




GARDNER-WEBB UNIVERSITY
HOUSING and RESIDENCE EDUCATION

2021–22 Guide to Residential Living

- 
- 2** Department Mission and Goals
 - 5** Our Communities
 - 8** Our Campus Amenities
 - 12** Apply for Housing at Gardner-Webb University
 - 14** Roommates 101
 - 15** What to Bring to Campus and What to Leave at Home
 - 16** Frequently Asked Questions and Answers
 - 18** A Guide for Parents
 - 20** Important Terms that You Need to Know
 - 22** How to Register to Receive Emergency Notifications
 - 23** Emergency Preparedness Terms
 - 24** Important Phone Numbers

Welcome

FROM THE DIRECTOR

I am delighted that you have decided to join the Gardner-Webb community. You are now part of an engaged academic community of learners and professionals who are here to help you excel spiritually, academically, and socially.

Attending college is a big step, and we recognize the investment this requires for both students and parents. Students often face challenges which may overwhelm or confuse them as they experience periods of personal growth, self-reflection, and independence. At Gardner-Webb University, we are committed to working with students and assisting them as they begin this next chapter of their lives.

The residential experience at Gardner-Webb University is one that empowers students to further their academic, social, and spiritual development in many ways. We purposely encourage students to better their interpersonal communications skills with those that they live and interact with. Whether it is having a face-to-face conversation with a roommate or conversing with a new friend at a Housing and Residence Education-sponsored event, students are intentionally encouraged to further refine their communication skills. Further developed communication skills not only assist students in being more successful in a residential setting, such skills also help them be more successful in the classroom, and later in the workforce. We also sponsor activities and events highlighting social, educational and spiritual interactions. One can attend anything from a movie night to a résumé workshop. Our activities and events are not only designed to be fun and engaging, many of them are in fact designed to assist students in learning a number of life skills that assist them as they transition from late adolescence into adulthood.



I encourage you to review the Housing and Residence Education website, as it will assist you in learning additional information about the Housing Program. You will find beneficial information concerning our facilities, how to apply for housing, our policies and processes, as well as the services offered, just to name a few things. After familiarizing yourself with the Department, I am certain that you will come to the determination that we strive to provide our students an environment that not only nurtures academic pursuits, but one that offers a holistic learning experience that prepares students for their future.

My staff and I look forward to welcoming you to the Runnin' Bulldog Family. Please do not hesitate to contact us if we can be of assistance to you.

Sincerely,

DR. JOHN R. JOHNSON

Director of Housing and Residence Education

Mission

Within the parameters of the mission of the University and the Division of Student Development, the Housing and Residence Education Department provides safe and comfortable accommodations that are conducive to the spiritual, academic, and social development of the residential population. Therefore, the Department utilizes staff and peer interaction in a variety of educational opportunities and community-building endeavors to enhance student learning and personal development. The Department promotes individual responsibility through policies that encourage personal decision-making and autonomy, while preserving an educational atmosphere that is consistent with the mission of the institution.

GOALS & OBJECTIVES

To provide a clean, safe, and comfortable environment in which students can meet curricular and co-curricular goals;

- › Coordinate with Plant Operations staff to ensure that all spaces have been cleaned and are occupancy-ready for check-in periods,
- › Coordinate with Plant Operations to ensure that all facility needs are addressed in a timely manner,
- › Coordinate with Plant Operations and Business Services to create and maintain a Five-Year Residential Facility Renovation/Refurbishment Master Plan,
- › Coordinate with Housing staff and other University personnel as needed to ensure housing rules and regulations are enforced.

To provide out-of-classroom experiences that encourage student growth and development;

- › Design, implement, and maintain a departmental programming model that provides effective spiritual-emphasis, educational-emphasis, and social-emphasis programmatic opportunities for the residential population,
- › Actively participate in collaborative programmatic efforts with other University departments to meet the social, educational, and spiritual needs of students,
- › Through intentional one-on-one interaction with Departmental professional and paraprofessional staff, students are informed of University and Departmental policies and expectations.

To effectively train professional and paraprofessional Housing and Residence Education staff within the parameters of Departmental and University Policy;

- › Provide professional development opportunities to professional staff that enables them to be more effective Housing and Residence Education administrators, including but not limited to conference attendance and annual staff training sessions/retreats,
- › Partner with Campus Partners internal and external to the Division of Student Development in an effort to provide a holistic training experience for Graduate Resident Director and Resident Advisor staff that enables them to be effective in their roles as facilitators of community development,
- › Create and maintain a Departmental Handbook for professional and paraprofessional staff that clearly and effectively conveys accurate information including but not limited to the following: personnel roles/responsibilities, administrative/operational procedures, emergency procedures, policy enforcement and student conduct procedures, and staff expectations.

