult groups and those bearing slogans and/or insignia not in harmony with the standards and philosophy of WAU are prohibited. Exercise wear, swimwear, and other types of “specialty” clothing are 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 process applications for new and re-enrolling students, coordinate mailings and telemarketing to prospective students; arrange campus visits for prospective students; coordinate recruiting visits to academics, public high schools, and recruiting events; and coordinate University Experience (College Days), choral and band festivals, and other special events.

EQUAL EMPLOYMENT OPPORTUNITY

(See Nondiscrimination.)

ESCORT BY SECURITY

The Office of Safety and Security offers a free escort service on campus, 24 hours a day. If you would like a security officer to escort you, call ext. 4019.

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 (FYE)

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

FRIDAY NIGHT PROGRAMS

The Chaplain’s Office 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 for Ministry at ext. 4112.

THE GATEWAY

The Gateway is the official alumni magazine of Washington Adventist University. It is printed by the Office of Integrated Marketing and Communications.

GOLDEN MEMORIES

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

GUEST ACCOMMODATIONS

For your convenience, guest rooms are available. The following provide accommodations for guests: Both Halcyon Hall and Wilkinson Hall have guest rooms. Bed sizes and bath facilities vary. For reservations, rates and availability, email halcyon@wau.edu.

Group Reservations – Special rates and facilities are available for groups of 10 or more. For reservations, call ext. 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 the residence hall.

GYMNASIUM

Use of the recreation facilities (gymnasium, recreation room, and weight room) is free to students with a current WAU ID card. Call ext. 4195 for information about guests.

HANDBOOK/CALENDAR/PLANNER

Student Handbooks are distributed at fall registration, and additional copies may be obtained at the Center for Student Life, WH 104.



HEALTH, WELLNESS, SAFETY, AND STUDENT CONDUCT



HEALTH, WELLNESS, SAFETY AND STUDENT CONDUCT

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 or off campus.

COUNSELING SERVICES

Free counseling is available in the following areas:

Academic Counseling and Learning Assistance. Betty Howard Center for Student Success, ext. 4106.

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

Personal Counseling is virtual via TimelyCare - Telehealth for WAU Students, which can be accessed through The WAU App on your smart mobile device.

COUNSELING HOTLINES

Al-Anon:

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

Alcoholics Anonymous: (AA) 1-800-492-0209

Center for Abused Persons: 301-645-3336

Domestic Violence Hotline: 240-777-4195

Drug Abuse Information: 1-800-662-HELP; www.drughelp.org

Maryland Poison Center: 1-800-492-2414

Montgomery County for Abused Persons: 240-777-4210

Montgomery Emergency Hotline: 240-777-4673 (HOPE)

National Abuse Hotline: 800-799-7233

Prince George's Hospital Crisis Response: 301-429-2185

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

University official responsibilities — when a University official or employee becomes aware of a situation suggesting a mental health disturbance, contact security to request assistance. The security officer on duty will submit an incident report to Campus Safety.

ADMINISTRATIVE MANAGEMENT

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.

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 wrongdoing, 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 constitutes 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 of the Center for Student Life. A student who may be subject to serious discipline will be counseled by the appropriate personnel, usually the Vice President of the Center for Student Life or his/her designee, regarding his/her rights and possible disciplinary actions. Some disciplinary procedures are addressed by the Conduct and Guidance Committee. The Vice President of the Center for Student Life or his/her designee may take immediate disciplinary action that could include suspension or dismissal.

When policy violations are of an egregious nature, the Vice President of the Center for Student Life may meet with the student and, if necessary, will contact the chair of the Conduct and Guidance Committee to convene a meeting. The Vice President of the Center 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 of the Center for Student Life 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 member as an advocate. Only the WAU faculty/staff advocate selected by the student may accompany the student to the committee meeting.

The Chair of the Conduct and Guidance Committee or his/her designee will verbally notify the student of the committee's decision. **Please note:** Verbal notification is officially binding. The student will also be notified by letter from either the Vice President of the Center for Student Life, the Chair of the Conduct and Guidance Committee, or the 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 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 of the Center 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 of the Center 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 of the Center 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.

- Students must abide by the stated disciplinary consequences of the Conduct and Guidance Committee and/or those of the Vice President of the Center for Student Life or of his/her designee, pending the final outcome of the appeals process.
- 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 that of the Vice President of the Center for Student Life or his/her designee, or it 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/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. **Please note:** The following actions are not in sequential order of disciplinary actions that will be taken. 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 the 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, co-curricular 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 co-curricular activity such as the Student Association, intercollegiate sports, drama, or music. The student 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 of the Center for Student Life for reinstatement. If one is suspended more than once during an academic year, he/she will automatically be dismissed.
 - 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 is 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 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 of the Center for Student Life. The Vice President 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; and 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 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 any 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.

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/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/she is or has been the victim of discrimination or harassment in violation of this policy should immediately notify the residence hall dean, his/her supervisor (if employed on campus), a faculty member, a department director or other manager, or the Vice President of the Center for Student Life, who will in turn, notify the University's Title IX Coordinator. 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 Title IX Coordinator or 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

For more information regarding TimelyCare - our virtual health services, call ext. 4525.

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 Center for Student Life. 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. 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 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 health 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.*

PLEASE NOTE: Proof of personal insurance -or a signed waiver must be completed and submitted to the Center for 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 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 health insurance each year.**

All students 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 Center for Student Life.

YOU MUST CARRY YOUR INSURANCE CARD WITH YOU AT ALL TIMES.

Waiver forms can be obtained in the Center for Student Life office WH 104. 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' accounts.

Physical examination forms, student insurance brochures, and insurance forms are available in the Center for Student Life, WH 104.

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 Center for Student Life office, and with the respective residence hall dean. If a student has not been immunized, he/she should schedule an appointment with a physician of his/her choice.

To mitigate the spread of COVID-19, all students must be vaccinated for the Coronavirus.

