

PALM BEACH ATLANTIC UNIVERSITY

Residence Life Handbook

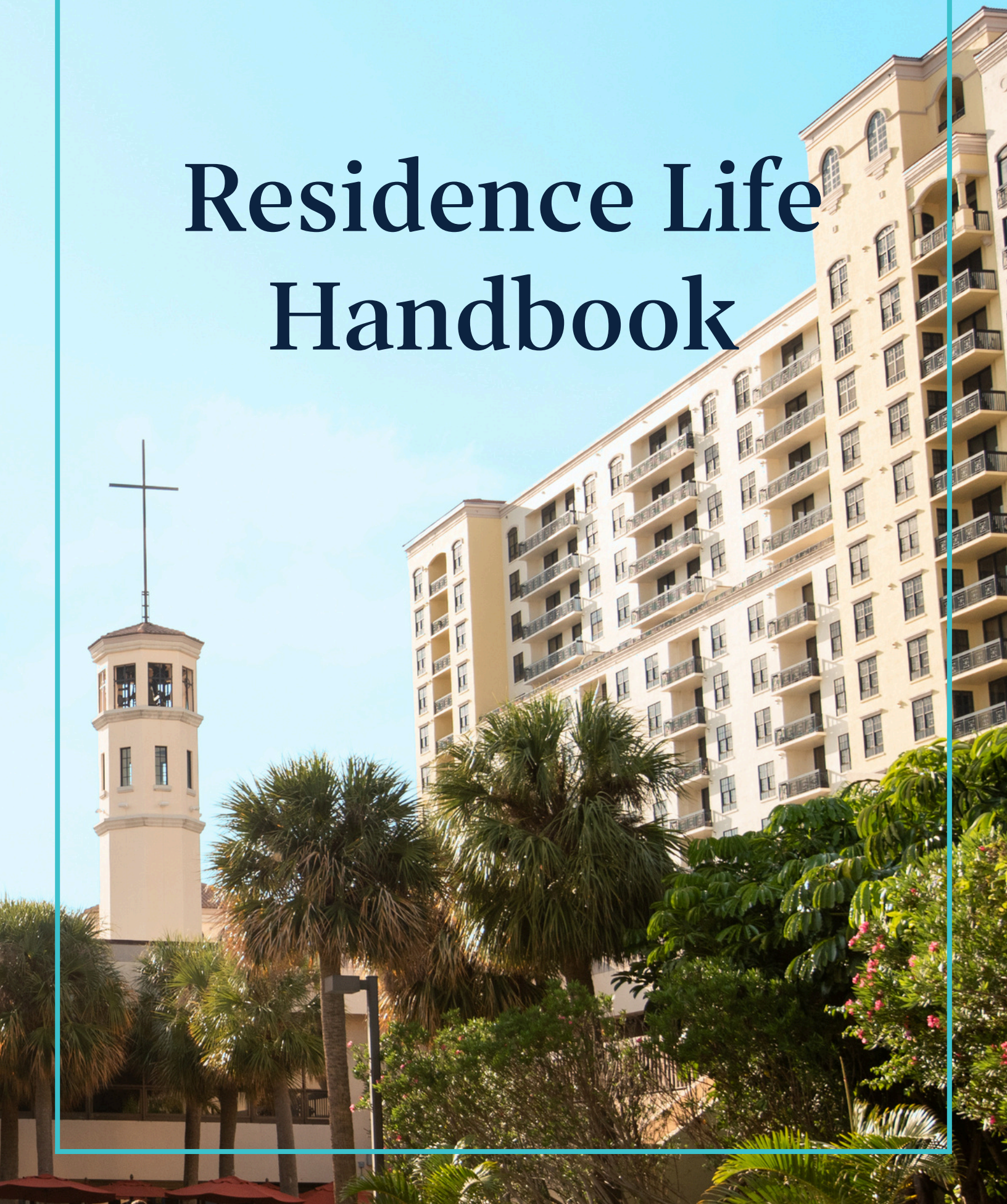


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Welcome To Residence Life At PBA

Living in a Christian community is one of the most rewarding and important facets of the PBA educational experience. Community living will provide many opportunities for you to better connect to PBA and establish lifelong relationships. You will have numerous opportunities to participate in student programming and events, explore leadership opportunities, participate in Worship and make life-long friends.

PBA is committed to providing a residence hall experience that focuses on establishing a Christian community of love, respect, fellowship, and biblical accountability. The mission of Residence Life is to foster a respectful Christ-like community that challenges students to grow, lead, and serve.

The first few days of residence hall living are filled with many exciting challenges and opportunities. It is important to take the time to get to know the Residence Life staff in your residence hall, your neighbors, and roommate(s), and get settled into your new home. We encourage you to create a place where you feel comfortable.

Psalm 133:1 - "How good and pleasant it is when God's people live together in unity." We invite you to thoroughly read through the following information, policies, and guidelines that have been established to guide your on-campus living experience.

Residence Halls

<u>HALL</u>	GENDER	HALL STYLE
<u>ARKONA</u>	FEMALE	APARTMENT
<u>BAXTER HALL</u>	FEMALE	JACK & JILL
<u>COASTAL TOWERS</u>	CO-ED	APARTMENT
<u>JOHNSON HALL</u>	FEMALE	SUITE
<u>OCEANVIEW HALL</u>	FEMALE	JACK & JILL
<u>PEMBROKE HALL</u>	MALE	JACK & JILL
<u>RINKER HALL</u>	MALE	SUITE
<u>TORTOISE ONE</u>	CO-ED	APARTMENT
<u>THE VINE</u>	FEMALE	APARTMENT
<u>WATSON HALL</u>	CO-ED	APARTMENT
<u>WEYENBERG HALL</u>	CO-ED	SUITE

Residence Life Staff

Every residence hall has a full-time professional staff member called the Area Coordinator, who supervises a specially selected and trained student staff consisting of a Resident Coordinator (RC) and Resident Assistants (RAs). It is this team that ensures the hall atmosphere is conducive to the student's academic learning, personal growth, and physical well-being.

AREA COORDINATORS (ACs)

Area Coordinators (ACs) are professional staff members who hold at least a bachelor's degree. Their primary role is to cultivate a safe, Christ-centered community within each residence hall. One AC is always on duty and available 24/7 to respond to emergencies. Due to the nature of their responsibilities—including evening programs, events, and connecting with residents—ACs maintain non-traditional hours and are in their offices for a limited portion of the day. They are also available by appointment to accommodate class schedules or other commitments.

RESIDENT COORDINATORS (RCs)

Resident Coordinators (RC) are experienced student staff members who support the Area Coordinator (AC) and also serve their own group of residents within the community. These individuals have demonstrated strong leadership and operational skills, allowing them to take on greater responsibilities than a Resident Assistant (RA).

RESIDENT ASSISTANTS (RAs)

Resident Assistants (RAs) are student staff members who live alongside residents and serve as a resource as they navigate life in the PBA community. RAs are committed to fostering a Christ-centered environment on their floor and throughout the hall. RAs have typically lived on campus for at least one semester and demonstrate a strong commitment to their Christian faith. Each RA is responsible for approximately 35 residents.

FRONT DESK WORKER

Front Desk Workers are Federal Work Study Eligible student staff members who serve as the first point of contact for residents and guests within the residence hall community. They play a key role in maintaining a welcoming, safe, and engaging environment while supporting Residence Life operations. They assist with a variety of needs, including facilitating visitation, monitoring the residence hall lobby, and notifying appropriate staff as needed. The specific services desk workers provide may vary and will depend on the resources available in each residence hall.

