



# HARDING UNIVERSITY

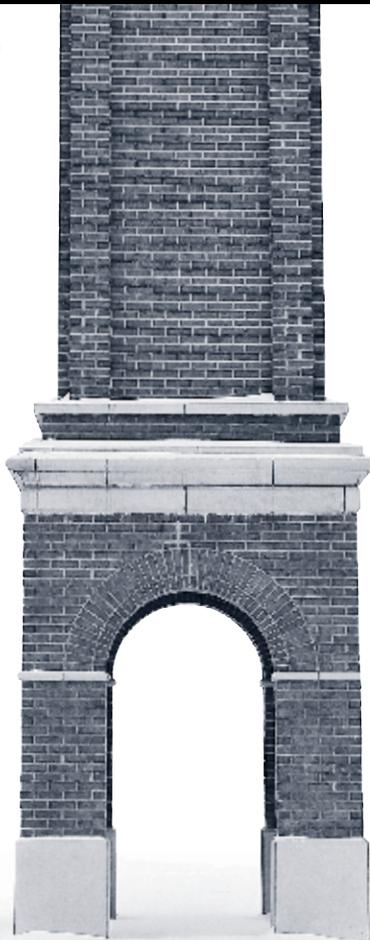
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## Residence Life Handbook

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2018

2019



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# Welcome TO HARDING UNIVERSITY RESIDENCE HALLS

Harding University's residence life program seeks to enhance the spiritual, academic, physical, social and emotional development of students within the context of a residential community.

Living in the residence halls at the University is a special experience that you have as a Harding student. It allows you to begin exploring the responsibilities that come from being on your own. It is a time for learning, understanding, commitment and making decisions.

The Office of Residence Life is designed to help you make your college career a rewarding and fulfilling experience. Our staff is ready to help you meet the demands you will face during this academic year. Please contact us if we can be of help in any way.



# RESIDENCE LIFE STAFF

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## Residence Life Coordinator (RLC)

Residence life coordinators are live-in staff members who serve as primary resources in residence halls or complexes. RLCs have a considerable amount of experience in residence hall/complex management, and they work to create an environment that is supportive to academic, social and spiritual growth. RLCs are primarily responsible for supervising the RAs and other staff, keeping the hall/complex operational, and connecting with residents. The name and extension for each RLC is listed below:

Allen Hall (men)	Karie Fager	501-305-8795
Armstrong Hall (men)	Emily Myers	501-305-8799
Cathcart Hall (women)	Heather Davis	501-279-4876
Cone Hall (men)	Linda Cox	501-305-8486
Graduate Hall (men)	April Frazier	501-305-8593
Harbin Hall (men)	Alli Bullard	501-305-8491
Keller Hall (men)	Debra Nesbitt	501-305-8490
Legacy Park (women)	Rhonda Foster	501-279-5055
Kendall Hall (women)	Jana Willis	501-279-4898
Pattie Cobb Hall (women)	Penny McGlawn	501-279-4437
Pryor Hall (women)	Katrina Timms	501-279-5900
Searcy Hall (women)	Kara Chalenburg	501-279-4504
Sears Hall (women)	Tania Davis	501-279-4309
Shores Hall (women)	Lydia Hall	501-279-5381
Stephens Hall (women)	Joy Slayton	501-279-4372
Village Apartments (men)	Retha Robinson	501-279-4878

## Resident Assistant (RA)

Resident assistants are trained student leaders who have been selected for this position because of their leadership skills, concern for others, ability to communicate, knowledge of University resources, and willingness to take on additional responsibilities. The RA works closely with the RLC to develop a sense of community. Your RA can assist you with any concerns you might have, refer you to the appropriate resources on campus, and give you advice on ways to get involved.

Harding is always seeking returning students with good interpersonal and leadership skills as future resident assistants. You must be friendly, responsible, a good communicator, knowledgeable about Harding, and willing to tackle the challenges and opportunities of working within a small community. Compensation includes financial assistance, development of leadership skills, and an experience with immeasurable rewards. Prepare early for this great opportunity by getting involved and acquainted with your RA. Contact a residence life staff member or the Office of Student Life to learn more. Application and job description can be found at [harding.edu/student-life/living-at-harding](http://harding.edu/student-life/living-at-harding).

