



STUDENT HOUSING & RESIDENCE DIVISION
OFFICE OF STUDENT SERVICES
SILLIMAN UNIVERSITY
Building Competence, Character & Faith

STUDENT HOUSING AND RESIDENCE DIVISION (SHRD)

Going away to college can mean major lifestyle changes for students who are living away from home for the first time. Dormitory living can make the transition easier, combining the opportunity for freedom and fun with reassuring comfort and security.

Residence life at Silliman University provides a balance between the educational and social needs of students, such as lectures and discussions, athletics, and social activities. The division provides comfortable living conditions for approximately 800 students.

VISION

We envision a student campus housing that is safe, adequate, clean and responsive to the arising challenges and growing needs of student-residents for holistic integration into the Silliman community.

MISSION

We strive to complement the university's goal for Christian quality education through a wholesome, safe and conducive living condition for the student-resident's total development manifested by desirable life skills and healthy lifestyles.

OBJECTIVES OF SILLIMAN UNIVERSITY DORMITORIES

1. To provide living conditions with facilities that is adequate, clean, healthful and comfortable at reasonable cost.
2. To help student-residents learn useful and desirable lifestyle and study habits.
3. To establish and develop human relations skills through respect for one another, cooperation, friendship and courtesy.-management skills and democratic living through various organizations and worthwhile community activities that will ultimately contribute to the good of the society in general.

6. To offer opportunities for spiritual growth and training of Christian character and the counseling program.
7. To encourage student-residents to accept increasing responsibility for their own lives and the full consequences of their decisions and actions.
8. To assist the university in the development of a well-rounded personalid

Narra Cottage

their first year in the University. These upper-class residents are selected for their leaderships experience, training, scholarships and the desire to help students. They act as liaison between freshmen and the dormitory management and to the University in general. These upper-class residents assist and work closely with the dormitory management in promoting and implementing pleasant living-learning atmosphere in the dormitory.

Dormitory Management Council (DMC)

The Dormitory Management Council (DMC) is composed of the Dormitory Managers, Dormitory Advisers and the Head of the Student Housing and Residence Division (SHRD). The Dean of Students seat as an ex-officio member of the Council.

Succeeding schedule of payments will be posted in the conspicuous place within the dorm.

- Final Term Payment - 25% of the full payment

5. A resident who wishes to transfer to another dormitory must submit a written request with notation/recommendation of the Dormitory Manager/Adviser of the dormitory last resided. Said application must be decided in a DMC meeting called for that purpose. The concerned resident must personally verify with the SHRD on the decision reached by the DMC regarding the said application.

LODGING/FIXED BOARD POLICY

Lodging

1. Dormitory space application shall be acted upon only after the payment of the required dormitory down payment and a non-refundable/non-transferable dormitory application fee of P200.00 and a refundable surety deposit of P1,000.00.
2. A resident is required to pay twenty-five percent (25%) down payment for lodging and 2 months for fixed board. The same is required for a continuing resident.
3. Lodging payment should be within the schedule of payments as determined by term.

3.1 If a student leaves the dorm before the first fifteen (15) days of classes, 25% of the semester lodging cost shall be charged.

3.2 If a student leaves the dorm after the 15th day of classes, the latter shall be charged for the entire semester lodging cost.

3.3 If a student moves in the dormitory at the middle of the semester and withdraws, the counting of the first fifteen (15) days will start on the day he/she moves in the dormitory.

3.4 During summer school, 50% of the payments will be charged for withdrawal within the first three days of classes; 100% of the payment shall be charged after this period.

3.5 In cases of payment refund, only residents who withdraw from the dormitory upon recommendation/endorsement of the Dormitory Management and other reasons approved by the VPAA, one honorably withdraws from the university, will be granted refund.

3.6 The Office of Student Services shall not endorse the University Clearance Form of the student if the charges are 0.00 () 0.6 (w) 1.7 (i)-e2-(s)87 Td(3)87o we Foriyation/endor3.3 c (m)3.

