



Guide to Campus Housing

Student Services- Housing Office
WAYLAND BAPTIST UNIVERSITY

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Housing Staff

Housing Staff consists of the Housing Coordinator, Residence Hall Supervisors (RHS), Housing Office Workers, and Resident Assistants (RA). The Housing Office is located on the second floor of the McClung

University Center building in room 203. Unless otherwise posted, Office hours are:

- 8:15 a.m. to 5:00 p.m., Monday through Thursday during the fall and spring semester
- 8:15 a.m. to 4:00 p.m., Friday during the fall and spring semester.
- 8:00 a.m. to 6:00 p.m. Monday through Thursday during the summer semesters.

Wayland Baptist University operates eight residence halls and five apartment complexes. Each Residence Hall is supervised by a Residence Hall Supervisor (RHS) that lives in the hall. A Unit Manager lives within each apartment complex. As an integral part of student development and support to the university, the RHS's responsibilities include but are not limited to:

- Overseeing the resident assistant program in the planning, administration, and evaluation of programs within the living areas,
- Facilitating the creation and implementation of a needs assessment survey and utilizing the results to plan and coordinate activities based upon developmental program models,
- Challenging students to initiate and develop healthy interpersonal relationships with their peers, and support/initiate within their living area, and
- Initiating efforts associated with academic support, spiritual formation, cultural diversity, emotional wellness, and life development.

The Resident Assistant (RA) position is designed to provide a living and learning experience for the student who desires to

Annual Security and Fire Safety

Community Policy and Procedure

Being a Member of WBU's Residential Community

As a member of a residential community, it is reasonable to expect both certain courtesies and privileges and to extend those same courtesies and privileges to roommate(s) and neighbors.

As a member of the residential community, the resident should be able to:

- Read, study, and sleep free from undue disturbance from noise and other distractions.
- Expect that others will respect personal belongings.
- Have a clean environment in which to live.
- Have access to their own room at all times.
- Have personal privacy within the limits of the residential setting.
- Host visitors and guests within the parameters of the university policy.
- Live in an environment without fear of intimidation or physical and emotional harm.
- Discuss with RA, RHS, or Housing Office staff any problems or concerns that may arise.

The resident has the responsibility to:

- Verbally express views to the person(s) involved should feelings arise that freedoms have been infringed upon.
- Treat roommate and other residents with respect and consideration.
- Respond to all reasonable requests of roommate and of fellow residents.
- ~~few~~

Prohibited Activities and Items: Continued

Prohibited Items: Continued

- Appliances & Furniture
Unacceptable cooking appliances are usually those items with any kind of open heating element. Some examples are hot plates, and toaster ovens. All appliances should be UL approved and UL recommends

Prohibited Activities and Items: Continued

Residential Decorating and Posting Policy

Because fire safety is a high priority at Wayland Baptist University. The following guidelines apply to all residential buildings.

General Decorations:

- Residents are allowed to hang a dry erase board or cork board no larger than 2'X2' in size next to the room door leading into a corridor.
- Pictures, or any paper hung on these boards are prohibited. (b)11.2 (y)TJ0 Tc (w 4.348 0 Td())TJ-0.004 Tc 0.

[Housing Policy Violations: Fines and Other Sanctions: Continued](#)

[Inspections for Health, Safety, and Policy Enforcement](#)

Refer to [Student Handbook](#).

[Removal of Students from Campus Housing](#)

Conduct that results in disciplinary action or considered unacceptable may also result in the removal of the resident from campus housing without a refund of rent or deposit paid. Residents suspended from campus housing must remove all personal belongings within a specified period and must follow standard check-out procedures. In addition, all privileges in campus housing are

Room Care: Continued

Food:

- Food properly disposed of & contained.

Appliances:

- Refrigerator is wiped out.
- Microwave clean.
- Stove clean- if present

Kitchen/Common Area:

- Countertops are wiped off.
- Dishes are washed.

Violations and Fines:

- Facility and Room checks are on a pass/fail system of grading.
 - Photos of the room/suite are submitted at the conclusion of any facility/room check regardless of grade.
 - Students will receive a second attempt after first failed inspection.
 - A second failed inspection may result in a fine. See Fine Table on p. 34
- If there was no attempt in initial inspection, or room is in very poor condition:
 - The RHS may issue a "No Attempt" fine which will be an automatic \$25.00 fine.
 - Resident has 24 hours to clean the room for re-inspection by the RHS.
 - If the room is still not clean, the Housing Coordinator will issue an additional fine.