# ***RESIDENCE HALL SERVICES***

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## **Bicycles**

Bicycle racks are provided outside each residence hall. Bicycles may not be stored in resident rooms or common areas (hallways, stairwells, etc.) of residence halls. They may not be chained to rails, columns, trees or any other structure other than the bicycle racks outside. Bicycles stored in unauthorized areas or not removed at the end of the spring semester (graduation day) will be subject to removal by the University.

## **Cable Television**

Students who live in the residence halls, including Village and Legacy apartments, have access to basic cable television. A coax connection is provided in each room, and streaming channels are provided on the campus network. Residents must furnish their own televisions, cables, Roku boxes or other devices.

## **Common Kitchens**

Several residence halls are equipped with a public kitchen space that residents may use at the discretion of the RLC (a deposit may be required). Residents are responsible for cleaning the kitchen after every use. Problems noticed with any of the appliances (oven, stove, microwave, refrigerator, etc.) should be reported to the RLC.

## **Meals for the Sick/Injured**

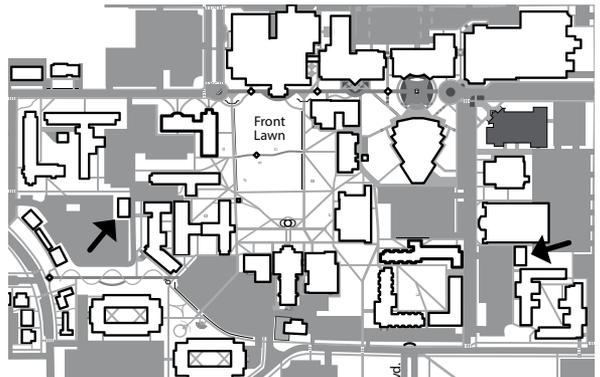
Residents who are unable to make it to a dining area due to illness or injury can have another person pick up a meal for them. A signed verification form may be obtained from your RLC, RA, or the Office of Health Services. This form will permit an individual to take food out of the dining area for a student who is ill or injured.

## **DormNet Computer Service**

DormNet is a service that brings the internet and campus network to your room and directly to your personal computer. Additional information about DormNet may be obtained by contacting the Help Desk at 501-279-4545.

## **Laundry**

Laundry facilities are available for all University residents on both the east and west ends of campus for personal use. Several residence halls have laundry rooms inside the building. Only the residents of that hall are authorized to use those facilities.



## Recreational Equipment

Some residence halls contain recreational items (ping-pong tables, board games, televisions in the lobbies, etc.) available for the residents' enjoyment. Contact a Residence Life staff member about the availability of such items in your hall.

## Recycling

Harding University encourages good stewardship through recycling. Bins for recycling paper, aluminum cans and plastics are provided in each residence hall.

## Study Room

Study space is available in most residence halls. See your RLC or RA to find out about the available space in your hall.

## Summer Storage

Limited storage is available to residents who live more than 500 miles away. See your RLC for additional guidelines and instructions.

## Temporary Keys/Lost Keys/Lost ID

If you lock yourself out of your room or residence hall, locate your RA or RLC. You will be allowed two lockouts per semester without charge. Each additional lockout will be assessed a \$5 charge. If your room key or student ID is misplaced or stolen, please contact your RLC. The student resident is responsible for the cost of rekeying/replacing any lost or stolen keys or ID. **The unauthorized possession or duplication of keys is prohibited.**

## Vending Machines

Vending machines are located in each residence hall. When a machine malfunctions, please submit a request for repair by completing the proper form at the front desk. Be prepared to describe the machine, location, malfunction and amount of your loss. In many cases, a refund can be obtained from the vendor (not the residence hall staff).

**Each resident is responsible for becoming familiar with and adhering to all residence hall and Student Code of Conduct policies.** Certain violations of residence hall or campus policies may be resolved through a meeting with the RLC. The RLC will contact an assistant dean of students for serious or repetitive violations. Appropriate sanctions will be given to restore the individual or group to a healthy membership in the community (see the Student Handbook for complete details). Unless otherwise noted, **a \$25 fine applies to most policies.** Any students with questions regarding this process should contact a Residence Life staff member in their building or the assistant dean of students.