5. Payment for meals shall be made directly at the Business and Finance (B&F) Office. The receipt must be kept and ready to be presented in case of clarification. Except for Cooperative dormitories, meal payments shall be decided by the residents.
6. Food payment refunds are not allowed for students going home on weekends.
7. Refund for food payment may be made according to the following guidelines:
 - 7.1 Refund may be allowed when a student shall be out of the dormitory for a period of at least five (5) consecutive days for any of the following reasons:
 - i. Field trips and other university related activities
 - ii. Illness that may require confinement at home or in a hospital.
 - iii. Emergency family concerns such a death of an immediate family member. A written certification by the Dormitory Manager/Adviser is required and arrangement with the University Food Services should be made in advance if possible. In case of emergency, the University Food Services Supervisor should be informed immediately.

RULES AND REGULATIONS

All residents are expected at all times and in all occasions to conduct themselves in a proper and irreproachable manner in accordance with the high moral, ethical and Christian standard of the University.

General Statement

8. To observe Dormitory curfew and closed weeks. Curfew during closed week start at 9:00p.m. for 2 weeks.

On week-days evening before class day	9:30 p.m.
On week-ends, Friday and Saturday	10:00 p.m
9. To secure and submit leave permits before going home.
10. To submit SOAD permit for all University sanctioned on and off-campus activities before leaving the dormitory.
11. To submit a Waiver (with original signature of parents) for non- University sanctioned activity (such as staying outside the dormitory either overnight or group study) and should be presented and received officially by the SHRD Office two (2) days before leaving the dormitory.
12. To use Dormitory facilities properly and with due care. Vandalism or littering or alteration shall be charged to a resident concerned. Residents are not allowed to do their laundry (except underwear).
13. To submit periodic locker inspection as may be conducted by authorized dormitory personnel. All illegal items shall be confiscated and disposed of accordingly by the dormitory management
14. To clean the assigned locker before leaving the dormitory. Put into boxes personal things and valuables to be deposited in an assigned room for a certain fee.
15. To submit to random drug testing.
16. To submit a recent medical certificate before admission to the dormitory. Any resident who had been ill or hospitalized shall present a medical clearance indicating his/her fitness to return to the dormitory. Parents or their representative(s) shall be responsible for the hospital care and needs when admitted to the hospital and other related care and concerns.
17. To comply with all necessary requireme(s)-2.4 (po)-3.1 gdthe 2.5 (it)1.7 (e)0 Tc -/1-r Tc -/1.2 (o)-3nll bply9-5.9 (c)2.3

1. Silence should be strictly observed.
2. No unauthorized and personal telephone calls.
3. No inter-dormitory or inter-room visitation.
4. Minimize or regulate music and other sounds.

5. Residents who came in late should not use the emergency exit as entrance to the dormitory.
6. Residents who came in late should see the dormitory management before retiring to bed.

E. Closed Week

Comprise *the week immediately preceding and the examination week itself.*

<u>College residents</u>	
mid-term exams	1 week before the examination week
final exams	+ the exam week
<u>Junior High School residents</u>	
every periodical exam	1 week before the periodical test + the periodical exam week

1. Sleepout, overnight group study, and going home are not allowed. The latter may be allowed only in emergency and exceptional cases as determined by the SHRD Head.
2. No telephone and personal calls.
3. No playing of any music instrument or device.
4. No movie viewing (either on the laptop/TV or in the movie house).
5. No playing of any game, including those in the cellular phone or laptop/tab.
6. No dorm visitation or room hopping.
7. Staying outside of the dormitory during the day (any area in the campus and downtown) other than legitimate purpose (make sure to log-out before leaving the dorm; log-in upon arrival).

F. Devotions and Meetings

Devotions and meetings are integral to dormitory life. Through this, students participate in the affairs of the dormitory, meeting some of their needs and attaining certain objectives of the University.

1. Residents should attend dormitory devotions and meetings.
2. Residents should dress properly when attending devotions and meetings.
3. Devotion leaders should prepare at least a week before the scheduled date of devotion.
4. Speakers should be chosen properly to fit the suggested theme and should be invited at c5.1d
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6. The "Order of Worship" should be presented to the dormitory management for advice.
7. Residents are encouraged to attend Silliman Church Services.

