

Section Two

Residence Life Information, Policies and Procedures

Note: The information contained in the “Hawai’i Pacific University Student Handbook” is subject to change. The most-up-to-date Residence Life information, policies and procedures can be found online at www.hpu.edu/housing and HPU Pipeline, at the Resource tab.

General Information for Residence Hall Students

Residence Life strives to provide a supportive living-learning environment that encourages students to succeed in the classroom as well as grow as individuals outside the classroom. The residence halls have rules and regulations that establish the standards and rights of membership.

Located on the lush 135-acre setting of the Hawaii Loa campus, each of the six residence halls houses approximately 30 students and is staffed by a student Resident Advisor (RA) who lives in the building. The Residence Life Coordinator (RLC), a full-time professional staff member, also lives in the residence hall community, helping to ensure that students have a safe and secure environment in which to live and learn.

The residence halls offer both double- and triple-occupancy rooms. Each room is equipped with basic furniture, including a twin bed, desk, dresser and closet space for each resident. The majority of rooms are shared suites with a semi-private bathroom. Many of the shared suites consist of one double occupancy room and one triple occupancy room. Each residence hall also offers a central lounge area for resident activities, group study and programs conducted by University staff and faculty. The residence halls and areas are non-smoking areas.

The Dining Commons (DC) is managed by Sodexo and is located in the center of the residence hall complex. The DC provides meal service for students, faculty and staff. Residents have the opportunity to select either a 10 meals per week or 14 meals per week meal plan. Students select their meal plan when applying for on-campus housing.

Each semester, on-campus residents also receive Dining Dollars valued at \$75. These Dining Dollars may be used to purchase food in the Dining Commons or the Snack Bar. The Snack Bar offers grilled items, beverages and a big-screen television.

The Student Center and Fitness Center, also located in the residence life area, provide students with a centralized area for social activities, leisure time, exercising and group study. At the Student Center, students may use computers with Internet access, a large-screen television, DVD player, ping pong table and a billiard table as well as have access to their personal mailbox. Residents may also check out movies, board games and other recreational items. The Fitness Center is configured with equipment, including a treadmill, cross trainer, recumbent bikes, benches, power rack and an assortment of free weights.

Residence Life

Residence Life is located in the Hawaii Loa campus Annex Building and coordinates all aspects of residential life on campus. Residence Life is open Monday - Friday, 8:00 a.m. - 5:00 p.m. The department is managed by the Director of Residence Life and Commuter Services and administrative staff. The Residence Life Coordinator is the professional live-in staff member who resides in the residence halls and supervises six resident advisors (RAs). Resident Advisors live in the residence halls and support residents with living in community, building relationships, serving as a resource about life at HPU, assisting in emergencies and upholding HPU and Residence Life policies. RAs are trained in community building, conflict resolution, leadership development, confronting inappropriate behavior and providing after-hours assistance.

For questions about the University, housing or other personal needs, Resident Advisors will be happy to assist you. A Resident Advisor resides in room 203 of each residence hall.

Other important contact information for Residence Life:

Residence Life	(808) 236-3540
Residence Life Coordinator	(808) 236-3541
RA On-Duty Cell Phone	(808) 375-0859

This section is designed to provide general information about residence life at HPU, to describe the University housing policies and to provide emergency information and procedures specific to the residence halls. As residents in University housing, students are responsible to know and comply with all of the expectations and policies contained in this section, in addition to those outlined in this "Student Handbook."

Animals on Campus

Animals, such as wild boars, may wander onto campus from nearby wooded areas. Residents should NOT approach these animals, but should contact Security immediately and take safety precautions.

Assignment and Reassignment of Rooms

Residence Life reserves the right to assign and reassign students within and between residence halls, as deemed necessary. Residence Life also reserves the right to reassign students to off-campus housing in unique situations if it is in the best interest of the student/residential community. The University reserves the right to terminate a student's Housing Agreement without refund by written notice if the student fails to comply with any of the terms and conditions of the Agreement.

Cable Television

Cable TV service is available for installation in most rooms. Residents are responsible for installation and monthly charges and contacting the cable company to discontinue service at the end of their time in that particular room. In the event of housing reassignment, the cost associated with changing cable service is assumed by the resident. Only one cable account may exist per room.

