

PALM BEACH ATLANTIC UNIVERSITY

Residence Life Handbook

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WELCOME TO RESIDENCE LIFE AT PBA

Living in a Christian community is one of the most rewarding and important facets of the PBA educational experience. Community living will provide many opportunities for you to better connect to PBA and establish lifelong relationships. You will have numerous opportunities for activities, outings, leadership, and Worship.

PBA is committed to providing a residence hall experience that focuses on establishing a Christian community of love, respect, fellowship, and biblical accountability. The mission of Residence Life is to challenge and support the holistic development of residential students in the context of a Christian learning community that seeks to serve through the unconditional love of Christ.

The first few days of residence hall living are filled with many exciting challenges and opportunities. It is important to take the time to get to know the Residence Life staff in your residence hall, your neighbors, and roommate(s), and get settled into your new home. We encourage you to create a place where you feel comfortable. The following information, policies, and guidelines have been established to guide your on-campus living experience.

Psalm 133:1 - "How good and pleasant it is when God's people live together in unity."



RESIDENCE HALLS

BAXTER HALL

A four-story women's residence hall located west of the Warren Library. This hall contains 120 suite-style rooms. There are double and triple room options in this hall. Baxter Hall provides a lounge area and computer lab on the first floor and laundry facilities on all residential floors.

COASTAL TOWERS

A nine-story separated co-ed apartment complex in the northeast corner of campus. There are 1 bedroom and 2-bedroom options. Some 1-bedroom options are triple capacity. Each apartment has a full kitchen and is furnished with some furniture. The building is equipped with laundry on the roof. Students (male and female) are separated by floor.

JOHNSON HALL

A five-story women's residence hall located on the Intracoastal Waterway. This hall contains 60 suite-style rooms. Suites house up to 8 residents with 4 bedrooms and a shared bathroom. Students can enjoy a sun deck on the third floor. In the main lobby area, residents can enjoy a baby grand piano, kitchen facility, computer lab, and laundry facilities.

OCEANVIEW HALL

A seven-story building having a separate co-ed residence hall on the top two floors. This building is located directly west of Baxter Residence Hall. The hall contains 92 rooms and houses 208 students. There are double, triple and quad room options. Oceanview Hall provides lounge areas, laundry facilities on each floor, and a computer lab in the main lobby.

PEMBROKE HALL

A two-story residence hall located in the center of campus. This hall contains varied housing configurations and can house up to 24 residents. A lounge area and kitchenette are on the 2nd floor.

RINKER HALL

A five-story men's residence hall located in the center of campus. This hall contains 60

suite-style rooms. The suites can house up to 8 residents with 4 bedrooms and a shared bathroom. Students can enjoy a sun deck, computer lab, laundry facilities, and a full kitchen area in the main lobby.

WATSON HALL

An eight-story separated co-ed apartment complex in the northwest corner of campus. This hall contains 152 apartments for 502 residents. There are 1-bedroom and 2-bedroom options. Each apartment has a full kitchen and is fully furnished. The building is equipped with laundry on each floor and multiple community work and lounge spaces. Students (male and female) are separated by floor.

WEYENBERG HALL

A two-story residence hall located east of the Fraser Dining Hall. This hall contains 13 rooms housing 52 female students, primarily students in the Supper Honors Program. Weyenberg Hall provides a shared main lounge, kitchen area, and laundry facilities.

ARKONA APARTMENTS

Located 1 block south of campus on Olive. There are 4 units on site. There is a studio suite for 2 people, two one-bedroom units for triple capacity and a two-bedroom unit that houses four people. These units are fully furnished and have full kitchens. There is shared laundry facilities and parking on site.

MALVERNE TOWNHOMES

Located 2 miles south of campus. This housing option is four townhomes that house 3-4 students each. Each townhome is a 3 bedroom with 2.5 baths set up. The townhome is fully furnished and includes on-site parking. The units are fully equipped with kitchens and laundry facilities and include a small outdoor patio.



RESIDENCE LIFE STAFF

Every residence hall has a full-time professional staff member called the Area Coordinator, who supervises a specially selected and trained student staff consisting of a Resident Coordinator (RC) and Resident Assistants (RAs). It is this team that ensures the hall atmosphere is conducive to the student's academic learning, personal growth, and physical well-being.

AREA COORDINATORS (ACs)

Professional staff who must have at least attained a bachelor's degree. The ACs focus is to foster a safe Christian community within each residence hall. There is always one Area Coordinator on duty and available 24 hours a day, seven days a week in case of emergencies. Since ACs maintain non-traditional business hours due to evening programs, events, and visiting residents, they are in their office during a limited number of hours each day. ACs are also available by appointment if their hours conflict with class times or other obligations.

RESIDENT COORDINATORS (RCs)

Student staff members that have previously served in leadership positions. These individuals have demonstrated excellent leadership and administrative skills that enable them to assist the Area Coordinator, taking on more responsibility than the RA. RCs also handle RA responsibilities and have residents for which they are responsible.

RESIDENT ASSISTANTS (RAs)

Student staff members who live on the floor with residents and serve as a resource to residents. RAs strive to foster a Christian community on their floor and in the hall. RAs have typically lived on campus for at least one semester and are committed to their Christian faith. There is approximately one RA for every 35 residents.

FRONT DESK WORKER

Student staff members who serve as a resource at the main desk of each residence hall. Desk workers are available to notify staff in the event of a lock-out, contacting the RA or AC, providing toilet paper or vacuums, checking out game equipment, etc. The services each desk assistant can provide depend on the services available in each residence hall.



HOUSING AND RESIDENCY REQUIREMENTS

HOUSING SIGN-UP PROCESS

Incoming students will complete the housing application process with assistance from the Admissions staff. For returning students, housing selection for the upcoming fall semester is conducted each spring using our online selection process through the student housing portal. Students under 21 who follow the application process will be provided housing per the requirement to live on campus. Upperclass students who are 21 years of age by the first day of classes of the fall semester will have an opportunity to apply for on-campus housing. The maximum age limit for on-campus housing is 21 years old. Students that turn 22 years old by the first day of classes of the fall semester will not be eligible for on-campus housing. If students wish to move to a different hall for the upcoming year, they may participate in the Housing Selection process. Students must be registered for at least 12 credit hours for the next semester to select and retain their housing placement. Students who select their fall housing (in the prior spring term) must be registered for fall classes by July 15th to retain their fall housing placement. Failure to register for credits or being dropped from credits could result in the forfeiture of housing selection.

Details regarding the housing selection process will be disseminated during the spring All Hall meetings.

All residence hall students are required to participate in the University meal plan. (See the Fraser Dining Hall section for policy regarding exemptions.)

RESIDENCY REQUIREMENTS

Unless unusual circumstances exist, residence hall living and assignments at PBA are reserved for students of traditional college-age (age 17-21). As part of the University's admission process, each student is required to indicate his/her housing status. All full-time, day undergraduate students must live in campus housing unless they meet one of the following criteria: (1) Student is age 21 or older before the first day of classes at the start of the fall semester. A student must reside on campus even if s/he turns 21 during the academic year; (2) The student resides with immediate family and commutes to class (immediate family for this purpose is defined as a parent[s], legal guardian or grandparent[s]) (3) The student is enrolled part-time with no more than 12 credit hours

of academic work at the beginning of the fall semester. If a student drops below 12 credit hours during the academic year, the student is responsible for maintaining the housing contract; (4) The student is married (Copy of marriage certificate must be provided). 10 Returning students who meet any of the above criteria and wish to live off-campus must submit an Off-Campus Exemption Form on the Housing Portal confirming the reason that they are eligible for exemption from the campus residency requirement. Students who do not meet the above criteria may request an exemption to the policies by submitting an Off-Campus Exemption Request via email to the Residence Life Office. Dates for application submission will be posted in the spring semester.