TRANSITIONAL LIVING

- K**..... University Commons Apartments
- L**..... University Commons Suites

FEMALE RESIDENCE HALLS

- A**..... Spangler Hall
- B**..... Myers Hall
- C**..... Decker Hall
- G**..... Stroup Hall
- H**..... H.A.P.Y. Hall

MALE RESIDENCE HALLS

- D**..... Lutz-Yelton Hall
- E**..... Mauney Hall
- F**..... Nanney Hall
- I**..... H.A.P.Y. Hall Wing
- J**..... Royster Hall

RESIDENCE HALLS, APARTMENTS, & SUITES

Our Communities

KEY  Female  Male  Coed



A SPANGLER HALL



Spangler Hall consists of three floors with a communal bathroom on each floor. The building also features a laundry facility on the ground floor, and is accessible.



B MYERS HALL



Myers Hall consists of two floors with a communal bathroom on each floor. The building also features a laundry facility and lounge on the ground floor.



C DECKER HALL



Decker Hall consists of four floors with a communal bathroom on each floor. The building also features a lounge, kitchen, ground level laundry facility, and is accessible.



D LUTZ-YELTON HALL



Lutz-Yelton Hall consists of four floors with a communal bathroom on each floor. The building also features a lounge, laundry facility, and kitchen on the ground floor.



E MAUNEY HALL



Mauney Hall consists of four floors with a communal bathroom on each floor. The building also features a lounge, kitchenette, ground level laundry facility, and is accessible.



F NANNEY HALL



Nanney Hall consists of two floors with a communal bathroom on each floor. The building features a kitchenette and laundry facility on the second floor, as well as laundry facility and lounge on the ground floor.



G STROUP HALL



Stroup Hall has three floors with a communal bathroom on each floor. The building features a kitchen on the second floor, a lounge on the ground floor, and a laundry facility on the basement floor.



H H.A.P.Y. HALL



H.A.P.Y. Hall consists of two floors with suite-style accommodations (two rooms sharing a single bathroom). The ground floor features a kitchen, laundry facility, lounge, and is accessible. H.A.P.Y. Hall houses female students who are a part of the honors program.



I H.A.P.Y. HALL WING



H.A.P.Y. Hall Wing Consists of one floor with a communal bathroom. The wing also features a kitchenette and laundry facility. H.A.P.Y. Wing Hall residents also have access to the lounge of H.A.P.Y. Hall. H.A.P.Y. Hall Wing houses male students who are a part of the honors program.



J ROYSTER HALL



Royster Hall consists of one floor with two communal bathrooms. The building also features a laundry facility, a lounge, a kitchenette, and is accessible.



K UC APARTMENTS



University Commons Apartments consist of seven buildings that have three floors, and twelve apartments per building. The apartments feature full kitchens, private laundry facilities, and private bedrooms with full-sized beds.



L UC SUITES



University Commons Suites consist of three buildings that have three floors, and twelve suites per building. The suites feature a kitchenette, two bathrooms, four bedrooms, and a common room per unit. The suites also feature two communal kitchens and three laundry facilities.

Residence Hall / Floor	Approx. # of Rooms	Bathroom Type	Students Per Room	Mattress Type	Approx. Room Size	Approx. Window Size	Lofting Equipment
Decker / Ground Floor	9	Communal	2	Extra-Long Twin	13' X 14'	6' X 5'	Must Purchase through University Bookstore
Decker / 1st Floor	24	Communal	2	Extra-Long Twin	13' X 14'	6' X 5'	Must Purchase through University Bookstore
Decker / 2nd Floor	28	Communal	1-2	Extra-Long Twin	13' X 14'	6' X 5'	Must Purchase through University Bookstore
Decker / 3rd Floor	11	Communal	2-3	Extra-Long Twin	13' X 18'+	6' X 5'	Must Purchase through University Bookstore
H.A.P.Y. / 1st Floor	6	Semi-Private	2	Twin	13' X 13'	3' X 4.5'	Student Provided
H.A.P.Y. / 2nd Floor	8	Semi-Private	2	Twin	13' X 13'	3' X 4.5'	Student Provided
H.A.P.Y. / Wing	12	Communal	2	Twin	13' X 14'	6.5' X 4.5'	Student Provided
Lutz-Yelton / Ground Floor	6	Communal	2	Extra-Long Twin	15' X 12'	3' X 4.5'	Student Provided
Lutz-Yelton / 1st Floor	13	Communal	2	Extra-Long Twin	15' X 12'	3' X 4.5'	Student Provided
Lutz-Yelton / 2nd & 3rd Floor	15	Communal	2	Extra-Long Twin	15' X 12'	3' X 4.5'	Student Provided
Mauney / Ground Floor	9	Communal	2	Extra-Long Twin	15' X 12'	3' X 4.5'	Student Provided
Mauney / 1st Floor	13	Communal	2	Extra-Long Twin	15' X 12'	3' X 4.5'	Student Provided
Mauney / 2nd & 3rd Floor	15	Communal	2	Extra-Long Twin	15' X 12'	3' X 4.5'	Student Provided
Myers / 1st & 2nd Floor	16	Communal	2	Extra-Long Twin	18' X 12'	3' X 4.5'	Student Provided
Nanney / 1st & 2nd Floor	16	Communal	2	Extra-Long Twin	18' X 12'	3' X 4.5'	Student Provided
Royster / 1st Floor	28	Communal	1-2	Extra-Long Twin	15' X 12'	2' X 10'	Must Purchase through University Bookstore
Spangler / 1st-3rd Floor	16	Communal	2	Extra-Long Twin	18' X 12'	3' X 4.5'	Student Provided
Stroup / 1st Floor	10	Communal	2	Extra-Long Twin	12' X 10'	4' X 6'	Must Purchase through University Bookstore
Stroup / 2nd & 3rd Floor	21	Communal	2	Extra-Long Twin	12' X 10'	4' X 6'	Must Purchase through University Bookstore
University Commons	Units Per Building	Bathroom Type	Students Per Unit	Mattress Type	Approx. Room Size	Approx. Window Size	Lofting Equipment
Apartments	12	2 Semi-Private	4	Full	11' X 11'	4' X 4"	No Lofts
Suites	11-13	2 Semi-Private	6-8	Extra-Long Twin	11' X 13'	4' X 4'	Must Purchase through University Bookstore