Housing & Residency Requirements

HOUSING SIGN-UP PROCESS

Incoming students will complete the housing application process with assistance from the Admissions staff. For returning students, housing selection for the upcoming fall semester is conducted each spring using our online selection process through the student housing portal. Students under 22 who follow the application process will be provided housing per the requirement to live on campus. Upperclass students who are 22 years of age by the first day of classes of the fall semester will have an opportunity to apply for on-campus housing. The maximum age limit for on-campus housing is 22 years old. Students that turn 23 years old by the first day of classes of the fall semester will not be eligible for on-campus housing. Students must be registered for at least 12 credit hours for the next semester to select and retain their housing placement. Students who select their fall housing (in the prior spring term) must be registered for fall classes by July 15th to retain their fall housing placement. Failure to register for credits or being dropped from credits could result in the forfeiture of housing selection. Details regarding the housing selection process will be disseminated during the spring semester through the Residence Life Office. All residential students are required to have a meal plan. (See the Fraser Dining Hall section for policy regarding exemptions.)

RESIDENTIAL LIVING REQUIREMENTS

Campus housing living and assignments at PBA are reserved for traditional undergraduate students (age 18-22). As part of the University's admission process, each student is required to indicate his/her housing status. All full-time (12 credit hours), day undergraduate students must live in campus housing.

HOUSING EXEMPTION

Students eligible for campus housing are expected to reside on campus. Students can submit a housing exemption request through a Housing Exemption Form on the Housing Portal. Exemptions are granted for one year, and students must reapply annually for an exemption.

Exemptions may include:

- Students who are 23 years or older at the beginning of the fall semester.
- The student resides with immediate family and commutes to class (immediate family for this purpose is defined as a parent[s], legal guardian, or grandparent[s];
- The student is married (Copy of marriage certificate must be provided).

Dates for exemption submission will be updated each year in the spring semester.

Housing & Residency Requirements

DURATION OF RESIDENCY

Students who live in the residence halls during the fall semester must remain in the residence halls during the academic year (fall and spring) for those semesters in which the student is enrolled at the start of that semester. No refund shall be granted if a student moves out of the residence hall during the academic year. In the event of withdrawal from the University, a refund for housing and meal plan costs will be evaluated and subject to the refund schedule determined by the University Catalog.

HOUSING RE-ASSIGNMENT

The University reserves the right to consolidate vacancies by closing rooms, suites, floors, halls, or buildings and reassigning students of other residence halls and rooms. Room assignments may be changed by the Residence Life professional staff member in the interest of order, health, discipline, or the best use of the facilities.

LIMITED LIABILITY

The University is not liable for loss or damage to property caused by fire, rain, windstorm, hurricane, tornado, theft, vandalism, or any causes beyond the control of the University. Students are encouraged to provide their own renters insurance policy.

BREAK HOUSING

Residence Halls remain open, and students are permitted to reside on campus during scheduled Fall, Spring, and Easter University breaks. All residence halls will be closed during Christmas Break. No exceptions will be made for Christmas Break in those halls. Residents are encouraged not to leave any valuables in their rooms while they are away. Refer to housing contract for exceptions and guidance related to Christmas break limitations. Meals are not served in the dining hall during university breaks. If an unauthorized student is found residing on campus after residence halls close, they will be subjected to a housing charge and fine for each day that they stayed in the hall and will face disciplinary action.

Housing & Residency Requirements

HOUSING CANCELLATIONS

Housing contracts are in place for the entire academic year and cannot be canceled mid-year. A student may not cancel the housing contract after the start of the fall semester. Exceptions will be made for students who are graduating, transferring, or withdrawing. Appropriate Residence Life documentation must be completed for any additional requests to be released from housing to be evaluated. The Residence Life Office and the Business Office will assess the requests on a case-by-case basis.

All housing charges will be processed and forwarded to the Business Office after the checkout process was completed and any room damage has been assessed. Cancellations of housing after the published deadlines may result in an additional fine at the discretion of the Residence Life Office. The initial fall cancellation deadline is May 14 for all Residence Halls and Apartments. See the cancellation fee schedule below. Students who enter housing in the spring semester are held to the spring semester housing cancellation fee.

CANCELLATION FEE SCHEDULE

Students with Fall Semester Start in Housing

- May 14 - No Financial Penalty
- May 15 - \$500
- June 15 - \$1000
- July 15 - \$1500
- August 15 - \$2000
- Start of classes or after - No refund for housing

Students with Spring Semester Start in Housing

- Spring Semester Dec. 1 - \$500
- Spring Semester Jan. 1 - \$1000
- Start of classes or after - No refund for housing

Summer Housing

- \$100 if not canceled 3-weeks prior start date of respective subterm.

If a student has not claimed his/her room by the published deadline (fall add/drop date) the University will automatically cancel a room assignment and forfeit the money.

Roommates, What To Bring, & Moving In

ROOMMATES

Roommates are a valuable part of the University experience in residence halls. Living with roommates creates opportunities for students to grow in interpersonal communication and conflict resolution skills. Throughout the year it's normal to encounter differences with your roommate, and Residence Life staff is available to work with students to assist in fostering healthy roommate relationships.

ROOMMATE TIPS

- Fill out and adhere to roommate agreements (provided by Residence Life Staff)
- Communicate honestly, openly, firmly, and respectfully about the living environment.
- Be considerate of personal time, privacy, noise levels, music preferences, sleep patterns, cleanliness, and personal hygiene.
- Clean up your messes promptly and take out the trash.
- Submit work orders through Reslife for maintenance concerns.

ROOM AND ROOMMATE CHANGES

When living in a community, it is natural that conflict will arise. A vital part of the Christian educational experience in residence hall living is learning to live with one another and biblically resolve conflict. Considering this educational philosophy to community living, room changes will only be granted in extreme circumstances after proper effort has been made to find resolution between parties in conflict. If you are experiencing problems with your living situation, please contact your RA immediately to make them aware of the situation.

If a resident(s) refuses to accept an assigned roommate or attempts to force a roommate out of the room, that student may lose his/her housing privilege and face disciplinary action. Students may be subject to an administrative fee for approved room changes.

ROOMMATE AGREEMENTS

Residence Life staff will provide copies of the roommate agreements to focus your conversation on specific areas to help prevent and resolve roommate conflict. It is important that this agreement is completed in the first week of the semester. A copy should be submitted to the Residence Life staff in your hall.

Packing List

SUGGESTED ITEMS TO BRING

- Bath mat
- Bedding (Twin XL 38"Wx 80"L)
- Bike & Bike Lock (U-bolt required)
- Broom & dust pan
- Bulletin Board/White Board
- Calendar or Planner
- Class Supplies
- Cleaning Supplies
- Clothes, shoes, etc.
- Decorations to make you feel at home
- Desk Lamp
- Filtered water pitcher
- Flashlight
- Journal
- Laptop/Computer with charger
- Laundry hamper & detergent
- Mattress Topper
- Microwave-safe plates, bowls, cups and Tupperware
- Mop
- Notebooks & folders
- Personal Bible
- Plunger
- Raincoat/Umbrella
- Reusable Silverware
- Shower Caddy
- Shower curtain
- Shower shoes/flip-flops
- Small First Aid Kit
- Small push pins and small nails for hanging wall items
- Small Toolkit
- Swim suit & beach towel
- Three-pronged Power Strip w/ Surge Protector
- Toiletries
- Toilet cleaner/Toilet brush
- Towels & washcloths
- Trash can
- Under-bed storage crates/boxes
- Vacuum

ITEMS OFTEN SHARED

- Area Rug
- Fan
- Gaming Console
- Iron/Ironing Board/Steamer
- Microwave (1 per room)
- Mini-Refrigerator (1 per room, 4.3 cubic ft or less in size)
- String/LED Light Strips (battery operated only)
- Television

WHAT NOT TO BRING

- Adhesive Light Strips (including LED)
- Air-Fryer, Toaster/Toaster Ovens, Ice-Makers, and other items with an exposed heating element
- Candles, Candle/Wax Warmers, or Incense
- Command Strips or Sticky Tack
- Dart Boards
- Firearms & Weapons (including but not limited to airsoft guns, splatter guns, slingshots, etc.)
- Gasoline
- Grills
- Halogen/Lava Lamps
- Hunting gear or fishing equipment
- Laser/Light Pointers
- Offensive or insensitive decorative materials
- Personal or Valuable Family heirlooms
- Pets
- Substance paraphernalia or clothing
- Two-Prong Extension Cords
- Wireless Routers

Roommates, What To Bring, & Moving In

MOVE-IN

The dates for move-in for each academic year are posted on the campus academic calendar. Move-in for first-year, transfers, and returners will be by appointment. Appointment sign-up will be posted in the housing portal. For those students needing to arrive early for a university-sponsored activity, a request in writing from the advisor or department head must be sent to the Director of Residence Life. Separate directions regarding your arrival will be shared by the Residence Life office. Students arriving before their designated move-in date for anything other than a pre-approved University-sponsored activity will be charged a daily housing rate and subjected to additional fines. Students may not move in early without prior permission from Residence Life.