Those students with a written confirmed medical or religious reason, may be granted an exemption from the mandatory vaccinations. Confirmation must be from a physician on office letterhead indicating that the vaccine would jeopardize the student's health or from an official religious leader indicating that the student is an active member of the faith community and that abstaining from vaccinations is a doctrine or tenet of that faith. **Residence hall students will not be allowed an exemption.**

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 university and/or 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 the Office of Safety and Security, GS 6, 301-891-4019, and security will arrange for EMS transportation assistance if necessary. A student may also contact a residence hall dean for assistance. After immediate needs have been addressed, notify the University Title IX Coordinator or the Vice President of the Center for Student Life or any other university employee 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. For more details on any type of sexual assault or misconduct, see the University's Title IX policy, which can be accessed on the University's home page.

SAFETY AND SECURITY

The Office of Safety and Security is located in the General Services building, GS 6, 301-891-4019. Security officers can be called in case of emergency at any time at 301-891-4911. Security officers are on campus 24 hours a day, 365 days a year. **Your WAU ID is obtained at the Office of Safety and Security.** The Office of Safety and Security, also operates a lost-and-found service; distributes free pamphlets about campus parking, security and safety; and provides security escort services on campus.

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 Center for Student Life at (301) 891-4525.

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, WAU is an alcohol-, drug-, and tobacco-free campus. Each citizen of the University community is expected to remain drug-free, abstaining from the use of alcoholic beverages and/or containers, tobacco products, illegal drugs, or drug paraphernalia. This includes, but not limited to, alcoholic beverages and/or containers, tobacco products, vaping, 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 to outline a discipline process. If you have a substance abuse problem, please notify the Center for Student Life for an appropriate referral or a residence hall dean for help.

Washington Adventist University reserves the right to investigate students where reasonable suspicion exists of drug and/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 residence hall dean, Director of the Office 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.
- Students suspected of drug and/or alcohol use must agree to drug and/or alcohol Testing

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 the Vice President of the Center for Student Life, ext. 4109, University Chaplain , ext. 4112, or a residence hall dean, ext. 4177, 4046, 4178, or 4045.

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

All persons involved in any aspect of this substance abuse program will maintain confidentiality, 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.

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 represent the University appropriately and the standards it upholds. Students should always be mindful that they are examples of what WAU represents and 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 or off campus.



HOLIDAY AND BREAK POLICY

(See Summer and Holiday Policy in The Residence Life section of the *Student Handbook*.)

Students are encouraged to take advantage of University holidays and breaks. Room and board are not covered during summer break. See below:

Petitions for permission to remain in a residence hall are still available, through the residence hall dean. Decisions will be made by the Deans' Management Council, in consultation with the Vice President of the Center for Student Life. 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 holidays and summer vacation.

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; Alpha Chi, the junior/senior honor society; Omicron Delta Kappa, the national leadership honor society; SALUTE, the national military affiliated honor society; Phi Alpha Theta, history honor society; Psi Chi, psychology honor society; Alpha Kappa Mu; Lambda Beta, Respiratory Care Honor Society; and Sigma Tau Delta, Rho Sigma Chapter, English Language and Literature Honor Society. For information about eligibility requirements, consult the *University Academic Bulletin*. Contact the Betty Howard Center for Student Success or the Center for Student Life 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 younger than 21 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 the brother or sister's 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. The Vice of the Center for Student Life and/or Student Life Committee will review petitions citing extenuating circumstances. If a student wishes to request an exception for extenuating circumstances, he/she needs to submit an Off-Campus Housing Petition to the Center for Student Life, Wilkinson Hall, 104. 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 21 years or older and choose to live in a residence hall are subject to the same regulations and standards as the other residents. Single students are not allowed to live in coed groups.

ID CARD

Once financially cleared, every WAU student is required to secure 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. A replacement fee of \$25 must be paid to Accounting Services, and your receipt for the replacement card must be shown to the Office of Safety and Security. ID is required to enter the residence halls at all times on or off campus.

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 301-891-4106.

INTRAMURALS

Many teams and individual sports leagues and tournaments take place during the school year. The schedule is published in the University calendar on our website 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 301-891-4195 or the Center for Student Life, 301-891-4525 for details.

JEWELRY

WAU has long embraced the Seventh-day Adventist Church's stand in regard to personal appearance. You are requested to honor the principles of discretion and simplicity in the wearing of ornamental jewelry.

Students and all 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 Human Resources posts on-campus and off-campus job opportunities. These postings appear on the website. These postings appear on the website, www.wau.edu/work-at-wau, and on the bulletin board outside the Office of Human Resources, WH 431, 301-891-4542.

LIBRARY

Weis Library supports the learning community of Washington Adventist University by providing information resources and services for students, faculty, and staff that sustain excellence in education and service. The library provides access to over 823,000 information resources, including 710,000 electronic books, journals, and media through online database subscriptions.

Students can access the library's resources and services in person, by phone, through email, and on the library's website. Weis Library is open over 65 hours a week. During these times students can utilize the library's resources, take advantage of its services, and engage with librarians and technicians for assistance.

The library's website provides research tools for identifying and locating information resources. These include WorldCat Discovery, which both describes and provides access to the print and electronic items held by Weis Library. The website also provides links to 50 multidisciplinary and specialized online databases that are available to on- and off-campus students 24-hours a day.

To help students understand how to use the library and select the research tools and information resources that are appropriate for their needs, the library conducts orientation and instruction sessions upon request. Library orientations and research guides are also posted on the library's website to assist online and remote patrons.

Weis Library is a member of OCLC, a cooperative that includes over 16,000 libraries around the world. Through this membership, the library can request books, articles, and other information through interlibrary loans on behalf of students from a network of hundreds of academic, public, and special libraries in the United States.

LOST AND FOUND

The Office of Safety and Security, located in the General Services Building, GS 6, cares for lost and found items. Lost items may be reclaimed by showing proper identification. Call 301-891-4019.

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.

MUSIC ORGANIZATIONS

Original Instruments Ensemble: Focuses on historically informed performances on period instruments as well as 21st century trends in music making. Please call 301-891-4025 or contact Professor Patterson at mpatters@wau.edu.