Cancellation

Once a student is confirmed for housing or after taking occupancy, the student is obligated to pay all remaining housing fees for both the fall and spring semesters. Therefore, refunds are not granted for those students who choose to make alternate living arrangements after having signed the Housing Application and Agreement. All payments are nonrefundable.

Check Out

On the final day of occupancy, as stated in the Application and Agreement for Residence Halls and related forms, all students are required to vacate their rooms by noon on the specified date.

After the final day of occupancy, Residence Life will inspect all rooms for cleanliness, re-inventory furnishings and assess any damage not previously documented on the original Room Inventory Form. Residents will be provided check out expectations from Residence Life including detailed deep cleaning expectations before the space is vacated. If applicable, additional fees may be assessed for cleaning or damage.

Residents must return their room and mailbox keys at their check-out inspection, or they will not be considered completely vacated from their room. Residents who have not completed the check-out process properly, or who have failed to return room/mailbox keys on the final day of occupancy, are subject to a \$50 improper check-out fee.

Cleanliness of Hall

Residents are required to maintain all common areas. Please treat University housing as your "home away from home" and with proper care including picking up personal items and removing all trash. Personal items may not be left in common spaces, hallways or outside resident room doors.

Residents are also expected to share the responsibility of regularly cleaning their rooms and bathrooms. Trash should be discarded in the appropriate receptacles for each building. Some cleaning equipment (vacuum, broom, mop and dust pan) is available for resident use from your Resident Advisor. Residents are responsible for providing their own cleaning supplies. Residents must provide a photo ID in order to use cleaning equipment. When borrowing cleaning equipment, residents are financially responsible for the replacement of equipment if not returned to their Resident Advisor.

Dining Commons

The Samuel N. and Mary Castle Dining Commons is centrally located in the Hawaii Loa campus residence life area. The Dining Commons (DC) provides an attractive setting for selected campus activities, as well as for daily meal

service for students, staff and faculty. The Snack Bar (SB) located within the DC offers sandwiches, beverages and snacks for students during the evening hours. Residents can choose either 10 meals per week or 14 meals per week and each meal plan includes \$75 Dining Dollars are redeemable in the DC or the SB each semester. Meals not used within one week's time do not carry over into the following week or semester.

Dining Commons Hours

Monday - Friday	Breakfast 7:30 a.m. - 8:30 a.m. Continental Breakfast 8:30 a.m. - 9 a.m. Lunch 11:45 a.m. - 1:15 p.m. Dinner 5:15 p.m. - 6:45 p.m.
Weekend/Holiday	Brunch 10:30 a.m. - 11:30 a.m. Dinner 5:15 p.m. - 6:45 p.m.
Snack Bar Hours	Evening Hours Only (Sunday - Thursday) 8:30 p.m. - 11 p.m.

Sick Trays/Sack and Substitute Meal Program

Residents who are ill may arrange to have food delivered by a roommate. In the event that a resident is unable to attend a meal because of class or team sports conflicts, sack meals or substitute meals at the SB may be requested in advance directly from the DC Manager. Students are required to show proof of class or team sport conflict to the DC Manager in order to arrange sack meals or substitute meals at the SB.

Dining Dollars

\$75 Dining Dollars are distributed at the beginning of each semester as part of the residence life meal plan (either the 10 meals per week plan or the 14 meals per week plan). Additional Dining Dollars can be purchased. Dining Dollars may only be used by the resident (or their guests with the resident/owner present). If Dining Dollars booklets are found, please return the booklet immediately to the DC Manager or the Director of Residence Life and Commuter Services. Using another resident's Dining Dollars without their knowledge or presence is considered theft and may result in disciplinary action.

Duty (Resident Advisor)

Resident Advisors (RAs) provide after-hours assistance called "on duty." Duty begins at 5:00 p.m., Monday-Friday and continues until 8 a.m. the next day. Weekend duty begins at 8 a.m. on Saturday and continues until 8 a.m. Monday. During this time, the RA on duty can assist a resident who is locked out of a room, has a problem, or is in need of emergency assistance.