Students must have completed the enrollment checklist process, have a zero-balance, and be registered for at least 12 credit hours to move into campus housing. Students who do not complete the enrollment checklist process or whose accounts are not cleared (e.g., finances, health forms, registered only part-time, etc.) are subject to displacement from campus housing.

HOUSING CONTRACT AND ROOM CONDITION REPORT

The move-in process includes filling out the appropriate paperwork, including the Housing Contract and Room Condition Report (RCR), prior to receiving your key or access to your room. The Housing Contract is located in the housing portal and can be signed digitally. The RCR provides a detailed assessment of the condition of the room at move-in and prevents students from being charged for damages unnecessarily. The initial RCR will be completed by your Area Coordinator prior to you moving into the hall. If there are any corrections or additions, the student can submit their notes to the RCR before submitting to the Residence Life Office. When checking out, the RCR will be used to assess the condition of a resident's room. If the room's condition changed during the semester, the resident will be held responsible.

RESIDENCE HALL BREAK PROCEDURE

During the Fall, Winter, and Spring breaks, Student shall be permitted to leave personal property in their assigned room. It is encouraged that students take valuables with them such as medications, money, and important documents (passport/identification) as hall access not available during winter hall closing (see academic calendar).

Roommates, What To Bring, & Moving In

CHECK OUT

Each resident is required to vacate the room no later than 5:00 p.m. on the scheduled hall closing day as determined by the academic calendar. Prior to the end of the academic year, Campus Housing Meetings will be held to inform students of specific check-out procedures. Students will be asked to sign up for a move-out time on the Housing Portal before the communicated deadline.

Appointments with the Residence Life staff (move-out time-slots) are available on a first-come, first-serve basis (on the housing portal). A resident is ready to check out when he or she has removed all belongings from the room/suite, cleaned the room/suite, removed any tape or push pins from walls, and completed his/her assigned cleaning responsibilities for the suite. Residents also must ensure that all common areas cleaned by a roommate (who has already checked out) are still clean before checking out of the hall. During check-out, the RA will go through the room/suite with each resident and assess the condition of the room against the Room Condition Report (RCR). Failure to complete the check-out/move-out process properly by the given date at the end of the semester will result in a fine.

The Area Coordinator will inspect the hall after all residents have moved out of the building. During this inspection, it is possible for additional charges to be accrued due to unseen damage to property or room caused by the occupants' lack of cleanliness and/or belongings found left in the room.

Any damage or fine charges will be posted to the student's account. Students who are assessed for damages will be notified via email of the charges and will have an opportunity to appeal any damage fines by the published date.

After the room/suite has been assessed, keys are collected and/or card swipes deactivated. Students are required to turn in their keys to the Residence Life staff during the checkout process. Lost or unreturned keys will result in a charge to the student's account for re-keying and additional fines.

Graduating seniors, students transitioning into summer housing, and students going on University-sponsored summer trips will receive special instructions about move-out, but are still required to complete check-out cleaning and responsibilities by the published dates.

Roommates, What To Bring, & Moving In

CAMPUS HOUSING MEETINGS

Throughout the year, Residence Life will host mandatory Campus Housing Meetings to share important information about the rules and policies, the housing selection process, the hall closing expectations, and other topics and announcements. All residential students are expected to attend these meetings. Students will be given advance notice of these dates via posters, email, and/or communication from their RA. Failure to attend will result in an accountability report and will be subject to the disciplinary process.

SUMMER HOUSING

Summer housing is available to students on a limited basis. The University consolidates students into certain residence halls during the summer term. Students should expect to have a roommate for the summer term. Students do not need to be enrolled in classes to request housing. Housing for students in the summer will be in our apartment-style option. The campus apartments can be rented for either the entire summer or for different periods of the summer term. To be eligible for full summer or the final sub term a student must have a fall assignment.

SUBTERM INTERVALS (summer)

*Based on Academic Calendar. The intervals for summer housing in campus apartments will be updated yearly and published in the spring campus housing meetings. Students can reach out to the Residence Life Office to affirm dates and offerings for summer housing in the prior spring term.

Campus Living

APPLIANCES

Microwaves and ice machines are provided in most residence halls. Full functioning kitchens, including a refrigerator, stove, toaster, and oven, are provided in the main lobbies of Rinker, Johnson, and Weyenberg. All Campus Apartments contain an individual kitchen with a fridge, stove/oven, and microwave. Campus Apartments (i.e., Watson, Tortoise, and The Vine) have in-unit dishwashers.

BICYCLE RACKS

Bicycle racks are provided near all residence halls. It is your responsibility to purchase the proper U-bolt locking device and register your bicycle online with the Department of Public Safety. Bicycles should be stored on a bike rack or Baxter Bicycle Garage and not locked on light poles, trees, or stairwell railings.

ELECTRIC BIKES, SCOOTERS, AND SKATEBOARDS

All electric bikes, scooters, and skateboard-type devices must be Underwriters Laboratories Certified (UL) and registered with the Department of Public Safety to be on campus. E-bikes, scooters, and skateboards cannot be stored in the residence halls or on the balconies of the residence halls. Non-compliance with this policy may result in disciplinary actions, such as fines or confiscation of uncertified electric bicycles, scooters, and skateboards.

Check if a product is UL certified by using the link provided by Underwriters Laboratories <https://productiq.ulprospector.com/en/search>

COMPUTERS

Computers are available in the Warren Library to be used by students. Personal computers are not serviced by PBA. Wireless access is available to students. Students may not use or set up servers in the rooms. Please check with the Information Technology Services department for any further specifications or updates to this policy.

LOBBY AREAS

Most lobbies provide seating areas, study areas, and a big-screen TV. Some lobbies provide game equipment and additional seating areas. If you want to reserve use of one of these areas, please request that building's Area Coordinator.

All residence hall lobbies will be open to the PBA community and visitors Sunday to Thursday 8AM to 12AM, and Fridays and Saturday 8AM to 1AM. Only residents of the respective hall are permitted to remain in the lobby outside of these hours.

Campus Living

FURNITURE

The University will provide some staple items in residence hall rooms. Consult with online descriptions for more details. Students will be held responsible for any damage to University property or injury to other persons if they choose to reconfigure their room and furniture. Due to damage that may be incurred to University property, lofts are not allowed in campus housing.

University-owned furniture may not be moved out of or into rooms or apartments. This includes exchanging furniture with another resident or removing items from lobby/lounge or patio areas. Lobby/lounge and patio furniture are to remain in these areas for everyone to use and enjoy. Indoor furniture is not to be moved outside or used on the balconies. Cement blocks, or similar unstable items, may not be used to prop beds. Area Coordinators have a right to approve or deny non-university furniture in the residence halls. Any furniture brought into the traditional suites in Baxter, Johnson, Oceanview, Rinker, and Weyenberg must be approved by the AC prior to move-in.

WATSON HALL apartments are fully furnished. Students are not allowed to bring additional furniture pieces including couches, love seats, recliners, futons, and dining sets. Any additional personal furnishings students wish to bring must be approved in writing with the Office of Residence Life prior to arrival and must comply with safety codes and University standards.