Dimensions for accommodations provided by the Department of Housing and Residence Education at Gardner-Webb University are approximations only. As with any physical structure, the size of the facilities and room dimensions will vary from location to location. It is not possible for Housing and Residence Education to provide exact specifications for individual locations. Please note the University is unable to remove the furniture from residential facilities. As such, please plan accordingly so that you may effectively personalize your home away from home.

LINENS PROGRAM If you are interested in purchasing linens made specifically for residence halls at Gardner-Webb University, please visit the Residence Halls Linens Program at ocm.com/gaw.

AMMENITIES

Our Campus



Broyhill Adventure Course

The Broyhill Adventure Course is a unique outdoor adventure complex that offers a series of experiential challenges designed to enhance team building and personal growth for Gardner-Webb University students, faculty, staff, and community groups. Using a combination of high and low ropes activities, participants experience climbing and problem solving as metaphors for life whereby communication skills are improved, self-esteem is enhanced, problem-solving techniques are applied, and cooperation in group and team situations is further developed. The Broyhill Adventure Course practices a “Challenge by Choice” philosophy which allows participants to choose a comfortable level of involvement.

Cable

All residence halls, suites, and apartments receive basic cable service. Given that the cable service provided is digital, students will need to obtain a television that can receive digital signal, or be willing to obtain a digital converter box. The University is not responsible if the television and/or converter box purchased by the student is not compatible with the cable service provided. Please notify Housing and Residence Education if you experience any problems.

Campus Shop

The Campus Shop serves as the Gardner-Webb University bookstore. Gardner-Webb University apparel and lofting kits for specific residential facilities are also sold at the Campus Shop. The Campus Shop is open Monday through Thursday from 8:30 a.m. until 5:00 p.m., and on Fridays from 8:30 a.m. until 4:30 p.m.





Campus Post Office

The Campus Post Office sells stamps, stamped envelopes, mails packages, and certifies and insures letters and packages. Students receive mailbox assignments by August 1 each year. In addition to incoming mail being placed in the student's box, it is the primary way of distributing communications from others on campus. The Campus Post Office is open Monday through Friday from 8:30 a.m. until 4:30 p.m. Students retain the same Post Office Box during their time at Gardner-Webb University.

Disc Golf Course

Gardner-Webb University has an 18-hole Disc Golf Course which begins at Nanney Hall and ends at Frank Nanney Hall. Students may play the course free of charge and may check out discs from the Student Activities Office.



Dover Chapel

Dover Chapel stands at the formal entrance to the University as a symbol of Gardner-Webb University's deep and historic commitment to learning based on Christian principles and values. The main sanctuary seats over 200 and is used for weekly worship, prayer, concerts, recitals, and other events. The sanctuary is open each day during the regular academic year from 8:00 a.m. until 11:00 p.m. (unless previously reserved through the Office of Campus Ministry).

Dover Campus Center

The lower level of the Dover Campus Center houses Chik-Fil-A, a lounge area for students, Registrar Services, Student Accounts, and Ritch Banquet Hall. The main level features the Cafeteria and Bailey Faculty Dining Room, plus the Office of Undergraduate Admissions and Financial Planning.

Laundry Facilities

Laundry rooms are provided in all residential facilities. The laundry service is set up to provide unlimited laundry for students.





Suttle Wellness Center

Suttle Wellness Center is the primary fitness center available to Gardner-Webb University students. The facility includes cardio and weight equipment areas, locker rooms, and a gymnasium. Additionally, Suttle Wellness offers a number of fitness classes, including Zumba and CrossFit Box, for students.

Tucker Student Center

The Tucker Student Center is a 110,000-square-foot building dedicated to the needs of students. The facility includes conference rooms, common areas for group and study time, entertainment options featuring a small movie theater, a three-story indoor climbing wall, the Campus Shop, and over 15 departments. The facility also houses the following restaurant locations: The Broad River Coffee Company, WOW (World of Wings), Sub-Connection, Cantina, and Simply-to-Go.