Eligibility for Housing

In order to maintain eligibility to reside in the residence halls, students are required to maintain at least 12 credit hours (undergraduate) or nine credit hours (graduate) per semester at Hawai'i Pacific University. Students who fall below this may be required to move from the residence halls without refund.

First Aid

All Residence Life staff members have access to a first aid kit in the event of an emergency. First aid supplies are provided at the following locations within the resident community:

- RA rooms (Room 203 in each hall)
- Resident Advisor Resource Room (Melia hall, first floor)
- Security/Physical Plant Office (business hours only - continue down residence hall road into the fenced area).
- Dining Commons (Kitchen Area)

Inventory and Room Condition

Before arrival, each room is inspected by the Resident Advisor and inventoried to record the overall condition of the room and its furnishings on a Room Inventory Form. The form is then provided to the resident, and must be signed and returned to the Residence Life staff immediately following check-in. Should a resident find

discrepancies, he or she should notify Residence Life staff immediately before returning the form at check-in. The form used at check-in will also be used at check-out, to compare the condition of the room and its furnishings. Differences in room condition will be noted and appropriate charges will be assessed to student accounts for damage/repair costs. If a resident does not submit their Room Inventory Form in a reasonable amount of time, there may be a \$50 fee and the room will be expected to have been in perfect/new condition.

Keys and Student ID Cards: Hall and Room Entry Access

Residents are required to lock their rooms and bathroom doors at all times. All residents are reminded not to loan their hall access card (ID) or room key to anyone. **Loaning these or a mailbox key to someone else will result in disciplinary action.** Additionally, attempting to bypass the hall access security system in any way will result in disciplinary action.

If a room key or student identification card (UniCard) is lost, immediately report this to a RA. Room and mail keys can be replaced. Students requesting replacement for stolen keys are not exempt from replacement fees. Any fees incurred for key replacement will be immediately billed to the resident's student account. Residents who lose their UniCard will be responsible for purchasing a new one (\$15 per ID card) in order to gain access to the residence hall. Refer to the Student ID Card (UniCard) section of the "Student Handbook" on how to get a replacement card.

Late Check-Out

Daily rates, not including meals, may be available for those students who occupy housing after the housing contract dates. All assignments are subject to availability and prior approval by Residence Life. There is no guarantee for room availability outside the contract dates. Requests for exceptions will be considered by written request and decisions made on individual cases by the Director of Residence Life and Commuter Services are final. During late check-out and in accordance with cleaning or security requirements, students may be required to occupy a room other than their assigned room for the academic year.

Laundry

Laundry facilities are located on the first floor of each hall. Card-operated washers and dryers are available for residents' convenience and should be maintained to ensure against damage and misuse. Add Value Stations (AVS) are installed in the Student Center for residents' use in purchasing AVS cards (cash, credit and debit) to operate the washers/dryers. Laundry equipment problems should be reported to the hall RA or directly to Residence Life.

Lockouts

Students who forget their keys should see a RA to let them into their room. There is a \$10 fee for this service; it will be assessed to students' accounts.

Mail Service

All residents are assigned a mailbox. Residents will receive a mailbox key to access their mailboxes which are located in the Student Center. There is no mail delivery on weekends and University holidays. Outgoing mail may be sent via the U.S. Postal Service mailbox located on the Academic Center front lanai near the Student Lounge entrance.

Maintenance

If repairs are required in the room, log on to HPU Pipeline (the Resources tab) and complete a maintenance Work Request form. In the case of a maintenance emergency, contact the hall RA or RA on Duty. With the exception of emergencies, maintenance requests will be performed between the hours of 8 a.m. - 3 p.m., Monday - Friday.

Parental/Guardian Notification

Hawai'i Pacific University reserves the right, according to the federal law of Family Educational Rights and Privacy Act (FERPA), to notify a student's parents or legal guardian(s) of certain issues such as drug or alcohol violations at a University, local, state or federal level, if the student is under the age of 21. The University may also notify parents regarding other situations involving resident safety/security as allowed under FERPA and the HPU Student Emergency Notification Policy.

