

Housing and Residence Life

Housing and Residence Life (HRL) strives to enhance the learning experience by fostering a safe, caring, respectful, and dynamic community. The core purpose of the HRL program is to empower students to make connections between faith, living, and learning.

While HRL's goal is to meet the housing needs of our students, the demand for on-campus housing is always greater than availability for students with 60 or more completed units. Freshmen and sophomores (students with less than 60 units) who submit housing requests/contracts during the specified time period are given priority.

BASIC HUMAN RESPECT

Pepperdine's residential community is made up of students from diverse cultural, racial, and ethnic backgrounds. To create an atmosphere of basic human respect within a community of such diversity, we strive to work together to understand the unique individuals and lifestyles around us.

This commitment to respect others is demonstrated by our actions. We take upon ourselves the responsibility to develop an awareness of the differences within our community and to avoid behavior that is belittling, threatening, or disrespectful to others.

Housing and Residence Life strives to fulfill the mission of Pepperdine University by providing an atmosphere conducive to academic, social, and spiritual growth within our diverse community. One method utilized to fulfill that mission is the Basic Human Respect program (BHR). This program provides a resource for residents to express feelings, mediate conflict, communicate better, and create a more tranquil living environment. The program creates a foundation for good communication between residents before a problem begins. It is expected that all residents participate in the BHR program while living on campus. This includes, but is not limited to, participating in all designated BHR and Community Living Orientation Meetings (CLOMs) throughout each semester.

HOUSING CONTRACT AND REGISTRATION

To be eligible to live in University housing during the academic year (fall and spring semesters), the student should be a full-time Pepperdine student during each semester of occupancy and be in good academic and financial standing. Students who are below full-time status may request housing and may be assigned if space allows. Full-time students are given priority in the assignment process.

In congruence with our mission to establish a community that fosters social, academic and spiritual growth, all freshman and sophomores are required to live on campus. We believe the

relationships and community built during these first years of attending Pepperdine are vital to the college experience. The Housing and Residence Life program provides an atmosphere that empowers students to make connections between faith, living, and learning within a diverse community.

Continuing students may request on-campus housing for the fall term by participating in the room registration procedures early in the spring semester. A lottery process is used to determine the order in which continuing students are assigned to available spaces on campus. Approximately 5% of the continuing students requesting housing are assigned during the first round of placements following the lottery. Students who are not placed are added to a housing wait list. Many students who remain on the wait list throughout the summer months are eventually placed on campus; others secure off-campus housing or choose the Oakwood Apartments in Woodland Hills, CA. A full description of the room registration procedures, wait list policies, and off-campus housing resources including the Oakwood Apartments can be found on the HRL Web site: services.pepperdine.edu/housing.

The fall housing contract begins at the time of submission and is binding until checkout at the end of the spring term. While students may send a petition requesting to be released from their contracts, these requests are rarely granted. If the request is not granted, the student is responsible for room charges for the remainder of the contract. If the release is granted, the student would be subject to a contract release fee. A spring or summer contract is binding for that single term only. Students not enrolled in classes, as determined by the Office of Student Information and Services, lose their eligibility to live in University housing.

University housing is available on a limited basis during non-academic periods. Residents remaining on campus during these periods must submit an Interim Housing Contract. Residents will be charged a daily rate subject to the length of the interim period. Refer to the Web site for additional information.

The HRL Office will communicate with residents via e-mail or campus mail. Residents are encouraged to check these regularly.

Residents who are dismissed from University housing prior to the end of the contractual period will be responsible for any remaining charges, and ineligible for reimbursement of any amount already paid.

Students withdrawing from the University will not be subject to a contract release fee. Residents who withdraw must notify OneStop and officially check out with the HRL Office. Pro-ration of applicable room and/or board charges will be based on the date all personal belongings have been removed, the key returned, and a walkthrough of the living area performed.

Residents are not permitted to temporarily or permanently reside in

a room other than their assigned room. Residents wanting to relocate may do so only after receiving permission for a room change.