## ***RESIDENT ROOMS***

### **Appliances and Furniture**

Heat-producing appliances (space heaters, halogen lamps, etc.) or other appliances with an exposed heating element are not permitted in residence halls. Due to potential fire hazards, only the following appliances are approved for use in residence halls:

- Coffee maker
- Popcorn popper
- Toaster
- Television
- One 700-watt microwave **per room**
- One dorm-sized refrigerator per room (should be “Energy Star” rated and may not exceed 4.2 cubic feet in size; if larger than 2.5 cubic feet, must sit on floor)
- Appliances not listed must have prior approval from RLC.
- Small portable fan
- Small electric grill
- Crockpot
- Stereo

Each residence hall room is air-conditioned and furnished with beds, mattresses, desks, chairs, dressers, tables, etc. These furnishings may not be altered in any way and must be used for their intended purpose. Furniture may not be removed from the rooms. With RLC approval, residents may add small furnishings to their rooms. Couches, recliners, loveseats or other large furnishings will not be considered. Lofts or any other structures that require assembly are not permitted. Anything considered a safety hazard (e.g., cinder blocks) is prohibited. The RLC may request removal of additional furniture at any time. Residents failing to comply with this request will be subject to a \$50 fine and/or other disciplinary action.

## Health and Safety

Housekeeping functions are the responsibility of the residents. This includes providing your own cleaning supplies and vacuum. Housekeeping instructions and suggestions will be provided by the RLC. Each resident is expected to share in the responsibility of keeping the assigned room reasonably clean at all times and correct any abuse pointed out by the residence hall staff. Each room will be inspected by the staff prior to occupancy, upon termination of occupancy, and every other week during occupancy. **A resident not passing one of these inspections will be given a warning and an opportunity to correct within 24 hours. If the corrections have not been made when the room is checked again, a \$25 fine will be assessed, and the resident will be given an additional 24 hours to correct. Then, if the corrections are not made, the resident will be referred to the assistant dean of students.**

Rooms will be inspected prior to each University break. Failure to abide by RLC instructions for room preparation will result in an automatic \$25 fine.

## Maintenance Requests

A request for an item in your room (or a common area) to be repaired can be made by completing the proper form and turning it in to the RLC. Your request will be forwarded by the RLC to the Physical Resources Department. Contact your RLC if you have questions concerning the status of a particular maintenance request. In case of emergency, call the Department of Public Safety at ext. 5000.

## Right to Entry

The University reserves the right to enter and inspect a resident's room without prior notification and/or permission. Any observed contraband will be removed. Contact your RLC for information and procedures regarding retrieval of confiscated items. Violations of University policies, rules or regulations will be referred to the assistant dean of students.

## Room Decorations

Painting the room or any of the furnishings is prohibited (the cost of repair may be assessed to the student). Inappropriate and/or offensive decorations (posters, pictures, empty alcoholic containers, signs, advertisements, screensavers, etc.) that are in conflict with the mission of the University may not be displayed. Decorations considered safety hazards are prohibited (e.g., live Christmas trees).



## Room Damages

Residents should exercise care when attaching anything to the walls. Nails, adhesive tape, glue, screws, tacks, stickers and other adhesives that scar walls should not be used. See your RLC for a list of acceptable items to be used for wall hangings. Residents are responsible for removing all residue from walls, doors (inside/outside), door/window frames, etc., prior to checkout. Damages to surface finishes caused by unapproved adhesive items will be charged to the student.

Budget funds are allocated to repair normal wear and tear to residence halls. Damages beyond this or damages due to vandalism are not covered in the budget. **It is extremely important that you complete the Room Inventory/Key Receipt Form at check-in and report any pre-existing damages.** You will be held responsible at checkout for any damages not documented on this form.

The cost of the damage/vandalism will be assessed to the student's account within 30 days of checkout. Questions regarding an assessment should be directed to the Office of Student Life.

## Pet Policy

For health and safety reasons, animals (including fish) are prohibited in residence halls. Residents will be assessed a \$50 fine and/or other disciplinary action for any pet that is found in their possession within residence halls.

# COMMUNITY AREAS

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## Activities

Sports and related activities (skateboarding, Frisbee, rollerblading, bicycling, running, wrestling, boxing, water guns, water balloons, slip-and-slides, paintball guns, etc.) that present a risk of injury or damage to property are not permitted in residence halls.