Protecting Personal Property

Residence Life is not responsible for any lost or stolen items. Residents are responsible for the protection of their personal property in their rooms and should utilize the following measures:

- A. Doors should be locked whenever leaving the room.
- B. Retain a list of valuables in a safe place, including exact description, year purchased and serial number.
- C. Valuables should be clearly engraved with an identification that is easily visible.
- D. Avoid leaving valuables unattended. Consider the rental of a safe deposit box for any valuables or costly personal items. Each resident has a lockable drawer in their room and should purchase a lock to secure their valuables. Vehicles (such as cars or bicycles) should be locked while not in use.
- E. Personal items should never be left in the common areas of residence halls or outside the residence halls.

Residence Life Shuttle

To enhance the quality of each resident's experience at HPU, Residence Life and Transportation collaborate to offer transportation to Waikiki, Ala Moana, Ward Center, Restaurant Row, Kailua Beach, Kailua Town, Windward City Shopping Center and Windward Mall. The Residence Life shuttle is available to any student residing in the residence halls, free of charge. Meet the shuttle and catch a quick ride to your off-campus stop. No advanced reservations are required.

Room Changes

Requests for room changes are considered after the first two weeks of the semester. Residents may only transfer to a same occupancy room (e.g., from double occupancy room to another double occupancy room). All room changes must be approved by the Director of Residence Life and Commuter Services. Unauthorized room changes will result in a \$50 (per person) fine, disciplinary action and/or the resident being held responsible for any damage/cleaning fees incurred by occupants of BOTH rooms.

Room Consolidation/Changes

At any time in the semester, students who have paid for rooms and do not have roommates may be asked to consolidate with others in the same situation. Residents will be consolidated to same occupancy rooms. Throughout the semester, residents should be ready to accommodate new residents. At times, room consolidation/changes may be directed to support University requirements.

Room Entry and Inspection (for Safety, Health and Cleanliness Standards)

Room entry and inspections may occur at any time at the sole discretion of University officials. During a search or inspection all residents are obligated to comply with the directions given by Residence Life staff, administration, Security and/or the police. Residents are expected to respond honestly to all questions asked by these officials. Failure to fully cooperate during a room entry or inspection is grounds for disciplinary action, up to and including eviction, dismissal from HPU and/or criminal convictions. Room entry and inspection may be conducted under the following conditions:

- To ensure that standards of safety, cleanliness and health are maintained.
- To provide maintenance inspections or repairs.
- To respond to an emergency.
- To ensure the safety and well-being of residents.
- When there is a reasonable concern that established HPU policies, or state or federal laws are being violated, including but not limited to, possession of a dangerous or illegal item, or involvement in a dangerous or illegal act within a residential building.

If there is a reasonable concern that established HPU policies or state or federal laws are being violated in a residence life building, the lock on the door may be changed to prevent access to the room. If room entry and inspection are attempted in absence of the resident and the door lock is subsequently changed, the student(s) will receive notification that the room was inspected, that the lock was changed and that the resident should report

directly to Residence Life. The student(s) residing in the room shall be permitted access to the room only in the company of a Residence Life staff and Campus Security officer.

Residence Life staff may ask the student(s) to open closed areas including drawers, cabinets, boxes, bags, etc.; to remove things from under beds, desks, other furniture or other obscured areas; to empty contents of pockets in clothing, both those being worn and those in drawers or closets; and otherwise have the student(s) assist in the inspection of the room.

In the event that the student refuses to cooperate in disclosing and/or demonstrating that a dangerous or illegal item is not present in the room, that refusal shall be considered a violation of University policy and the student(s) may be referred for disciplinary action, up to and including eviction and/or dismissal.

Furthermore, if a student refuses to cooperate with the requests of University officials, those officials still reserve the right to inspect in and around University property including drawers, cabinets, desks, closets and other areas of University property. If the student has brought their own furniture, desks, appliances, refrigerator or microwave into the room, the University also reserves the right to inspect these areas/types of personal property.