WAW Brass Ensemble: is an advanced group consisting of brass and percussion players. Membership is by audition and members are eligible for a music scholarship. Performances include area schools, churches, and weekend tours. Call 301-891-4025 or contact Professor Oviedo at jloza@wau.edu.

Columbia Collegiate Chorale: WAW's large touring choir is open to all students by audition, and performs classical, sacred, and secular music on campus, in local churches, and community centers. The Chorale performs extensively in North America and overseas as the schedule permits. Call 301-891-4025 or contact Dr. Ottley at aottley@wau.edu.

Washington Concert Winds: Open to students and members of the University community by audition, the Washington Concert Winds performances include three to four formal concerts per year and additional service music for area churches on weekends. Scholarships are awarded to eligible students. Call 301-891-4025 or contact Professor Patterson at mpatters@wau.edu.

Vocal and Instrumental Chamber Music: These advanced small groups consist of one person per part and no conductor. Interested students should call 301-891-4025 or email musci@wau.edu.

New England Youth Ensemble of Washington Adventist University: WAW'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, and concert halls. It also tours extensively in North America and overseas, schedule permitting. Call 301-891-4025 or email Dr. Hawes at phawes@wau.edu.

ProMusica of Washington Adventist University ProMusica is open to all students by audition and is an internationally renowned select choir. All ProMusica members receive choral scholarships. Members of ProMusica must also be members of the Columbia Collegiate Chorale. Call 301-891-4025 or contact Dr. Ottley at aottley@wau.edu.

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 that 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.

NONDISCRIMINATION

Washington Adventist University ("the University") is a coeducational 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 he/she is 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, opportunities to explore current nursing issues, social activities, and field trips. 301-891-4144.

VICE PRESIDENT OF THE CENTER FOR STUDENT LIFE

The Vice President of the Center for Student Life coordinates and manages all aspects of student life on campus. Areas of responsibility include but are not limited to: All Spiritual Life (Chaplain Office), residence life, dining services, health services, student activities, intramural sports, student association, campus discipline, clubs and organizations. Please call 301-891-4110 to make an appointment to meet with the Vice President of the Center for Student Life. The office is located in WH 104.

PARKING

(See Vehicles and Parking and Street Parking.)

PLANNER/HANDBOOK/CALENDAR

The *Student Planner* is distributed at fall registration, and additional copies may be obtained from the Center for Student Life, WH 104.

POSTERS/FLYERS, NOTICES APPROVAL

Prior to public display, signs and posters must be approved for posting by the Office of Corporate Communications, WH 305, and Student Life, WH 104. Events planned for the general student body must have an approved petition from the Center for Student Life **by Thursdays at 2:00 p.m. for pickup 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 DISPLAYS OF AFFECTION (PDA)

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 Integrated Marketing and Communications)

RECREATION ROOM

A coed recreation room, (Table Tennis, pool, chess), is located in the lower level of the Health Sciences building, across from the weight room. Hours of operation are posted.

REGISTRAR

Wilkinson Hall, Room 316, ext. 4119. WAU's Registrar can answer questions about transfer credits, 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 Registrar's Office and on the Registrar's Office web page at www.wau.edu/records.

RESIDENCE HALLS

(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 welcomed 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 seek 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, and coursework preparation 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.)

SCHOOL OF GRADUATE AND PROFESSIONAL STUDIES (SGPS)

The School of Graduate and Professional Studies (SGPS) offers accelerated evening graduate, undergraduate, and associate degrees designed specifically for adult learners. Classes are offered online, in person, and hybrid (combination of online and in person). Graduate degrees include: Master's in nursing and business leadership, Master's in nursing education, RN to MSN program, Master's in healthcare administration, Master's in public administration (online and in person), Master's in business administration (online and in person), Master's in clinical mental health counseling, Master's in counseling psychology, and Master's in school counseling. Undergraduate and associate's degrees include: business administration, counseling psychology, health care administration, early childhood care and education, and associate's in general studies. SGPS also offers a non-degree program that will prepare a student to sit for board certification: music therapy equivalency. For more information, contact SGPS by phone (301.891.4092), email (sgps@wau.edu), or in person (WH 343).

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 affiliated with 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 that emphasizes health, family life, and service to others. In keeping with this, Adventists espouse a lifestyle that refrains from the use of alcohol, tobacco, or harmful drugs. Many Adventists are vegetarians. For more information, contact the Chaplain’s Office or visit 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 closings will be made on the Washington Adventist University Information Line at (301)-891-4567 and www.wau.edu. Be certain your phone number is duly registered as part of the WAU emergency alert line. Sign-up for text alerts by Texting WAUALERT to 888777.

SOLICITATIONS 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 within 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, fundraisers, 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 Office of Safety and Security 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 of the Center for Student Life at least two weeks in advance. Auditions are required if an activity includes student performances. Petitions are available from the Center for Student Life, WH 104, 301-891-4525.

There is no charge for the 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 301-891-4525 for details.

Special setup arrangements for the use of tables and chairs should be made at least 14 working days in advance. Call Facilities Services, 301-891-4525.

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 use. 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 (SHOCK CAFÉ)

The Student Lounge is located in Morrison Hall, lower level. The Shock Café is designed to provide a venue for relaxation and socialization. It is equipped with a large-screen television and board games, among some of the activities for students' use. Hours of Operation: The Café will be open seven days a week, and hours will be posted.

Please note: During sacred hours, from sundown Friday to sundown Saturday, activities in the Student Lounge will be geared toward Sabbath celebration.

STUDENT COMPUTER USE POLICY

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 ensure 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 his/her 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 if found violating this policy.
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 Director 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, email, or any other network communications is prohibited.

11. Pornographic material — Any use of University computing resources to view or transmit material with pornographic 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 a student's computer is found to be improperly 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.

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-in and wireless connections).

STUDENT ASSOCIATION

Every WAU traditional undergraduate 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 receive a scholarship 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.

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, which comprises SA officers, representatives from the Student Senate, and faculty/staff sponsors of SA publications. Prospective publication editors must meet the submission requirements of the Publications Committee each spring in order to be appointed for the following academic year. The requirements include, but are not limited to, submittals of petitions, proposals, and a portfolio.

