



CHAPTER TWELVE: RESIDENTIAL LIFE

The Nurse's Residence Hall is provided by Lutheran School of Nursing for use by students who need to live on-campus during their enrollment at the School of Nursing. The primary purpose of this facility is to support the academic goals of the students and of the school. Students living in the nurse's residence enjoy the convenience of on-campus living and the experience of community life. Availability and cost of housing is determined on an annual basis and no guarantee of continued availability is made.

The residence hall is also utilized for overnight accommodations for hospital patients, their families, hospital staff (within context of hospital policy), and out of state student interns.

HEALTH REQUIREMENTS FOR RESIDENTS

Prior to moving into the residence hall, all students must submit a current Lutheran School of Nursing "Immunization Record" which includes the immunizations necessary for all nursing students plus a Meningococcal Vaccination.

COMMUTER ROOMS

LSN students can make arrangements for overnight accommodations in the Nurse's Residence Hall by contacting the Associate Director of Student Development. Arrangements should be made at least 24 hours in advance of the night of stay. A minimal charge is incurred for students wanting to stay and should be paid in advance. All Residential Life Policies and Procedures must be followed during stay.

SELF-DETERMINATION ON FLOORS

In addition to the policies set forth by the School of Nursing, resident students are responsible for adhering to floor guidelines on all residential floors and for insuring that their guests do likewise. Residents determine many of the guidelines for community living each year. Specific areas addressed include:

- ◆ Kitchen and lounge cleaning schedule
- ◆ Quiet Hours guidelines and times (beyond school minimum)
- ◆ Social and educational activities for floor residents

Once formulated and agreed upon by the majority of the residents, guidelines are posted in the lounge area. These guidelines must also be submitted to the Associate Director of Student Development (ADSD).

COMMUNITY LIVING GUIDELINES

Consideration for others is the cornerstone of successful community living. Floor guidelines and school regulations do not cover every possible situation that may occur during the year. When confronted with a problem or potential problem, use these steps:

1. Find out what the problem actually is. Do not assume that something is or is not a certain way, unless you know *for sure*. Ask the ADSD for guidance or assistance.
2. Try to deal with the problem as directly as possible. Go to the source of the problem (for example: someone playing their stereo loud after quiet hours on a school night) and attempt to resolve the problem without hostility.



3. Courtesy is the basic component of effective communication to solve problems. Try this CARE formula:
 - ◆ Clarify the problem. Say “When you ...”
 - ◆ Articulate why it’s a problem. “It makes me feel ...”
 - ◆ Request a change in the problem-causing behavior or suggest an alternative. “Please do/stop doing”.
 - ◆ Evaluate the other person’s response. “Does this present a problem for you?”
4. Focus on the behavior, not on the person.
5. Deal with any situation before it becomes a problem and you become angry or upset. This will help to avoid a simple misunderstanding escalating into a hurtful situation.

ASSIGNMENT PROCESS AND COSTS

LATE APPLICATIONS

Students who want to contract for a room and after the start of classes must complete an application with the Associate Director of Student Development. Late assignments will be made according to space availability. Deposits for all new contracts must be paid with application. Students applying for a room after the start of any semester, will be assessed the housing fee on a pro-rated basis.

DEPOSIT/RESERVATION OF SPACE

The original \$75.00 housing deposit serves as an ongoing reservation of assignment for each subsequent semester until the student graduates or cancels that assignment. The deposit is refunded within three to four weeks, after the student has completed all the proper check-out process, including key return. Failure to complete proper check out procedures could result in the reduction of or loss of the \$75.00 housing deposit. Damaged and/or missing items from the room assigned or any money owed to the School of Nursing will be deducted from the amount of refund.

ASSIGNMENTS/COSTS

All assignments are for a private room and the contract continues until the student graduates, withdraws or cancels their assignment in writing and checks out of the Nurse’s Residence Hall. Payment for each semester is made at the same time as tuition and other fees. The housing charge is listed on the class registration form for each semester or session. Assignments cost:

\$750.00 for each regular 16-week academic semester
\$375.00 for 8-week session
\$200.00 for 4-week session prior to Graduation

OCCUPANCY/CHECK-IN

Assignment to the Nurse’s Residence Hall is a contract to occupy a room for educational purposes only. Students must occupy the space assigned to them by accepting room keys, completing the room condition inventory sheet, and returning the sheet to the ADSD. Students are specifically restricted from using their room for any commercial purpose or form of solicitation, including storage of merchandise or supplies.



HOUSING DURING BREAK PERIODS

Resident students may use their assignment over weekends and rotation breaks, *except when the Nurse's Residence Hall is completely closed:*

- ◆ Winter Holiday - December - January, approximately 2 weeks
- ◆ Academic Year-End Break - July - August, often 5-6 weeks
- ◆ Other times may be included (for example Thanksgiving weekend)
 - *Students would be notified in advance of closing.*

Personal possessions may be left in the room over closed periods at the student's risk. St. Alexius Hospital and Lutheran School of Nursing are not responsible for personal possessions left in student rooms, common areas, or storage areas.