Returning students who meet any of the above criteria and wish to live off-campus must submit an Off-Campus Exemption Form on the Housing Portal during the application period confirming the reason that they are eligible for exemption from the campus residency requirement. Students who do not meet the above criteria may request an exemption to the policies by submitting an Off-Campus Exemption Request via email to the Residence Life Office. Dates for application submission will be posted in the spring semester.

DURATION OF RESIDENCY

Students who live in the residence halls during the fall semester must remain in the residence halls during the academic year for those semesters that the student is enrolled in. No refund shall be granted if a student moves out of the residence hall during the academic year. In the event of withdrawal from the University, a refund for housing and meal plan costs will be evaluated and subject to the refund schedule determined by the Business Office.

HOUSING RE-ASSIGNMENT

The University reserves the right to consolidate vacancies by closing rooms, suites, floors, halls, or buildings and reassigning students of other residence halls and rooms. Room assignments may be changed by the Residence Life professional staff member in the interest of order, health, discipline, or the best use of the facilities.

LIMITED LIABILITY

The University is not liable for loss or damage to property caused by fire, rain, windstorm, hurricane, tornado, theft, vandalism, or any causes beyond the control of the University. Students are encouraged to provide their own renters insurance policy.

BREAK HOUSING

Residence Halls remain open, and students are permitted to reside on campus during scheduled Fall, Spring, and Easter University breaks. **All residence halls will be closed during Christmas Break.** No exceptions will be made for Christmas Break. Residents are encouraged not to leave any valuables in their rooms while they are away

during breaks. Meals are not served in the dining hall during university breaks. If an unauthorized student is found residing on campus after residence halls close, they will be fined \$50 for each day that they stayed in the hall and will face disciplinary action.

HOUSING CANCELLATIONS

Housing contracts are in place for the entire academic year and cannot be canceled mid-year. A student may not cancel the housing contract after the start of the fall semester. Exceptions will be made for students who are graduating, transferring, or withdrawing. Appropriate Residence Life documentation must be completed for any additional requests to be released from housing to be evaluated. The Residence Life Office and the Business Office will assess the requests on a case-by-case basis.

All housing charges will be processed and forwarded to the Business Office after keys have been returned and any room damage has been assessed. Cancellations of housing after the published deadlines may result in an additional fine at the discretion of the Residence Life Office. The initial fall cancellation deadline is June 1st for all Residence Halls and Apartments. See the cancellation fee schedule below.

Students who enter housing in the spring semester are held to the spring semester housing cancellation fee.

CANCELLATION FEE SCHEDULE

Students with Fall Semester Start in Housing

- May 14 - No Financial Penalty
- May 15 - \$500
- June 15 - \$1000
- July 15 - \$1500
- August 15 - \$2000
- Start of classes or after - No refund for housing

Students with Spring Semester Start in Housing

- Spring Semester Dec. 1 - \$500
- Spring Semester Jan. 1 - \$1000
- Start of classes or after - No refund for housing

Summer Housing

- \$100 if not canceled 3-weeks prior start date of respective subterm. See subterm definition on page 15..

If a student has not claimed his/her room by the published deadline the University will automatically cancel a room assignment and forfeit the money.



ROOMMATES, WHAT TO BRING, AND MOVING IN

ROOMMATES

Roommates are a valuable part of the University experience in residence halls. Living with roommates creates opportunities for students to grow in interpersonal communication and conflict resolution skills. Throughout the year it's normal to encounter differences with your roommate, and Residence Life staff is available to work with students to assist in fostering healthy roommate relationships.

ROOMMATE TIPS

- Communicate honestly, openly, firmly, and respectfully about the living environment.
- Be considerate of personal time, privacy, noise levels, music preferences, sleep patterns, cleanliness, and personal hygiene.
- Clean up your messes promptly.
- Submit work orders through Reslife for maintenance concerns and take out the trash.

ROOM AND ROOMMATE CHANGES

When living in a community, it is natural that conflict will arise. A vital part of the Christian educational experience in residence hall living is learning to live with one another and biblically resolve the conflict. Considering this educational philosophy to community living, room changes will only be granted in extreme circumstances. If you are experiencing problems with your living situation, please contact your RA immediately to make them aware of the situation.

If a resident(s) refuses to accept an assigned roommate or attempts to force a roommate out of the room, that student may lose his/her housing privilege and face disciplinary action.

ROOMMATE CONTRACTS

Residence Life staff can provide you with copies of roommate contracts to focus your conversation on specific areas to help prevent and resolve roommate conflict.

WHAT TO BRING

A suggested list of items you should bring to PBA:

- Bedding (Twin XL)
- Alarm Clock
- Umbrella /Rain Gear
- Desk Lamp
- Trash Can
- Class Supplies
- Cleaning Supplies
- Power Strip w/Surge Protector
- Toiletries
- Laundry Supplies
- Flashlight
- Room Décor
- Mini-Refrigerator (one per room, 4.3 cu ft or less size)
- Microwave (one per room)
- Laptop or Tablet Computer

WHAT NOT TO BRING

List of items that are prohibited in PBA's residence halls:

- Pets (only fish in tanks 20 gals. and less are permitted)
- Extension cords that are two-prong or without surge protector
- Weapons (including airsoft guns)
- Router
- Candles, Candle/Wax warmers, or Incense
- Command Strips
- Adhesive Light Strips (including LED)
- Christmas/String Lights
- Space Heaters or Heat exposed devices: Waffle irons, toasters, hot plates, air fryers (not permitted in main campus rooms). Not comprehensive list
- Toasters & Electric Grills (permitted in apartment kitchens only)
- Grills
- Halogen or Lava Lamps
- Gasoline
- Any appliance with an exposed heating element
- Laser-lights/pointers

MOVE-IN

The dates for move-in for each academic year are posted on the campus academic calendar. Move-in for first-year, transfers, and returners will be by appointment. Appointment sign-up will be posted in the housing portal at go.pba.edu. For those students needing to arrive early for a university-sponsored activity, a request in writing from the advisor or department head must be sent to the Assistant Director of Residence Life. There are no move-in appointments for early arrival. Separate directions regarding your arrival will be sent out through Reslife. Any student arriving before their designated move-in date for anything other than a pre-approved University-sponsored activity will be charged \$50 per day. Students may not move in early for any other reason unless given prior permission from Residence Life.

Students must have completed the enrollment checklist process, have a zero-balance, and be registered for at least 12 credit hours to move into campus housing. Students who do not complete the enrollment checklist process or whose accounts are not cleared (e.g., finances, health forms, registered only part-time, etc.) are subject to displacement from campus housing.