Residence Hall Lounges

There are residence hall lounges located throughout the residential communities. These areas are ideal for studying and relaxing.

Parking

All vehicles operated on Gardner-Webb University property must be registered with the University Police Department. All students, including freshman, are allowed to have cars on campus. Students are required to purchase and display a registration permit.

University Commons Clubhouse

The University Commons Clubhouse is located in the University Commons community off of Stadium Drive. The facility overlooks beautiful Lake Hollifield and is multi-media equipped. Gardner-Webb University student clubs/ organizations wishing to reserve the Clubhouse must contact the Housing and Residence Education Office.

Wireless Network

The wireless network provides: Ethernet access to WEBBNET, the Internet, and e-mail. All academic facilities and residential facilities are equipped to provide wireless access. To take advantage of the wireless network, your computer should have a wireless connection. Other devices such as PDAs, iPads, iPods, and smartphones that are wireless enabled may also be used to access the network.

The Lake Hollifield Complex

The Lake Hollifield Complex offers six acres of natural beauty for reflection and recreation. With a scenic lake, lighted walking trails, picnic areas, the original Boiling Springs (pictured here), the Hollifield Carillon, and 70-foot bell tower, this area is an attraction for students and community.



LIVING ON CAMPUS

Apply for Housing

Living on campus enables a student to have a truly holistic university experience by making it that much easier to become involved in the University community, while still being academically focused.



New Student Housing Applicants

New students can apply for housing after they have been formally accepted as a student at Gardner-Webb University. New students may apply for housing through their WebbConnect account. The application is located in the Housing Self-Service Portal located in the Housing-Meals-Vehicle Folder.

Continuing Student Housing Applicants

Continuing students can apply for housing through their WebbConnect account. The application is located in the Housing Self-Service Portal located in the Housing-Meals-Vehicle Folder. Please refer to the Housing and Residence Education website and/or your Housing Self-Service Portal home screen for important instructions and dates.

Commuting Student Applicants

Students desiring to apply for commuter status can apply through their WebbConnect account. The application is located in the Housing Self-Service Portal located in the Housing-Meals-Vehicle Folder.

Summer School Housing Applicants

Students can apply for summer housing through their WebbConnect account. The application is located in the Housing Self-Service Portal located in the Housing-Meals-Vehicle Folder. Please refer to the Housing and Residence Education website and/or your Housing Self-Service Portal home screen for important instructions and dates.

ACCESSING YOUR HOUSING PORTAL IN WEBBCONNECT

You will need your username and password for the WebbConnect system to view this information. If you have forgotten your password, please click on the Click Here to Get Username & Password link on the login page. If you have difficulties with logging in to your WebbConnect account, please notify Technology Services at (704) 406-4647.

Use the following instructions to access your housing assignment.

- Go to gardner-webb.edu and login to WebbConnect
- Click on Housing-Meals-Vehicle
- Click on Housing Self-Service Portal (Your sssignment will be located on your Self-Service Portal home screen.)

Housing assignment inquiries should be directed to Jessika Raduly, Assistant Director of Housing Administrative Services and Marketing, via phone at (704) 406-4244 or via e-mail at jraduly1@gardner-webb.edu.



101: THE BASICS

Roommates

Learning to live with a roommate is a new adventure for most students. Having a roommate can be both fun and challenging. Whether it's a best friend or someone you have never met, you will have the opportunity to learn more about them and yourself.



Tips to Being a Successful Roommate

- › Contact your roommate prior to check-in, and attempt to get to know each other. You should also discuss what items each of you will bring to Campus.
- › Work together to complete a Roommate Agreement, as this formalized document can assist you in defining mutual expectations.
- › Be honest with one another.
- › Always remember that your roommate has the right to read, study, and sleep in the room just like you. Work with your roommate to monitor the level of noise in your room.
- › Never borrow your roommate's belongings without obtaining permission.
- › Work with your roommate to maintain a clean living environment.
- › Put forth an effort to talk about mutual concerns in person, not via text or social media.
- › Be willing to compromise with one another.
- › If a conflict should arise that you and your roommate need assistance in resolving, please follow up with your Resident Advisor.

