



**BAPTIST HEALTH
SCIENCES UNIVERSITY**

Residence Hall
Handbook
2024 - 2025

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Housing and Other University Facilities

Baptist Health Sciences University housing is located in the Campus Hub located at 1003 Monroe Avenue, Memphis, Tennessee. This facility contains 110,000 square feet with an atrium design. The Campus Hub includes educational facilities and student housing, classrooms, gym, fitness center, racquetball court, student lounge, and an outdoor swimming pool. The Nursing Building houses a nursing laboratory with individual work areas for patient simulation. Science laboratories are located adjacent to the campus in the Annex Building, and across Madison Avenue in the Science Building. Computer workstations and printers are available in the library, Annex, and in Center for Academic Excellence. The Residence Hall offers double and single occupancy rooms when available. In the Campus Hub, a Security Staff member is on duty at the Information Center by the entrance 24 hours daily when residents are living on campus. Entrance to the building is by card access at all times. Security Staff patrol the academic and residential areas of the University and monitor surveillance cameras on the campus day and night.

Policies for Accessing the Campus Hub & Adjacent Parking Lot

Access to the main campus facility and adjacent parking lot require a University-issued identification badge and appropriate decal.

1. Students, faculty or staff members who are expecting a guest or a delivery must meet the guest or delivery personnel at the entrance to the building and escort them to their destination.
2. Identification cards are not to be given to anyone else. Identification cards must be worn while attending classes, at clinical sites, and when using the library.
3. Violation of any security policy will be viewed as a serious offense. Policies can be found [here](#). ***Disciplinary action may include immediate loss of campus housing privileges and other appropriate action up to and including dismissal from Baptist Health Sciences University.***
4. Non-residents and guests must sign in at the Information Center at all times. A valid driver's license or photo ID must be left at the Information Center while in the building. The University strives to provide safe and healthy learning and living conditions and to comply with all rules, laws, and regulations pertaining to the safety and health of its staff, students and visitors. It is each student's responsibility to report all unsafe acts or conditions to a University official so that proper action can be taken to correct the situation in a timely manner. Residents must be accountable not just for their own safety, but for that of all residents.

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Residence Hall Facility Facts

Facility

Baptist Health Sciences University has 94 rooms available for housing. Currently the second, third, and fourth floors are for women and the fifth floor is for men. The rooms are designated double occupancy. Occasionally, single rooms are available for an additional cost.

Application

Students may apply for housing by completing the Housing Application Form. The forms are available online at www.BaptistU.edu. Questions can be addressed to the Residence Life Specialist at (901)572-2665 or Residence.Hall@BaptistU.edu.

New Room Assignments

Room assignments for new students are made on a first come, first served basis with priority given to freshman-status full-time students from outside the Memphis Metropolitan area which includes Shelby, Tipton and Fayette counties in Tennessee; Crittenden County in Arkansas; and DeSoto County in Mississippi. Second consideration is given to fulltime freshmen students from within the Memphis Metropolitan area. Third consideration is given to all other full-time students. Part-time students will be given final priority, except in the case of graduating seniors the trimester prior to graduation who do not need 12 hours to graduate. These seniors will be considered as full-time students for residence purposes. Students agree to abide by all rules and regulations governing the Residence Hall. In order to be accepted for residence privileges a student must be registered for University credit at Baptist Health Sciences University of Health Sciences for the term he/she is requesting housing. Students who do not abide by the rules will not be permitted to remain in the Residence Hall. Baptist Health Sciences University reserves the right to make all initial room assignments and to make any subsequent assignment changes or transfers deemed necessary.

Roommate Requests

Roommate requests must be mutual and made prior to room assignment notifications. Every attempt will be made to honor mutual requests. Final roommate assignments are made at the discretion of the Residence Life Specialist.

Room Changes

All students interested in changing rooms during the term need permission from the Residence Life Specialist. Students who request to change rooms will be required to explain the reason for their room change in writing.

Students making unapproved room changes without proper notification, approval, and paperwork will be fined \$50.00 each and will have the proposed room changes negated.

Vacancies

Where there is a vacancy in a double room, **the room must be maintained by the occupant in a manner that will allow another student to move in at a very short notice.** Students who do not have a roommate for reasons beyond their control will have the option to find another roommate. If they do not find another roommate, we will assign one to the room as necessary to complete housing assignments. A roommate may

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be assigned at any point during the term or the student may be asked to move to another double occupancy room.