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 WAU's mission. University-recognized organizations shall have no regional or national affiliations outside the Seventh-day Adventist education system. The only exceptions are nationally recognized academic and honor societies. Student organizations must have University recognition in order to function as an official student organization of WAU. Contact The Center for Student Life (WH 104) 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 below for more information about the club(s) or organization(s) of your choice (Please contact the Center for Student Life for an updated list of student clubs and organizations).

- ACM (Computer Club), 301-891-4104
- Acro-Airs Gymnastics, 301-891-4186
- African Student Union, 301-891-4006
- Alpha Chi, Junior/Senior Honor Society, 301-891-4106
- Alpha Kappa Mu, Computer Science Honor Society, 301-891-4172
- Amnesty International, 301-891-0110
- Black Student Union, 301-891-0110
- Brass Ensemble, Department of Music, 301-891-4025
- Campus Ministries, 301-891-4112
- Caribbean Student Union, 301-891-4045
- Columbia Collegiate Chorale, Department of Music, 301-891-4025
- Enactus, 301-891-4034
- Filipino Student Union, 301-891-4096
- Latino Student Union, 301-891-4110
- Men's Residence Club, 301-891-4043
- *Montage*, Department of English, 301-891-4065
- Music Teachers' National Association, 301-891-4025
- Music Therapy Club, 301-891-4025
- Nursing Student Association, Department of Nursing, 301-891-4144
- Omicron Delta Kappa National Leadership Honor Society, 301.891.4525
- Phi Alpha Theta, History Honor Society, 301-891-4137
- Phi Eta Sigma, Freshmen Honor Society, 301-891-4106
- Pre-Law Club, Center for Law & Public Policy, 301-891-4061
- Pre-Medical/Pre-Professional, 301-891-4465 Brother for Brothers
- ProMusica, Department of Music, 301-891-4025
- Psi Chi, Psychology Honor Society, 301-891-4065
- SALUTE, military affiliated honor society, 301-891-4106
- Shock Athletics, Department of Athletics, 301-891-4195
- Sigma Beta Delta, Business Honor Society, 301-891-4501
- Sigma Tau Delta, English Honor Society, 301-891-4065
- Student Association, 301-891-4100
- Student Ministerial Association, Department of Religion, 301-891-4036
- Washington Concert Winds, Department of Music, 301-891-4025
- Women's Residence Club, Theta Alpha Beta, 301-891-4174

Benefits of University Recognition

All student clubs and organizations must register annually with the Student Activities Office in the Center for Student Success to maintain their official university recognition. The registration will require that the group updates its list of officers and advisors (sponsors). 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 the 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, be appointed to a student office, students are required to (serve in a major leadership position):

- Have a minimum cumulative GPA of 2.50 during election and term of office.
- Be enrolled in a minimum of twelve hours of University credit per semester.
- Be free from any disciplinary action, including citizenship probation.
- Hold only one major office during a semester. Major offices include: class president, elected student association offices, editor of the *Columbia Journal*, *Line-Up* or *Golden Memories*.
- Be cleared for eligibility to run for office by the Student Life Committee and/or Vice President of the Center for Student Life.

STUDENT SENATE

The Student Senate is the policymaking 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. SGPS students must be taking nine hours. There are four senators from each constituency (Halcyon Hall, Morrison Hall, commuter students), and there are four senators at large. The senate meets at least twice a month during the 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 104.

STUDY LOCATIONS

The best places on campus to study include:

- The best places on campus to study include:
- Weis Library contains a large Reference Room on the main floor, 33 individual carrels and the Curriculum Library in the stacks, and a Group Study Room on the lower level (See Library).
- Halcyon Hall provides one study room on the lower level that is 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.

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 Registrar's 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. Contact the Center for Student Life (WH 104) for additional information and regulations concerning student organizations and activities.

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/her own plug-in telephone.

TESTING

The Center for Student Success, located in Wilkinson Hall, first floor, administers the Math and English placement tests for students needing to take them, as determined by the University Admissions Office. Contact the BHCSS at 301-891-4106 for details. For computer waiver exams, contact the Computer Science Department for testing dates at 301-891-4102.

TRANSPORTATION

Transportation requests for all off-campus activities must be approved by the Center for Student Life, and then submitted to the WAU Transportation Office. This includes requests that do not require WAU vehicles. Appropriate request forms are available in the Center for Student Life (WH 104) and must be submitted at least three weeks prior to the anticipated date of travel. Request forms are also available in the Transportation Office. Call 301-891-4198.

In order to create a safe environment while in 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.
- There is no unnecessary walking permitted 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 the driver's discretion, he/she may prohibit any activity that distracts his/her attention from driving safely 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. To do so, go online at www.my.wau.edu. Then select “my registration,” click on “vehicle registration” and enter the vehicle data. Click on “save vehicle data,” then proceed to the Office of Safety and Security, GS 6, to pick up your permit. There is a \$35 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. If the vehicle is not owned by the student – a letter from the owner, which names the student and gives permission for the student to use the vehicle is required for renewal. A permit does not guarantee a 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. Information 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 a.m. to 5:00 p.m.; however, campus security is available seven days a week, 24 hours a day, to respond to emergencies and other inquiries. Call (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 nonresident vehicle permit from the Motor Vehicle Administration (MVA) if the vehicle will be operated in Maryland for more than 30 days. The nonrefundable registration fee for the nonresident 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).

BOOKSTORE

WH 114, ext. 4096. Hours: Monday – Thursday, 9:00 a.m. to 6:00 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 Bookstore sells textbooks, office and school supplies, University logo-imprinted clothing and accessories, film, stamps, candy, snacks, juices, sodas, greeting cards, and daily newspapers. The Bookstore also provides photocopying and faxing services (301)-270-1619. Charges for faxing: local calls – \$.50/page; long distance – \$5.00 for first page, \$1 each additional page. The Bookstore also offers graduation announcement order service, cap and gown orders, and pickup service.

WEEK IN SPIRITUAL EMPHASIS (W.I.S.E.)

