

# SOUTHEASTERN BAPTIST COLLEGE

## Residential Handbook



Welcome to Southeastern Baptist College student housing. We are excited you have decided to live and learn here at Southeastern. This handbook contains information for students who have signed and completed the Housing Application and Contract for the following buildings:

Granberry Hall

Hilbun Hall

President's House

Granberry Hall Apartment 1

Hilbun Hall Apartments 1, 2, 4, & 5

The Cottages 1-7

All students are responsible for abiding by the rules outlined in the Student Standard of Conduct listed on page 31-32 of the [SBC](#) Academic Handbook.

As you are aware, certain procedures and expectations have been put into place to enhance safety during the pandemic. While this handbook works to address these concerns in their respective sections, please monitor the SBC webpage and app for the most up-to-date information.

## **Residence Living**

Choosing to be an SBC resident affords the opportunity to engage with others from diverse backgrounds and varying lifestyles. While this experience can be rewarding, some residents may experience challenges. Keeping the following tips in mind may help residents to minimize, manage, and resolve any challenges that may arise:

### **Establish ground rules that everyone can live by.**

- Decide who will clean, when, and how often for spaces that are not already cleaned by college housekeeping.
- Define conditions required for sleep and study time, as in accordance with the [SBC Standard of Conduct](#).
- Discuss the use of personal and community property.
- Discuss when guests\* will be welcome and how often, as long as the College's visitation policy is followed.

### **Communicate.**

- Listen, and be patient.
- Talk about concerns with your roommate directly and immediately.
- Show consideration and respect for others.
- Keep in mind that good communication is the most essential factor in any successful relationship.

### **Have an open mind.**

- Always make an effort to understand, share, and accept each other's points of view.
- Give grace when applicable.
- Having a sense of humor helps to keep things in perspective.
- Be flexible, and remember that there is more than one way to do things.

**You do not need to be best friends to successfully share the same living space.**

In situations where residents are struggling to resolve conflict, residents should inform their RA (if applicable) or the Dean of Students. Measures will be put into place to resolve issues as they arise.

\*A guest is defined as any person, including a resident from the same building or a person invited by a resident to that resident's assigned room, apartment, or suite. No visitor may ever be of the opposite sex of the dorm/cottage occupants being visited. No minor (defined as any person under the age of 18 who is not enrolled at SBC) may be considered a guest unless they are an immediate family member previously approved by administration.

## **Accommodation Expectations**

Living in residence at SBC is a privilege. As a student of this institution, all residents are expected to uphold certain living standards for themselves, their roommates, and/or hallmates. Everyone is accountable for his/her own personal areas and expected to participate in keeping common areas tidy. There will be no tolerance for slovenly areas, as they do not only affect you but also those around you. Students must be respectful of the property of other students, staff, and the college.

### **Damage**

Residents are responsible for all damage and/or any loss of SBC furnishings in their living and study area and will be liable for payment to the College. Loss of furnishings includes, but is not limited to, removal of furniture from rooms or placement of furniture in hallways, stairwells, or other common areas. Residents also may be subject to fines for any damage resulting from unauthorized use, or alterations of rooms, equipment, common areas, and buildings. Fines will be determined based on the amount of damage and current market prices for repair.

#### **Fine List for dorm damages:**

<b>Entry Door</b>	<b>\$375</b> (this includes busted door jambs)
<b>Interior Door</b>	<b>\$270</b> (this includes busted door jambs)
<b>Hole in wall</b>	<b>\$75</b>
<b>Ceiling damage</b>	<b>\$55.00</b> per ceiling tile
<b>Blinds</b>	<b>\$100.00</b> (Bent or broken)
Damaged/Disassembling furniture	
And moving without being authorized	<b>\$100</b>

Residents may **not**:

- Alter any part of any college housing accommodation or building including installing locks or any type of security system or device.
- Build or erect any outside aerials for radio/TV.
- Install a waterbed in any residence.
- Mark, paint, drill into, or in any way impair, deface, or damage any wall, ceiling, door, frame, partition, floor, wood or metalwork, wiring, fixture, plumbing, or equipment in any residence accommodations or buildings.

### **Housekeeping Services**

Housekeeping services are provided for on campus residence common areas only. Students are expected to keep personal and common spaces clean of trash, debris, and food waste. Restroom areas for semi-private areas and private housing are expected to be cleaned by occupants. Excess food waste, debris, and trash should be disposed of properly and in a timely manner. Food waste must not be left to gather or rot in the common area refrigerator. If an accident should happen in the common area or in your personal area that creates disorder, it must be cleaned immediately. Residence inspections will be done weekly by RA, CA, or Dean of Students. Fines may be assessed for unkempt rooms, restrooms, and/or common areas. Off campus housing will be held to cleanliness standards and inspection bi-weekly.