Reservation of Rights

Baptist Health Sciences University reserves the right to: 1) assign applicants to available space in university housing, 2) alter any assignment at any given time, in the case of administrative or disciplinary action, and 3) deny the privilege of university housing to any student who has demonstrated behavior that significantly disrupts the residential community.

Application Fee and Damage Deposit

A nonrefundable application fee of \$100.00 is due at the time of application for housing. A \$250.00 damage deposit is required and due with the Student Housing Contract. Upon occupancy of a room by the applicant, the damage deposit will be held until the student graduates or otherwise vacates the Residence Hall. The deposit remains until the student moves out of campus housing permanently at the end of the trimester. Students forfeit the Housing Deposit if they vacate a room after Move-in Day at any point during an academic term without an approved move-out. Assessed damages, if any, will be withheld from this deposit, as will any other charges owed to the University and the balance will be refunded to the depositor. **Students must follow and complete the move-out procedures in order to receive the \$250 deposit refund. This includes vacating the room by the set Move-out Day and time. Students will be assessed \$25 each day they have not completely vacated the room beyond Move-out Day.**

Students are responsible for taking care of all Residence Hall property and for paying for any damage. Broken equipment or needed repairs are to be reported to the appropriate Baptist Health Sciences University staff immediately.

Current Costs Per Term

Residents will be charged accordingly:

Double occupancy - \$1,690.00

Single occupancy - \$2,790.00

All fees are due and payable at the time of registration.

Housing Refund Policy

Once a student has signed the student housing contract or occupied the room, the housing fees are **nonrefundable**.

Housing Contract

All students will be required to sign the Baptist Health Sciences University Student Housing Contract prior to moving into the Residence Hall. The contract is held on file by the Baptist Health Sciences University housing staff and a copy is available to the student. This contract may not be terminated during the academic year. The contract is applicable through the full academic year, which is inclusive of both the Fall and Spring trimesters.

Housing and Hall Meetings

The student is required to attend hall meetings that are scheduled by the Residence Life Specialist for their hall and any other meeting scheduled by Resident Assistants or University Administration. Appropriate

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sanctions will be assessed if a student does not comply. If due to circumstances beyond their control a student cannot attend a hall meeting, that student is required to notify housing staff in writing 24 hours in advance of the meeting and make up that meeting by arranging for individual time with the Resident Assistant to obtain pertinent information.

Required Immunizations and Vaccinations

In addition to all other immunizations required for entry into Baptist Health Sciences University of Health Sciences, Baptist Health Sciences University has a meningococcal (meningitis) disease requirement for all residential students through age 21. This vaccination is recommended by the Center for Disease Control. Residential students will need to provide proof of immunization for meningitis before they can check into the residence hall or be issued a key.

Because the Advisory Committee on Immunization Practices (ACIP) of the U.S. Centers for Disease Control (CDC) recommends that ALL University freshmen be informed about meningococcal disease and the benefits of vaccination and to reduce their risk for meningococcal disease be immunized, Baptist Health Sciences University has implemented this requirement.

Meningococcal disease is a rare but potentially fatal bacterial infection, expressed as either meningitis (infection of the membranes surrounding the brain and spinal cord) or meningococcemia (bacteria in the blood). Meningococcal disease strikes about 3,000 Americans each year and is responsible for about 300 deaths annually. The disease is spread by airborne transmission, primarily by coughing. The disease can onset very quickly and without warning. Rapid intervention is required to avoid serious illness or death. There are 5 different subtypes (called serogroups) of the bacteria that cause Meningococcal meningitis. The current vaccine does not stimulate protective antibodies to serogroup B, but it does protect against the most common strains of the disease, including serogroups A, C, Y, and W-135. The duration of protection is approximately 3-5 years. The vaccine is safe and adverse reactions are mild and infrequent, consisting primarily of redness and pain at the injection site lasting up to 2 days.

Responsibility for the Residence Hall

The resident agrees to keep his/her room clean. The student will reimburse the University for all damages to the room and its furnishings under this agreement. The condition of the room will be assessed when the student moves in and out of the room and any damages caused by student use will be accounted for at that time on the Residence Hall damage checklist.