## Damage Assessment Policy

Damage to common areas within residence halls will be assessed to the smallest logical group (i.e., wing, floor, building, etc.). The residence hall is viewed as a community. Therefore, the assessment for damages due to vandalism is similar to taxes paid by citizens to cover damages to public property. Whenever possible, damage/vandalism/messes will be charged to those responsible. As with room damages, the cost of the damage/vandalism will be assessed to the student's account within 30 days of checkout. Questions regarding an assessment should be directed to the Office of Student Life.

Community sanctions may be imposed to effectively deter random damage to property in the common areas (hallways, bathrooms, stairwells, lounges, kitchens, etc.) when it cannot be attributed to any certain individuals. Members of the community will be notified when damage occurs. If no member of the community claims responsibility or provides an adequate explanation within 24 hours, all those living in the community will be held responsible. Damage costs will be equally divided among the students in the defined area. In some situations, kitchens, lounges, recreation rooms, etc., may be declared off limits until cleanup or repair is completed.

**Community billing will not exceed \$100 per individual student during an academic year.**

**Community charges will be assessed to the student's Business Office account.**

## Furnishings

Furniture and equipment are available in common areas for residents to use. Furnishings are to remain in their assigned location at all times and may not be moved in any way without permission from the RLC.

## Housekeeping

Custodial and maintenance services are provided in residence hall common areas. However, residents are expected to share in the responsibility of maintaining the cleanliness of public restrooms, hallways, lounges and residence hall exteriors.

## Noise

A primary right of students in residence halls is to be free from unreasonable interference when studying or sleeping in one's room. Thus, noise and other distractions that inhibit the exercise of this right are strictly prohibited. Nightly quiet hours begin one hour prior to curfew, extend through 6 a.m. the following morning, and are subject to the following guidelines:

1. Conversation, music, televisions or telephones should not be heard outside the room.
2. Lounges are to be used for quiet activities such as study, television, games, etc.
3. Whether or not a complaint is received, the residence hall staff will confront those making excessive noise.
4. Whether confronted by residence hall staff or a fellow resident, those making excessive noise are expected to honor the request to reduce the noise level immediately.

Courtesy hours are in effect at all times, even beyond designated quiet hours, and require residents to refrain from noise that is disruptive or disturbing to the residents or staff. **REMEMBER: The right to quiet always supersedes the privilege to make noise!**

## Solicitation

All solicitation and/or selling within residence halls by faculty, staff, students or commercial salespersons is prohibited. Any advertisements in residence halls must be approved by the Office of Student Life.

## Visitation

Anyone who is not a Harding student who plans to visit a resident's room must sign in at the front desk. Overnight guests must abide by the policy stated on Page 14. Members of the opposite sex are only allowed in resident rooms under certain circumstances and must be announced via the intercom per approval of RLC. **Child care in residence halls is prohibited.**

# ***PERSONAL RESPONSIBILITY***

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## **Alcohol, Drugs and Tobacco**

**The consumption, possession or storage of alcoholic beverages of any kind is prohibited.** This prohibition includes on- or off-campus locations. Violation of this policy will result in suspension from the University. Students who **voluntarily** come to a Student Life dean confessing an involvement with alcohol will be afforded an opportunity to submit to a range of possibilities up to, but not including, suspension or expulsion. **Such agreements will only be reached when the student takes the first step in initiating discussion and there has been no involvement by the Office of Student Life, Harding University Public Safety or law enforcement.** Once a violation of the alcohol policy has been reported to the Office of Student Life, Harding University Public Safety or law enforcement, those involved will no longer have the opportunity for the agreement, and the violation **will** result in suspension.

**The use, possession, distribution or sale of drugs or drug paraphernalia is prohibited.** Any violation of this policy **will** result in suspension.

**The use or possession of tobacco in any form is not permitted at any time.** The use of electronic cigarettes or vaporizers (with or without tobacco) is not allowed.

## **Bulletin Boards**

Bulletin boards are conveniently located throughout residence halls. These boards are used to communicate information to the residents from the staff. Residents are responsible for all information posted on these boards.

## **Curfew**

Residential curfew on the University campus is **midnight** until 5 a.m. Sunday through Thursday. Friday and Saturday nights, residential curfew begins at **1 a.m.** and extends until 5 a.m.