Security

The Hawaii Loa campus has 24-hour security. Security officers are assigned as follows: (a) Residence Halls (office adjacent to the Student Center), Monday - Friday, 4 p.m. - 8 a.m.; 24-hour security on Saturdays and Sundays; (b) 24-hour Front Gate Security 24 hours/seven days a week. All Security officers are responsible for enforcing campus and University policies, including Residence Life regulations. The latter includes, but is not limited to, noise violations, disorderly conduct, alcohol violations and guest visitation privileges. Hawaii Loa Security can be reached at (808) 236-3515. For those using an HPU landline phone, you can also reach HLC Security at 22222.

Security Deposit

Once all housing fees (fall and spring) are paid in full by the resident, the nonrefundable \$500 security deposit converts to a refundable \$500 security deposit, which remains on the account for the duration of the student's housing occupancy. The deposit, less any damage or cleaning charges, is refundable following the completion of a proper check-out inspection. The deposit will be credited to the student's HPU account or a check will be mailed in accordance with the resident's request submitted prior to his or her departure. If a student has any unpaid balances on his or her student account, the security deposit refund will be credited to the balance due. This may result in a refund check/credit to the account not being processed. Residents should refer to the Business Office policies for more information.

Self-Protection

Residents are responsible for the practice of good security measures that foster self-protection. The following guidelines, when practiced, enhance security:

A. Report unsafe conditions and suspicious activity. Security and Residence Life staff should be notified of any threatening incidents or unusual personal behavior on campus.

B. Precaution tips:

1. Keep doors locked when alone, night and day.
2. Do not let strangers into residence halls or rooms.
3. Do not give your room key or hall access ID to anyone.
4. Immediately report suspicious individuals.
5. Do not leave a door unlocked for someone planning to visit later.
6. Do not allow guests or persons other than your roommate(s) to remain in your room when you are not present.

Storage

Due to limited space on campus, personal storage is not available. Students seeking to store personal items should contact a public storage facility to coordinate storage needs.

Student Center

The Student Center is located on the lower level of the Dining Commons Building on the Hawaii Loa campus. Students may enjoy the facilities for study groups and recreational purposes. A large screen television, movie rentals, pool table, ping pong table, board games, computers, tables, chairs and other amenities are provided. To contact the Student Center staff, call (808) 236-7913.

Winter Break

The residence hall contract ends on the day specified in the Housing Agreement and the Residence Hall Assignment Agreement. All residents are required to vacate their rooms no later than noon that day. During the winter break, personal items remain in a resident's room. If the student desires to physically occupy his/her room during the winter break, or any portion thereof, an additional charge will be assessed. Arrangements must be made in advance with the Residence Life staff. Approvals are at the discretion of the Director of Residence Life and Commuter Services.

Wireless Connectivity at HPU

HPU has wireless access available to the University community. Students are encouraged to purchase a laptop computer that meets minimum functional requirements. Please visit the HPU website or call the HPU Computer Center or Educational Technology Center for more information on laptop recommendations, where to buy laptops and other system information. Students who desire access to wireless connectivity must first create a wireless account through HPU Pipeline. All University policies regarding usage of wireless connectivity on/in HPU facilities apply. The following locations are Hawaii Loa Campus Wireless Connectivity Access Points: (a) Academic Center, front lanai; (b) Academic Center, floor 2, back lanai; (c) Academic Center, floor 3, back lanai; (d) Academic Center, first, second and third floors; (e) All residence halls and immediate area outside of each residence hall; (f) Dining Commons interior and lanai area; and (g) Student Center.

Description of University Residence Life

Residence Life is committed to the welfare and safety of all residents. If disciplinary issues arise, guidelines have been established to address them. The disciplinary process is outlined in the Student Code of Conduct; all residents are responsible for respecting and adhering to all the policies, as outlined. Additionally, residents are responsible for knowing and adhering to the Residence Life policies as follows:

Alcohol and Drug Policy

See "Alcohol and Drug Policy" in Section Three under University Policies and Procedures.

Animal Policy

For reasons of health and sanitation, students are not permitted to have animals and/or pets in University housing. Small fish kept in a water-filled aquarium not to exceed a five-gallon tank are the only pets/animals authorized.

Cooking in the Residence Halls

See "Fire Safety Policy."