Bedbug/Pest Control

Residents represent and warrant that all furnishings and personal property that the student moves that into the building are free of bedbugs. Residents agree to prevent and control possible bedbug infestation and other pests.

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Furniture

Residence Hall room furniture is to stay in the room. Occupants of a room will be equally charged for any missing or damaged furniture.

Keys

Residence Hall rooms should be locked at all times. In the event the room key is lost or stolen, the student understands that he/she is responsible for the cost of replacing the lock on the door. There is a \$85 fee to replace any lost room key. The student must also pay the cost of changing the locks on the room if the student neglects to return keys upon move out according to procedure.

Room Entry

Baptist Health Sciences University personnel or approved representatives have the right to enter rooms at any time for purposes of maintenance and repair, inspection of health and safety conditions, and investigation of violations of Baptist Health Sciences University policies. A note will be left stating the purpose of the visit when entry is made to your room without you present.

Personal Property Loss

Baptist Health Sciences University does not assume any legal obligation to pay for loss or damage to the student's personal property that may occur on campus. Students should lock their rooms each time they leave and take their keys with them to prevent loss of property. If staff, housekeepers, or maintenance need to enter any rooms, they will lock the doors when they leave. ***The University highly recommends that residents purchase renters insurance to cover any losses.***

Care of Rooms

Rooms should be kept clean at all times. Vacuum cleaners may be checked out from the Resident Assistant (RA). No vacuuming is allowed during quiet hours. Resident Assistants check for safety infractions, cleanliness and damage. Reports of any rooms that do not meet standards of reasonable cleanliness and/or show evidence of damage are given to the Residence Life Specialist.

Children in Residence Areas

According to Baptist Health Sciences University policy, children **are not permitted** in the residence hall rooms except at the time of resident move-in and move-out days.

Baby-sitting

Baby-sitting is **not allowed** on campus.

Appearance

Students must be appropriately attired, reflecting standards of a Christian University, when they are in the public areas of the University. Public areas are the first and second floors of the building. **No pajamas, bare feet, bathrobes, or swimsuits without cover-ups permitted in public areas of the University.**

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Visitation Hours

The current **visitation hours** for the Residence Hall are from 12:00 noon-12:00 a.m. daily.

All guests (individuals who are NOT current students or employees of the University) must sign in and present a valid driver's license or photo ID to gain admittance to the building and sign out when departing. The University requires that a student's guest(s) be accompanied by the student. Students and their guests must abide by the University's rules and policies.

Students are responsible for the conduct of their guests and that their guests don't disturb other students or employees. The student is financially responsible for any damages caused by her/his guest(s). Students and/or guests that fail to comply with university rules and policies will be asked to leave the premises.

Baptist reserves the right to change **any parts of the visitation** policy at **any time**. Students will be notified of changes via email and will be sent an updated copy of the handbook. A copy of the handbook can also be found on MyCampus.

Overnight Guests

Permission for overnight guests must be obtained in advance from the Residence Life Specialist by completing the overnight guest request form. Baptist Health Sciences University reserves the right to place phone calls and perform room checks regarding overnight guests. Overnight guests must be the same gender as the student host (this includes parents and siblings) and must be over 18. Overnight guests can stay no more than 3 days during their visit. Overnight guests who are current BHSU students are limited to staying in the Residence Hall twice a trimester.

Guest Rules

1. The resident must meet the guest at the Information Center.
2. Guests must leave a valid ID at the Information Center.
3. The resident must remain with the guest at all times.
4. Guests who do not abide by the Residence Hall policies or whose behavior is disruptive will be asked to leave.
5. The resident will be held accountable for the action of his/her guest.

Quiet Hours

Quiet hours are strictly enforced from 10:00 p.m. to 10:00 a.m. Please respect your neighbors by limiting noise at all times, but especially between these hours. Those who violate this observance will be appropriately disciplined. Sounds tend to carry inside the building, so your cooperation is appreciated.

Change of Address Procedure

Please fill out "Change of Address" form from the U.S. Post Office at least one week prior to the actual move-out date. This will ensure adequate processing time for the forwarding of the mail to the new address. Ensuring that mail is forwarded to the new address is the student's responsibility. *"Change of Address" forms are available at all U.S. Post Offices.*

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Balconies

Balconies are shared with neighbors and should be kept clean. Placing items on or draping items over the ledge of the balconies creates a safety hazard and is strictly prohibited. For safety reasons items on the balcony must be lower than the balcony ledge. There should be space for a person to move from one side of the balcony to the other.