Room checks will be conducted nightly at curfew. At this time, all residents are required to register their presence in the residence hall. This requirement may be met by being seen by **your** RA either in your room or another room checked by **your** RA. It is **your** responsibility to be sure that **the RA checking your room that night** has seen you.

## Curfew Violations

Being unaccounted for at curfew is considered a severe violation of nightly room check. Any student can accrue other curfew violations by leaving the residence hall after closing time without permission from the RLC; failing to sign out or improperly/incompletely signing out when leaving the residence hall overnight; being in the residence hall but remaining unaccountable; illegibly signing in; or violating the all-campus security curfew. Some curfew violations may be avoided by contacting your RLC in the event of an unforeseen delay, such as car trouble. Residents who violate curfew in any of the above ways will automatically be referred to the following disciplinary action:

- First offense: Written warning
- Second offense: \$25 fine
- Third offense: \$50 fine
- Fourth offense: Disciplinary probation
- Fifth offense: Results in suspension

## Daily Visitation

Visitation between members of the opposite sex is permitted in residence hall lobbies and other designated areas within the specified hours posted on the main entrances of each residence hall. Open House visitation hours are scheduled by the Student Association and announced at the beginning of each semester. These provide opportunities for members of the opposite sex to visit the living areas of each other's residence halls. Visitation of the same gender is permitted between the residence halls prior to curfew.



# Excursions and Visitors

## Overnight leaves

As previously mentioned, you are required to sign out of your residence hall online any time you will be away overnight (even on a school-sponsored athletic trip, chorus trip, club lock-in, etc., or when staying in another residence hall). The link to the sign-out form is posted on Pipeline and must be completed before you leave the residence hall. Some important items to remember regarding sign-out:

- 1. Host families:** Overnight sign-outs involving a member of the opposite sex are only allowed with the approval of your RLC. The host family must contact the RLC in advance to begin the approval process.
- 2. During the week:** Students must have the approval of the RLC to sign out during the week (Sunday through Thursday). This will require a parent's call to the RLC.
- 3. Other residence halls:** Weeknight sign-outs to another residence hall on campus must be approved by both RLCs and will be limited to special circumstances.
- 4. Hotel stays:** A student signing out to stay in a hotel must provide complete hotel information and a personal phone number. A residence hall on another campus should be considered a hotel for sign-out purposes. Approval will only be given if the RLC receives a call from the student's parent.
- 5. Camping trips:** Students must notify the Office of Student Life and receive approval by noon on Friday before leaving. Before the camping trip, students must provide their destination, approximate return date/time, and a list of all campers with residence hall information and cell phone number for each student. The RLC must receive a phone call from the parent of each student. University policy regarding visitation between members of the opposite sex still applies.

## Overnight guests

RLCs must be notified and approve of any overnight guests. Guests must sign in at the front desk. Residents may host an out-of-town guest, except during the first week of class and finals week. Guests should limit visits to approximately three days per semester and are expected to abide by residence hall and University policies, including curfew and dress code. Guests who violate these policies may be asked to leave, and disciplinary action may be initiated against the host.

## Fire Safety

- 1. Open flames:** Due to significant risk of fire and inability to contain scents in a given room, items with an open flame or hazardous heat source (candles, incense, candle warmers, potpourri pots, smoking, etc.) are prohibited in residence halls.
- 2. Smoke detectors:** Independent-battery or 120-volt smoke detectors have been installed in the sleeping rooms of each residence hall. The Physical Resources Department completes periodic room checks to make certain that units are working properly. Residents will be fined for tampering with smoke detectors (including removing the battery or disconnecting the unit). Residents of each room are responsible for keeping their smoke detectors operational. Smoke detectors are designed to operate on a single battery for one year. The smoke detector can be monitored by viewing the indicator light, which blinks once every two minutes. A repetitive beep, indicating the battery needs to be replaced, will sound if the battery is defective or loses power. The resident may have the battery replaced by completing a maintenance request form. NOTE: Smoke detector batteries will only be replaced with an exchange of the existing battery.
- 3. Fire alarms:** All residence halls are equipped with fire alarm warning systems to alert occupants of a potential fire. All fire alarm systems are tested and maintained by the Physical Resources Department. **Creating a false alarm** is a Class A misdemeanor (Class D felony if a physical injury to a person results), can lead to criminal charges and civil liabilities, can cause building occupants to ignore real alarms, and may lead to fatalities. Therefore, creating a false alarm may result in suspension.
- 4. Fire equipment:** Fire extinguishers are located throughout residence halls and are designed to fight small fires. Tampering with fire extinguishers, sprinkler heads or other equipment or misusing them for purposes other than fighting a fire is prohibited.
- 5. Fire evacuation:** Residence halls are required to hold periodic fire drills. Law requires all persons to evacuate a building as promptly as possible when a fire alarm is activated. Residents should become familiar with fire escape routes posted in the common areas of residence halls and follow those routes each time the alarm sounds. All residents must check in with their RAs and remain outside until the alarm is shut off. Additional instructions in case of fire are posted in each residence hall by the RLC.