The move-in process includes filling out the appropriate paperwork, including the housing contract and Room Condition Report (RCR), prior to receiving your key or access to your room. The RCR provides a detailed assessment of the condition of the room at move-in and prevents students from being charged for damages unnecessarily. The RCR will be found on the housing portal. It will open for a period of time and close by the census date of the fall semester. It is the student's responsibility to review and complete the RCR for the room. If there are any corrections or additions, the student must contact the RA within 24 hours of the census date. When checking out, the RCR will be used to assess the condition of a resident's room. If the room's condition changed during the semester, the resident will be held responsible.

ALL HALL MEETINGS

Throughout the year, Residence Life will host mandatory all-hall meetings to share important information about the rules and policies, housing selection process, the closing of the hall expectation and other topics and announcements. All residential students are expected to attend these meetings. Failure to attend will result in the student receiving a \$50 fine. Students will be given advance notice of these dates via posters, email, and/or communication from their RA.

CHECK OUT

Each resident is required to vacate the room no later than 5:00 p.m. on the scheduled hall closing day as determined by the academic calendar. Prior to the end of the academic year, all hall meetings will be held to inform students of specific check-out procedures. Students will be asked to sign up for a move-out time with their RA by the

Friday prior to finals week. Appointments with the Residence Life staff are available on a first-come, first-serve basis.

A resident is ready to check out when he or she has removed all belongings from the room/suite, cleaned the room/suite, removed any tape or push pins from walls, and completed his/her assigned cleaning responsibilities for the suite. Residents also must ensure that all common areas cleaned by a roommate (who has already checked out) are still clean before checking out of the hall. During check-out, the RA will go through the room/suite with each resident and assess the condition of the room against the Room Condition Report (RCR). Failure to complete the check-out/move-out process properly by the given date at the end of the semester will result in a fine.

The Area Coordinator will inspect the hall after all residents have moved out of the building. During this inspection, it is possible for additional charges to be accrued due to unseen damage to property or room caused by the occupants, lack of cleanliness, and/or belongings found left in the room.

Any damage or fine charges will be posted to the student's account. Students who are assessed for damages will be notified via email of the charges and will have an opportunity to appeal any damage fines by the published date.

After the room/suite has been assessed, keys are collected and/or card swipes deactivated. Students are required to turn in their keys to the Residence Life staff during the checkout process. Lost keys which are not reported until the move-out result in a charge to student's account for re-keying \$250 **and** an additional \$25 fine.

Graduating seniors, students transitioning into summer housing, and students going on University-sponsored summer trips will receive special instructions about move-out but are still required to complete check out cleaning and responsibilities by the published dates.

SUMMER HOUSING

Summer housing is available to students on a limited basis. The University consolidates students into certain residence halls during the summer term. Students should expect to have a roommate for the summer term. Students do not need to be enrolled in classes to request housing. Housing for students in the summer will be in our apartment-style option. The campus apartments can be rented for either the entire summer or for periods of three weeks as outlined below.

- Students living in summer housing (not their upcoming fall placement) and students coming in during Summer Session E will be required to relocate to either another room or their fall residence hall assignment at the end of July to

make preparation for early arrival fall residents.

- Incoming students can start classes as early as subterm C as long as they are assigned to be in fall housing for the upcoming year. Incoming students without a fall placement will not be permitted to come on to campus for the summer prior to their entry term.
- Students who are in PBA LEAD who do not have a housing placement cannot live on campus for that program. You must have a placement for the fall semester to be on campus early.

SUBTERM INTERVALS (summer)

*Based on Academic Calendar. The 3-week intervals for campus apartments will be updated yearly published in the spring all hall and emailed to students.

Example:

Summer A: May 10 to May 30- not available to non-residential students or incoming students

Summer B: May 31 to June 20

Summer C: June 21 to July 11

Summer D: July 12 to August 1

Summer E: August 2 to August 22 – *not available to non-residential students (upcoming fall semester)*

***Subterm E housing will be in the student's upcoming fall placement.**



CAMPUS LIVING

APPLIANCES

Microwaves and ice machines are provided in most residence halls. Full functioning kitchens, including a refrigerator, stove and oven are provided in the main lobbies of Rinker, Johnson, and Weyenberg. All Campus Apartments contain an individual kitchen.

BICYCLE RACKS

Bicycle racks are provided near all residence halls. It is your responsibility to purchase the proper *U-bolt* locking device and register your bicycle online with the Department of Public Safety. Bicycles should be stored on a bike rack or Baxter Bicycle Garage and not locked on light poles, trees, or stairwell railings.

ELECTRIC BIKES, SCOOTERS, AND SKATEBOARDS

All electric bikes, scooters and skateboard type devices must be Underwriters Laboratories Certified (UL) and registered with the Department of Public Safety to be on campus. E-bikes, scooters and skateboards cannot be stored in the residence halls or on the balconies of residence halls. Non-compliance with this policy may result in disciplinary actions, such as fines or confiscation of uncertified electric bicycles, scooters, and skateboards.

Check if a product, including electric bicycles, scooters, and skateboards, is UL certified by using the link provided by Underwriters Laboratories
<https://productiq.ulprospector.com/en/search>

STREAMING TV SERVICES

Streaming TV services are provided in most residence hall lobbies. Residents must provide their own TV's for their rooms/suites.

COMPUTERS

Computers are provided in most of the residence halls and are also available on the second floor of the Rinker School of Business and in the Warren Library. Personal computers are not serviced by PBA. Wireless access is available to students. Students may not use or set up servers in the rooms. Please check with the Information Technology Services department for any further specifications or updates to this policy.

FURNITURE

The University will provide the following items in residence hall rooms: bed, dresser,

desk, desk chair, wardrobe or closet space, and window shades. Students may use only the furniture already provided in their room to change the configuration or design of the room. Students will be held responsible for any damage to University property or injury to other persons if they choose to reconfigure their room and furniture. Due to damage that may be incurred to University property, lofts are not allowed in campus housing.

University-owned furniture may not be moved out of or into rooms or apartments. This includes exchanging furniture with another resident or removing items from lobby/lounge or patio areas. Lobby/lounge and patio furniture are to remain in these areas for everyone to use and enjoy. Indoor furniture is not to be moved outside.

Cement blocks, or similar unstable items, may not be used to prop beds.

WATSON HALL campus apartments are fully furnished. Students are not allowed to bring additional furniture pieces including couches, love seats, recliners, futons, and dining sets. Any additional personal furnishings students wish to bring must be approved in writing with the Office of Residence Life prior to arrival and must comply with safety codes and University standards.

Area Coordinators have a right to approve or deny non-university furniture in the residence halls. Any furniture brought into the traditional suites in Baxter, Johnson, Oceanview, Rinker, and Weyenberg must be approved by the AC or RD prior to move-in.

LAUNDRY FACILITIES

Washers and dryers are available in most residence halls and to all residents on campus. Due to limited laundry facilities and security precautions, use is limited to resident students only. Irons and ironing boards are not furnished. If you notice washers or dryers in need of repair, it is your responsibility to follow the instructions for reporting on the machines. We also ask that you inform Residence Life staff in your building immediately. All residential students receive unlimited laundry services included in their room costs. Residents should not use the laundry facility of another hall unless permitted by the Residence Life staff.

Students are expected to use the laundry facility of their residence hall or assigned hall.