Safety in Residence Hall Rooms

To assure the safety of students in the Residence Hall and the safety of all students, faculty and staff in the educational areas of the building, the following regulations have been established. Also, please review the discussion of safety in the *Student Handbook* and the "Standards of Student Conduct."

1. There must be no tampering with the fire alarm system, including covering or obstructing the room smoke detector and/or alarms.
2. No smoking is allowed in the building, including outside balconies. Throwing cigarette butts off the outside balconies is a fire hazard and will result in appropriate disciplinary action.
3. No burning candles are allowed in the building. This includes candles on birthday cakes and/or candles in Residence Hall rooms.
4. Under Life Safety Code 17-1, pursuant to T.C.A.-3.1, The following items **are not allowed** in Residence Hall rooms or balconies: hot plates, air fryers, electric toasters, toaster ovens, fry pans, fry daddies, electric skillets, electric heaters (chill chasers), or non-Baptist issued bed frames and/or mattresses.
5. The following items **are allowed** in the Residence Hall rooms: microwave ovens, small refrigerators, George Foreman style grills, crock pots, instant pots, electric clothing irons, and hair dryers.
6. Building decorations that are **not allowed** in the building include: straw, hay, or angel hair. No decorations can be placed on a fire door. No decorations can obstruct a hallway, corridor, or exit door. No items can be hung from the balcony. No adhesive stickers can be placed on walls or furniture. The following items **are allowed** on the walls of Residence Hall rooms: painter's tape, white sticky tack, thumb tacks, decals without an adhesive backing, and 3M or Command brand hooks.
7. **No item can be placed on the balcony ledge, nor may any personal items be visible above balcony ledge.**
8. Do not overload electrical outlets in the Residence Hall room. Multiple plug adapters are not permitted. Power strips may be used if they contain a built-in circuit breaker. Do not run electrical cords under the doors, as this is a fire safety hazard as well as a fire code violation.
9. Each room should be clean with all items stored in an organized manner.
10. Cleaning materials and food items must not be stored in the same area. Keep them separated.
11. Cinder blocks are not permitted and beds cannot be lofted.

If safety infractions are found in a room, the occupant will be given two (2) days to correct the infraction. If not corrected on a follow-up inspection, the occupant will receive appropriate disciplinary action.

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Services & Amenities

Food Service

Students are responsible for their own food service at this time. Students are encouraged to bring their own approved food storage and cooking devices. When the University contracts with a food service vendor, the University will notify you and clarify any new requirements for residents.

Eating Areas

Eating areas in the University include residence hall rooms, kitchens, the lounge/kitchen area on the third floor, and the Canteen areas on the first, second, and third floors. **Students are expected to clean these areas after use.**

Kitchen

Following use, students should turn off all electrical appliances and return the area to order. **Students are responsible for cleaning the kitchen area after use.** Articles left in these kitchens are available for use, but may not be removed from the kitchen. Freezers and refrigerators are available for student use. Food should not be left in the refrigerator or freezer past the point at which it is edible. **All food items must be identified with owner's name, room number, and date. All food must be removed prior to University breaks or the food will be discarded.** *Please do not over fill the freezers in these areas. Over filling can cause the doors to not close properly resulting in loss of food items and occasionally loss of freezers.* Please clean your dishes after use. Any dirty dishes left unattended will be discarded.

Laundry

FREE access to washers and dryers are provided on each floor of the Residence Hall. Only resident's laundry should be washed in these laundry facilities. Any clothing items left in the laundry room will be placed in the lost and found hamper. Every two weeks or when full, the lost and found hamper will be emptied. Items will be discarded or donated. Remove all lint from the lint screen prior to using a dryer. If there is a problem with the laundry machines please report it immediately using the toll free number, by using the QR code on the machine, or by contacting the Residence Life Specialist. **Anyone can report an issue through this process.** The sooner it is reported the sooner it is fixed.