**Residents who violate any fire safety regulation or participate in any activity that poses a significant risk of fire will be subject to a fine of up to \$100 and/or other disciplinary action. If the responsible party is not identified, each resident may be fined \$10 per incident.**

## Hall Meetings

Residence hall meetings are an important part of living in a residence hall community. Meeting times, dates and locations will be posted 24 hours in advance. If you are unable to attend, you must contact your RLC prior to the scheduled meeting time. Those failing to timely attend these mandatory meetings will be subject to a \$25 fine and/or other disciplinary action.

## Movies and Music

Movie or music content that conflicts with the mission of the University is prohibited.

## Security Precautions

Security doors are a vital part of the security system in each residence hall. Designated entrance/exit doors are locked, alarmed and have restricted use (except in an emergency) during certain hours. The Residence Life staff and the Department of Public Safety periodically check the security of these doors; however, the security of residence halls ultimately rests with each resident taking the responsibility to adhere to the policies governing the use of these doors.

Students are encouraged to use designated main doors and must return all secured/locked doors to a secured/locked position when they are used. **NOTE: At no time should a student tamper with interior or exterior door locks, prop doors open, use a propped door for entrance, exit a window or an alarmed door (except in an emergency), or assist someone with unauthorized access into a residence hall. Students should immediately report a propped door to the front desk.**

Individuals found responsible for propping security doors and/or compromising building/room security will be subject to disciplinary action:

- First offense: \$100 fine
- Second offense: Fine and disciplinary probation
- Third offense: May result in suspension

The above disciplinary action does not apply when exterior doors or door alarms are vandalized. In these situations (where door locks have been disassembled, alarm wires have been cut or pulled, or any action has rendered the alarm inoperable), students found responsible may receive more serious disciplinary action. If the responsible student is not found, each resident may be charged for repairs according to the Damage Assessment Policy on Page 10. Students having information that helps identify the responsible party may be eligible for a monetary reward. See your RLC for details.

Access to residence halls is limited to entrances with card access locks. These locks require a student ID and recognize only cards of those who live in a particular residence hall. See your RLC for information on the proper doors to use for entrance/exit. All exterior doors will be locked and alarmed during curfew hours. Those needing access to a residence hall after curfew (due to school-sponsored trip or curfew violation) must contact the Department of Public Safety. Proper identification will be required. The Department of Public Safety periodically patrols the residence halls 24 hours a day.

## Severe Weather

During severe weather, students should tune into local radio or television stations to monitor current conditions. A tornado watch indicates weather conditions are right for a tornado. In the event of a tornado warning (tornado sighted), all persons are required to go to the interior lower level of the building. It is important to remain clear of the windows and other open areas. Staying in this protected area until the warning has been canceled is imperative.

## Staff cooperation

The successful operation of a residence hall requires the cooperation of all residents. Failure to comply with reasonable requests of the RLCs, RAs, desk assistants or other University officials in the fulfillment of their job responsibilities will not be tolerated.

## Theft/Damages

The potential for theft of your personal belongings can be significantly minimized by doing the following:

1. **Lock your door** every time you leave the room.
2. Keep a record of all valuables (brand name, purchase price and serial number).
3. Register your bicycle with the Department of Public Safety and be sure to keep it chained and locked in the bike racks.
4. Report any loss immediately to your RLC and the Department of Public Safety.
5. Check your family or personal property insurance policy to ensure that your personal belongings are protected against loss. The University does not assume responsibility for any damages to student property due to theft, fire, water or other causes. Consequently, you are encouraged to take all your valuables with you when leaving for any holidays, breaks or other extended periods.