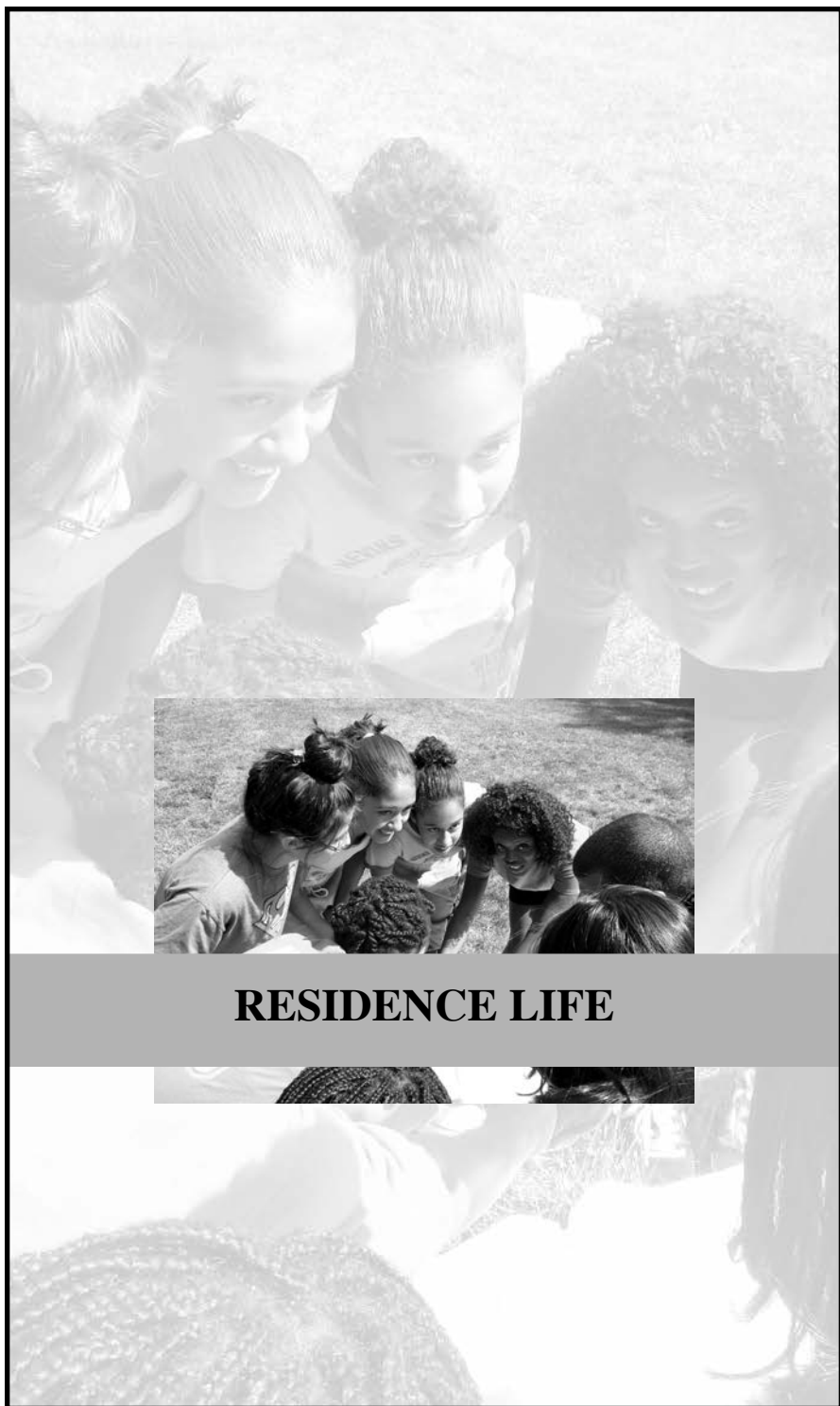
(See Convocation/Student Assembly/Week in Spiritual Emphasis.)

WEIGHT ROOM

The weight room is located on the lower level of the Health Sciences 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 basement of Wilkinson Hall, Room 38. Hours are posted. Please call the English Department at 301-891-4065 for details.



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 human dignity 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 LIFE A TO Z

Residence Halls COVID 19 Social Interaction Restrictions and Guidelines

These special guidelines are in place while society is still experiencing life as affected by the Coronavirus pandemic. They replace and transcend any and all other guidelines in this handbook relative to social interactions within the residence halls

In keeping with CDC guidelines, the Washington Adventist University would like to make you aware of the following guidelines for residential living:

1. **All residence hall students will be required to get vaccinated and provide confirmation before they are allowed to move into the hall. Exemptions will not be allowed.**
2. Moving into residence halls:
 - Reservations for move-in times are required
 - PPE kits will be given to all students as they move in.
 - Up to three family members are welcomed to assist in move-in.
 - Temperature will be checked for residents and family members and they must have a **negative COVID test** before entrance into the residence halls.
 - Residents will have sixty minutes to complete the move-in process.
 - All those entering the halls must wash their hands or use hand sanitizer before and after the move-in process.
3. Handwashing or hand sanitizer is required when entering or exiting the residence hall
4. Double occupancy is allowed for the upcoming school year 2021-2022. If you prefer to stay alone, the option is available but is limited. (Charges for single rooms will NOT be discounted).
5. Unvaccinated community students, vendors, and any other person, entering the residence hall, must wear a mask at all times.
6. Guests are allowed in the residence hall for visitation ONLY. No overnight stay allowed. Visitors will **be required to be vaccinated as well and show confirmation** or complete a brief questionnaire, wear mask, have their temperature checked upon entry and provide their name and phone number for contact tracing purposes.
7. Quarantine spaces will be available if needed. Locations to be determined.
8. Maximum capacity of students in one room is three. This includes your roommate.
9. **All areas in both residence halls such as the study room, rec room, chapel, and Shock Café are open for gatherings of residence halls students only.**
10. Prayer room usage – Students are required to sign in and leave their current school ID at the front desk. Residents must clean and sanitize the room after each use.
11. Residents are to keep their rooms clean and sanitized at all times.
12. Evacuation procedures for residence hall students are as follows:
 - Please use all exits and head to the Commons.
 - First floor students: Gather (keeping social distance protocols) near the Veterans Bench
 - Second floor students: Gather (keeping social distance protocols) near the Gateway to Service arch.
 - Third floor students: Gather (keeping social distance protocols) across the street, in front of the Richards Hall.