Dining Commons Conduct Policy

Residents are reminded that it is STRICTLY PROHIBITED to remove any items from the Dining Commons including food, condiments, dishware, flatware, etc. without the consent of the Dining Commons Manager. Food must be consumed in the Dining Commons and no outside food is allowed at any time. Residents are also prohibited from providing food obtained via the resident meal plan to guests. Nonresidents may purchase meals in the Dining Commons.

Eviction Policy

Refer to the Housing Agreement and Code of Student Conduct (eviction from the residence halls as a sanction).

Fire Safety Policy

Candles, incense, oil lamps, burning insecticides, flammable liquids and halogen-bulb lamps (even as room decorations) are prohibited in all University housing as a fire-safety measure.

Cooking in the residence halls is not encouraged. Due to the danger of fire, any type of open flame, exposed and/or external heating elements, including charcoal grills, compact or electric grills, hot plates, toaster ovens, toasters and stoves are not permitted in the residence halls or outside near the campus buildings. The university supplies one refrigerator/freezer per room and one small microwave per suite. It is essential that these be plugged directly into the wall outlet. Additional refrigerators and microwaves are not approved.

Smoke Detectors should ALWAYS-be-in working condition; tampering with or removing smoke detectors from the ceilings jeopardizes hall safety, and will be subject to disciplinary action. Do not hang anything from or attach anything to any smoke detector or any resident room ceiling in the residence halls. If, at any time, you experience beeping from your smoke detector, residents are expected to report this immediately to the Resident Advisor or by submitting a Work Request through HPU Pipeline.

All electrical items must be plugged directly into wall outlets. Acceptable equipment for use with fused surge protectors includes: computers, printers, fans and desk lights. Due to electrical loading capacities for the residence halls, air conditioning units are not permitted in the halls. Extension cords and outlet multipliers are safety hazards in the residence halls and are prohibited from use. Live holiday/Christmas trees are not allowed in the residence halls.

Furniture Policy

All triple occupancy rooms are equipped with a loft system and a set of bunk beds (one upper and one lower bunk). Beds in all triple occupancy rooms must remain bunked and lofted in order to provide adequate living space for all occupants. Triple occupancy room furniture is equipped with upper bunk bed safety guardrails that must remain attached. All other bed furniture, including double occupancy rooms, is not bunked at the beginning of the year. While supplies are available, residents in double rooms may request to have their beds bunked. If this request is made, it is the responsibility of the resident to request to have this bed un-bunked before moving out (regardless of whether this is in the middle of the semester, between semesters or at the end of the academic year). Room furniture must remain in the room. Additionally, lounge furniture must remain in the lounge area at all times and should not to be moved and/or removed from its designated common area. Removal of lounge furniture is considered theft and will result in disciplinary action. If damage occurs to common area or hall property and the person(s) responsible for the damage cannot be determined, then the cost of repair/replacement will be equally assessed to all residents of that hall.

Guest Policy

Members of the Residence Life staff and Security have the authority to verify an individual's residency. All guests are expected to follow the same regulations and observe the same policies as the residents. Residents are responsible and will be held accountable for the behavior of their guests. Guests who violate University policy will be escorted off the premises and not permitted to return. NON-REGISTERED GUESTS ARE NOT PERMITTED ON CAMPUS DURING THE FOLLOWING TIMES: Sunday-Thursday, 11:00p.m. - 8:00 a.m.; Friday-Saturday, 1:00 a.m. - 8:00 a.m.

Please see "Overnight Visitor Policy" for more information on hosting guests on campus.

Hall Safety and Security Policy

Residents are responsible for the practice of good security measures that foster personal and community safety. Residents who jeopardize hall security are subject to disciplinary action.

Internet Use (Wireless) Policy

Residence Life wireless Internet users understand and agree to the Network/Wireless Access policy and any future modifications thereto.

Medical Insurance

Residents are required to provide proof of personal medical health insurance throughout the duration of their housing contract. A resident’s health insurance must be valid in Hawai‘i.

Missing Person Policy

The Higher Education Opportunity Act of 2008 (HEOA) requires that all institutions that provide on-campus student housing must establish a student notification policy and procedures.