LAUNDRY FACILITIES

Washers and dryers are available in most residence halls and to all residents on campus. Laundry access will be made available to all residential students with designated units. Due to limited laundry facilities and security precautions, use is limited to resident students only. Irons and ironing boards are not furnished. If you notice washers or dryers in need of repair, it is your responsibility to follow the instructions for reporting on the machines. We also ask that you inform Residence Life staff in your building immediately. Residents should not use the laundry facility of another hall unless permitted by the Residence Life staff as students are expected to use the laundry facility of their residence hall or assigned hall. Residents are also expected to follow proper instructions when using the laundry equipment. Tortoise One and The Vine have in-unit laundry and maintenance issues should be reported to their maintenances teams.

Campus Dining

ON CAMPUS DINING

Dining service is provided by Aramark, an international food service firm. Aramark works with the University administration to provide students with a variety of nutritious menu options, weekly meal specials, and monthly themed meals combined with personal service for a pleasant campus dining experience. All residents are required to participate in the University meal plan. Students will first be assigned the All Access VIP meal plan and then be able to update your meal plan at any time from the beginning of the selection period until the deadline communicated by Residence Life.

MEAL PLAN ACCOMMODATION

Students with documented disability-related or medical dietary needs may request reasonable meal plan accommodations through the Office of Academic and Accessibility Resources at any time. To support the accommodation review process, students should provide appropriate documentation from a qualified healthcare provider describing the disability or medical condition, its impact on dietary needs, and any recommended accommodations. Students seeking information about dining-related accommodations are encouraged to contact Dining Services at sailfishdining@pba.edu to discuss available options and support for meeting their dietary needs.

FRASER DINING HALL

Day and evening hours are posted outside the Fraser Dining Hall and online at www.sailfishdining.com. Hours may vary during official University breaks. The dining hall will close for certain days during university breaks. The auxiliary food options (ex: Starbucks, Chick-fil-A, Local Restaurant Row (Field of Greens), QDOBA, Bento Sushi, The Drop, and Jack's Market.) may be closed or have adjusted hours during university breaks as well. If a student is unable to dine during the regularly posted hours, a manager of Dining Services may be contacted to arrange a to-go lunch or dinner. The Fraser Dining Hall is open for service only during the posted hours. Students will not be allowed entry to the dining hall if they arrive after the designated closing time for that meal or without their Student ID card.

On-Campus Services

DEPOSITING MONEY ON STUDENT ID CARD

Students can add money to their Student ID card through the OneWeb website found at pbacard.pba.edu to add money using a debit or credit card. To log in to the OneWeb website you will need to change your password. If you have difficulty changing your password or setting up your account, please send an email to pbacard@pba.edu and they can assist.

BROKEN OR LOST STUDENT ID CARD

If you lose your ID card or your ID card is not working properly, please call or email the PBACard Office at PBACard@pba.edu. You can purchase a new ID at the PBACard Office. This process will deactivate your lost card so no one will be able to access your account.

COUNSELING AND WELLNESS

The mission of Counseling and Wellness is to promote physical, mental, and spiritual health and well-being to students at Palm Beach Atlantic University. The goal of the office is to provide mental health services and programs from a Christ-centered perspective, enabling each person to fulfill academic, personal, and spiritual goals. The Counseling & Wellness office number is 561-803-2576. The primary functions of counseling and wellness are to provide professional counseling services to students and implement a variety of health-related programming events on campus. Students also have access to Telehealth services which can be found [here](#).

As dictated by Florida state law, Counseling and Wellness is also responsible for maintaining health and immunization records on every student enrolled in classes. Emergency contact information is on file in the office, and students must keep this information current. Any changes can be reported to the Counseling and Wellness office.

All full-time students (undergraduate, graduate, evening, online, and international) are encouraged to purchase health insurance at the start of each academic year.

For additional information regarding local physician offices and urgent care centers, please contact the health & wellness office for a referral.

On-Campus Services

MAIL SERVICES

Each resident will be issued a campus mailbox associated with their PBA ID#. Mailboxes are kept in the new mailroom offices at the 1301 building next to Public Safety. Mail is processed daily, Monday-Friday, and picked up at the mailroom. If you receive a package, you will be notified via PBA email and SMS text for pick up at respective residence hall locker or mailroom (oversize, perishable, etc.). Students must present and use their PBA ID to pick up packages, mail, and all other mailroom transactions. The campus mailroom allows you to mail packages via USPS, FedEx or UPS and purchase stamps during their hours of operation via money placed on your student ID card which is the only method of payment accepted (Sailfish Dollars).

Student mail should be sent to:

PBAU

Student Name

Mailbox #

1301 S. Olive Ave.

West Palm Beach, FL 33401

HELP DESK SERVICES

If you experience issues with the on-campus internet, cable, University computers, or resetting your password, please e-mail the Help Desk at helpdesk@pba.edu.

On-Campus Services

OFFICE OF ACCESSIBILITY RESOURCES

The Office of Accessibility Resources (OAR) works collaboratively with Housing and Residence Life to facilitate equal access to university housing for students with disabilities. Students with documented disabilities, including but not limited to attention-deficit/hyperactivity disorder (ADHD), hearing impairments, learning disabilities, chronic health conditions, mobility impairments, psychological disabilities, speech impairments, visual impairments, and other qualifying disabilities, may be eligible for disability-related housing accommodations.

Students seeking housing accommodations must register with the Office of Accessibility Resources and submit appropriate documentation to support their need for accommodation. Requests are reviewed on an individualized, case-by-case basis through an interactive process designed to evaluate disability-related needs and determine reasonable accommodations that provide equal access to university housing. Approved accommodations do not guarantee assignment to a particular housing environment because placement depends on availability.

Housing Accommodation Requests

The University considers requests for housing accommodations in accordance with applicable federal and state laws, including the ADA, the ADAAA, Section 504, and the Fair Housing Act. While the University will evaluate each accommodation request individually, some requests may not be reasonable, may fundamentally alter housing programs or services, may impose an undue administrative or financial burden, or may not be necessary to provide equal access. Examples of requests that may not be feasible or cannot be guaranteed include:

- Assignment to a residence hall, apartment, room, or specific location based solely on student preference.
- A guarantee of a completely dust-free, allergen-free, mold-free, or mildew-free environment.
- A guarantee of a completely distraction-free or noise-free living environment.
- Replacement of standard university-provided furniture with non-university furniture, unless determined to be a reasonable accommodation through the interactive process.
- Exclusive use of a private or individual bathroom when alternative accommodations provide equal access.
- Approval of accommodation requests based solely on documentation that prescribes or recommends a specific residence hall, building, floor, room, or roommate.

The University will consider a student's functional limitations related to a disability and determine reasonable accommodations that address disability-related barriers while balancing the needs of the residential community and available housing resources.

On-Campus Services

EMOTIONAL SUPPORT ANIMALS (ESA)

Students requesting an ESA accommodation will need to follow the application process through the Office of Academic and Access Ability Resources. If approved, the student will be responsible for following guidelines outlined in the contract for the duration that the ESA is present on campus. Failure to comply with the contract expectations could result in the loss of the ESA accommodation in the residence hall. Only one ESA is permitted per suite or apartment.

*An ESA cannot be brought on campus until it is fully approved by both the Office of Academic and Access Ability Resources and the Office of Residence Life. A contractual agreement must be signed by all involved parties before the ESA is approved on campus.

CAMPUS STORE

The PBA Bookstore is your one-stop shop for essential academic resources and Sailfish merchandise. It offers a wide range of items, including textbooks, academic supplies, personal care and hygiene products, PBA-branded clothing and accessories, and more.

The Bookstore is located at the Lassiter Student Center and can be reached by calling 561-803-2180 or via email at Bookstore@pba.edu for assistance. You can also shop online at pba.bncollege.com to find exclusive deals and check out our store hours.

Maintenance & Cleaning

MAINTENANCE AND REPAIRS

Maintenance problems need to be reported to the Residence Life Office or appropriate Reslife personnel. The Reslife staff will submit a work order via the SSC work order link. SSC personnel will complete work order requests in a timely fashion. No work will be performed without a work order submitted through the online portal.

