Forming servants in Jesus Christ who teach the faithful, reach the lost, and care for all.
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Concordia Theological Seminary realizes that the formation process of future pastors and church workers takes place not only in the academic classroom, but also as they live in community with fellow students either in the dorms or with their spouse and family at home. **Any single student (M.Div., Alternate Route, or Deaconess) or any married student attending school without his/her spouse or children living in Fort Wayne, must live in the seminary’s residence hall during enrollment and pay the published room and board rate.** Each residence hall has a Resident Assistant who monitors the residence hall. Because it is necessary to maintain and clean the residence halls and rooms, facilities normally cannot be provided between the end of the summer session and the beginning of the fall quarter. The Dean of Students and the Vice President of Business Affairs must approve any exceptions. The Director of the Deaconess Program will also review the requests by the deaconess students.

In order to enrich the character of theological discourse and to strengthen the engagement of cross-cultural issues, Graduate Students (M.A., S.T.M., D.Min., Ph.D.), especially those from sister churches, are encouraged, when possible, to live on campus. When the seminary, its donors, or churchly agencies provide scholarship and related assistance, the seminary may require some Graduate Students to live on campus. Additionally, all Graduate Students are invited to participate in the worship and community life of the seminary.

It is the intention of the seminary to serve students by making the living and study space as helpful as possible as they prepare to serve God and His people in a church vocation.
I. PROCEDURES FOR CHECKING IN/CHECKING OUT

CHECKING IN
Check-in will take place for all students in the fall of the new academic year, the week before classes begin in September, from Thursday through Friday, between the office hours of 8:00 a.m. to 3:00 p.m. During other academic quarters, information on check-in days will be announced.

When you arrive on campus please follow these steps:
1. Contact the switchboard (Werner Administration Building) in order to receive a key to the residence hall room and a key to the mailbox.
2. Contact the Resident Assistant and complete a check-in/check-out form which you will receive from the Resident Assistant.
3. The signature of each person involved is required on the check-in/check-out form.
4. Give the completed check-in/check-out form to the Resident Assistant who will return the form to the Dean of Students’ Office (L-16).

All residence hall rooms are single occupancy (unless a special request is made to room with another student). Please remember that no room changes may take place without prior permission from the Dean of Students.

CHECKING OUT
All students must vacate their residence hall rooms after their room inspection and check-out no later than the Monday morning following the day of graduation. Check-out procedures only take place between the hours of 8:00 a.m. to 3:00 p.m., Monday through Friday.

Deposits will be refunded within 30 days of graduation, completion of studies or termination of studies if one returns a completed check-in/check-out form. If a student needs to vacate their residence hall room for any reason (i.e., leave of absence) during the academic year, please inform the Resident Assistant and the Dean of Students’ Office.

Before you leave campus please follow these steps:
1. Contact the Dean of Students’ Office in order to:
   a) State departure time.
   b) Receive the check-in/check-out form.
2. The signature of each person involved is required on the check-in/check-out form.
3. Contact the Resident Assistant and complete a check-in/check-out form
4. Return the room key and mailbox key to the switchboard in the Werner Administration Building.
5. Return the completed check-in/check-out form to the Dean of Students’ Office (L-16). Completed check-in/check-out forms must be returned within one week of receipt to receive the full deposit.
6. Maintenance will inspect the room.
   a) If no repairs are needed, the check-in/check-out form will be returned to the Dean of Students’ Office.
   b) If repairs are needed, maintenance will
      • note the damages on the form.
      • estimate charges.
      • return the check-in/check-out form to the Dean of Students’ Office and the students’ account will be charged appropriately.
7. Disputes by students regarding charges should be put in writing and delivered to the Dean of Students’ Office.
II. GENERAL HOUSING DETAILS AND RESIDENT INFORMATION

KEYS—Residence Hall
There is a deposit of $10.00 for each key a student receives. The student is to return the room key to the Switchboard, not to anyone else, within five days after graduation or upon completion or termination of studies, or the student will lose the deposit and the core will be changed. If a key is lost during the course of the school year, the student must pay $10.00 to the cashier, and then show the receipt to the switchboard before receiving a new key. All residence hall keys are to be returned to the switchboard between the business hours of 8:00 a.m. to 4:00 p.m. Monday through Friday.