The University reserves the right to reassign individuals to different rooms or units. Such reassignment will only occur if it will better serve the needs of the students and/or the University.

By signing the housing contract each resident accepts responsibility for knowing and adhering to all institutional regulations. University policies are in effect at all times, whether or not classes are in session. Students who fail to live by the community standards may lose the privilege of living on campus. A student's disciplinary status will be considered when prioritizing the housing wait list.

All members of the University community are expected to comply with the laws and regulations of the Federal Government, the State of California, and the County of Los Angeles.

COMMERCIAL USE

The use of residence facilities for outside or personal business purposes is strictly forbidden. This includes University phone lines, mailboxes, and e-mail accounts.

CONSTRUCTION AND REFURBISHMENT

New construction and other University construction projects such as refurbishment or unforeseen repair projects will cause increased noise in directly involved and nearby residences. Due to the scope of projects, some construction work may begin during the academic year. Prior to and up to a year after a major construction project, continual work may occur in and around residential areas. By signing the Housing contract residents acknowledge that they have been advised of the potential for construction projects and they accept their housing assignment accordingly. The HRL Office makes every effort to inform the residents of any upcoming projects but cannot be responsible for delays in construction or refurbishment projects.

DÉCOR

It is a violation to exhibit, possess or distribute material or representations deemed to be obscene or contrary to the mission of the University and the moral standards of the University community, including, but not limited to, pornography. It is a violation to display alcohol containers or drug-related paraphernalia on University property.

GUESTS

Rooms are to be occupied only by the students who are assigned to that room, except in the case of guests. Guests must abide by all University regulations, receive approval from their hosts, and register through the RA. As a matter of respect, residents should receive permission from their room/apartment mates before making an

invitation; guests may not occupy or use residential facilities for more than two consecutive nights, and no more than six nights per semester. Additionally, no more than one overnight guest is allowed at a time, and overnight guests must be accompanied by the student host at all times. As a courtesy to others, during the week before finals and finals week, overnight guests are prohibited. Residents with special circumstances may request an exception from the resident director.

The University reserves the right to refuse permission to house overnight guests. Guests are expected to abide by Federal, State and County laws. Residents are responsible for the actions of their guests and for ensuring that guests abide by University rules and regulations.

NOISE

An atmosphere conducive to normal living and academic achievement is to be maintained at all times. In order to facilitate this goal, loud televisions, stereos, and excessively noisy activities are prohibited at all times. The right for quiet supersedes the right to make noise at all times. Designated quiet hours that are maintained during all academic periods are 10 p.m. to 10 a.m. These hours are extended to 24 hours per day during final exam periods. Disregard for quiet hours policies will not be tolerated. Offenders will face disciplinary action, which may include, but is not limited to, a fine.

PETS

The keeping of any type of pets by resident students or their guests is prohibited. Pets may not enter any building at any time, even if “only visiting.”

ROOM CHANGE PROCEDURES

Due to the need to establish the hall community and provide a smooth transition into the academic year, no room changes will be permitted during the first and last three weeks of the fall semester and the first and last three weeks of the spring semester.

During the semester: The student must first contact his or her resident advisor (RA) to make him or her aware of the desire to initiate a room change. The RA and resident director (RD) will decide whether a room change is necessary by working with the student and his or her roommate through the BHR and mediation process to address any issues that exist. The HRL Staff will determine which, if either, student will move, if the situation cannot be resolved.

If the student’s room change request is approved, he or she will receive confirmation from the HRL Office regarding the details of the move. If there is a new roommate, the roommate is usually given 48 hours notice to prepare the room, barring special circumstances.

Between semesters: Any student can request a different space for the spring semester directly through the HRL Office. A deadline will be

set for room change requests, and requests will not be accepted after the deadline. Once a student's room change request is granted, he or she is required to move to the new assignment. A fee will be assessed for failure to move. Students currently living on-campus but moving to a new assignment must move all of their belongings out of the old room before leaving for break.