BRING TO CAMPUS

Housing Checklist

Linen

- Bedspread/Quilt/Comforter/Blanket
- Sheets (Twin, Extra-Long Twin, or Full)
 - › *Refer to Housing Assignment*
- Pillow and Pillowcase
- Mattress Pad/Egg Crate (Foam Mattress Topper)
- Towels/Washcloths

Fixing Up

- Iron with Automatic Shut-Off/Ironing Board
- Hair Dryer
- Scissors/Sewing Kit
- Stapler

Decorating Items

- Fan
- Posters (Poster Putty, 3M Releasable Tabs, and Masking Tape Only, No Nails)
- Pictures of Family and Friends
- Storage Boxes (for under the bed, drawers on wheels, tubs, etc.)
- Study Lamp

Cleaning Up

- Trash Can
- Broom and Basic Cleaning Supplies
- Laundry Basket
- High-Efficiency Laundry Detergent and Dryer Sheets
- Shower Caddy or Bucket
- Flip-Flops (for showers)
- Toiletries

Electronics

- Radio/Stereo/CD Player/MP3 Player/Alarm Clock
- Sealed Unit Coffee Maker with Auto Shut-Off
- TV, DVD, Blue-Ray, Gaming System
- Computer, Printer, and Accessories
- Maximum of 4.6 Cubic Feet Refrigerator
- Maximum of a 700 Watt Microwave

Other

- One Power Strip (UL Approved)
- Umbrella/Flashlight
- Extra Set of Car Keys
- Health Insurance Information
- Cell Phone and Charger



LEAVE AT HOME

- › **Animals**
(exception of non-carnivorous fish in a 10 gallon or less aquarium)
- › **Extension Cords**
- › **Portable Heaters and Air Conditioners**
- › **Weapons**
(guns of any type, hunting knives, bow and arrows, swords, hatchets, etc.)
- › **Electric Frying Pan**
- › **Air Fryers/Deep Fryers**
- › **Instant Pots**
- › **Pressure Cookers**
- › **Shot Glasses and/or other Alcohol Paraphernalia**
- › **Candles/Incense/Lighters/Matches**
- › **Gas, Charcoal, and Electric Grills**
- › **Halogen Lamps**
- › **Any Item Identified in the Student Handbook as Prohibited**

FAQs



What are the dimensions of my room?

Please refer to the Housing Quick Facts section of this document on page 7.



What is the size of my bed?

Please refer to the Housing Quick Facts section of this document on page 7.



Can I have candles?

Due to fire code regulations, open flames of any kind, including candles and incense, are not permitted in the residential communities.



May I have a refrigerator or microwave in my room?

Refrigerators and microwaves are permitted in residential facilities. Refrigerators can be no more than 4.6 cubic feet in size. Housing and Residence Education recommends the use of Energy Star-rated appliances. Microwaves should be no more than 700 watts.



Is it permissible to loft my bed?

Students residing in the traditional residence halls and the University Commons Suites are permitted to loft their beds. Please refer to the Housing Quick Facts section of this document concerning specifics about what type of loft you are permitted to install in your room. Be advised that the University is transitioning towards standardized furniture, and that home-built lofts are not permissible in all residential facilities.

Again, students residing in residence halls that have recently updated their furniture to the new University standard will be required to purchase a loft from the University Campus Shop if they choose to loft their beds.



What do I need to do if I want to change my meal plan?

Contact Housing and Residence Education concerning all meal plan change requests. Please note that Housing and Residence Education can only reduce meal plans prior to the last day of Drop/Add. After this date students can only increase their meal plans.



Can I have a pet?

Non-carnivorous fish in tanks with a capacity of 10 gallons or less are permitted. No other pets of any kind are permitted.



When may I check-in?

Please review Housing and Residence Education's Move-In Calendar located on the Housing and Residence Education website.

CHECK-IN ITEMS

- › There is a detailed listing of items that you can bring to campus, along with a list of items that you cannot bring to campus, located on the Housing website. This information can be found on page 15 of this document.

What is my new mailing address?



Campus Post Office

Student Name
Gardner-Webb University
Campus Box #
Boiling Springs, NC 28017

FedEx/UPS Mailing Address

Gardner-Webb University
110 S. Main St.
Student P.O. Box
Boiling Springs, NC 28017



Do I need renter's insurance?

Housing and Residence Education very strongly advises that each resident carry individual renter's insurance for his or her personal property in the event of fire, flood, theft, tornado, overflowing tubs, broken pipes, water main breaks, etc.

You must understand that Gardner-Webb University and the office of Housing and Residence Education DOES NOT and CANNOT protect any personal belongings against burglary, vandalism, fire, smoke, and other perils. You must also understand that by not having personal liability insurance, you may be liable to third parties and to Gardner-Webb University or the Office of Housing and Residence Education for certain situations/hazards that are covered by renter's insurance.

You may be covered by your parents' homeowner's insurance. Housing and Residence Education strenuously encourages you to check with your parents' homeowner's insurance company to see what is covered and additional information necessary for coverage.

A Guide for Parents

The Summer Before

Be prepared to see less of your child this summer.

The closer it gets to departure time, the less you can expect to see of your child. They will likely be spending a great deal of time with their friends. Allow them to do this, as they will soon be seeing their childhood and high school friends much less than they are accustomed to with many of them going to different colleges and universities.

Make a financial plan and discuss expectations with your child.

Create a provisional budget. The budget should be clear about who will pay for what. The following questions should be answered in this budget:

- › Who is paying tuition and fees?
- › Who is paying for books?
- › Who is paying for food/snacks?
- › Who is paying recreational expenses (i.e. movies, books, music, outings with friends, etc.)?