LOBBY AREAS

All lobbies provide seating areas, study areas, and a big-screen TV. Some lobbies provide game equipment and additional seating areas. If you want to reserve use of one of these areas, please request that building's Area Coordinator.

A blurred background image showing palm trees and a multi-story building, likely a campus dining hall.

CAMPUS DINING

Dining service is provided by Aramark, an international food service firm. Aramark works with the University administration to provide students with a variety of nutritious menu options, weekly meal specials, and monthly themed meals combined with personal service for a pleasant campus dining experience. All residents are required to participate in the University meal plan.

MEAL PLAN ACCOMMODATION

Students with valid medical reasons may apply for a meal plan accommodation through the Office of Academic and Access Ability Resources at any time. The student must have a physician submit a written explanation of the medical problem and recommendations for treatment. If Dining Services is unable to provide accommodation for the prescribed diet, an exemption may be granted.

FRASER DINING HALL

Day and evening hours are posted outside the Fraser Dining Hall and online at www.sailfishdining.com. *Hours may vary during official University breaks.* The dining hall will close for certain days during university breaks. The auxiliary food options (ex: Jacks Market, Starbucks, and Chick-fil-a) may be closed or have adjusted hours during university breaks as well. If a student is unable to dine during the regularly posted hours, a manager of Dining Services may be contacted to arrange a to-go lunch or dinner. The Fraser Dining Hall is open for service only during the posted hours. Students will not be allowed entry to the dining hall if they arrive after the designated closing time for that meal or without their Student ID card.



ON-CAMPUS SERVICES

DEPOSITING MONEY ON STUDENT ID CARD

Students can add money to their Student ID card through the OneWeb website found at pbacard.pba.edu to add money using a debit or credit card. To log in to the OneWeb website you will need to change your password. If you have difficulty changing your password or setting up your account, please send an email to pbacard@pba.edu and they can assist.

BROKEN OR LOST STUDENT ID CARD

If you lose your ID card or your ID card is not working properly, please call or email the PBACard Office at PBACard@pba.edu. You can purchase a new ID at the PBACard Office. This process will deactivate your lost card so no one will be able to access your account.

HEALTH AND WELLNESS

The mission of Health and Wellness is to promote physical, mental, and spiritual health and well-being to students at Palm Beach Atlantic University. The goal of the office is to provide mental health services and programs from a Christ-centered perspective, enabling each person to fulfill academic, personal, and spiritual goals. The health & wellness office is located in Oceanview Hall and open Monday - Friday, 8:00 a.m. - 5:00 p.m. The office number is 561-803-2576. The primary functions of health and wellness are as follows: manage student health records and insurance, provide professional counseling services to students, and implement a variety of health-related programming events on campus.

As dictated by Florida state law, Health and Wellness is also responsible for maintaining health and immunization records on every student enrolled in classes. Emergency contact information is on file in the office, and students must keep this information current. Any changes can be reported to the Health and Wellness office.

All full-time students (undergraduate, graduate, evening, online, and international) are required to provide proof of health insurance at the start of each academic year. These students will be automatically billed for the student health insurance. The charge is only removed once a student submits a waiver request with proof of insurance and it has

been approved. For further information regarding student health insurance plans please contact the health & wellness office at 561-803-2576.

Health and Wellness encompasses the University Counseling Center. The Counseling Center is staffed by two full-time Licensed Mental Health Counselors and several graduate-level student interns. They provide individual and group counseling. They can also provide referral services if needed. Counseling services are available to full-time, traditional, day undergraduate students. Students receive 6 free sessions per semester. If ongoing counseling after 6 sessions is desired, the student account will be charged \$10 per session.

Palm Beach Atlantic University has secured a strategic partnership with **TimelyMD**, which provides 24/7 **medical and mental telehealth** care for all students. Whether you're feeling sick or overwhelmed, you will be able to talk to a licensed provider from your smartphone or any web-enabled device. TimelyMD's medical providers can diagnose common conditions (cold, flu, sinus infection), and mental health providers give students a safe space to talk about anything at any time (anxiety surrounding relationships, depression, etc).

For additional information regarding local physician offices and urgent care centers, please contact the health & wellness office for a referral.

MAIL

Each resident will be issued a campus mailbox associated with their PBA ID#. Mailboxes are kept in the new mailroom offices at the 1301 building next to Public Safety. Mail is processed daily, Monday-Friday, and picked up at the mailroom. If you receive a package, you will be notified via PBA email and SMS text for pick up at respective residence hall locker or mailroom (oversize, perishable, etc.). Students must present their PBA ID and sign for the packages. The campus mailroom allows you to mail packages via USPS, FedEx or UPS and purchase stamps during their hours of operation via money placed on your student ID card.

Student mail should be sent to:

Student Name

Mailbox #

1301 S. Olive Ave.

West Palm Beach, FL 33401

HELP DESK SERVICES

If you experience issues with the on-campus internet, cable, University computers, or resetting your password, please e-mail the Help Desk at helpdesk@pba.edu.

OFFICE OF ACADEMIC AND ACCESSIBILITY RESOURCES

Provides academic assistance for all students at Palm Beach Atlantic University, including equal access for students with disabilities. Students with documented disabilities such as Attention Deficit/Hyperactivity Disorder, hearing impairments, learning disabilities, medical/health conditions, physical/mobility issues, psychological disabilities, speech impairments, visual impairments, and other disabilities may be eligible to receive accommodations. Students can register for disability related housing accommodations through their office.

What kind of accommodations are Housing and Residence Life unable to provide?

- Provide a dust, allergen, mold or mildew-free accommodation
- Provide a separate low distraction living environment
- Provide a different bed or furniture outside of allotted university furniture
- Accept documentation which names a specific building in which accommodation must or cannot be provided
- Provide single bathroom

EMOTIONAL SUPPORT ANIMALS (ESA)

Students requesting an ESA accommodation will need to follow the application process through the Office of Academic and Access Ability Resources. If approved, the student will be responsible for following guidelines outlined in the contract for the duration that the ESA is present on campus. Failure to comply with the contract expectations could result in the loss of the ESA accommodation in the residence hall. Only one ESA is permitted per suite or apartment.

****An ESA cannot be brought on campus until it is fully approved by both the Office of Academic and Access Ability Resources and the Office of Residence Life. A contractual agreement must be signed by all involved parties before the ESA is approved on campus.***



MAINTENANCE AND CLEANING

MAINTENANCE AND REPAIRS

Maintenance problems need to be reported to the Residence Life Office or appropriate Reslife personnel. The Reslife staff will submit a work order via the SSC work order link. SSC personnel will complete work order requests in a timely fashion. *No work will be performed without a work order* submitted through the online portal.

If an emergency occurs (i.e. severe water leaks, toilets overflowing, heating/cooling failures, roof leak, elevator problems, etc.) after 5:00 p.m., call the Department of Public Safety (DPS) or SSC immediately. In emergencies, DPS will request maintenance personnel to respond to campus to address the problem.

Typically, work in the residence halls and apartments will be accomplished between 9:00 a.m. and 4:00 p.m., except in the case of an emergency. For work orders needing same-day assistance after 4:00 p.m. call Public Safety. SSC personnel will use hall master keys obtained from Public Safety. Hall and front door master keys will not be issued overnight to tradesmen.