If an emergency occurs (i.e. severe water leaks, toilets overflowing, heating/cooling failures, roof leak, elevator problems, etc.) after 5:00 p.m., call the Department of Public Safety (DPS) immediately. In emergencies, DPS will request maintenance personnel to respond to campus to address the problem. You should also notify the RA on duty.

Typically, work in the residence halls and apartments will be accomplished between 9:00 a.m. and 4:00 p.m., except in the case of an emergency. For work orders needing same-day assistance after 4:00 p.m. call Public Safety. SSC personnel will use hall master keys obtained from Public Safety. Hall and front door master keys will not be issued overnight to tradesmen.

SSC staff will knock on the door prior to entering a room and announce themselves. If a student answers the door, the student should not allow entry unless the person is wearing a PBA picture ID and SSC uniform. If no one answers the door, the SSC staff will use a passkey and check for signs of occupancy in the room (students sleeping, showering, etc.). They will announce their presence, calling “maintenance” very loudly at least twice. SSC staff will then prop open the door, accomplish the task assigned, completing the work order. A door tag will be left on the door notifying the residents of the status of the repair and that SSC has been there. They will then lock all doors as they exit the area. If tradesmen leave the room for any reason while completing an assignment, the door will be locked.

How/When to report a work order:

- Monday to Friday - 8:00 a.m. - 5:00 p.m.; call or email the Residence Life Office at reslife@pba.edu or 561-803-2555
- Between 5:00 p.m. to 8:00 a.m. on weekdays, or weekends 24/7, call the RA on Duty or report to the hall front desk workers
- In an Emergency call the Department of Public Safety at 561-803-2500

Maintenance & Cleaning

OTHER REPORTING

- For washer and dryer concerns, report through online system as directed on the laundry room signage.
- For Wi-Fi and computer concerns, call or email the Help Desk.
- For card swipe issues reach out directly to the PBA Card Office.

Please consult myPBA for more information on how to report concerns to proper departments.

PEST CONTROL

PBA utilizes a proactive, integrated approach to pest control. PBA contracts with a local pest control company to stop pests on the perimeter of the buildings. Pest control comes on campus every week to address concerns. If you identify a pest problem in your living area, please report to an RA to complete an online work order. Residents can help in pest control by eliminating trash, storing food from the living area, and maintaining a clean environment.

TRASH AND RECYCLING PICK UP

Trash containers are in designated campus parking lots. It is the residents' responsibility to dispose of their trash in these pick-up locations. All trash needs to be disposed of in closed trash bags. Recycling bins are for recyclable material only and are emptied regularly. It is the residents' responsibility to ensure their recycling items are properly disposed of in the designated pick-up locations. For facilities that utilize trash chutes, it is the students responsibility to ensure they are used properly with appropriate size trash items. Large trash items must be taken to the trash containers.

ROOM CLEANLINESS AND SAFETY CHECKS

Room checks are used to help maintain reasonable standards of cleanliness in student living spaces for the purpose of a healthy living environment and good stewardship of University property. RAs will schedule regular times to check rooms for cleanliness, neatness, as well as any safety and security infractions. Residents are responsible for providing their own cleaning supplies.

Residents who fail room check inspection may be subject to a fine. The value of the fine increases with each failed room inspection and disciplinary consequences may result in additional occurrences of clean room checks . Standards and scheduling will be communicated by the residence hall's Area Coordinator.

Maintenance & Cleaning

BATHROOM CLEANING

University Housekeeping will provide weekly toilet paper replenishment, visual inspection and respond to work orders. Students are responsible for the cleaning of their bathroom area during RA room checks and residence hall check out. Students should create a weekly habit of cleaning the showers, toilets, sinks, and floors. This should also be communicated with roommates and completed on a weekly basis.

DISPLACEMENTS

In certain cases, students may be required to be relocated from their assigned housing accommodations to allow for necessary maintenance, repairs, renovations, or to address safety concerns. Available housing will be used to accommodate students. If a student refuses to move or causes delay to displacement directives this may result in fines, or student accountability actions.

Examples of situations that may require a temporary displacement include, but are not limited to:

- Emergency maintenance or repairs
- Water leaks, flooding, or plumbing failures
- Electrical, HVAC, or utility issues
- Room remediation or pest treatment
- Fire, smoke, or other environmental hazards
- Structural repairs or safety-related concerns
- Facility upgrades or renovations that cannot be completed while occupied

Safety, Security, & Emergency Procedures

The administration of PBA takes the safety and security of its students very seriously. With an urban campus of considerable size, this task requires the energy and vigilance of each member of the community. While our campus has various staff members equipped to respond to a variety of emergencies that may occur, it is the responsibility of every member of PBA to be familiar with the University's emergency response procedures detailed here.

RAVE GUARDIAN APP

Available to all students. See details for getting Rave Guardian downloaded to your phone on the Public Safety and Security page of my.pba.edu

SAFETY TIPS

- Don't walk alone, especially at night: walk with two or more companions or call Public Safety for a courtesy escort, available 24/7.
- Use well-lit and well-traveled routes. Do not walk through dark areas.
- Be aware of what is going on around you.
- If you think you are being followed, cross the street. person/group also crosses the street also, move quickly to the nearest occupied building and go inside.
- If walking at night, avoid groups of individuals loitering on the street. Cross the street or go in another direction.
- Make sure someone knows where you are and when you will return to your room. Keep your roommate/friends informed.
- If you are a victim of a crime, contact the Residence Life staff, Public Safety, or the West Palm Beach Police.
- Report any crime or suspicious activity you see.

Students should be wary of people who approach them asking for food, money, or a place to stay. Any approach should be avoided and immediately reported to proper authorities.

BIKE SAFETY

- Always lock your bike. Only U-bolt type locks are authorized to secure bikes on campus property. Bikes that are found without a U-Bolt style lock or improperly locked will be secured by Public Safety and Security until the owner can retrieve it. If you do not have a U-Bolt lock, one will be provided to you by Public Safety and Security after you successfully register your bike. Individuals who do not conform to this policy cannot operate or maintain a bicycle on University property.
- You must register your bike with Public Safety online at MY.PBA.EDU or in person at Public Safety and Security Office located 1301 S. Olive Ave. Once you have successfully registered your bike, you can come to the Public Safety and Security Office to retrieve your bike decal. Any further questions regarding bike decals, registration, and bike locks, contact Public Safety at 561-803-2500

Safety, Security, & Emergency Procedures

CAR SAFETY

- Always lock your vehicle.
- Do not leave valuables in plain view.
- Park your vehicle in a well-lit area.
- Never leave your key in an unattended vehicle.

THEFT AND CRIME PREVENTION

The following guidelines are provided to help you in securing your personal items as well as yourself in your residence hall room:

- Always lock your doors (including sliding glass doors).
- Do not prop open exterior doors.
- Before opening your door, determine who is on the other side of the door.
- Keep all small items of value (including money) out of sight.
- Always keep your room key with you. Do not lend room keys to anyone!
- If your key is lost or stolen, report it to the Residence Life staff immediately.
- Report damaged lock mechanisms to your RA immediately.
- If you see a suspicious individual in the hall, contact the Residence Life staff or Public Safety.
- Do not let strangers into your building.
- Keep a record of your valuables. List brand, model numbers, and location of your identification.
- When away at night, keep curtains and blinds drawn and windows locked
- See something, Say something. If you see any suspicious behavior, people, vehicles, or events, do not hesitate to contact Public Safety and Security.
- If theft of your personal property does occur, please notify the Residence Life staff and file a report with Public Safety immediately.