SEARCH

The University reserves the right to search a student's room and/or possessions if: (1) there is reasonable suspicion that the room or possession is associated with the violation of a law or University rule or regulation; or, (2) there is reasonable belief that such a search is necessary to protect and preserve the health and safety of persons or property. Any materials found may be used in a disciplinary hearing, a court of law, or both. The Housing and Residence Life Staff, Department of Public Safety, or other authorized University official, including the resident advisor, may undertake inspection of University-owned facilities or of student possessions upon determination of a reasonable need for such inspection. In most cases items that have been confiscated will not be returned to the resident.

SECURITY OF PERSONAL BELONGINGS

The University is not responsible for the loss of, theft of, or damage to residents' personal possessions. When leaving the room at any time, lock all doors and windows. Lobby and suite doors must remain closed and locked at all times. Theft and security concerns should be reported immediately to the resident advisor and to Public Safety. The University encourages residents to obtain their own theft and casualty insurance. Often such coverage may exist in parents' homeowners' policies or may be added for an additional fee. It is also recommended that residents record the serial numbers of electronic devices such as computers, printers, and stereos. Residents are encouraged to take valuables home with them during the University breaks.

SOLICITATION

To ensure the safety and privacy of all residents, solicitors, including students, are not permitted to post flyers, to canvass, or market any product in the residential area without prior approval from HRL, located in a temporary structure in Rho Parking Lot, 506-4104. Resident advisors will post only those advertisements approved by HRL. Residents are encouraged to contact the RA, HRL, or DPS if a solicitor is in the community.

SPECIAL DELIVERIES TO RESIDENTS

Special deliveries to residents by non-University personnel for items such as flowers and lost luggage must be made to the Howard A. White Center. Student Activities staff will contact residents when a

delivery has been made. The University accepts deliveries as a service to residents and will make every attempt to contact the residents in a timely manner. The University is not responsible for any items not picked up by a resident. Any deliveries that include alcohol or other prohibited items will not be accepted.

STORAGE

The University does not provide space for residents to store personal belongings. Residents who have storage needs should contact local storage businesses. HRL works with Collegeboxes, a company that comes on campus to assist students with shipping and storage needs. Students may contact Collegeboxes for information.

VISITATION

The visitation of members of the opposite sex within the residential community is restricted to specific hours in designated areas. The policies are strictly enforced and violations will be subject to disciplinary action. The purposes of the visitation hours are to ensure the security and privacy of all students and to maintain an atmosphere conducive to academic achievement. Visitation in the bedrooms, suites, and lounges of the Rockwell Towers and traditional residence halls is allowed between the hours of 10 a.m. and 1 a.m. Also included for these times are the laundry rooms, computer rooms, hallways, and stairways. Visitation is allowed in the lobbies of the traditional halls between the hours of 7 a.m. and 2 a.m. Public restrooms may be used during this time.

The main lounges/lobbies in the GPRC, Rockwell Towers and sophomore residence halls are available to all students 24 hours per day. Visitation is allowed in the Lovernich and Graduate Campus apartments between 10 a.m. and 1 a.m. Residential visiting hours are in effect seven days per week. There are no circumstances which merit exception. It is considered a violation for all individuals present, whether the guest was invited or hosted by another student. During final exam periods, the visitation hours in the residence hall main lobbies are extended to 24 hours.

Out of respect for fellow students, residents or guests are not permitted at any time to use the shower facilities in the bathrooms assigned to residents of the opposite sex (e.g., a male resident may not use the shower in the bathroom of a female resident).

FACILITIES POLICIES AND PROCEDURES

Residential facilities are maintained in a cooperative effort between the HRL Office and Facilities, Management and Planning. While the following list of policies gives general facility guidelines, it is not intended to be an exhaustive list. Residents should recognize that their rooms are University property and therefore they are not allowed

to make modifications or additions to the residential facility.

Accessing Unauthorized Spaces

Residents are not allowed to access unauthorized University premises, including but not limited to, building rooftops and storage or maintenance facilities. Vehicles are not allowed onto Res Road without prior approval from HRL or DPS.