Statement of Policy:

Each resident at the Hawaii Loa campus has to identify and register confidential contact information for an individual to be contacted by the institution no later than 24 hours after the time that the student in question is determined missing. This is done via the Missing Person Policy and Emergency Contact Form at check-in to the residence halls. (In the event a student is under 18 years of age, and has not been legally emancipated, the student’s parents will also be contacted.)

If a member of the university community has reason to believe that a resident is missing for 24 hours, he/she should immediately notify Wayne Fernandez, the Director of Security and Safety via phone at (808) 236-3597 (office) and (808) 722-2709 (mobile) or email at wfernandez@hpu.edu. The Director of Security and Safety will generate a missing person report and initiate an investigation with the assistance of Residence Life.

Should the Director of Security and Safety determine that the student is missing and has been missing for more than 24 hours, he/she will notify the Honolulu Police Department, and the Director of Residence Life and Commuter Services will contact the resident’s emergency contact or the resident’s parents if the resident is under the age of 18 and not legally emancipated, no later than 24 hours after the student is determined to be missing. For more information, refer to the Missing Person Policy in the “Student Handbook.”

Overnight Visitor Policy

Nonresident overnight visitors are permitted in the residence halls under the following conditions:

- The guest must be of the same sex as the room occupants and at least 18 years of age or older.
- A resident hosting the guest must complete an Overnight Guest Request Form. The form acknowledges consent of the host’s roommates(s) and the approval by Residence Life. The guest must also complete a Liability Release Form. The Overnight Guest Request Form is available at Residence Life and is accepted Monday - Thursday, 8 a.m. - 4 p.m. Requests must be made at least 24 hours in advance.
- Overnight guests are permitted a maximum visit of six consecutive days for the entire visit.
- A resident is allotted 10 days a semester in which they can host a guest.
- All visitors NOT registered as overnight guests are required to leave campus prior to the commencement of quiet hours and the closing of the campus (11 p.m. Sunday - Thursday and 1 a.m. Friday - Saturday).

Parking

Students living in the halls who own vehicles and wish to park on campus must purchase a RESIDENT PARKING DECAL for the semester. Room-and-board fees paid by residence hall students do not include the parking decal cost or imply an authorization to have a vehicle on campus. Residents must pay for the decal at the Bookstore (at Hawaii Loa campus only) and pick up their decal directly from Residence Life during business hours.

Quiet and Courtesy Hours Policy

<i>Quiet Hours</i>	Sunday - Thursday (including holidays)	11 p.m. - 8 a.m.
	Friday - Saturday	1 a.m. - 8 a.m.

At the commencement of quiet hours, campus residents must ensure that all nonresident guests who have not pre-registered as overnight guests in accordance with the Overnight Guest Policy are immediately escorted off campus. Also during quiet hours, stereos, TVs, radios and conversations should not disturb any other member of the residence community. Violation of the quiet hours policy will result in sanctions and are upheld by Residence Life and Campus Security.

24-Hour Quiet Hours

24-hour quiet hours are in effect from 8 a.m. the Sunday before finals week until the last day of occupancy of each semester. Please be respectful as students prepare for final exams and projects. Any violations of the 24-hour quiet hours policy will result in immediate disciplinary action.

Courtesy Hours

Courtesy hours are in effect 24 hours-a-day, seven days-a-week. Residents are expected to respect the rights of other members of the residence hall community by keeping the volume of stereos, TVs and conversation to an acceptable level. All residents must comply with requests from others to reduce noise whenever asked. Since the practice of most musical instruments is a potential noise problem and may be disruptive to students, such practice is not permitted in the residence halls without use of muting or earphones. Acoustic guitars may be played within the rooms; guitars with amplifiers are not permitted.

Recreational Activity Policy

As a safety measure and to provide an environment conducive to living and learning, games or outdoor activities such as golf, soccer, football, wiffle ball, frisbee, hacky sack, tennis, basketball dribbling, etc. are not permitted within the hallways or common areas or in close proximity to University buildings or parking areas. Residents should use authorized athletic and recreational facilities for these activities. Mopeds, scooters and bicycles are not to be used on any common area walkways between campus buildings, lanais or inside any building or lounge. Also, body-boarding/boogie-boarding, rollerblading and skateboarding on campus are prohibited and subject to disciplinary action.