G. Off-Campus Activities

All residents shall secure an approved Activity Permit from the Student Organization and Activities Division (SOAD) for all University sanctioned activity or a written waiver (with original parent's signature) from parents for *non-sanctioned* University activity. It should be submitted and received officially by the SHRD Office two (2) days before the resident leave the dormitory.

1. Use of logbook

For duly-sanctioned school-related off-campus activities, permission from the dormitory management is required aside from signing the logbook. The residents should fill in the logbook properly when going-out of the dorm other than to classes. The following should be indicated in the logbook for proper information:

- a. Name
- b. Name of Activity
- c. Companion/Chaperon
- d. Place of destination
- e. Date and time out
- f. Expected date and time in
- g. Time in
- h. Signature

2. Chaperon

Chaperons are required for all off-campus activities. Only full-time faculty, staff and dormitory management council members are qualified chaperons. Chaperons are expected to be present for the entire activity.

3. School-Sanctioned Activities: On- and Off-Campus

1. Permission to attend school-sanctioned activities (e.g. dance, parties, picnics, fieldtrips, swimming, excursions, trips to nearby towns, staying overnight outside the dormitory) shall be granted or denied depending upon the status of the necessary permits from SOAD for the said activity.
2. Residents attending parties, picnics, fieldtrips and other social activities should secure a permit from the Student Housing and Residence Division (SHRD).
3. Residents should be in the dormitory at the time indicated in the permit.
4. Residents returning from evening parties should enter their rooms quietly and should refrain from making loud noise or conversations.

5. For swimming activities, residents are encouraged to go in groups and should have a capable swimmer in the group.

H. Securing Activity Permit

The permit is available at the Student Organization and Activities Division (SOAD) Office which is located at the 1st floor of Oriental Hall.

WHAT to do with the PERMIT?

Step 1: The SOAD provide the Activity Permit form and the Head of Office / Dean affixed their signature on it, signifying their recommendation for approval.

Step 2: The chaperon(s) and the faculty adviser have to affix their signatures on the spaces provided..

Step 3: The student-resident proceeds to the SHRD Office for approval.

Step 4: The student-resident then submits a copy approved permit to the Dormitory Manager/ Adviser.

I. Sleepout/Staying Overnight Outside the Dormitory

1. Permission should be secured from the dormitory management and from the Head of Student Housing and Residence Division (SHRD) upon submission of the waiver. The request shall be denied at once if the security and safety of the resident is in danger or without the necessary waiver.
2. A written note from the person inviting should be presented to the dormitory management before the resident is allowed to go on overnight / sleepout. Provided, the parents or guardian have given their consent.
3. Residents going on overnight activities should be in the place indicated in the permit.
4. Residents are not allowed to go overnight when the following day is a class day.

J. Going Home

1. Accomplished Dormitory Leave Form from the SHRD office is required before a resident is allowed to go home unless special arrangements have been made by the parents.
2. As a general rule, cooperative dormitory residents are allowed to go home once a month only. This is because they are expected to help in the weekly general cleaning of the dormitory.

K. Rooms Assignment, Responsibilities an Accountabilities

M. Use of Facilities

5. Wrap used napkins and place in the waste bins.

8.Laundry

1. Residents in the regular dormitories are not allowed from doing their entire laundry.
2. When dealing with laundry persons, residents should:
 - a. Refer to the management before dealing with any laundry persons.
 - b.

6. Each dormitory resident shall be required to have his/her own eco waste bag which shall be used for groceries.
7. Residents are not allowed to use one-time plastics or sachets.
8. Dormitories may create or develop creative waste management programs and activities which are consistent with the University's policy.
9. Each dormer shall dispose and segregate his/her waste properly and efficiently.
10. Fines may be collected from violators. It shall be collected by the Dormitory

- b.** Use of electrical appliances per student: (maximum of 3 boxes only)
1. Desktop (PC)/Component -P 3,565.00/sem
 2. Laptop/Netbook - 1,426.00/sem
 6. Lampshade- P 760.00/sem
- d.** Transient fee rate