Yard/Outdoor Areas

Residents in apt 0.001(ap)2.3 2.5686 T.609 Tw 0.344 0 Td\$14 472.56190d()Tj isxpTd()T:6w(w)bd 0 Td(R)Tj11.04 0 0 11. T.609 Tw

•T/LBody /MCID BDC /TT4 1 Tf11.04 0 .in

Visitors and Guests: Continued

Guest-Specific Policy

Residents of the halls and apartments are allowed to have guests on a daily basis unless otherwise specified by the Housing Office, Dean of Students, or Wayland Baptist University.

The rights of the roommate should be a high priority with regard to guests, whether sh3s86EMC /P #MCID 5 24 22.08 Tm()T2 (ai

Visitors and Guests: Continued

- Students entering and exiting bathroom 0.439 0.753 -422.607 0 Td()Tj-0.004 Tc 0.004 Tw 00217 0 Td(a)-3.3 (n)-0.7

Housing Information

Housing Selection Process

The Housing Selection Process is conducted each semester so that residents currently living on campus may select a desired space for the following semester. The selection process is conducted for fall and spring assignments only. Summer reservations must be made separately through the housing office. Information is also distributed to residents prior to the process by staff.

Consolidation

The Housing Office will make vacated, or open spaces, available for use and residents may be consolidated. The university reserves the right to assign double and triple occupancy (whenever practical) in all residential areas.

Off Campus Students

The only people allowed to participate in the Housing Selection Process are residents who are currently living on campus. Off campus students must submit a housing application, pay a housing deposit, and will be assigned along with other new applicants at the end of each semester.

New Transfer Students

- The transfe

Room Changes: Continued

Moving Within a Living Area

- If a resident is moving within his/her own hall or complex, he/she must receive permission to make the move from the RHS. No resident is authorized to move until approval from the RHS has been received.

Room Changes: Continued

Buy-Out Policy- Dorms

If a space exists within a residence hall room and the Housing Office does s-16 (he)TJ0 Tc exi4

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Check-In and Check-Out

An official move-in date for each semester is designated on the school calendar. The staff will be available on that day to assist residents with check-in procedures. If a resident is not able to move in on this date, he/she should report immediately to e065 0 . -0.7 (e)4.J0 Tc 0 Tw 1.583 0 Td()Tj-0.004 Tc 0.003 5w 0.228 0 Td(tR)-4.3 (e)HS up1.2 (o)-9.8 (n)10J0 Tc 0 T

Safety/Emergencies

[WBU Police Department](#)

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Fire Policies and Evacuation Procedures Continued

Door Security and Closing Hours for Residence Halls

Door Locking

In residence halls, all exterior doors are locked 24 hours a day except during posted lobby hours.

Wayland uses camera systems to record public areas in the dorms. Residents who bring in a guest are required to

Electrical Safety Guidelines

- Use UL electrical power strips with built-in circuit breakers if additional electrical outlets are needed.
- Use a medium or heavy gauge grounded extension cords only. Small gauge, inexpensive cords are prohibited.
- Do not overload power strips or outlets.
- Do not use multiple plug adapters as these are prohibited.
- Use a power strip only.

Campus Mail

Residence Halls

Each resident will be issued a campus post office box. Residents may go by the Post Office to get their box number and key. Mail is picked up and delivered on campus daily. The WBU Post Office is located in the McClung University Center. The Post Office is closed on Saturdays and Sundays and most holidays.

Mail should be addressed to residents in the following way:

StudentTc 0 Tw 3.587 0 Td163

Fine and Cost Tables

<u>Policy Violation Fines</u>	
Improper check-in/check-out	\$100 – initial fine. Additional amount to be determined by Housing Coordinator or Dean based on room condition.
Failure to evacuate/participate during emergency alarm	\$100
Tobacco use or vaping in residential facility	

<u>Damage/Replacement Costs:</u>	
Bed frame	Actual cost
Bookshelf	Actual cost
Bulletin Boards	Actual cost
Chairs	