PERSONAL PROPERTY

Personal property insurance is encouraged in case of any emergency that affects the campus. (See also Property/Liability in Residence Life Policies)

Safety, Security, & Emergency Procedures

LOCKOUT PROCEDURES

If you are locked out between the hours of 12:00 a.m. and 5:00 p.m., contact the Department of Public Safety. If you are locked out during the evening, between 5:00 p.m. and midnight, notify the RA on duty. If the RA is not accessible, contact the Department of Public Safety. Contact numbers are posted near the entrances to each residence hall. You will be asked to present a photo identification to be let into your room. Repetitive lockouts could result in a student receiving a fine at the Area Coordinator's discretion.

FIRE SAFETY

In a fire emergency in a residence hall, all residents should be familiar with and follow the guidelines listed below. Students should follow the university evacuation plan and/or direction from Residence Life staff or Department of Public Safety Officers in emergencies.

1. Remain calm
2. If fire alarm sounds, immediately leave the building using the nearest available exit
3. Before leaving, wear shoes and a coat; carry a wet towel, if available, to aid breathing. If the corridor is too smoky to reach the stairway, remain in the room.
4. If the door is hot, remain in the room. If the door is cool, open slightly and check for heavy smoke and heat. If clear, proceed to the nearest available exit. In environments with light smoke, stay low near the floor to avoid smoke and heat.
5. Block entrance of smoke and heat into the room by stuffing towels or blankets around the door and air conditioning openings.
6. Stay low near the floor to avoid smoke and heat. Cover your head with wet cloth if necessary to aid breathing.
7. If necessary, break the window. DO NOT exit through upper floor windows.
8. When leaving the building, get clear of the entire area and proceed to the designated assembly area.
9. Report to University official for roster check and await further instructions in a quiet and orderly manner.

Remember:

- Use fire exits.
- Avoid the use of elevators
- Keep hallways cleared of bicycles and other large objects so students may exit with haste, if necessary.

Tampering with fire safety equipment and/or initiating false alarms is a violation of state law.

*Students are expected to exit the building when a fire alarm is triggered. Failure to exit the building and follow directions by Public Safety or a Reslife professional staff member could result in disciplinary action

Safety, Security, & Emergency Procedures

HURRICANE PROCEDURES

A hurricane watch is issued whenever a hurricane becomes a threat to coastal areas.

Everyone in the area covered by the watch should listen for further advisories and be prepared to act promptly if a hurricane warning is issued.

A hurricane warning is issued when hurricane winds of 74 mph or higher, or a combination of dangerously high water and very rough seas, are expected in a specific coastal area within 24 hours. Precautionary actions should begin immediately.

The Residence Life staff will frequently communicate updates to residents. The Residence Life staff, along with members of the Crisis Management Team, will notify students if an evacuation is necessary. Students should be prepared to go to the location indicated on their individual hurricane evacuation plan, which is given during move-in. If the student is unable to get to the location listed, they will have an opportunity to make other arrangements and notify the Residence Life staff of these changes to their plan within the housing portal go.pba.edu/housing. If shelter is needed, the University will assist students.

When a hurricane has passed, check university email for official notification of canceled classes, evacuation and return to campus dates.

Check battery-powered equipment. Keep cars fueled should evacuation be necessary as service stations may be inoperable after the storm strikes. If there is inclement weather but no need to evacuate, store drinking water in clean bathtubs, jugs, bottles, and cooking utensils because the city water system may be contaminated or damaged by the storm.

Secure outdoor objects and furniture inside. Garbage cans, furniture, bikes, and many other harmless items become deadly missiles in hurricane winds.

If authorities have not called for an evacuation, stay home, and remain indoors. Blowing debris can injure and kill. Do not drive unless it is crucial. Contact a Residence Life staff member for assistance if needed.

TORNADO PROCEDURES

Seek shelter in the most secure building available. The interior spaces of the lower floors are the safest. Avoid windows and large glass sections. Auditoriums and gymnasiums should not be occupied during a tornado threat. Motor vehicles also offer no protection. Seek shelter by lying flat in a nearby depression, such as a ditch or ravine if no shelter is available. A tornado watch indicates conditions are such that a tornado could develop. A tornado warning indicates a tornado has been detected.

Residence Life Policies

All enrolled PBA students are subject to the policies and values listed in The Navigator. Residence Life Handbook policies are specific for residential students and guests. Please refer to The Navigator for more detailed information regarding our Community Values System. The policies are listed below in alphabetical order.

ALCOHOL, DRUG, AND SMOKE-FREE CAMPUS

PBA is an alcohol, drug, and smoke-free campus. This policy mandates that there is to be no form of drugs or alcohol on University property or at PBA-sponsored events. This policy includes vape pens or any type of vape product. The possession and use of peptides is prohibited (unless medically prescribed). Please consult The Navigator for further details.

APPLIANCES

Electrical Appliances: There are limitations to the load on electrical circuits. Therefore, for a variety of safety reasons, electrical appliance usage must be restricted. With proper care and usage, acceptable electric appliances within student rooms include coffee pots with automatic shut-off, fans, hairdryers, lamps, stereos, electric razors, radios, televisions, and blenders. Toasters and George Foreman grills are permitted in apartment housing only. One microwave per room is permitted. (Please communicate with roommates and suitemates about this in advance).

The University provides microwaves in the main lobbies of most residence halls. Any appliance with an exposed heating element is prohibited. This can include, but is not limited to, toaster ovens, air fryers, and waffle irons. This is not an exhaustive list. Residence Life staff have the right to review any heat-exposed appliance for safety concerns. Refrigerators are allowed in residence hall rooms but are restricted to one per room. Each refrigerator must meet the following requirements: amperage of 1.5 or less and size of 4.3 cubic feet or less. Refrigerators are provided in Campus Apartments. Only one additional refrigerator, meeting the above-mentioned specifications, will be allowed in campus apartments. Ice machines are provided in most residence hall lobbies.

Residence Life Policies

BABYSITTING

Students may not provide babysitting services in any University facility including residence halls.

BILLING AND COST

The Business Office sets campus housing rates for each academic year. Each semester, the cost for the housing will be billed to the student's account. All costs are listed on the Financial Aid page on www.pba.edu under Tuition and Fees. Payment must be remitted to the Business Office.

CANDLES, INCENSE, POTPOURRI POTS

Due to potential fire hazards, candles, candle/wax warmers, incense, and potpourri pots are not permitted in any University residence hall. This includes wickless candles, incense, or any heat-induced fragrance apparatus.

COOKING

Based on fire regulations and sanitation concerns, cooking is prohibited in student rooms. Cooking must be limited to kitchens. Students are responsible for cooking in a safe and reasonable manner, as well as keeping the apartment clean and sanitary. This privilege may be taken away if abused. (See also Appliances.)

COURTESY HOURS/QUIET HOURS

To respect the rights of the University community and the surrounding city community, residents are asked to keep noise levels to a reasonable level. Courtesy hours are 24 hours a day for all students in campus housing. Quiet hours are from 11:00 p.m. to 10:00 a.m. Sunday through Thursday in all residence halls. Quiet hours are from midnight to 10:00 a.m. Friday through Saturday. It is expected that students will respect the rights of others wanting a quiet environment by keeping noise produced by stereos, instruments, voices, etc. at a reasonable, minimal level. No noise should be heard outside a student's room with the doors and windows closed. Speakers or stereos should not be placed by or facing windows. During finals week, quiet hours are extended to 24 hours a day.

Residence Life Policies

CURFEW AND WEEKEND SIGN-OUT

The University administers curfew to traditional first-year residents to protect students and to teach personal discipline during the transition from home to University. The philosophy behind curfew stresses student safety and health, responsible decision making, and facilitates a successful academic environment for first-year students. Curfew is intended for traditional first-year students. Therefore, a student who has taken a year out of school before coming to college is still considered a traditional first-year student. A student who is 20 or older and is a freshman is not considered a traditional first-year student and would be exempt from having a curfew. The following are the curfew hours for first-year students:

- Sunday through Thursday – 11:30 PM to 5:30 AM
- Friday and Saturday – 1:30 AM to 5:30 AM

First-year students are to be in their room at curfew and remain in their room after curfew. Residence Life staff may ensure compliance with this policy at any time during a student's time on curfew. Students on curfew may sign out for the weekend to visit parents, relatives, or friends by informing their Area Coordinator. First-year students who complete their first semester without having any disciplinary violations and respecting the curfew and weekend sign-out policy will be exempt from curfew their second semester.