SSC staff will knock on the door prior to entering a room and announce themselves. If a student answers the door, the student should not allow entry unless the person is wearing a PBA picture ID and uniform. If no one answers the door, the SSC staff will use a passkey and check for signs of occupancy in the room (students sleeping, showering, etc.). They will announce their presence, calling "maintenance" very loudly at least twice. SSC staff will then prop open the door, accomplish the task assigned, completing the work order. A door tag will be left on the door notifying the residents of the status of the repair and that SSC has been there. They will then lock all doors as they exit the area. If tradesmen leave the room for any reason while completing an assignment, the door will be locked.

How/When to report work order:

- Monday- Friday, 8:00 a.m. - 5:00 p.m.; call or email the Reslife Office at Reslife@pba.edu or 561-803-2555
- Evenings 5:00 p.m. to 8:00 a.m. and weekends 24/7, call the RA on Duty or report to the hall front desk workers
- Emergency: call Department of Public Safety 561-803-2500 or SSC

OTHER REPORTING

- For washer and dryer concerns, report through online system as directed on the laundry room signage.
- For Wi-Fi and computer concerns, call or email the Help Desk.
- For card swipe issues reach out directly to the PBA Card Office.

Please consult myPBA for more information on how to report concerns to proper departments.

PEST CONTROL

PBA utilizes a proactive, integrated approach to pest control. PBA contracts with a local pest control company to stop pests on the perimeter of the buildings. Pest control comes on campus every week to address concerns. If you identify a pest problem in your living area, please report to an RA to complete an online work order. Residents can help in pest control by eliminating trash, storing food from the living area, and maintaining a clean environment.

TRASH AND RECYCLING PICK UP

Trash containers are in designated campus parking lots. It is the residents' responsibility to dispose of their trash in these pick-up locations. All trash needs to be disposed of in closed trash bags. Recycling bins are for recyclable material only and are emptied regularly. It is the residents' responsibility to ensure their recycling items are properly disposed of in the designated pick-up locations.

ROOM CLEANLINESS AND SAFETY CHECKS

Room checks are used to help maintain reasonable standards of cleanliness in student living spaces for the purpose of a healthy living environment and good stewardship of University property. RAs will schedule regular times to check rooms for cleanliness, neatness, as well as any safety and security infractions. Residents are responsible for providing their own cleaning supplies.

Residents who fail room check inspection may be subject to a fine. The value of the fine increases with each failed room inspection and disciplinary consequences may result in additional occurrences.

BATHROOM CLEANING SERVICE

University Housekeeping provides weekly bathroom cleaning service to all residence halls. Area Coordinators will provide students with the bathroom cleaning schedule for their building. Students are not allowed to refuse bathroom cleaning services and must clear their personal items from their bathroom for housekeeping to clean the area.

The bathroom cleaning service has been put in place for the purpose of routine maintenance of University property. Students are responsible for the cleaning of their bathroom area during RA room checks and residence hall check out.



SAFETY, SECURITY, AND EMERGENCY PROCEDURES

The administration of PBA takes the safety and security of its students very seriously. With an urban campus of considerable size, this task requires the energy and vigilance of each member of the community. While our campus has various staff members equipped to respond to a variety of emergencies that may occur, it is the responsibility of every member of PBA to be familiar with the University's emergency response procedures detailed here.

RAVE GUARDIAN APP

Available to all students. *See details for getting Rave Guardian downloaded to your phone on the [Public Safety and Security](#) page of [my.pba.edu](#)*

SAFETY TIPS

- Don't walk alone, especially at night: walk with two or more companions or call Public Safety for a courtesy escort, available 24/7.
- Use well-lit and well-traveled routes. Do not walk through dark areas.
- Be aware of what is going on around you.
- If you think you are being followed, cross the street. person/group also crosses the street also, move quickly to the nearest occupied building and go inside.
- If walking at night, avoid groups of individuals loitering on the street. Cross the street or go in another direction.
- Make sure someone knows where you are and when you will return to your room. Keep your roommate/friends informed.
- If you are a victim of a crime, contact the Residence Life staff, Public Safety, or the West Palm Beach Police.
- Report any crime or suspicious activity you see.
- Students should be wary of people who approach them asking for food, money, or a place to stay. Any approach should be avoided and immediately reported to proper authorities.

BIKE SAFETY

- Always lock your bike. Only U-bolt type locks are authorized to secure bikes on campus property. Bikes that are found without a U-Bolt style lock or improperly locked will be secured by Public Safety and Security until the owner can retrieve it. If you do not have a U-Bolt lock, one will be provided to you by Public Safety and Security after you successfully register your bike. Individuals who do not

conform to this policy cannot operate or maintain a bicycle on University property.

- You must register your bike with Public Safety online at MY.PBA.EDU or in person at Public Safety and Security Office located 1301 S. Olive Ave. Once you have successfully registered your bike, you can come to the Public Safety and Security Office to retrieve your bike decal. Any further questions regarding bike decals, registration, and bike locks, contact Public Safety at 561-803-2500

CAR SAFETY

- Always lock your vehicle.
- Do not leave valuables in plain view.
- Park your vehicle in a well-lit area.
- Never leave your key in an unattended vehicle.

THEFT AND CRIME PREVENTION

The following guidelines are provided to help you in securing your personal items as well as yourself in your residence hall room:

- Always lock your doors (including sliding glass doors).
- Do not prop open exterior doors.
- Before opening your door, determine who is on the other side of the door.
- Keep all small items of value (including money) out of sight.
- Always keep your room key with you. Do not lend room keys to anyone!
- If your key is lost or stolen, report it to the Residence Life staff immediately.
- Report damaged lock mechanisms to your RA immediately.
- If you see a suspicious individual in the hall, contact the Residence Life staff or Public Safety.
- Do not let strangers into your building.
- Keep a record of your valuables. List brand, model numbers, and location of your identification.
- When away at night, keep curtains and blinds drawn and windows locked
- See something, Say something. If you see any suspicious behavior, people, vehicles, or events, do not hesitate to contact Public Safety and Security.

If theft of your personal property does occur, please notify the Residence Life staff and file a report with Public Safety immediately.

PERSONAL PROPERTY

Personal property insurance is encouraged in case of any emergency that affects the campus. (See also Property/Liability in Residence Life Policies)

LOCKOUT PROCEDURES

If you are locked out between the hours of 12:00 a.m. and 5:00 p.m., contact the Department of Public Safety. If you are locked out during the evening, between 5:00

p.m. and midnight, notify the RA on duty. If the RA is not accessible, contact the Department of Public Safety. Contact numbers are posted near the entrances to each residence hall. You will be asked to present a photo identification to be let into your room. Repetitive lockouts could result in a student receiving a fine at the Area Coordinator's discretion.

FIRE SAFETY

In a fire emergency in a residence hall, all residents should be familiar with and follow the guidelines listed below. Students should follow the university evacuation plan and/or direction from Residence Life staff or Department of Public Safety Officers in emergencies.