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, screens, residence hall newsletters, WAU email, or the WAU App, 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.

CITIZENSHIP PROBATION

(see also Residence Hall 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 of the Center for Student Life and/or the Conduct and Guidance Committee. During the second weeklong 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 residence 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.

COMPUTER LAB

The computer lab is located in the Science Bldg #3. Please check online for hours and availability.

CURFEW AND LEAVE POLICY

Residence hall living means there are many 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 *Student Handbook*, and to exercise good judgment.

Students living in the residence halls are to abide by the following curfew times.

Please note: Curfew is based on **class standing and age**.

All freshmen, regardless of number of completed credit hours:

Sunday — Friday 11:00 p.m.

Saturday – 12:00 a.m.

Sophomores

Sunday – Friday 12:00 a.m.

Saturday – 1:00 am

Juniors

Sunday – Friday 12:30 a.m.

Saturday – 1:30 a.m

Seniors

Sunday – Saturday 2:00 a.m.

All residents 21 and older:

Sunday - Saturday 2:00 a.m.

Washington Adventist University residence hall students have the privilege of a 15-minute grace period beyond curfew. Curfew is the expectation! In case of an emergency please call the front desk. 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* online and have it approved prior to departure for late, extended, overnight, or weekend leave. 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 electronically submitted and approved by the dean before the resident leaves. The leave request form is then sent to his/her WAU email. Changes in plans after approval should be communicated to the dean on duty before leave is taken. **Please note:** 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 wish to leave the residence hall again, another *Leave Request Form* must be filled out and approved.

A leave is invalid if a resident leaves before getting approval, remains in the residence hall or does not fill out the leave slip completely (i.e., contact information: name, address, phone number, relation to resident, etc.).

CURFEW INFRACTIONS

- The resident will meet with a dean concerning the infraction(s) and a warning will be given. Failure to meet with the dean on duty within two (2 business days, M- F) will result in an immediate fine (a fine may be applicable depending on the severity of the infraction).
- The resident will be fined according to the list of infractions below. The resident may email the deans to appeal the infraction(s) within two (2 business days, M- F). A resident can receive a maximum of five charges prior to being referred for further disciplinary actions to the Center for Student Life, for infraction(s) incurred throughout the academic semester.
- The resident will be referred to the Center for Student Life where disciplinary actions will be taken, which may include but are not limited to: citizenship probation, community service, residence hall expulsion, or conduct and guidance committee hearing.

List of infractions:

- Curfew
- Noise
- Misconduct
- Worship
- Cleanliness

Leave requests

Weekend and extended leave requests must be completed online by Thursday at 9:00 pm. Late (1hr) and overnight (24 hr) requests must be submitted by Friday at 12:00 pm. In case of emergency, please contact the dean on duty via email. Information can be received at the front desk of each residence hall. Leave requests can be found at www.wau.edu, under Student Life, click on housing and dining, then select your respective residence hall.

Leave requests can be approved or denied based upon the discretion of the deans.

PETITION FOR EXEMPTION

- Curfew Exemption forms for the following approved exceptions can be found at the front desk: class schedule or employment conflict.

The following must be attached to your petition:

- A photocopy of your class schedule
- A letter on official letterhead from your employer verifying work hours (electronic or hardcopy)

The resident must complete a leave request form until the Curfew Exemption document is approved by the deans. If there is a class/work conflict, a petition must be resubmitted within 10 days of each semester. If your weekly schedule changes, you must submit your work schedule each week.

LEAVE REQUESTS

Weekend leave requests must be turned in by Thursday at 9:00 p.m. Any weekend leave requests after that time must be communicated directly with the residence hall dean on duty for 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 Chaperones) 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:** "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 of the Center 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:

- Parent grants Saturday night/weekend leaves only to resident's home.
- Parent grants Saturday night/weekend leaves to specified homes only, in keeping with policies outlined in this *Student Handbook*.
- Parents grant unrestricted Saturday night/weekend leaves in keeping with the community standards and policies outlined in the *Student 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 a list of emergency procedures. Please familiarize yourself.

EXEMPT STATUS

Exempt status is a privilege, and with privileges there are increased responsibilities.

However, in keeping with best practices and common sense for safety in a community-based campus, exempt students will be required to sign in and out when entering and exiting the residence hall after 11:00 p.m Sunday-Friday and 12:00 am on Saturday. Exempt status does not mean that a resident is allowed to stay out overnight. A leave request must be completed online prior to overnight stay. Residents who are graduating seniors will be given exempt status upon presentation of the approved graduation contract to a residence hall dean. Students who are 21 and older are encouraged to attend residence hall worship.

Exempt status is a privilege. Failure to sign in/out, perpetual failure to submit leave requests, and failure to follow residence hall rules will result in loss of privileges. Should you have any further questions, please see the Residence Hall Dean.

If your birthday falls within a semester, your exempt status will not become effective until the following semester.

Graduate Students

The following pertains to all graduate students living in the residence hall:

- Graduate students are exempted from curfew.
- Graduate students are encouraged but not required to attend worships, and all other events pertaining to the residence hall.
- Graduate students are required to complete a leave request online for all weekend, overnight, and extended leave from the residence hall.
- Graduate students are encouraged to follow the same guidelines, as it pertains to overnight guests (see overnight guest policy in the *Student Handbook*).

FIRE SAFETY

County code prohibits open flame in residence halls. This includes, but is not limited to, 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 residence hall 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 immediately exit the building using the nearest exit door.
- When the alarm sounds, evacuate the building quickly and safely according to the emergency exit plans and fire drill procedure posted in each area/room.
- Stay close to the floor if there is smoke. Check the doorknob for heat before opening. If the doorknob 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, please 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; learn how to use them before a fire starts.