Students with curfew may request a one-hour extension to accommodate on/off-campus employment hours. A student must submit a curfew extension request in writing to the Area Coordinator for review. A student will not be allowed to extend curfew for work until the request is received and approval granted by the Area Coordinator, even if the student has been hired and scheduled for such hours already.

Residence Life Policies

DECORATIONS

Students may only use small pushpins/tacks or small nails to hang decorations on the walls. Residents will be charged for any damage caused by non-approved adhesives, such as command strips, screws, or any tape or putty residues. Posters, signage and other objects that are inconsistent with the Christian standards of the university such as alcohol bottles/substance paraphernalia/lewd content/foul language) may not be used for decorative purposes and may be confiscated following a warning if not removed promptly.

Any decorations, including holiday decorations, that are inconsistent with the Christian standards and values/policies of the University are prohibited. If there is an item in question, please consult with your Area Coordinator before hanging or displaying the item. Live Christmas trees and canned spray snow are prohibited in campus housing. Christmas lights may only be used between Thanksgiving and Christmas Break and must be turned off when no one is in the room.

ROOM ALTERATIONS

Alterations of the physical structure or property by students are not permitted. Each resident is responsible for the University property and furnishings in his/her apartment. This includes apartment structure, doors, kitchen appliances, and bathrooms.

Students may not make substantive or significant changes to their rooms, including rewiring (i.e., thermostats, ovens, etc.), changing locks, or building shelves or lofts. Failure to comply will result in significant fines for repair/labor and possible referral to the disciplinary system. Rewiring or tampering with thermostats and ovens poses a severe danger to students. Please report any malfunction of these units to maintenance and/or the Residence Life staff.

Residents are not permitted to paint the walls or apply wallpaper in their room, suite, or apartment. Any materials that chip or deface the walls are not permitted.

Students attempting to patch holes in the residence hall rooms or any communal areas will be charged the full amount for patching and painting the walls.

Residence Life Policies

EMERGENCIES

In an emergency, please contact 911 or call Public Safety. In addition, the Resident Assistant on duty can be called during scheduled duty times by phone numbers posted in the halls. Public Safety can call the Police Department, Counseling and Wellness staff, Area Coordinator on duty, or maintenance upon your initial contact with them.

ENTRY

University officials may enter living units at any time. Every attempt will be made to give the residents prior notice except in the case of an emergency or threat to the health and wellness of any member of the campus community. In order to provide the safest environment for residents, regular fire and safety inspections will be made to ensure that all buildings and rooms comply with local, state, and federal regulations.

FLYERS POSTERS AND FLAGS

Any student wishing to post a flyer on campus must receive approval from the SAIL Office or Office of Residence Life. Students are permitted to possess political items such as posters or flags, unless those items are deemed inappropriate or offensive by university officials, or are displayed in such a manner that is publicly viewable, such as windows, doors, or common areas. Stickers placed on university property will be removed and students found responsible may receive fines.

GUESTS

All guests in the main campus residence halls, regardless of their sex, must sign in at the front desk of the building during visitation hours. They must also comply with all visitation hours and guidelines.

Residence Life Policies

All overnight guests must have prior approval from Residence Life staff regardless of the number of nights or circumstances. Guests (student or non-student) may stay overnight in a residence hall room with the advance approval of the Area Coordinator under the following conditions:

- All roommates and suite-mates must agree
- The person making the request is not under any type of probation
- Complete the overnight guest request 2 normal business days in advance and receive written confirmation from your Area Coordinator of guest approval.
- Residence Life staff reserves the right to deny permission for overnight guests.
- The guest must be between the ages of 16 and 25 and of the same sex as the requesting student. Family of the opposite sex can only visit their family member during the designated visiting hours or while helping a resident move-in. Parents and other family members over the age of 25 are not permitted to stay as overnight guests in residence halls.

Guests may stay up to two consecutive nights in the residence halls without charge. After two nights, there is a daily charge for guests who remain overnight. This is payable to the Area Coordinator in advance. Students who hosts unapproved guest are subject to the disciplinary process with additional fines and daily charges. Guest privileges may be limited at the discretion of Residence Life, including resident and non-resident guests. The guest policy applies to all non-student and student guests and ensures that an environment conducive to study, privacy, and personal needs of all residents is maintained.

All guests are subject to University Community Values and campus housing policies. Violation of University regulations or the Community Values System by guests will result in disciplinary action for the host and guest, depending on whether the guest is an enrolled student, as well as the nature of the violation, including immediate removal of the guest from campus. Unauthorized guests will result in disciplinary action upon the host and loss of this privilege for the rest of the semester (or future semester if past mid-term). Overnight guests will not be permitted on the weekend immediately preceding finals study week, exam week, or graduation.

Overnight guests will not be permitted on fall and spring welcome weekends, over fall break, thanksgiving break, Easter break or spring break, or on the weekend immediately preceding finals study week, exam week, or graduation.

Residence Life Policies

HOSPITAL STAY

When a student is admitted to the hospital for any reason, whether that be injury, illness, or a mental health concern, the Student Care and Concerns Committee will be notified. The student will need to follow steps deemed necessary by the SCCC before returning to the University. The University wants to make sure that the student has received the necessary assistance to address the issues that contributed to the student's departure, as well as to ensure the safety of the student and the community. It also guides the university in determining the conditions that best support a student's continued success.

KEYS

Keys are issued to current residents only by the Residence Life staff or Department of Public Safety (DPS). Keys are not to be left unattended, loaned to any other individual, or duplicated. Each student is required to personally sign for his/her key. Keys are to be returned to the Residence Life staff at the end of the year, as instructed. Failure to turn in keys results in a charge to the student's account for re-keying. Lost keys are to be reported to the Residence Life staff immediately. Lost keys that are not reported until move-out will result in an additional \$350 fine to the student's account. Students who lose room keys at any point during the semester will be charged for replacements and re-keying at a fee of \$350. Any key that is found should be turned into DPS. All administration, faculty, and staff must have approval by the Residence Life Office to obtain residence hall keys. Students found with unauthorized keys will be subject to disciplinary action.

KITCHENS

Facilities for cooking are available in Rinker, Johnson, and Weyenberg lobbies and apartment units. It is the responsibility of those using the cooking area to return it to proper order. Cooking is permitted in campus kitchen facilities only, within the following guidelines: (1) Residents remain in the room during cooking; (2) Residents are considerate of roommates and other residents by promptly cleaning up and controlling food odors.

Residence Life Policies

LASER LIGHT/POINTER

All handheld lasers are strictly prohibited on campus. This includes laser pointers, laser pens, laser keychains, and any other portable laser devices. Violation of this policy may result in disciplinary action depending on the offense's severity and frequency.

MOTORCYCLES, MOPEDS, BICYCLES, SKATES, AND SKATEBOARDS

Motorcycles, mopeds, electric scooters, and bicycles are not allowed in residence hall rooms, patios/balconies, stairwells, or hallway areas. Bike racks are located outside each hall. Baxter Hall has a locked bike storage area that residents may use. Bicycles must be locked with a U-bolt lock when stored or parked on campus. The University accepts no responsibility for the safekeeping of bicycles. Bicycles left unlocked or using a non-U-bolt lock will be removed by the Department of Public Safety. Motorcycles and mopeds may be parked in areas designated as University parking. Inline skates and other wheeled modes of transportation/recreation are not permitted to be worn or ridden through the residence halls and apartments. When on public sidewalks or streets adjacent to the University, students should exercise good citizenship by being courteous to others who also are biking, skating, or walking. Skateboards should not be used inside any University building or upper-level outdoor walkway.