Mail and Packages

Mail and packages can be picked up at the Information Center. The Information Center may email residents to inform them about mail and packages, but residents are encouraged to stop and check for mail regularly. The address is:

Your Name
1003 Monroe Avenue
Room #
Memphis, TN 38104

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Lost and Found

Articles turned in to the Information Center are kept for one month. After that period, the articles are donated to charity or discarded.

Maintenance Requests

To request maintenance assistance, contact your RA, the Residence Life Specialist, or the Information Center. All emergencies like overflowing water or concerning odors should be reported to the Information Center immediately by calling 901-572-2468.

Parking

Residents will abide by Baptist Health Sciences University's Student and Employee Parking Policy. No parking is allowed at any time in the fire lanes, designated visitor spaces, or in the handicapped spaces. **Vehicles parked in these no parking areas will be ticketed and/or towed.** Parking in a handicapped space without proper authorization will result in a ticket, and carries stiff fines and penalties. Residence Hall students **should** park in the gated University lot adjacent to the main campus facility. The appropriate window decal must be obtained and properly displayed while on campus.

Smoking, Tobacco, and Alcohol Products

Baptist Health Sciences University of Health Sciences is a tobacco and alcohol-free environment. ***Students found smoking/drinking or in possession of smoking/alcohol products in their rooms, hallways, or on balconies are subject to appropriate disciplinary action including, but not limited to, steep fines and possible dismissal from the Residence Hall and/or University. See "Standards of Student Conduct."***

Pets

Pets are not permitted in Baptist Health Sciences University's Residence Halls. There are no exceptions for pets and includes all animals.

Cable TV

Cable TV is available in Annex, the third floor kitchen, the Fitness Center, and the Campus Hub student lounge. Residents are expected to keep the areas clean. The Annex Student Activities Center is open 24 hours a day and has a large screen TV with cable service available to students.

Accommodation Requests

Baptist Health Sciences University is committed to abiding by federal regulations concerning the Americans with Disabilities Act. Students requesting academic accommodations should contact the Section 504/ADA Coordinator, email to Access.Services@BaptistU.edu for assistance. The 504/ADA Coordinator will assist students with Baptist Health Sciences University's policy and procedures for acquiring any accommodation.

Holidays and Breaks Procedure

All Residents are required to vacate their room between trimesters, as indicated on the Baptist Health Sciences University Calendar. Students can stay on campus for any holiday/break that occurs within a specific term. If you do not understand this policy please ask.

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When you leave the Residence Hall between trimesters, you do not have to remove your personal belongings as long as you are returning to the Residence Hall the next trimester. You must “check-out” upon leaving following this procedure:

1. Schedule an appointment with a Resident Assistant by the deadline to ensure proper Residence Hall check-out.
2. Remove all trash and clean the room (remember to clean out your personal items in the community refrigerator and freezer). Any items left over the break will be discarded. Complete check-out list provided to all residents.
3. Between terms remove all items from personal refrigerator and unplug for defrosting.
4. Residents moving off campus at the end of the term will follow the move-out procedures below.

Improper check-outs will result in a minimum \$50.00 fine, and this fine will be placed on the student's account.

Move-Out & Check-Out Procedure

1. Communicate with a Resident Assistant to schedule an appointment with him/her to ensure proper Residence Hall move-out/check-out.
2. Obtain and Complete Move-out/Check-out Form from your RA and return the form to RA or the Residence Life Specialist.
3. Clear the room of all personal possessions, remove all trash and clean the room (remember to clean out your personal items in the floor kitchen refrigerator and freezer).
4. Review Residence Hall damage checklist with Resident Assistant.
5. Return room key with your Move-out form
6. Return the “R” parking decal to Security (get a Commuter decal if needed).

Move-out for students **not returning** to campus housing the following trimester will be no later than 48 hours after the individual's last final exam or the established move-out day and time. A graduating student will be expected to leave the day following graduation. Items left in the room after the student has turned in his or her key may be discarded. *Failure to follow the Residence Hall move-out procedure will result in a minimum \$50.00 fine, and this fine will be deducted from the room deposit. Baptist Health Sciences University will amend this process if a resident is required to move out of housing for disciplinary reasons.*

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Housing Staff

Resident Assistant (RA)

RAs are current residents who assist with housing administrative tasks, serve as a resource for residents, and assist with social and community events. An RA is on duty nightly from 7:00pm-midnight. The RA Office is located on the second floor of the Campus Hub near the elevators.