Air Conditioners

Residents are not allowed to install air conditioners or window coolers in their room windows. Window fans are allowed as long as the window screen can remain in place. Portable air conditioners are allowed. Contact the HRL Office for specific requirements, specifications and approval.

Beds in Rockwell Towers

For Towers residents living on the second floor and above, all beds must be positioned perpendicular to, rather than parallel to, the windows. Non-compliance will result in disciplinary action.

Entry System

All residence halls, including the Rockwell Towers, are equipped with an intercom entry system. This system allows guests to access residents of that hall by calling the appropriate room number. Propped door alarms are also installed at the ground floor entrances of each residence hall. Residents tampering with the door latching mechanism, or vandalizing the entry system, doors and/or propped door alarms may be subject to a minimum \$100 fine per incident and disciplinary action.

Fire Safety

In the interest of providing a safe and secure environment and demonstrating compliance with California fire codes, the University expects all residents to comply with the standards described in this section. Residents found in violation of the Fire Safety standards may be subject to a minimum \$100 fine per incident and disciplinary action. Repeated violations of the Fire Safety standards may result in dismissal from the residential community.

While the University insures the residential buildings themselves against damage from fire, this insurance does not cover the personal possessions of students. Residents should therefore provide insurance for their own possessions.

Residential Fire Hazards

With the exception of approved appliances, the University prohibits burning open flames or incense in any living area at any time. Any acts of negligence or intent that place the community at risk of fire are prohibited. Additionally, fire hazards such as fireworks, halogen

lamps, appliances with exposed heating elements (e.g. toasters), unapproved space heaters, and personal BBQs or other items considered unsafe in a residential environment are strictly prohibited in or around any living area. Residents are not to use any part of the oven or broiler for storage purposes. The possession or use of candles (with or without wicks, burned or unburned), will result in disciplinary action including confiscation and/or other sanctions.

The use of string lights (Christmas lights) is only permitted between Thanksgiving and Christmas. Light fixtures in the residential community should never be obstructed or covered by any material. Residents may not cover their walls with material that will create a fire hazard, such as cardboard or cloth. Approximately 1/3 of each wall may be covered by decorations or posters. Covering public area couches and chairs with fabric and throws is prohibited.

Powered appliances, surge protectors and extension cords should not be used in violation of manufacturers' specifications (e.g., using multiple extension cords with multiple plugs in one outlet, plugging a surge protector into another surge protector). Fire hazards found in the residential community will be immediately confiscated; in most cases, items that have been confiscated will not be returned.

Fire Doors and Windows

Due to California Code, doors within the residence halls, except for the bedroom doors, are fire doors. Lobby, hallway, laundry, and suite doors must not be propped open. Locks and doors, including bedroom doors, should never be tampered with to impede the proper function of the lock, such as taping the locking mechanism against the doorframe. To enable fire or other emergency personnel access to a room during an emergency, residents are not allowed to block access to windows by placing furniture at window height in front of windows.

Fire Equipment

The fire-fighting equipment and alarm systems were installed for the protection of the residents and their property. County fire regulations make it illegal to tamper with fire equipment. Tampering with this equipment including, but not limited to: fire alarms, propped door alarms, fire extinguishers, hoses, fire sprinkler heads, smoke detectors, mechanical bells, and fuse boxes may result in a \$500 fine, immediate dismissal from the residential community, and possible criminal prosecution. Residents are not permitted to hang any items from smoke detectors or mechanical bells. Failure to comply will result in disciplinary action. Residents are not permitted to hang any items (including clothes hangers) from ceiling fire sprinklers in any residential facility. Hanging items from sprinklers could result in flooding. The resident will be financially responsible for any water damage caused by activation of the sprinklers.

Evacuation During Fire Alarm

Students must evacuate immediately when a fire alarm sounds or a University official gives a directive. Failure to comply will result in disciplinary action including but not limited to: University Probation, a fine, and/or educational sanctions such as research on university fires, interviewing firefighters, and field trips to fire sites.