MUSICAL INSTRUMENTS

Playing musical instruments should be limited to student rooms, common spaces and on-campus practice rooms. Students are expected to observe residence hall quiet hours, roommate contracts, and to be respectful of the on-campus community. All instruments should be kept at a reasonable level and should be turned down if a community member, including PBA staff, asks for consideration.

OUTDOOR PATIO AREAS

Entryway and patio areas (including balconies) must be kept neat and clean. Therefore, these areas are not to be used as storage. Towels may not be hung over the railings, and surfboards may not be stored on patios. They must be kept clear of indoor furniture and boxes.

University-owned indoor furniture is not to be placed on patios, porches, or balconies at any time. Signs may not be hung from residential balcony areas unless approved by the Residence Life Office. Hammocks should not be hung from or attached on to the balcony railings.

Residence Life Policies

PERSONAL PROPERTY/LIABILITY

The University assumes no liability for damage or loss of personal property. This includes damage or loss due to fire, theft, hurricanes, flooding, loss of power (power surge), etc., during the entire term of the housing contract, including all University break periods during the year. The University recommends that students not leave valuables in their rooms during break periods. If something is stolen or vandalized, report it immediately to the Department of Public Safety. Students are encouraged to secure renters insurance or policy to protect personal belongings.

PETS

For sanitary reasons, and protection of private and school property, pets of any kind (except fish in aquariums, as stipulated below) are not allowed in campus housing. PBA does not allow cats, dogs, birds, rodents, or reptiles to be kept in campus housing. This also includes feeding and temporarily keeping animals in or around living areas.

A student may have a single aquarium of up to, but no more than, 20 gallons, with a screen or hood on top. The aquarium is for fish only. An aquarium is defined as a self-contained ecological tank that houses living organisms in a fully aquatic environment. The student is fully responsible for properly maintaining the aquarium (including holiday breaks when they must be unplugged) and for respecting the roommates' living environment. Gravel in tanks must be disposed of properly and may not be dumped in toilets or sinks. The student is financially responsible for any damage that may occur in the room because of the aquarium or its maintenance. Residence Life Staff reserves the right to restrict the use of aquariums and require aquarium removal if necessary. Approved pets should be taken home during breaks and hall closings.

If an unapproved animal is brought on to campus and a student refuses to remove the animal from campus in the appropriate allotted time per directives of University staff, the university has the right to take necessary steps to remove the animal from the premise at cost to the student and the incident will result in disciplinary action with student.

PROPPING DOORS

To ensure the safety and security of each resident and their personal belongings, propping doors is prohibited in all campus housing. Students are not to use magnets, tape, or small items to keep doors unlocked. Fines will be issued toward those who violate this policy. (See Dangerous Practices/Reckless Behavior in The Navigator.)

Residence Life Policies

SMOKE ALARMS/FIRE DRILLS

As a safety measure, each room/apartment is equipped with a functioning smoke alarm. The smoke alarms, fire extinguishers, or fire sprinklers must not be tampered with in any way (i.e., removing the battery, disconnecting, reckless disengaging, etc.) Disciplinary action, up to and including suspension, will take place if students are found to have tampered with any life safety equipment. During the academic year, fire drills will be conducted, as required by law. When an alarm sounds, students are to vacate the building immediately and proceed to the designated area. Students should follow the evacuation plan and directives from a Residence Life Staff or the Department of Public Safety Officer during fire drills or emergency situations. Contact the Department of Public Safety and notify a Residence Life staff member if the alarm is beeping because of a low battery.

STORAGE

No storage facilities are available on campus.

SUBLETTING

The housing contract and the right of occupancy are not transferable or assignable. Subletting a room or transference of assignment shall result in contract termination and disciplinary action.

VENDING/SOLICITING

Privately owned business enterprises may not be operated on campus except as permitted by the Development Office. The use of the University facilities or grounds for fundraising by student clubs must be approved by the SAIL Office.

VIDEO SCREENINGS AND COPYRIGHT LAWS

Federal copyright law restricts the use of copyrighted video recordings to private showings and prohibits public performance in common rooms such as lounges or semi- public areas within the residence halls and/or other campus housing facilities.

Residence Life Policies

VISITATION

Residents in good standing with the university are allowed to host visitors in the main lobby of their hall, the floor's common areas, or a dorm living room. This privilege will be revoked if misused or abused. A visitor is:

- Anyone of the opposite sex
- Any guest who does not attend PBA as a residential student
- Any PBA resident from a different hall

VISITATION REGULATIONS

Open House hours allow students of the same sex to visit friends in their residence halls and rooms before campus-wide visitation begins. Residents must check their guests in at the main lobby of their residence hall and check them out when they leave on the sign in sheet. If a guest stays in the resident's room until campus-wide visitation begins, the resident must update the guest's check-in information at the front desk.

- Sunday to Thursday: 10AM to 5PM
- Friday & Saturday: 10AM to 1PM

Visitation in the approved areas is permitted during scheduled visitation only. Approved visitation hours in all residence halls are outlined below:

- Sunday: No Visitation
- Monday – Thursday: 5 PM to 11 PM
- Friday & Saturday: 1 PM to 1 AM

During visitation hours, visitors-in campus apartments are allowed in the living room only. For visitors in suite-style dorms (i.e., Johnson and Rinker), bedroom doors are to remain wide open (3 feet) for visibility into the room. Visitors must be between the ages of 16-25 unless the Area Coordinator gives prior permission. Visitors to all residence halls must sign in and leave their student ID card (or driver's license if they are not a PBA student) with the staff on duty while they are in the hall.

Restricted Areas: Visitors are permitted to be on the floor of the room they are visiting only during visitation hours. All elevators and stairwells in male or female halls are off-limits to the opposite sex in respective halls, except during visitation. Laundry room doors must be propped wide open if a member of the opposite sex is present during authorized visitation time. Students are told of the restricted areas particular to their residence halls and are held responsible for abiding by these policies as well as ensuring that any guests are made aware of these restricted areas.

Residence Life Policies

VISITATION BEHAVIOR

All students and their guests should abide by Christ-like values and policies as outlined in the Navigator and Residence Life Handbook in all on-campus areas. Other behavior criteria for visitation include, but are not limited to:

- Appropriately signing in at the front desk with Residence Life staff during approved hours for visitation
- Remain on the floor/in the room that they signed in to visit
- Stay in approved areas
- Lights must be on in the room
- Students should maintain appropriate physical boundaries with guests (ex: no laying down or excessive displays of affection)

It is up to the Residence Life staff to evaluate each situation for appropriateness in compliance with visitation conduct.

WINDOWS AND SCREENS

Screens in windows must remain securely fastened at all times. A fine will be incurred for any screen that is removed and/or missing, regardless of whether the screen is later replaced. Students who throw or drop objects out of windows will be referred to the disciplinary system. Objects and signs cannot be displayed in or from windows. The use of windows as an entrance, exit, or to pass objects is strictly prohibited except in emergencies.

IMPORTANT NUMBERS

Academic & Accessibility Resources:	561-803-2061
Department of Public Safety:	561-803-2500
Fire/Police/Ambulance:	911
Good Samaritan Hospital:	561-655-5511
Counseling and Wellness:	561-803-2576
HelpDesk:	561-803-2027
JFK Medical Center Hospital:	561-842-6141
Palm Beach Sheriff:	561-688-3000
PBACard Office:	561-803-2515
Residence Life Office:	561-803-2555
St. Mary's Hospital:	561-844-6300
West Palm Beach Police:	561-822-1900

Residence Life Handbook

DISCLAIMER

PBA used its best efforts to ensure the information contained in this Residence Life Handbook is accurate. The information and policies in the handbook provide guidelines related to residence life, but do not constitute a contract or promise of any kind to PBA's students. PBA reserves the right to make any change, revision, or amendment to any part of the Residence Life Handbook, as deemed necessary or desirable, at any time and without prior notice. The Residence Life Handbook and all information contained therein is published solely for the convenience of PBA's students and, to the extent permissible by law, PBA expressly disclaims any liability which may otherwise be incurred.