Discuss academic goals and expectations ahead of time, and make certain that those goals and expectations are reasonable.

Many first-time freshman students do not initially do as well academically the first semester of college/university. They may initially struggle as they attempt to become acclimated to university life. Do not be surprised if your student does not make as high of grades as they did in high school the first semester of college. Focus your initial conversations with them on what they hope to accomplish academically during the year, as opposed to focusing on grades alone. Nonetheless, it is imperative that your student be prepared take ownership of their education.

Communication: Keeping in Touch

Talk to your child about how you will keep in touch with them.

Be mindful of your plans as it relates to communication with your child. Your child loves you, but likely does not want to contend with a mandated time to speak via cell phone; nor does your student want to receive multiple calls from you during the course of the day. Make certain that you and your child define what is a reasonable number of times to talk on the phone per week.

Additionally, though e-mail, text, and instant message are also great ways to communicate, do not expect an immediate reply.

Be a coach and when need be cheerleader as opposed to trying to solve your child's problems yourself.

Be prepared for a great deal of your communication with your child to revolve around their problems and frustrations. College/University students normally call their parents for encouragement and support when things are not going very well for them. When you receive these calls your immediate inclination will be to resolve the issue for your child. Do not do this. Encourage your child to use the appropriate campus resources (i.e. Resident Advisor, Graduate Resident Director, Housing Professional Staff, Counseling Center Staff, Student Development Staff, etc.). Never forget that you need to encourage them to learn to stand on their own two feet.



Throughout the College/University Years

Expect to see a great deal of change in your student.

Your child will change a lot throughout their collegiate experience. Their sense of style and general appearance will change throughout their experience, as they transition from late adolescence into adulthood. Additionally, it is possible that their major will change (potentially multiple times), as they come to a better understanding of who they are, and what their interests are. Also, do not be surprised if they at times come across as very uncertain as to what they want to do with their life. Be patient and supportive with your child, and help them learn how to navigate the challenges of life on their own two feet.

Your child cares more about your opinion than you think.

Sometimes your child will want your help and insight, whereas other times they want you to simply listen to them. Unfortunately, it is occasionally difficult to determine which time is which.

Being the parent of a college/university student is not easy. There are going to be times that you are frustrated with your child, times when you want to laugh with your child, and times when you fear for your child. This is normal. Your biggest challenge may very well be learning how to let go, and let your child become the adult you helped raise them to be.

When Students Come Back Home

Renegotiate expectations.

Do not forget that your child has been making decisions on how they will spend their time for a number of months by the end of the first semester. You in contrast, will likely have strong opinions on where and when they go somewhere. For example, do not be surprised if your child decides that they want/need to go to Walmart at 12 midnight. Engage your student in a proactive conversation about mutual expectations. You want to ensure their safety, while at the same time respecting the fact that they are a young adult that has grown accustomed to making a number of their own decisions.

Pick your battles.

Do not forget that the college years are a time of exploration for your child. You need to be prepared for the fact that your child may come home with a new look, new styles of clothing, new views on topics like politics/personal beliefs, new eating habits, and new exercising habits. Many of these changes are not permanent. Maintain a good sense of humor about some of these changes, and wisely pick your battles.

Do not expect your child to spend all of their time with you.

Your child will want to spend time with you on a number of breaks and holidays they are home from school. However, they may also want to attempt to reconnect with some of their childhood friends as well. They may even at times bring friends from college home to meet their childhood friends. Do not attempt to overschedule family time. Have proactive conversations with your child about what you want to plan to do together.

HOUSING & RESIDENCE EDUCATION

Terms

Break Request Application

Students who need to remain on campus during a period when the residential facilities are closed, including but not limited to Fall Break, Thanksgiving Break, Christmas Break, Spring Break, and Easter Break, must complete a Break Request Application. Once this application is submitted through the Housing Self-Service Portal, Housing and Residence Education will make a determination as to whether a student will be approved to remain in the residential facilities during that break period (including late departures and returning early to campus). All students must submit a Break Request Application for each break period that they request to remain on campus. Break Housing is provided at no additional cost for Fall Break, Thanksgiving Break, Spring Break, and Easter Break. Individuals who are approved to remain on campus during the Christmas Break are required to pay a \$100.00 fee, unless there are extenuating circumstances. Some of these circumstances include but are not limited to the following: officially representing the University during that time period or have internships associated with their respective academic majors. Break Request Applications are due on mandated dates that are advertised to the residential community. Failure to submit a request before the advertised deadline may result in a \$25.00 processing fee.

Check-In

Check-In is defined as the process when a student completes necessary administrative paperwork that enables them to have access to their residence hall room/suite/apartment, enabling them to move their belongings into their assigned space.



Check-Out

Check-Out is defined as the process completed when a student removes his/her belongings from their residential space, cleans the space to prepare it for the next resident, undergoes a check-out inspection for damages, turns in the keys to the assigned space, and signs all required administrative paperwork including but not limited to a Room-Inventory Form and/or an Express Check-Out Form.