Residence Life Specialist

The Residence Life Specialist will live in community with residents in an apartment located on the third floor. This will allow for better and more frequent interactions with residents and Resident Assistants. The Residence Life Specialist office number is A5 (located in the first hallway of the Enrollment Services office near the Information desk) on the first floor of the Campus Hub.

HOT Lines

Campus Emergency.....	901-572-2911
Campus Security	901-572-2777
Residence Life Specialist.....	901-572-2665
Memphis Police (Non-Emergency).....	901-545-2677
Information Center	901-572-2468
Baptist Tech Support (Help Line).....	901-227-7777
Counseling.....	901-572-2660
Student Services.....	901-572-2663
Bookstore.....	901-572-2480
Library.....	901-572-2677
Suicide Prevention Hotline	988
Crisis Text Line (Text “TN” to).....	741-741

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RESIDENCE HALL FINES & DISCIPLINARY ACTION

Below is a list of housing violations and potential fees or fines that are associated with the infraction. This list is to serve as a general guide for Baptist Health Sciences University students living in on campus housing. *Living on campus is a privilege and that privilege can be taken away for violating Baptist Health Sciences University and/or Housing policies and procedures.* Depending on the severity of the behavior or failure to comply will result in disciplinary action up to and including loss of housing privileges and/or dismissal from Baptist Health Sciences University. Student removed from housing for disciplinary actions will forfeit his or her housing deposit and housing fees.

Action/Behavior Fine/Disciplinary Action

Tampering with fire safety equipment	\$100 (First Offense)
Tampering with fire safety equipment	\$200 & removed from Housing (Second Offense)
Failure to leave the building during a sounding alarm	\$25 (First Offense)
Failure to leave the building during a sounding alarm	\$50 (Second Offense)
Failure to leave the building during a sounding alarm	\$100 (Third Offense)
Removing furniture from rooms	\$50 & student is responsible for any damages & returning furniture
Storing belongings on or above the balcony ledge.....	Warning- written or verbal (First Offense)
Storing belongings on or above the balcony ledge	\$50 (Second Offense)
Storing belongings on or above the balcony ledge	\$100 (Third Offense)
Storing belongings on or above the balcony ledge	\$200 & removed from Housing (Fourth Offense)
Failure to maintain a free and clear balcony.....	Warning- written or verbal (First Offense)
Failure to maintain a free and clear balcony	\$50 (Second Offense)
Failure to maintain a free and clear balcony	\$100 (Third Offense)
Failure to maintain a free and clear balcony	\$200 & removed from Housing (Fourth Offense)
Possession of prohibited items (toasters, hotplates, etc.).....	\$50 (First Offense)
Possession of prohibited items (toasters, hotplates, etc.)	\$100 (Second Offense)
Possession of prohibited items (toasters, hotplates, etc.)	\$200 (Third Offense)
Filthy and unkempt rooms.....	Warning- written or verbal (First Offense)
Filthy and unkempt rooms.....	\$25 (Second Offense)
Filthy and unkempt rooms.....	\$50 (Third Offense)
Filthy and unkempt rooms.....	\$100 (Fourth Offense)
Failed Room Inspection.....	Warning-written & 24hrs to correct (First Offense)
Failed Room Inspection.....	\$25 (Failure to correct first failed room inspection)
Visitation violations.....	Warning- written or verbal (First Offense)
Visitation violations	\$25 (Second and Subsequent Offenses)

Upon vacating your room, without restoring the room to the same or better conditions as to when you moved into the room the following fines will be assessed:

Room Condition

Personal belongings left in room	\$25-\$75 (depending on what is left in the room)
Room left filthy and unclean.....	\$25-\$200 (depending on the room condition)
Room has more University furniture than assigned	\$50 (more than the allotted beds, nightstands, etc.)
Room is missing assigned furniture.....	\$50 (and possibly the cost of the missing item)
Damaged walls, doors, carpet and/or furniture.....	Cost of repair or replacement

*Note: Multiple violations of any kind will result in disciplinary actions up to loss of housing privileges and/or dismissal from the University. Also, the above lists are guidelines and should **not** be considered as an*

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exhaustive list of fines or disciplinary actions. BAPTIST HEALTH SCIENCES UNIVERSITY reserves the right to add to or amend these guidelines at any time.