- (1) Remain calm
- (2) If fire alarm sounds, immediately leave the building using the nearest available exit
- (3) Before leaving, wear shoes and a coat; carry a wet towel, if available, to aid breathing. If the corridor is too smoky to reach the stairway, remain in the room.
- (4) If the door is hot, remain in the room. If the door is cool, open slightly and check for heavy smoke and heat. If clear, proceed to the nearest available exit. In environments with light smoke, stay low near the floor to avoid smoke and heat.
- (5) Block entrance of smoke and heat into the room by stuffing towels or blankets around the door and air conditioning openings.
- (6) Stay low near the floor to avoid smoke and heat. Cover your head with wet cloth if necessary to aid breathing.
- (7) If necessary, break the window. DO NOT exit through upper floor windows.
- (8) When leaving the building, get clear of the entire area and proceed to the designated assembly area.
- (9) Report to University official for roster check and await further instructions in a quiet and orderly manner.

Remember:

- (1) Use fire exits.
- (2) Avoid the use of elevators
- (3) Keep hallways cleared of bicycles and other large objects so students may exit with haste, if necessary.

Tampering with fire safety equipment and/or initiating false alarms is a violation of state law.

**Students are expected to exit the building when a fire alarm is triggered. Failure to exit the building and follow directions by Public Safety or a Reslife professional staff member could result in disciplinary action*

HURRICANE PROCEDURES

A hurricane watch is issued whenever a hurricane becomes a threat to coastal areas. Everyone in the area covered by the watch should listen for further advisories and be prepared to act promptly if a hurricane warning is issued.

A hurricane warning is issued when hurricane winds of 74 mph or higher, or a combination of dangerously high water and very rough seas, are expected in a specific coastal area within 24 hours. Precautionary actions should begin immediately.

The Residence Life staff will frequently communicate updates to residents. The Residence Life staff, along with members of the Crisis Management Team, will notify students if an evacuation is necessary. Students should be prepared to go to the location indicated on their individual hurricane evacuation plan, which is given during move-in. If the student is unable to get to the location listed, they will have an opportunity to make other arrangements and notify the Residence Life staff of these changes to their plan within the housing portal go.pba.edu/housing. If shelter is needed, the University will assist students.

When a hurricane has passed, call 1-800-400-5076 and check university email for official notification of canceled classes, evacuation and return to campus dates.

Check battery-powered equipment. Keep cars fueled should evacuation be necessary as service stations may be inoperable after the storm strikes. If there is inclement weather but no need to evacuate, store drinking water in clean bathtubs, jugs, bottles, and cooking utensils because the city water system may be contaminated or damaged by the storm.

Secure outdoor objects and furniture inside. Garbage cans, furniture, bikes, and many other harmless items become deadly missiles in hurricane winds.

If authorities have not called for an evacuation, stay home, and remain indoors. Blowing debris can injure and kill. Do not drive unless it is crucial. Contact a Residence Life staff member for assistance if needed.

TORNADO PROCEDURES

Seek shelter in the most secure building available. The interior spaces of the lower floors are the safest. Avoid windows and large glass sections. Auditoriums and gymnasiums should not be occupied during a tornado threat. Motor vehicles also offer no protection. Seek shelter by lying flat in a nearby depression, such as a ditch or ravine if no shelter is available. A tornado watch indicates conditions are such that a tornado could develop. A tornado warning indicates a tornado has been detected.



RESIDENCE LIFE POLICIES

All enrolled PBA students are subject to the policies and values listed in *The Navigator*. Residence Life Handbook policies are specific for residential students and guests. Please refer to *The Navigator* for more detailed information regarding our Community Values System. The policies are listed below in alphabetical order.

ALCOHOL, DRUG, AND SMOKE-FREE CAMPUS

PBA is an alcohol, drug, and smoke-free campus. This policy mandates that there is to be no form of drugs or alcohol on University property or at University events. Tobacco products may not be used in residence halls, on-campus, or at University-sponsored functions. This policy includes vape pens and any type of vape product. Please consult *The Navigator* for the details of the PBA alcohol policy.

APPLIANCES

Electrical Appliances: There are limitations to the load on electrical circuits. Therefore, for a variety of safety reasons, electrical appliance usage must be restricted. With proper care and usage, acceptable electric appliances within student rooms include coffee pots with automatic shut-off, fans, hairdryers, lamps, stereos, electric razors, radios, televisions, and blenders. Toasters and George Forman grills are permitted in apartment housing only. One microwave per room is permitted. (Please communicate with roommates and suitemates about this in advance). The University provides microwaves in the main lobbies of most residence halls.

The following list of appliances is prohibited in all campus housing facilities: toaster, air fryers, waffle irons, convection ovens, crock pots, electric fry pans, halogen lamps, hot plates, burners, space heaters, and any appliance with an exposed heating element. This is not an exhaustive list. Reslife staff has a right to review any heat exposed appliance for safety concerns.

Refrigerators are allowed in residence hall rooms but are restricted to one per room. Each refrigerator must meet the following requirements: amperage of 1.5 or less and size of 4.3 cubic feet or less. Refrigerators are provided in Campus Apartments. Only one additional refrigerator, meeting the above-mentioned specifications, will be allowed in these rooms.

Ice machines are provided in most residence hall lobbies.

BABYSITTING

Students may not provide babysitting services in any University facility including residence halls except live-in professional staff apartments.

BILLING AND COST

The Business Office sets campus housing rates for each academic year. Each semester, the cost for the housing will be billed to the student's account. All costs are listed on the Financial Aid page on www.pba.edu under Tuition and Fees. Payment must be remitted to the Business Office.

CANDLES, INCENSE, POTPOURRI POTS

Due to potential fire hazards, candles, candle/wax warmers, incense, and potpourri pots are not permitted in any University residence hall. This includes wickless candles, incense, or any heat-induced fragrance apparatus.

COOKING

Based on fire regulations and sanitation concerns, cooking is prohibited in student rooms. Cooking must be limited to kitchens. Students are responsible for cooking in a safe and reasonable manner, as well as keeping the apartment clean and sanitary. This privilege may be taken away if abused. (See also Appliances.)

COURTESY HOURS/QUIET HOURS

To respect the rights of the University community and the surrounding city community, residents are asked to keep noise levels to a reasonable level. Courtesy hours are 24 hours a day for all students in campus housing. Quiet hours are from 11:00 p.m. to 10:00 a.m. Sunday through Thursday in all residence halls. Quiet hours are from midnight to 10:00 a.m. Friday through Saturday. It is expected that students will respect the rights of others wanting a quiet environment by keeping noise produced by stereos, instruments, voices, etc. at a reasonable, minimal level. No noise should be heard outside a student's room with the doors and windows closed. Speakers or stereos should not be placed by or facing windows. During finals week, quiet hours are extended to 24 hours a day.

CURFEW AND WEEKEND SIGN-OUT

The University administers curfew to traditional first-year residents to protect students and to teach personal discipline during the transition from home to University. The philosophy behind curfew stresses student safety and health, responsible decision making, and facilitates a successful academic environment for first-year students. Curfew is intended for traditional first-year students. Therefore, a student who has taken a year out of school before coming to college is still considered a traditional first-year student. A student who is 20 or older and is a freshman is not considered a traditional first-year student and would be exempt from having a curfew. The following

are the curfew hours for first-year students:

Sunday through Thursday – 11:30 p.m. to 5:30 a.m.