## Vacation Periods

Because residence halls are closed during breaks, residents are required to make other housing arrangements during Thanksgiving, Christmas and spring break. Specific closing times will be posted, and any variation requires special permission from the Office of Student Life.

## Weapons

For obvious safety reasons, the possession or use of weapons of any kind (firearms, firearm replicas, BB/pellet guns, airsoft guns, fireworks, explosive devices, archery equipment, paintball guns, ammunition, extraordinary knives, slingshots, darts/dartboards, launching devices, etc.) is prohibited in residence halls and on campus. Violators will be subject to a \$100 fine and/or other disciplinary action. Students who bring weapons on campus must register and store them with the Department of Public Safety.

## Windows and Roofs

Residents are not permitted on any roof of a building. Throwing or shooting items from a hallway, roof or window is prohibited. Violators will be subject to a \$100 fine and/or other disciplinary action. When an object is thrown from the window of a resident's room and the identity of the person cannot be determined, the residents of that room may share any fine or sanction that is assessed.

Window screens should remain in place at all times. Residents will be responsible for any missing or damaged screens. To maintain the appearance of residence halls, items may not be hung from the outside of the windows or ledges.



# ***HOUSING INFORMATION***

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## **Check-in Procedures**

1. Report to RLC or RA within the designated housing assignment.
2. Obtain a check-in packet, which includes a Room Inventory/Key Receipt Form indicating existing condition of assigned room.
3. After inspecting the room, return the signed Room Inventory/Key Receipt Form to the RLC or RA.
4. Check with RLC or RA regarding other necessary forms.

## **Checkout Procedures**

Checkout procedures are:

1. Schedule an appointment with RLC or RA for an assessment of your room using the Room Inventory/Key Receipt Form. (For moves during the year, your yellow copy of this form will be required to check in to another residence hall.)
2. Completely clean and vacate your room (specific instructions will be given by the RLC).
3. Return your assigned key and student ID to the RLC at the scheduled appointment.

**NOTE:** If you are moving to another dorm or withdrawing before the end of the semester, follow steps one through three. If you are moving off campus before the end of the semester, you must first obtain permission from the Office of Student Life. After obtaining permission from the Office of Student Life, follow steps one through three.

**Any resident failing to follow proper checkout procedures will forfeit his/her security deposit, which is \$75 of the housing deposit.** Prior to registration and reserving a room in the spring, the balance of this deposit must be current. Unless forfeited, the balance of the deposit will be refunded to the student 90 days after leaving the University and/or after notifying the Office of Residence Life of their decision not to return at least 45 days prior to the opening of the residence halls.

**Students are required to vacate residence halls within 24 hours of their last final exam. Any exceptions must be granted by the RLC.**

## **Keys**

Residents are required to have a key to their housing assignment. The unauthorized possession or duplication of keys is prohibited.

## Private Rooms

Private rooms are subject to space availability and are subject to an additional charge above the double-room rate per semester. For more information, contact the Office of Residence Life.

## Privileged Housing

When students meet certain criteria, they may choose to apply for privileged housing which includes some Legacy Park Apartments (for women) and Village Apartments (for men). No student who is currently on probation may apply. Anyone previously approved who later incurs probation will have that approval status retracted. Residents of privileged housing must re-apply each spring for the fall semester. Students may apply online. To apply, students will need to log on to their Pipeline account, click on the Student tab, then select Residence Life (Housing) and click on the Privileged Housing/Status link. A student must have already lived in one of the regular residence halls to apply. A transfer student may apply at midterm of his/her first semester as long as he/she meets the qualifications listed below.

### Application

To apply for Legacy Park (women) or Village Apartments (men), a student must be at least 20 years of age and meet **one** of the following criteria:

1. Have completed approximately 70 credit hours
2. Be a third-year student with 50-59 credit hours completed
3. Have completed 27 credit hours and be 21 years of age at the time of check-in.