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 a window from the top so the heat will go out.
- Open a window from the bottom so fresh air will come in.
- Wave a brightly colored object from the window until emergency personnel arrive.
- Wait to be rescued. If you must exit using the window do not jump out. Go out stomach side down by placing your feet out first and holding on to the window ledge. Allow your body to hang down and then release your hands from the ledge in order to hit the ground feet first. 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. If you are in your room or if you are not in your room, refer to the fire evacuation plan where you are located. 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 the information posted 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 of up to \$500 for not exiting the building during a fire drill.

FIRST AID

A first-aid kit for minor medical needs is available from your RA and at the front desk in each residence hall. Each resident assistant is certified at first aid and CPR.

FOOD DELIVERIES

If you have ordered food for delivery, please provide the restaurant or delivery company with an accurate number to contact you.

Sabbath deliveries are prohibited on the campus of WAU. Local restaurants that frequently deliver food to the campus have been informed of this policy. (See *Sabbath and Seventh-day Adventist Church*).

FURNISHINGS FOR RESIDENCE HALL ROOMS

Each room is tiled and furnished. All rooms are furnished with the following: twin beds, two desks, two chairs, a sink, and two closets. Residents must provide their own linen, towels, and wastebasket. (See a full list of What To Bring to the residence hall on the residence life webpage).

Possession of a SmartTV, Playstation, Xbox, and other 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 to walls, floors, 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. All window curtains must be fire-retardant.

Morrison Hall Residents:

The window measurements are: 1st floor: 35" x 62" 2nd and 3rd Floor: 35" x 54". For hanging drapes: 78" wide and 64" high. All rooms are furnished with Venetian blinds, but rods are not provided. **Please note:** All window curtains must be fire retardant.

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

OTHER IMPORTANT NUMBERS

(301-891 + extension)

Campus Ministries, 301-891-4112

Center for Student Life, 301-891-4525

Betty Howard Center for Student Success, 301-891-4106

Dining Services, 301-891-4103

Financial Aid, 301-891-4005

Human Resources, 301-891-4542

Library, 301-891-4217

Registrar, 301-891-4119

Security, 301-891-4019

Sligo Church, (301)-270-6777

Student Accounts, 301-891-4488

Student Association, 301-891-4100

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 show his/her ID badge at the front desk. Upon leaving the residence hall, the guest must sign out. All guests must leave the residence hall at closing time (10:30 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 \$50 fine. **Each visitor may stay a maximum of three nights per semester with no charge.** **Please note:** After three nights, a guest will be charged \$20 per night for a maximum of 10 nights per semester. Failure to register a guest at room check will result in a \$20 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 the same gender as the resident are welcome to a maximum stay of three nights per semester (See Overnight Guest policy above). 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 free room per graduating senior. Guests may not sleep in the lounges or community areas.

GUEST ROOMS

Halcyon Hall guest rooms must be reserved in advance. To reserve, please email halcyon@wau.edu.

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. Men may make appointments on special occasions with permission from the residence hall dean.

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 your dean for more information.

HOLIDAY AND BREAK POLICY

Remember that the residence halls have limited operations during Christmas Break. We ask for all unauthorized students to leave by noon on Friday, following final exams. The residence hall will reopen the day before classes begin for returning students.

INSURANCE

Residents are required to purchase insurance on their valuables. **The University is not responsible for any loss of personal items.** Brochures and applications may be picked up at the Center for Student Life, WH 104, and in the residence halls.

INTERNET CONNECTION

Free WiFi is available for all residence hall students. To log on, please use your school credentials and password. Each room is equipped with two Ethernet connections. Contact Information Technology Systems at ext. 4570 for assistance in connecting your PC or laptop. In the event that your PC or laptop 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 into the residence hall. The resident agrees not to duplicate any key cards supplied by the University. Residents in Morrison Hall will receive a six digit 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 his lock 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 or damages 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 Office of Safety and Security. 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.

If residents store food in the refrigerator, they should mark it clearly with their name and date.

The University is not responsible for the 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 privileges and a possible fine. Refrigerators are emptied periodically for health reasons. Notifications will be made prior to removal of items.

LAUNDRY ROOMS/IRONING ROOMS

Laundry Rooms

Laundry rooms equipped with card-operated washers and dryers are located in each residence hall. All laundry facilities are for the convenience of the residents only. The laundry rooms are open 24 hours a day except from sundown Friday to sundown Saturday. Laundry cards may be purchased in WH near the Bookstore.

LIGHT BULBS

Facilities Services replaces light bulbs. Notify the resident assistant 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 Bookstore and Accounting Office.

MEAL PLAN

All residence hall students are required to purchase the meal plan. The plan entitles the students to eat in the dining hall for every meal. Please note: If a student moves out of a residence hall during a semester, the cost of the meal plan is nonrefundable.

MOVING

Check-In Procedures (Please see special COVID-19 Move in procedures)

The following steps must be followed to properly check into a residence hall room:

1. Confirm your room reservation and schedule a time for move-in prior to arriving on campus (see Room Reservations).
2. Contact the residence hall dean on duty upon your arrival.
3. Please complete the *Residence Check-In Form*.
4. Secure your room keycard or lock code (see Keys).
5. Proceed to your assigned room.
6. Arrange with the residence hall dean or RA staff to store trunks, suitcases, etc., in the storage room, as space is available..
7. In honor of the Sabbath please refrain from moving during Sabbath hours.

Checkout Procedures

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

1. Make an appointment with your RA at least 48 hours prior to your check out time.
2. Clean the room thoroughly and remove all items prior to your RA's arrival.
3. Complete a residence hall check out form.
4. Return key card to your RA
5. Keep the pink copy of the Residence Hall Checkout form for your records..
6. In honor of the Sabbath please refrain from moving during Sabbath hours.

Failure to follow the above procedures will result in a \$75 charge for improper checkout, a \$100 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 your account.

Moving from Room to Room

At the residence hall dean's discretion, residents and/or guests may be required to relocate or be reassigned to another room in order to facilitate residence hall management and safety needs. Failure to comply with directives in this regard may result in disciplinary action and or dismissal from the residence hall. Reasonable notification will be provided to residents and or guests should the need for relocation or room reassignment be needed.