Smoking

Smoking is prohibited in any student living area, including all hallways, patios, balconies and doorways. Smoking is also prohibited near any undeveloped brush areas and within twenty feet of the entrance or window to a building or living area. See the policy statement on Smoking and Tobacco Use for additional information.

Furniture and Lighting

Placement of furniture in the rooms and public areas has been made with students' comfort in mind. Therefore, all furniture must remain in the room or apartment to which it is assigned. Lobby or suite furniture may not be taken into individual rooms. Furniture may not be taken outside of the building. All room furniture must remain in the room to which it was assigned, even if one person is living in a double room. Extra furniture may not be stored in suite areas. A \$50 fine will be assessed for relocated or misplaced furniture, and Housing staff will replace the item(s) if necessary.

Due to safety and fire code regulations, residents are not allowed to use halogen lamps in the residential community. Due to safety concerns residents are not allowed to loft their furniture. Residents are allowed to lower or raise the height of their mattresses only with resources available from the HRL Office.

Lockout

Residents are responsible for securing their rooms and always carrying their room/apartment key. Residents who are locked out of their rooms should first attempt to locate a roommate to gain access. If a roommate cannot be found, the resident should seek the RA for that living area. When an RA is not available, residents should contact the Department of Public Safety for information regarding lockout assistance. It is at the discretion of the HRL Office and the Department of Public Safety how to coordinate a resident's receiving access to his or her room.

Regardless of who assists with a lockout (a resident advisor, resident director, Public Safety, or the HRL Office), residents will be responsible for the fees associated with lockout assistance. Fee assessments are cumulative each academic year.

Microwaves

The only microwaves allowed in the Towers and other traditional

residence halls are the University-approved Cool Wave microwave refrigerator units. Microwaves are permitted in the apartments.

Painting, Hangings, and Fastening

Residents may not alter the overall condition of their rooms by making noticeable additions or changes, such as painting. Fines will be assessed if a room has to be repainted. Small tack nails or hooks are only allowed to hang pictures or other items. TV mounts, large screws, nails, or bolts are not allowed. Adhesive materials such as double-sided tape or stickers on walls or furniture are not allowed due to the difficulty of removing the material and potential for damage. Residents are encouraged to use commercial, non-staining, removable wall tack (Blu Tack, etc.). Residents are not permitted to hang any objects from or on the ceiling due to heating elements and asbestos materials present in the ceilings in the standard residence halls. Residents will be charged for any damage caused by using anything larger than a push pin.

Refrigerators

Each resident in traditional residence halls and Towers may bring or rent one refrigerator, three cubic feet or smaller. University-approved Cool Wave (microwave/refrigerator) units are available for rent.

Reporting Facilities Problems

Residents should assist maintenance staff by reporting maintenance problems immediately. A general Maintenance Request can be submitted online at services.pepperdine.edu/housing.

In the case of a maintenance emergency (water pipe breakage, electrical problem, etc.) during business hours, call 506-4446 to reach the Maintenance Hotline. AFTER 5 p.m. or on weekends, residents should call Public Safety at 506-4442.

University maintenance personnel reserve the right to enter rooms to address requested or needed repairs.

Resident Responsibility

As a courtesy to residents, the University housekeeping staff cleans the public areas of the residence halls and the Rockwell Towers twice a week at scheduled times. Apartment bathrooms are also cleaned on a weekly basis. Residents are responsible for keeping their rooms, suites, bathrooms, and apartments clean and in good condition. A vacuum cleaner may be checked out from the RA. It is the responsibility of the resident to return the vacuum promptly after its use so that other residents have access to the equipment.

All residents are jointly responsible for the protection of the hall, its furnishings, and its equipment. If a University official discovers that a room is unlocked, he/she will lock the room. When the University cannot identify the person(s) responsible for damages, students will share in the payment for those damages, including charges for labor

and materials. Charges for damages will be assessed as they occur throughout the semester and will appear on the student's financial account. Charges will be assessed on a case-by-case basis by the RD of the area; shared fines carry a minimum value of \$5. The amount of the fine will increase with each subsequent incident of damage per living area. Disciplinary action will be taken when appropriate.