### **Laundry Facilities**

Laundry facilities are a courtesy. We will do our best to maintain these machines and have them serviceable for students. Please do not overload these machines nor abuse them. You are responsible for bringing your own detergent. In the event of any machines not working, it is the student's responsibility to find a location to laundry their clothes. Please notify the RA/CA/Dean of Students that the machine is not working through the maintenance link.

## **Maintenance Requests**

For maintenance, repairs, or housekeeping needs, residents must submit a request to <https://forms.gle/sqBHodKfPFqVq8de8> .

For emergency repairs after office hours, please contact the Dean of Student Affairs. Emergency issues include having no heat, no water, finding a water leak, loss of electrical service, or broken window/locks.

**Failure to report a maintenance issue that, if left over time, results in damage to school property, the student could be given a fine for such negligence**

## Quiet Hours

Residents are expected to be courteous with noise levels at all times and are expected to observe quiet hours (specified times when residents are expected to keep noise to a minimum). Many students will be participating in virtual learning which may include attending class in their room. Quiet hours and their enforcement are critical to a student's academic success. Respect is at the core of quiet hours. Be respectful to your roommate and your neighbors. Quiet hours for all residence halls and off campus housing are as follows:

- Sunday through Thursday - 10 p.m. to 8 a.m.
- Friday and Saturday - 11p.m. to 8 a.m.
- During final exam weeks, quiet hours are in effect 24 hours per day beginning at 8 p.m. on the Friday preceding the exam week and remaining in effect until the close of the residence hall.

## Enforcement of quiet hours

As a first step to addressing excessive noise, residents should ask the person(s) involved to lower the noise level. If the noise remains too loud, the resident then should contact the RA on campus or the Dean of Student Affairs for assistance. Failure to comply with the quiet hours will result in a Code violation for all involved persons which may result in monetary fines. **Students are to be mindful that SBC and its outlying properties are located in residential communities. Quiet hours are to be respected as well as curfew hours out of respect to your peers, community, and college.**

## Visitation Policy & Lounge Usage

Visitors must leave the dorms and off campus housing by quiet-hour time. No visitors of the opposite sex are allowed in any SBC living area at any time. Common spaces including the game rooms, ASC area, and on-campus food sites and The Haven (ABS house) are areas for cross gender visiting.

### **Alcohol and Tobacco Products**

According to Southeastern Baptist College's Student Handbook, students are prohibited from possessing and/or consuming alcoholic beverages on the SBC campus. Students are not permitted to consume or possess smoking/vaping items or chewing tobacco in residential areas or anywhere else on campus. Illicit substances are strictly prohibited. All buildings, residence halls, common areas, and vehicles on college property are subject to searches via law enforcement officers and canine police. Violators of SBC's drug policies will be brought before the Student Discipline Committee, and proper legal action will be pursued.

### **Medical**

Southeastern Baptist College's primary concern is for the health, safety, and well-being of students. All students are expected to seek immediate assistance for themselves or others in situations where someone is experiencing a medical crisis.

The latest COVID updates will be posted on Southeastern Baptist Website.

#### **Emergency Notification Service/Crime Alerts:**

In the event of an emergency, call 911 or 601-425-3147

Local Hospital Emergency Room: South Central Regional Medical Center (601-426-4515)

### **Resident Assistant/Community Assistant**

Resident Assistants and Community Assistants are on-duty on campus in various dorms/areas throughout campus and off campus sites. RAs/CAs are on duty Monday - Friday from 8:30 p.m. - 8:30 a.m. A level of visibility throughout the area will be maintained by such individuals including, but not limited to, providing information to residents, walking throughout the buildings, documenting behavior, responding to crises, and observing/reporting curfew violations.

## **Curfew**

All students are expected to adhere to the curfews set in place by the college.

Sunday–Thursday: 12:00 a.m.

Friday–Saturday: 1:00 a.m.

Curfew violations will be assessed as follows:

- 1st violation - warning by Dean of Students
- 2nd violation - \$50 fine will be assessed and/or community service assigned
- 3rd violation - \$100 fine will assessed and/or community service assigned
- 4th violation - removal from dorm

## **Safety Reminders:**

- **Carry your SBC ID badge with you at all times.**
- **Always keep your door and windows locked.**
- **If you open windows, close and lock them.**
- **It is a FINEABLE VIOLATION of \$50 to prop open security doors.**
- **Report suspicious activity/persons to RA/Dean of Students.**
- **NEVER leave valuables out in the open, unattended, or behind an unlocked door.**
- **NEVER leave your vehicle unlocked or valuable items in the vehicle interior or the bed of a truck.**
- **Do not let anyone into the residence unless given authorization by the Dean of Students.**