Express Check-Out

A form of check-out in which a student elects to waive their right to be present during a check-out inspection conducted by a housing staff member. By completing this checkout option, a resident elects to turn in his/her keys to their assigned room in an express check-out envelope and agrees to accept the damage documentation/findings of the housing staff member completing the inspection after the resident has left. Students electing to complete the express check-out option will be held to the same standards of facility cleanliness and repair as those conducting a standard checkout. Please contact the Office of Housing and Residence Education for more information concerning this checkout option.

Graduate Resident Director

The Graduate Resident Director (GRD) is a graduate student staff member who lives on campus and assists an Assistant Director (AD) in the day-to-day operations of a residential facility. The major responsibilities include supervising Resident Advisor (RA) staff, facilitating RA weekly meetings, addressing concerns of students, communicating facility needs, maintaining community behavioral standards, and organizing educational programs. In addition, the GRD assists with departmental projects and operations as needed. The GRD reports directly to an AD.

Hall Meeting

Throughout the academic year there will be a number of meetings facilitated by the Resident Advisor (RA) and the Graduate Resident Director (GRD) staff to relay information to students concerning items such as the following: community expectations/concerns, Housing and Residence Education Policy, and building close-down procedures. These meetings are advertised in advance and are mandatory. If students have extenuating circumstances for not being able to attend, it is incumbent upon them to contact their RA or GRD in advance. Missed meetings could result in an administrative fine.

Health and Safety Inspection

Housing and Residence Education conducts an advertised health and safety inspection (HSI) approximately three times per semester. During this process, authorized housing personnel will enter residence hall rooms/suites/apartments and perform an inspection to confirm that students are properly maintaining their housing assignments. The scope of the inspection includes but is not limited to cleanliness and sanitation and identifying facility concerns, as well as checking fire safety equipment. Students found in violation of health and safety requirements may receive an administrative fine. Fines vary based on inspection findings. Extreme cases may result in the removal from campus housing.

Housing Close-Down for Breaks

The residential facilities close for each of the following breaks: Fall Break, Thanksgiving Break, Christmas Break, Spring Break, and Easter Break. Students are not permitted to reside in the facilities at this time unless they have been approved for Break Housing. Students are permitted to leave their belongings in their assigned rooms/apartments/suites during these periods.

Housing Close-Down for End of Year

The residential facilities completely close at the end of each Spring semester. Students are required to completely remove all of their belongings from their assigned room/apartment/suite, clean their assigned room/apartment/suite, and officially check-out of their room/apartment/suite at this time. (Please see Check-Out and Express Check-Out.)

Incident Report

When a situation that is against Housing and Residence Education or Institutional policy occurs, it is documented in an Incident Report. These reports are submitted to the Office of Housing and Residence Education. Upon receipt of these reports, housing professional staff will respond accordingly. Incident Reports consisting of minor matters can result in student fines, whereas more serious Code of Conduct matters will result in the student being referred to the University Student Conduct Hearing Officer.

Meal Plan

Students that reside in Campus Housing are required to obtain a meal plan. A meal plan is a food service plan that enables students to eat in the Campus Dining Hall a set number of times per week. Additionally, meal plans have an assigned amount of bonus dollars associated with them that can be used at other restaurants on the Gardner-Webb University Campus. Gardner-Webb University offers three types of residential student meal plans. Please refer to the Gardner-Webb University Housing and Residence Education website and Dining Services website for more information.

Resident Advisor

A Resident Advisor (RA) is an undergraduate student who lives on a residential floor with approximately 30 students. The RA is responsible for assisting students during their Gardner-Webb University experience. The RA's major responsibilities include assisting individual students, maintaining community behavioral standards, providing educational programs, and completing various administrative duties. The RA is the front-line resource for students and is essential to community living. The RA reports directly to a GRD.

Room Condition Report (RCR)

Prior to the annual check-in program, housing staff members enter all residential units and perform a comprehensive inspection of all units and denote the condition of that unit on an electronic Room Condition Report (RCR). The RCR is accessible through your Housing Self-Service Porta. The RCR is used to document the pre-occupancy condition of a residential spaces. Damage Billing is based on a comparison of the pre-occupancy versus the post-occupancy conditions of a residential space. Students are expected to report any discrepancies or concerns with their room on this electronic form within 48 hours of check-in.

Visitation

The visitation program permits guests of the opposite sex to visit a student room during a designated time period. Visitation is not permitted in the laundry rooms, stairwells, or restrooms. The parameters of the visitation program apply to all residential facilities.

› Room Visitation Hours

Sunday–Thursday: 11 a.m. – 12 a.m.

Friday–Saturday: 11 a.m. – 2 a.m.

› Lobby Room Hours

Sunday–Thursday: 11 a.m. – 2 a.m.

Friday–Saturday: 11 a.m. – 3 a.m.