Surfboard/Bicycle Storage

Bicycles are to be stored in the outdoor racks located in the residential community. Surfboards may be stored on the surfboard racks that have been placed throughout the residential area.

FACILITIES FINES

Violations subject to fines and disciplinary action as determined by the RD:

Cleaning: A fine may be assessed to all residents of a given suite, residence hall, room, or apartment if University housekeeping staff must clean an excessively dirty public or private living area or if the housekeeping staff is not able to perform standard cleaning. Public lounge areas are designed for the comfort of all residents and should not be used for storage.

Clogged Toilets and/or Sinks: Residents who clog sinks or toilets due to improper use will be fined.

Closet Door Removal: Closet doors are to remain hanging in living areas where they are installed. Residents will be fined for removing closet doors.

Damage: Members of the Housing and Residence Life staff will inspect each residence hall and apartment at checkout time. Facility conditions will be recorded and damage charges will be assessed in accordance with University policies. In addition to other improper checkout charges, painting fines and other charges may also be incurred. Charges vary according to individual circumstances.

Furniture: Anyone found responsible for relocating furniture at any time will be fined \$55 for each occurrence. This applies throughout contracted residency as well as during post-checkout inspection.

Improper Checkout: Residents must follow specific procedures when officially checking out of a room. This information is widely distributed at checkout times and should be read carefully. The Housing staff is available to answer any questions that may arise during this time. Students will be charged for leaving at unscheduled times, failing to attend the CLOM (Residence Life Orientation Meeting), not signing paperwork, or failing to return room keys. Fines range from \$25-200.

Improper Facilities Use: Students are not allowed on the roof of any building. A minimum fine of \$100 will be assessed to each student present, and residents will be responsible for any damage that may have occurred as a result of their presence on the roof. The same restrictions and fines apply to attics and crawl spaces. Using a window as a door is strictly prohibited and will result in a \$25 fine for each incident. Fines for improper facilities use range from \$25-\$200.

Issued Keys: At check-in, the resident advisor issues each student a room key. Lost keys will be replaced through the HRL Office at a cost of \$35 for Intellikeys. Found keys must be returned to the issued user, the resident advisor, or the HRL Office immediately. All keys must be returned at the end of each semester at checkout. Petitions to credit a lost key charge must accompany the recovered key and be submitted within two weeks of the loss.

Late Checkout: Residents will be required to make checkout appointments with their resident advisors and will be charged if they check out later than their scheduled time and/or date. The fine for late checkouts is \$50 per hour.

Lockout: The first lockout is free. The second lockout will result in a \$5 fine. The third lockout will result in a \$10 fine. The fourth lockout will result in a \$15 fine, and will be referred to Judicial Affairs. Charges will be based on the number of lockouts per academic year.

Moving: Residents who leave their belongings in a room past their designated checkout time will be assessed a \$100-\$200 fine if their belongings have to be moved into storage. The University is not responsible for any damage to or loss.

Noise: Residents are fined for a single disruptive noise incident or for repeated disregard for the quiet hours policy. Repeat offenders will be fined a minimum of \$25 for each occurrence and face disciplinary sanctions up to and including the loss of housing privileges.

Room Change: Any resident who changes rooms without approval from the HRL Office will be fined \$50.

Roommate Preparation: When receiving a roommate or when checking out, a current resident is expected to adequately prepare by cleaning/clearing the designated roommate space. Failure to prepare for a roommate will result in a \$100 fine.

Screens: Residents who do not have all screens properly placed in their windows will be assessed a \$55 fine per screen.

Trash: Residents are responsible for trash in the community. Residents in standard halls must dispose of trash in the waste baskets provided or

the dumpsters. Residents living in the apartments are responsible for walking all trash to the dumpsters. Setting bags of trash in the hallways or allowing trash to build up in the room, which attracts rodents, causes abrasive smells and damage to the carpets and flooring, may result in fines.