Smoking Policy

The residence hall community has been designated as a nonsmoking community; smoking is not permitted inside or outside the residence halls. The Kailua and Kane'ohē ends of the front lanai of the Academic Center and the back corner of the Kane'ohē side of the Dining Commons lanai have been designated as the campus smoking areas. It is expected that students will extinguish their cigarettes and dispose of them at the appropriate ashtray locations. Violations of the smoking policy are grounds for disciplinary action. All smokers are asked to be respectful and clean up after themselves.

Threats, Intimidation, Harassment and Violence Policy

Such conduct can be a potential danger to self and others. Even if a student intends no harm with his/her actions, offended students may interpret these actions as an endangerment to themselves or others. Comments, blogs, online discussions and/or pictures posted on web pages, online journals or in web communities can be considered threatening, intimidating, harassing and/or violent and may be subject to disciplinary action.

Trespassing/Unauthorized Entry Policy

Restricted areas on the Hawaii Loa campus include:

- Sewage Treatment Plant and maintenance area
- Areas located behind the softball field, tennis courts and wooded areas circling the soccer field
- All athletic/recreational facilities (tennis courts, basketball courts, soccer field, etc.) when the lights are turned off at night
- All wooded areas that surround the campus
- Roofs
- Electrical and custodial rooms
- Faculty and staff offices, unless invited

- Locations on campus where flooding is occurring, specifically, the lower campus fields

Weapons Policy in University Housing

Weapons, including but not limited to, firearms, explosives, incendiary devices, spear guns, nun chucks, brass knuckles, air-powered pellet or "BB" guns and knives (including diving knives) with a total length of five inches and above are prohibited in any University-owned or University-controlled buildings, including the residence halls.

Residence Hall Emergency Information and Procedures

Emergency Evacuation Procedures (General): In the case of an emergency, when you need to evacuate your room, close but do not lock your door. Move quickly and calmly to the nearest emergency exit stairwell. MEET AT THE DESIGNATED ASSEMBLY AREA.

Evacuation Assembly Areas: Upon exiting the building, the Residence Life staff will assemble at the following locations where the RAs will account for their residents:

- *Melia Hall:* Residents assemble on the grassy area at the bottom of Residence Hall Road.
- *Mokihana Hall:* Residents assemble across Residence Hall road on the grassy area at the top of the stairwell (to the right of the stairwell) leading to the tennis courts.
- *'Ilima Hall:* Residents assemble across Residence Hall road on the grassy area at the top of the stairwell (to the left of the stairwell) leading to the tennis courts.
- *Kukui Hall:* Residents assemble across Residence Hall road on the grassy area at the speed limit sign.
- *Lokelani Hall:* Residents assemble across Residence Hall road on the grassy area directly above the softball field.
- *Lehua Hall:* Residents assemble on the walkway leading toward the Academic Center near Annex building.
- *Dining Commons Complex:* Exit up the walkway toward the Academic Center and assemble on the grassy hill directly behind Lehua Hall.

DO NOT CONGREGATE AT THE BUILDING ENTRANCE AND STAY OFF THE ROADS. AFTER EVACUATION, NO ONE IS TO RE-ENTER THE HALLS OR ANY BUILDING FOR ANY REASON, UNLESS INSTRUCTED BY A UNIVERSITY OFFICIAL.

Fire Emergency Evacuation Plan: If you smell or see a fire:

1. Remain calm.
2. Shout "Fire!"
3. Pull the nearest fire alarm.
4. Do not attempt to fight a fire unless properly trained and only if the fire is contained.
5. Evacuate immediately using the closest stairwell.
6. Walk quickly yet calmly down the stairwell.
7. Call 911 (if necessary) and inform a RA, Residence Life Coordinator or Security.
8. Go to the designated Evacuation Assembly Area and wait until instructed by the Honolulu Fire Department to return to the residence hall.

Medical Emergency

University officials are not authorized to provide transportation to/from a medical facility in the event of a medical emergency. Residents requiring immediate medical attention may dial 911. If possible, HPU Security and a Residence Life staff member should also be contacted. If a student does not use ambulance services for transportation, he/she should arrange for private or public transportation to and from the medical facilities.