Friday and Saturday – 1:30 a.m. to 5:30 a.m.

First-year students are to be in their rooms at curfew and remain in their residence hall after curfew. Residence Life staff may ensure compliance with this policy at any time during a student's time on curfew. Students on curfew may sign out for the weekend to visit parents, relatives, or friends. Students will not be approved to stay off-campus in a hotel, with someone of the opposite sex, Airbnb, or other vacation entity. A student who signed out for the weekend may not return to campus on the night for which they signed out.

First-year students who complete their first semester without having any disciplinary violations and respecting the curfew and weekend sign-out policy will be exempt from curfew their second semester.

Students with curfew may request a one-hour extension to accommodate on/off-campus employment hours. A student must submit a curfew extension request in writing to the Area Coordinator for review. A student will not be allowed to extend curfew for work until the request is received and approval granted by the Area Coordinator, even if the student has been hired and scheduled for such hours already.

DECORATIONS AND ROOM ALTERATIONS

Residents are not permitted to paint the walls or apply wallpaper in their room, suite, or apartment. Any materials that chip or deface the walls are not permitted. Students may only use tacks, or small nails to hang decorations on the walls. Residents will be charged for any damage caused by non-approved adhesives, such as command strips, screws, or any tape or putty residues. Alcoholic beverage bottles, posters, and other objects that are inconsistent with the Christian standards of the University may not be used for decorative purposes and may be confiscated following a warning if not removed promptly.

Students attempting to patch holes in the residence hall rooms or any communal areas will be charged the full amount of patching and painting the walls.

Any decorations including holiday decorations that are inconsistent with the Christian standards and values/policies of the University are prohibited. If there is an item in question, please consult with your Area Coordinator before hanging or displaying the item. Live Christmas trees and canned spray snow are prohibited in campus housing. Christmas lights may only be used between Thanksgiving and Christmas Break and must be turned off when no one is in the room.

Alterations of the physical structure or property by students are not permitted. Each resident is responsible for University property and furnishings in his/her apartment. This includes apartment structure, doors, kitchen appliances, and bathrooms. Students may not make substantive or significant changes to their rooms, including rewiring (i.e., thermostats, ovens, etc.), changing locks, or building shelves or lofts. Failure to comply will result in significant fines for repair/labor and possible referral to the disciplinary system. Rewiring or tampering with thermostats and ovens poses a severe danger to students. Please report any malfunction of these units to maintenance and/or the Residence Life staff.

EMERGENCIES

In an emergency, please contact 911 or call Public Safety. In addition, the Resident Assistant on duty can be called during scheduled duty times by phone numbers posted in the halls. Public Safety can call the Police Department, Health and Wellness staff, Area Coordinator on duty, or maintenance upon your initial contact with them.

ENTRY

University officials may enter living units at any time. Every attempt will be made to give the residents prior notice except in the case of an emergency or threat to the health and wellness of any member of the campus community. In order to provide the safest environment for residents, regular fire and safety inspections will be made to ensure that all buildings and rooms comply with local, state, and federal regulations.

FLYERS AND POSTERS

Any student wishing to post a flyer on campus must receive approval from the SAIL Office or Office of Residence Life.

GUESTS

All guests in the main campus residence halls, regardless of their sex, must sign in at the front desk of the building during all times of the day.

All overnight guests must have prior approval from Residence Life staff regardless of the number of nights or circumstances. Guests (student or non-student) may stay overnight in a residence hall room with the advance approval of the Area Coordinator under the following conditions:

1. All roommates and suitemates must agree
2. The person making the request is not under any type of probation
3. Complete the overnight guest request 2 normal business days in advance and receive written confirmation from your Area Coordinator of guest approval.
Residence Life staff reserves the right to deny permission for overnight guests.
4. The guest must be between the ages of 12 and 25 and of the same sex as the requesting student. Family of the opposite sex can only visit their family member

during the designated visiting hours or while helping a resident move-in.

Parents and other family members over the age of 25 are not permitted to stay as overnight guests in residence halls.

Guests may stay up to two consecutive nights in the residence halls without charge. After two nights, there is a \$15 per night charge for guests who remain overnight. This is payable to the Area Coordinator in advance. There is a \$50 charge for guests who stay without the approval of Residence Life, in addition to the \$15 per night charge.

All guests are subject to University Community Values and campus housing policies. Violation of University regulations or the Community Values System by guests will result in disciplinary action for the host and guest, depending on whether the guest is an enrolled student, as well as the nature of the violation, including immediate removal of the guest from campus. Unauthorized guests will result in disciplinary action upon the host and loss of this privilege for the rest of the semester (or future semester if past mid-term). Overnight guests will not be permitted on the weekend immediately preceding finals study week, exam week, or graduation.

Guest privileges may be limited at the discretion of Residence Life, including resident and non-resident guests. The guest policy applies to all non-student and student guests and ensures that an environment conducive to study, privacy, and personal needs of all residents is maintained.

HOSPITAL STAY

When a student is admitted to the hospital for any reason, whether that be injury, illness, or a mental health concern, the Student Care and Concerns Committee will be notified. **The student will need to follow steps deemed necessary by the SCCC before returning to the University.** The University wants to make sure that the student has received the necessary assistance to address the issues that contributed to the student's departure, as well as to ensure the safety of the student and the community. It also guides the university in determining the conditions that best support a student's continued success.

KEYS

Keys are issued to current residents only by the Residence Life staff or Department of Public Safety (DPS). Keys are not to be left unattended, loaned to any other individual, or duplicated. Each student is required to personally sign for his/her key. Keys are to be returned to the Residence Life staff at the end of the year, as instructed. Failure to turn in keys results in a charge to the student's account for re-keying. Lost keys are to be reported to the Residence Life staff immediately. Lost keys that are not reported until move-out will result in an additional \$250 fine to the student's account.

Students who lose room keys at any point during the semester will be charged for

replacements and re-keying at a fee of \$250. Any key that is found should be turned into DPS. All administration, faculty, and staff must have approval by the Residence Life Office to obtain residence hall keys. Students found with unauthorized keys will be subject to disciplinary action.

KITCHENS

Facilities for cooking are available in Rinker, Johnson, and Weyenberg lobbies and apartment units. It is the responsibility of those using the cooking area to return it to proper order. Cooking is permitted in campus kitchen facilities only, within the following guidelines: (1) Residents remain in the room during cooking; (2) Residents are considerate of roommates and other residents by promptly cleaning up and controlling food odors.

LASER LIGHT/POINTER

All handheld lasers are strictly prohibited on campus. This includes laser pointers, laser pens, laser keychains, and any other portable laser devices. Violation of this policy may result in disciplinary action depending on the offense's severity and frequency.

MOTORCYCLES, MOPEDS, BICYCLES, SKATES, AND SKATEBOARDS

Motorcycles, mopeds, and bicycles are not allowed in residence hall rooms, patios/balconies, stairwells, or hallway areas. Bike racks are located outside each hall. Baxter Hall has a locked bike storage area that residents may use. Bicycles must be locked with a U-bolt lock when stored or parked on campus. The University accepts no responsibility for the safekeeping of bicycles. Bicycles left unlocked or using a non-U-bolt lock will be removed by the Department of Public Safety. Motorcycles and mopeds may be parked in areas designated as University parking. Inline skates and other wheeled modes of transportation/recreation are not permitted to be worn or ridden through the residence halls and apartments. When on public sidewalks or streets adjacent to the University, students should exercise good citizenship by being courteous to others who also are biking, skating, or walking. Skateboards should not be used inside any University building or upper-level outdoor walkway.