ROOM INFORMATION

The building is switched from heating to cooling system each spring and autumn. Each room has a heat/cool unit for control. Styles and colors of furnishings vary, however school furniture cannot be removed from the room or replaced with student's personal furniture. Loft beds are prohibited. Additional furniture is not encouraged due to space limitations; however, students are encouraged to bring things from home to make their living space comfortable.

ROOM CONDITION INVENTORY SHEETS

A Room Condition Inventory Sheet is completed by each student at move-in to record the furnishings and general condition of the room when the student takes possession. This form *must* be turned into the ADSD during the first week of classes. This same form is used to determine damage or missing items when the student moves out, so it is important that the form be completed properly. Students will be charged for any damage or missing items that were not originally recorded on the Room Condition Inventory Sheet at check-in.

ROOM KEYS

A separate key for the two locks on each door are issued to each student at move-in. These keys may not be duplicated or transferred to any other person. The keys must be returned when the student moves out and for unscheduled or scheduled key inventories. For inventory purposes, residents will be required to turn in their room keys during break times when the building is closed. Loss of keys will result in a \$10.00 fine. ***To Avoid Theft, Lock Your Door At All Times When Not In The Room--Even For Short Periods Of Time.***

ROOM CHANGES

Once assigned to a specific room, the student may request a change of assignment. Room changes must be approved by the Associate Director of Student Development as space allows. Check out of the original assignment and check in to the new assignment should be coordinated with the Associate Director of Student Development.

CHECK OUT

Students moving out of the Nurse's Residence Hall, for any reason, must complete the check-out process within 72 hours. Exceptions can only be approved by the Associate Director of Student Development. Check-out steps include removing all personal possessions, cleaning the room, restoring furnishings to original positions, and turning in keys. Ideally, in the presence of the student checking-out, the Associate Director of Student Development completes the Room Condition Inventory Sheet for clearance. Personal possessions left in a room after the student has turned in the room keys are considered abandoned property and will be disposed of without notice to the student.



NURSE'S RESIDENCE HALL SERVICES

BATHROOM FACILITIES

Each floor has two communal bathrooms that are designated by gender for full time and temporary residents and visitors. School of Nursing housekeeper cleans the bathrooms regularly. Visitors of students may use the toilet facilities on the host floor, but are not to use the shower/tub facilities.

COOKING APPLIANCES

Cooking is not encouraged in individual student rooms. The only appliances allowed in student rooms are small (4 cubic foot or less) refrigerators, microwaves, popcorn poppers, or coffee makers. Due to the potential fire hazard, open filament appliances (toasters, hot plates, heaters) *are not* allowed. It is strongly recommended that students restrict food preparation to the kitchen area on each floor due to sanitation concerns and pest control.

KITCHEN/FOOD PREPARATION

Kitchen/lounge areas on each floor are the designated areas for food preparation. Residents of each floor are responsible for cleaning this area. Standards for maintenance and cleanliness of the kitchen and lounge area are determined by the residents at the start of each academic year and modified as necessary throughout the year. A larger kitchen is located in the basement level and is available to students. At a minimum:

1. Keep food in metal or sturdy plastic covered containers. Do not dispose of food in bedroom wastebaskets or sinks. Containers for waste disposal are located in the kitchen area on each floor. Sinks in the kitchen area are not equipped with a garbage disposal.
2. Each student is responsible for safe practice and clean-up after preparing food. All equipment (stove, refrigerator, utensils, and dishes) should be thoroughly cleaned, dried and put away after use. Minimal supplies for clean-up can be provided through the collection of floor funds.
3. Students should clearly mark all items kept in the kitchen refrigerator. Respect for others' property is a must and items marked should never be consumed without permission.

MAINTENANCE AND HOUSEKEEPING SERVICES

Requests for maintenance service should be reported to the Front Desk Receptionist. Prompt reporting of maintenance problems will avoid charges and facilitate the repair process. The cost of repair or replacement for willful damage to school property will be charged to the student responsible. Maintenance workers will enter student rooms to do routine maintenance and to perform repairs.

ROOM INSPECTIONS

Students are responsible for cleaning of their room and the kitchen lounge area. Unannounced inspections of student rooms may be conducted to verify cleanliness levels. The housekeeper provides routine cleaning of the two bathrooms on each floor and hallways, empties lounge trash containers and restocks paper supplies for the kitchen and bathroom.

PEST CONTROL

Any concern regarding pest control should be reported to the residence hall front desk.

**LAUNDRY SERVICE**

The laundry room (on the lower level) includes coin-operated washers and dryers. Machines require \$1.00 for the wash cycle and \$1.00 for the dryer. There is also a no-charge ice machine located in the laundry room.