Please refer to the Gardner-Webb University Student Handbook for more information concerning the Visitation Policy and the guidelines that must be adhered to by all students.

HOW TO REGISTER FOR EMERGENCY NOTIFICATIONS

1. Log into **WebbConnect**
2. Using the menu board on the left side of the screen select **Maintain Your Information**.
3. Then select **Update Emergency Contact Information**. You will be asked to review and accept the **Terms of Service and Privacy Policy**. At the top of the screen you should see your current **Room Assignment**.

If there are issues with this data, residential students should contact Housing and Residence Education.

› Phone information

The grayed out numbers are not able to be edited.

Please contact Telecommunications at (704) 406.2391 or spowell1@gardner-webb.edu if you have issues with this data. You may enter other numbers in the three sections below.

You may also elect them to receive voice and text or either voice or text .

If you select text, there will be a green call out button that will allow you to send a test text to your phone to verify that the information you have entered is correct.

Once you have finished updating your phone information, select **Submit Phone Changes**.

› Add/Update Email

The GWU email section is not editable.

You may enter up to three additional email addresses to have alerts sent to.

Once you enter the data, please select **Submit Email Changes**.

EMERGENCY PREPAREDNESS TERMS

Gardner-Webb University makes use of a mass notification system to alert students, faculty, and staff of emergencies. Important terminology that you need to be familiar with is include on this page. This terminology can be received as an e-mail, text alert, or phone call.

Avoid the Area

This terms means that a situation has developed in a particular area of campus that only poses a danger to a small area of campus. **Reasons we may issue an Avoid the Area alert:**

- › Chemical spills, accidents on campus, utility accidents

Plan for Avoid the Area

Once this alert has been given you may need to alter your normal traffic patterns around campus. Emergency officials will be in place to keep all-pedestrian and vehicle traffic from entering the area.

Response to Avoid the Area

If you find yourself within the affected area; you will need to remain near the perimeter until you are released by emergency responders.

Shelter in Place

This term means finding a safe location indoors until you are given the “all clear” from emergency officials. This term means to seek a safe place within your current building.

Reasons we may activate a shelter in place:

- › Active shooter
- › Tornado warnings
- › Dangerous situations that effects the entire campus community

Plan for Shelter in Place

Below is a list of things you need to consider when looking for a safe place:

- › If the door locks, or does the door open inside or out?
- › How many windows does the space have?
- › Is there furniture that can be used to barricade the doors or provide protection in the event of an active shooter?
- › Can I obscure the windows so that I can limit visibility into the space?

Response to Shelter in Place

Once you have been alerted to shelter in place, the first thing to remember is to stay calm. You should proceed to a location that can be secured, and use items within the room to help secure the doors. Items that could be used are furniture, wedges, belts around door closer arms, etc. Once inside the room;

1. Turn off all lights, silence your phone and wait for further instructions. Additional details will be given via email and text alerts as they become available from emergency responders.
2. If possible, get in a spot that shields you from view from the door or window.
3. If you are injured or need medical assistance, call 911. They will alert the emergency responders and someone will get to you as soon as possible.
4. Do not open the door until you are instructed to by the emergency responders; if you do not recognize the authority or the voice remain safe until you can verify that the responders are at the door.
 - › If you are outdoors, you need to proceed to the nearest building and seek shelter inside or get to your car and leave the area.
 - › Buildings that have electronic card access will be locked and you will need to use your ID card to get in.
 - › During Severe Weather, you should seek an interior location of a building, away from doors and windows. You should avoid wide spanning open areas such as gym or auditoriums. Ideally, you would need to seek shelter on the lowest floor possible within the building.

STAFF AND CAMPUS

Important Numbers

Staff Numbers

John Johnson, Director of Housing and Residence Education	(704) 406-4303
Jimmy Parker, Assistant Director of Student Conduct and Residence Education	(704) 406-3535
Jessika Raduly, Assistant Director of Housing Administrative Services and Marketing	(704) 406-4244

Campus Numbers

Academic Advising	(704) 406-4563
Campus Shop	(704) 406-4273
Christian Life and Service	(704) 406-4277
Counseling Center	(704) 406-4100
Dining Services	(704) 406-3807
Financial Planning	(704) 406-4243
Housing and Residence Education	(704) 406-4300
Personal and Professional Development	(704) 406-2135
Registrar Services	(704) 406-4260
Retention	(704) 406-2385
Student Accounts	(704) 406-3564
Student Activities, New Student Orientation, and Campus Recreation	(704) 406-4268
Student Development	(704) 406-4373
Suttle Wellness Center	(704) 406-3552
University Police	(704) 406-4444

The information in this document is subject to change as deemed appropriate/necessary without advance notice.

Why Living on Campus is Right for You | gardner-webb.edu/housing



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GARDNER-WEBB
UNIVERSITY

Housing and Residence Education | P.O. Box 7267 | Boiling Springs, NC 28017 | housing@gardner-webb.edu | (704) 406-4300

gardner-webb.edu/housing