MUSICAL INSTRUMENTS

Playing musical instruments should be limited to student rooms, common spaces and on-campus practice rooms. Students are expected to observe residence hall quiet hours, roommate contracts, and to be respectful of the on-campus community. All instruments should be kept at a reasonable level and should be turned down if a community member, including PBA staff, asks for consideration.

OUTDOOR PATIO AREAS

Entryway and patio areas (including balconies) must be kept neat and clean. Therefore, these areas are not to be used as storage. They must be kept clear of indoor furniture

and boxes. University-owned furniture is not to be placed on patios, porches, or balconies at any time. Signs may not be hung from residential balcony areas unless approved by the Residence Life Office.

PERSONAL PROPERTY/LIABILITY

The University assumes no liability for damage or loss of personal property. This includes damage or loss due to fire, theft, hurricanes, flooding, loss of power (power surge), etc., during the entire term of the housing contract, including all University break periods during the year. The University recommends that students not leave valuables in their rooms during break periods. If something is stolen or vandalized, report it immediately to the Department of Public Safety.

PETS

For sanitary reasons, and protection of private and school property, pets of any kind (except fish in aquariums, as stipulated below) are not allowed in campus housing. PBA does not allow cats, dogs, birds, rodents, or reptiles to be kept in campus housing. This also includes feeding and temporarily keeping animals in or around living areas.

A student may have a single aquarium of up to, but no more than, 20 gallons, with a screen or hood on top. The aquarium is for fish only. An aquarium is defined as a self-contained ecological tank that houses living organisms in a fully aquatic environment. The student is fully responsible for properly maintaining the aquarium (including holiday breaks when they must be unplugged) and for respecting the roommates' living environment. Gravel in tanks must be disposed of properly and may not be dumped in toilets or sinks. The student is financially responsible for any damage that may occur in the room because of the aquarium or its maintenance. Residence Life Staff reserves the right to restrict the use of aquariums and require aquarium removal if necessary.

If an unapproved animal is brought on to campus and a student refuses to remove the animal from campus in the appropriate allotted time per directives of university staff, the university has the right to take necessary steps to remove the animal from the premise at cost to the student and the incident will result in disciplinary action with student.

PROPPING DOORS

To ensure the safety and security of each resident and their personal belongings, propping doors is prohibited in all campus housing. Students are not to use magnets, tape, or small items to keep doors unlocked. Fines will be issued toward those who violate this policy. Interior room doors may be propped only if the residents are in the room while the door is propped and follow the guidelines set forth by the Area Coordinator. (See Dangerous Practices/Reckless Behavior in *The Navigator*.)

SMOKE ALARMS/FIRE DRILLS

As a safety measure, each room/apartment is equipped with a functioning smoke alarm. The smoke alarms, fire extinguishers, or fire sprinklers must not be tampered with in any way (i.e., removing the battery, disconnecting, reckless disengaging, etc.)

Disciplinary action, up to and including suspension, will take place if students are found to have tampered with any life safety equipment. During the academic year, fire drills will be conducted, as required by law. When an alarm sounds, students are to vacate the building immediately and proceed to the designated area. Students should follow the evacuation plan and directives from a Residence Life Staff or the Department of Public Safety Officer during fire drills or emergency situations.

Contact the Department of Public Safety if the alarm is beeping because of a low battery and put in a Work Order through National School Dudes portal.

STORAGE

No storage facilities are available on campus.

SUBLETTING

The housing contract and the right of occupancy are not transferable or assignable. Subletting a room or transference of assignment shall result in contract termination and disciplinary action.

VENDING/SOLICITING

Privately owned business enterprises may not be operated on campus except as permitted by the Development Office. The use of the University facilities or grounds for fundraising by student clubs must be approved by the SAIL Office.

VIDEO SCREENINGS AND COPYRIGHT LAWS

Federal copyright law restricts the use of copyrighted video recordings to private showings and prohibits public performance in common rooms such as lounges or semi-public areas within the residence halls and/or other campus housing facilities.

VISITATION

Residents may entertain guests in the common lounge areas in the main lobby of residence halls per the Area Coordinator discretion. This privilege will be revoked if misused or abused.

Visitation in the room or suite of a person of the opposite sex is permitted during scheduled visitation only, which is:

Baxter, Johnson, Oceanview, Pembroke and Rinker:

Tuesday, Wednesday, Thursday: 7:00 p.m. – 11:00 p.m.

Friday, Saturday: 7:00 p.m. - 1:00 a.m.

Watson Hall, Arkona, Malverne, Coastal Towers, and Weyenberg:
Daily: 9:00 a.m. – 1:00 a.m.

During visitation hours, guests in Campus Apartments are allowed in the living room only. For guests in main campus buildings (including Oceanview, Johnson, Baxter, Weyenberg, and Rinker), bedroom doors are to remain wide open (3 feet) for visibility into the room. Visitors must be at least 12 years of age unless the Area Coordinator gives prior permission. Visitors to all main campus buildings must sign in and leave their student ID card (or driver's license if they are not a PBA student) with the staff on duty while they are in the hall.

Restricted Areas: All elevators and stairwells are off-limits to the opposite sex in respective halls, except during visitation. Laundry room doors must be propped wide open if a member of the opposite sex is present during authorized visitation time. Students are told of the restricted areas particular to their residence halls and are held responsible for abiding by these policies as well as ensuring that any guests are made aware of these restricted areas.

VISITATION BEHAVIOR

All students and their guests should abide by Christ-like values and policies as outlined in the Navigator and Residence Life Handbook in all on-campus areas. Other behavior criteria for visitation include but not limited to:

- Main Campus: Appropriately signing in at the front desk with Residence Life staff during approved hours for main campus visitation
- Apartment Housing: Between appropriate hours as outlined above
- Stay in approved areas
- Lights must be on in the room
- Door propped opened
- Students should maintain appropriate physical boundaries with guests (ex: no laying down or excessive PDA)

It is up to the Residence Life staff to evaluate each situation for appropriateness in compliance with visitation conduct.

WINDOWS AND SCREENS

Screens in windows must remain securely fastened at all times. A fine will be incurred for any screen that is removed and/or missing, regardless of whether the screen is later replaced. Students who throw or drop objects out of windows will be referred to the disciplinary system. Objects and signs cannot be displayed in or from windows. The use of windows as an entrance, exit, or to pass objects is strictly prohibited except in emergencies.

IMPORTANT NUMBERS

Academic & Access Ability Resources:	561-803-2061
Department of Public Safety:	561-803-2500
Fire/Police/Ambulance:	911
Good Samaritan Hospital:	561-655-5511
Health and Wellness:	561-803-2576
HelpDesk:	561-803-2027
JFK Medical Center Hospital:	561-842-6141
Palm Beach Sheriff:	561-688-3000
PBACard Office:	561-803-2515
Residence Life Office:	561-803-2555
St. Mary's Hospital:	561-844-6300
West Palm Beach Police:	561-822-1900