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 of the Center 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.

Residence hall staff or the Vice President of the Center for Student Life (for commuter students) will appropriately handle violations of these standards.

PARKING

Your vehicle may be registered on www.my.wau.edu, but the parking permit is obtained from the Office of Safety and Security, ext. 4019.

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, as well as the lot behind Richards 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 by the city of Takoma Park.

PERSONAL DEVOTIONAL LIFE

The strength to live the Christian life is possible only through an ongoing 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 Ministries (301) 891-4112, 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.

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 WAU and the Seventh-day Adventist Church. This includes, but is not limited to, alcoholic beverages and/or containers, tobacco products or packaging, illegal drugs, or drug paraphernalia. **Please note:** If lighters are needed for special use, such as braiding, please contact a residence hall dean for assistance. See the residence hall dean or an RA for more information and an extended list of prohibited items.

RECREATION ROOMS

A recreation room and television room are 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 from 30 minutes before sunset on Friday night to 30 minutes after sundown on Saturday night.

Coed Student Recreation Room:

This room is located in the basement of the Health Sciences building adjacent to the Athletic offices. There are various games (Table Tennis, pool, chess, etc.) for the students' 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.

Student Fitness Room:

The fitness room is located on the first floor of the Bruce E. and Gail S. Boyer Health and Wellness Center. A variety of fitness equipment is available for student use, including treadmills, and stationary bicycles.

REPAIRS

If an item provided by the University in a residence hall room breaks or is nonfunctional, 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. The front desk professional will announce their presence.

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 that 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 younger 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 age 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 made under truly extenuating circumstances. If a student wishes to request an exception, *Off-Campus Housing Petition Forms* are available at the Center for Student Life, Wilkinson Hall, Room 104. Petitions will be given consideration by the Vice President of the Center for Student Life.

Please note: 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

Please note: Students who reach the age of 22 during a semester are not allowed to transition from a campus residence to an off-campus residence until the following semester. When transitioning from a campus residence to an off-campus residence, students must notify the Center for Student Life and be officially approved to change residency status.

RESIDENCE ASSISTANTS (RA's)

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 with personal, academic, or other problems that 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 who reside on their floor.. RAs coordinate academic, social, spiritual and cultural programming, take roomcheck and conduct floor worship. 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 checkout processes.

RESIDENCE HALL PROBATION

(see also Citizenship 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 of the Center for Student Life. At the discretion of the Vice President, the student will be placed on citizenship probation or referred to the Conduct and Guidance Committee.

RESIDENCE HALL SUSPENSION

A resident who is placed on residence suspension is not permitted into the residence hall until the end of his/her probation term. Failure to comply with the terms of residence hall suspension may result in further disciplinary actions. Violators will be referred to the Vice President of the Center for Student Life and or Conduct and Guidance Committee.

RESIDENCE HALL SECURITY

Locked Doors

In an effort to secure your safety, the residence halls exterior doors are under control access 24/7. To gain access to the building, please use the main entrance. Front desk workers are available at all times. The residence hall lobby opens at 8 am and closes at 10:30 pm. The back door to Morrison Hall is open during operating hours for exit purposes only. 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 (See Insurance). Brochures and applications may be picked up at the Center 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 technicians, security, and facilities services personnel to enter and search a room. If a search is to be made, it must be authorized by a residence hall dean, Director of the Office of Safety and Security, Vice President, or President of the University. To ensure compliance with WAU standards, the appropriate personnel have 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:** 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, at 10:00 p.m., and 12:00 a.m. on Saturday. An RA must see residents personally before checking them in for the evening. It is the resident's responsibility to inform the front desk 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 Checkout Form*. All deposits are refunded by Accounting Services (WH 426). This deposit is refunded when a student permanently terminates (i.e., graduation, transfer to another school, etc.) his/her residency from WAU. However, if the residence hall dean or his/her appointee discovers room damage during checkout procedures, the room deposit will not be refunded and an additional fee may be charged, depending on the extent of the damage (see Moving/Checkout Procedures). If there is a balance owed on the student's account, the refund is applied to the balance.

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 their 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 and or Safety and security action.

ROOM RESERVATIONS

Please note: A reservation is not a guarantee of a room. All students must be financially cleared before moving into 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. The room reservation process is now complete.

Please note: The reservation process is complete, but a student cannot move into a residence hall unless he/she has been financially cleared. (*see Dean for exceptions*)

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.)

SGPS

Students enrolled in the School of Graduate & Professional Studies are not eligible to stay in the residence halls. Exceptions may be made by the residence hall directors for limited stays.

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.** The residence hall staff will dispose of items left without proper arrangements.

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 24 hours a day upon request to the dean, 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 member for additional information.)

SUMMER RESIDENCE

Residence hall living is a privilege, and all students who wish 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. ALL summer residents will have a 2:00 a.m. curfew. All residence hall policies apply. There is a zero tolerance policy during the summer break, and violation of policies will result in immediate disciplinary action.

TELEPHONES

Even though most students have cell phones, all rooms are equipped for telephone services; however, residents need to bring their own phone. 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 of 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 you 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 worships are provided in the residence halls. Your participation with covenant groups is also part of your residence life worship experience. Please see the University Chaplain, (301) 891-4112, a residence hall dean or an RA 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 information.

There are also more intimate “floor worships” conducted by the RAs. Check with your RA for scheduling.

If a group of students is studying certain inspirational and/or religious themes, the group 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 worships during Sabbath hours (see Sabbath).

Worship policy is as follows:

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

If you do not fulfill your worship requirements, you can expect to meet with the residence hall dean regarding disciplinary actions. You may be subject to early curfew restrictions. If you continue to miss worships, you may be placed on residence hall probation, which may ultimately result in probation and possible suspension.

WORSHIP ROOM

A worship room is located on the lower level of each residence hall. If you want to use the room for a religious service or for practice for a religious event, you 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.

CALENDAR YEARS

2021

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2022

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