When reviewing applications, Student Life deans consider the following:

1. Recommendation of RLC (considers health and safety inspection record, regard for University property, compliance with curfew, and other housing regulations)
2. Cumulative GPA of at least 2.0
3. No probation of any kind (chapel, disciplinary, academic)
4. Student records (Bible/chapel attendance and Code of Conduct)

### Assignment

Assignments for privileged housing (Legacy Park and Village Apartments): Preference will be given to seniors and senior pairs who have already filled out the privileged housing application and have been approved.

## Room Changes

Room changes are discouraged; however, residents may request permission to move if there is a valid reason. All room changes must be approved by the Office of Residence Life, and proof of approval must be provided to the RLC prior to moving. **Any moves made prior to approval will result in a fine and/or other disciplinary action.** Proper check-in and checkout procedures must be followed during the change.

In most cases, requests for room changes that occur more than four weeks into a semester will not be granted. A resident who has been approved for a room change after this time will be required to pay a \$30 room change fee.

## Room Consolidation

Residence hall room rates are based on double occupancy. If a vacancy occurs in a room during the first four weeks of classes, the procedures listed below will be followed:

1. The remaining occupant will be given a short period of time to find his/her own roommate. Once a new roommate is found, arrangements for the change will be coordinated by the Office of Residence Life.
2. If the remaining occupant would rather have a private room, he/she must consult the Office of Residence Life for space availability. If approval is granted, a student would pay the private room rate to secure a private room.

The Office of Residence Life will assist students without a roommate by providing a list of similarly situated students. RLCs will work out a fair and consistent consolidation of these students. If a roommate moves out after the first four weeks of classes, the remaining person will not be forced to pay the additional cost for a private room, but must be open to having a new roommate assigned at any time without his/her permission.

## Room Reservations

Residents must complete a housing form according to instructions given by the Office of Residence Life and have a valid housing deposit to reserve a room. Upon occupancy, this deposit becomes a security deposit. Students must follow all housing deadlines to ensure their reservations and to avoid additional charges.

## Directory of churches

Each student is encouraged to participate in a ministry of the church. Many local congregations would welcome your attendance and involvement. Following is a partial list of those in the immediate area:

<b>Airport Loop Church of Christ</b> 1100 Airport Loop	<b>501-268-2160</b>
<b>Bethel Grove Church of Christ</b> 2956 Highway 157 N.	<b>501-940-8655</b>
<b>Cloverdale Church of Christ</b> 3000 E. Park Ave.	<b>501-268-4553</b>
<b>College Church of Christ</b> 712 E. Race Ave.	<b>501-268-7156</b>
<b>Downtown Church of Christ</b> 900 N. Main St.	<b>501-268-5383</b>
<b>Downtown Church of Christ (Judsonia)</b> 392 Jackson, Judsonia	<b>501-729-3004</b>
<b>Foothills Church of Christ</b> 95 Central Ave.	<b>501-305-4244</b>
<b>Four Mile Hill Church of Christ</b> 2516 Highway 16 N.	<b>501-268-7645</b>
<b>Highway Church of Christ</b> 128 Highway Church Lane, Judsonia	<b>501-729-5094</b>
<b>Holly Springs Church of Christ</b> 1036 Fairview Road	<b>501-268-6081</b>
<b>Pine View Church of Christ</b> 372 Dewey Road (Highway 305), Clay	<b>501-728-4685 or 501-728-4709</b>
<b>West Pleasure Church of Christ</b> 1309 W. Pleasure Ave.	<b>501-268-7747</b>
<b>West Side Church of Christ</b> 709 W. Arch St.	<b>501-268-2951</b>

## Important numbers

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Campus Information	501-279-4000
Campus Life	501-279-4106
Center for Student Success/Advising	501-279-4531
Counseling Services	501-279-4347
Department of Public Safety	501-279-5000
DormNet Help Desk	501-279-4545
Intramural Sports	501-279-4972
Office of Residence Life	501-279-4263
Office of Student Life	501-279-4442
Searcy Police (nonemergency)	501-268-3531
Searcy Fire (nonemergency)	501-279-1066
Student Health Services	501-279-4346

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Emergency	501-279-5000
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**OFFICE OF  
STUDENT LIFE**

Harding University  
Box 12252  
Searcy, AR 72149-5615

Phone: 501-279-4442

Fax: 501-279-4059

Email: [studentlife@harding.edu](mailto:studentlife@harding.edu)