MAIL SERVICE

Students living in the Nurse's Residence Hall may receive postal deliveries at the residence hall through their student mailbox. All mail should be addressed as follows:

Student's Name and mail box number
Lutheran School of Nursing
2611 Miami Street
St. Louis, MO 63118

Large delivered postal mail or packages will be held at the reception desk for pickup. A note will be placed in the student's mailbox to notify them of the mail. No one may receive mail that is not addressed to him or her. It is illegal for anyone to remove mail from a mailbox once it is delivered. Do not ask the receptionist to retrieve your mail. Mail will be forwarded for two weeks after the student leaves the Nurse's Residence Hall.

RESIDENCE HALL POLICIES

This is a non-inclusive list of major residence life policies based on safety requirements, and disciplinary regulations.

ALCOHOL AND DRUG POLICY

The use, possession, or distribution of alcohol and other drugs is specifically prohibited. No student or visitor may use, possess, or distribute any controlled substance on campus, except substances prescribed by a physician for that individual. Violations of this policy may result in serious disciplinary action.

DISRUPTIVE BEHAVIOR

If a student exhibits disruptive, irresponsible, or inconsiderate behavior or is a detriment to orderly community living, he/she may be required to appear before the APAS Committee. After a conference/hearing with the APAS Committee, the committee may terminate the student's housing agreement or other disciplinary action may be taken.

ESCORT POLICY

Any and all visitors (including non-resident students) must be accompanied by their host at all times. The host should meet their guest at the reception desk, sign-in their guest with the receptionist, and escort their guest to the lobby again when the visit concludes.

GUEST REGISTRATION

All residents must sign in their visitors at the reception desk during visitation hours. To ensure the safety of all students and staff, the receptionist will require students to show their LSN ID or other ID to gain entry after the doors have been locked. Guests must present valid ID if requested by receptionist.

OPEN FLAME POLICY

Open flame or open filament items, such as candles, incense, space heaters, hot plates, and so on are prohibited.

**PET POLICY**

For obvious sanitary reasons, pets of any kind are prohibited. *Only* an aquarium containing fish are permitted.

QUIET HOURS

The standard for quiet hours for the Nurse's Residence Hall is a minimum of 11:00 P.M. - 8:00 A.M., seven days a week. Each floor can establish an extension of this minimum quiet hours time. These extended hours must be posted.

ROLLERBLADING, ROLLER-SKATING, BIKING, SKATE BOARDING

Due to the potential harm to person and property, these activities are not permitted in the residence hall, education building or paved parking lots.

SMOKING POLICY

St. Alexius Hospital and Lutheran School of Nursing are non-smoking facilities, therefore smoking is NOT permitted anywhere within the complex, including in the buildings, on the parking lots, or grassy areas. Smoking is also prohibited within a car on a St. Alexius owned parking lot. Students are expected to comply with other health care facility smoking policies when in those facilities.

VISITATION POLICY

Visitors and non-resident students must comply with the visitation policy at all times.

VISITATION POLICY

This section defines non-resident students and visitors, and gives the basic rules for where and when a visitor may be in the residence and on the floors. Overnight visitation is not allowed. Allowing a non-resident student or visitor to use the facilities overnight is considered theft of services.

NON-RESIDENT STUDENTS

LSN Students without a room assignment in the residence hall are considered non-resident students. Non-residents students must be accompanied by a resident student when on the residential floors of the nurse's residence between 9:00 a.m. and 1:30 a.m. daily. Non-residents students may be on the main floor or lower level of the building between 6:00 a.m. and 1:30 a.m. without escort. Non-residents students must check-in with the receptionist after the main entrance is locked for the evening. Non-resident students are **not** allowed on unoccupied floors at any time and must leave the residence hall at 1:30 a.m.

VISITORS

Visitors, which include **all** family members, must be accompanied by a resident student host at all times while on any floor or area of the Nurse's Residence Hall other than the main lobby. Visitors may be on the residential floors, with a resident student host, between 11:00 a.m. and 1:30 a.m. daily. Visitors must be signed in by their host with the receptionist when entering the building. All visitors must remain in the lobby until their host student comes to escort them to the floor. Visitors are not allowed on unoccupied floors at any time and must leave the residence hall at 1:30 a.m.

Visitation rules apply both when school is in session and during vacation periods.



HOST ACCOUNTABILITY AND RESPONSIBILITY

Resident host students are held responsible for their guest's behavior at all times. Any violation of school policies, civil, or criminal law will result in disciplinary action and/or civil and criminal action, as appropriate.

ENTRY TO THE NURSE'S RESIDENCE HALL

Resident students may enter or leave the nurse's residence at any time through the main entrance located on Miami Street. After 4:30 p.m. on weekdays and all the time on weekends, the residence hall operates according to the following schedule:

1. Main entrance is locked between 4:30 - 5:00 p.m. every weekday and at all times on weekends. Residents, non-residents, and visitors must provide a picture ID to gain entry after the main entrance is locked. Failure to do so may result in disciplinary action against students (resident and non-resident) and denial of entry or removal from the residence hall in the case of visitors.
2. Entry to the Nurse's Residence Hall other than through the main entrance is prohibited. Individuals gaining access into the residence hall by any other door will be subject to disciplinary charges.