KEYS—Mailbox
There is a $10.00 deposit for mailbox keys. All students who graduate, complete their studies, whose studies are terminated, or who go on vicarage are to return the mailbox key to the switchboard, not to anyone else, between the business hours of 8:00 a.m. to 4:00 p.m., Monday through Friday. A student has ten days after leaving campus to return the key or the deposit is forfeited. If a key is lost, the student must pay the cashier $10.00, and then take the receipt to the switchboard to receive another key.

KEYS—Employment
Employment keys must be returned by student workers to Security when they are no longer employed by the seminary.

DAMAGE DEPOSIT
There will be a one-time damage deposit of $50.00 charged to each residence hall student before moving into the residence hall. This deposit covers not only possible damages to the room, but also damages to common areas (i.e., lounge) as well. If there is no damage the deposit is returned yearly.

ROOM INSPECTION
Rooms will be inspected by the Maintenance Department before a student checks in and after a student checks out. Rooms must be clear of personal possessions at the time of inspection (both check-in and check-out inspections). If there are any damages to items, they will be reported on the check-in/check-out form and charged to the student’s account or deducted from the room deposit.

STORAGE
Each residence hall has a storage room for use by the residents, but space is limited. Storage room #18 may only be used during the time of occupancy. All items stored in the storage room are to be boxed and labeled with student name, address and date of storage. Empty residence hall rooms are not to be used as storage rooms. Additionally, do not store personal possessions in the lounge, halls, under the stairwells or in the chapel. No belongings may be left in the hallways at any time (i.e., laundry to dry, boxes, etc.). They may be disposed of inadvertently. Bicycles may be kept in the residence hall storage room but are not to be left in the hallways or other public areas within the residence hall. CTS is not responsible for storing any possessions that belong to a student.

ANIMALS AND PETS
Animals and pets are not permitted within the residence halls. This includes aquariums for fish, birds, rodents, snakes or other aquatic or semi-aquatic creatures.

RENTER’S INSURANCE
Concordia Theological Seminary is not responsible for any personal possessions that a student has in the residence hall room. Therefore, students are strongly encouraged to secure such insurance in order to protect those belongings in case items are lost, stolen or destroyed by a calamity.

STAFF ACCESS
Under normal circumstances seminary personnel will not enter a room. However, the administration reserves the right for any staff personnel under legitimate circumstances to enter the room. The person entering the room will leave identification.

ROOM FURNISHINGS
The following room furniture and equipment are available: desk and bureau, desk lamp, bookshelves, chair, bed (extra-long twin length), mattress, mattress pad, and closet, as well as coin-operated washer and dryer in each residence hall. A pillow and bedspread are not provided. Janitorial service and linen are not included in the residence hall fee. Students living in the residence halls will be responsible for keeping
their own rooms clean. Furniture from a room or the lounge is not to be removed without prior permission of the Resident Assistant, Housekeeping or the Dean of Students.

SECURITY
Since the residence halls are open most of the time, students should lock their rooms before they leave. It is the student's responsibility to properly secure any possessions. To avoid the problems of vandalism and theft, students should be mindful of whom they invite into their rooms or residence hall. No student may enter another student's room unless the student living in that room, the Resident Assistant or Security is present. The seminary is not responsible for any lost, stolen or damaged property. Students may purchase renter's insurance to cover their possessions within their rooms. The phone numbers for Security are ext. 2110 or ext. 2175. All Residence Halls will be locked by Security between midnight and 6:00 a.m.

HOUSEKEEPING
Please clean up after usage (including all trash) in both the lounge and restroom. The restroom should be kept clean and in good order. Close the shower curtains after use (it keeps down the mildew problems). If a student notices that the restrooms need cleaning or are out of restroom products, please contact the Resident Assistant immediately. This will allow Housekeeping and Maintenance time to tend to more urgent problems in a residence hall as they arise. Guests may also use these restroom facilities, so they should be clean at all times. Please take all trash to the trash cans in the basement. The lounge and restroom trash cans are not to be used for the students' personal trash disposal.

Students should also keep the lounge clean and in good order. Please clean all dishes and other such items in the residence hall lounges. Additionally, keep the microwave in the lounge clean. There is a plastic tub with a sponge for residents to clean their personal dishes and silverware. If a student has guests in the lounge, please be sure to check that the lounge area is clean after use, and be sure to move the furniture back into its proper order. The lounge may not change (permanently) or be decorated with personal decorations unless the Resident Assistant, Housekeeping and the Dean of Students give prior permission. (For fireplace directions, see below.) Housekeeping will keep the residence hallways, lounge and restrooms in clean order. If any area needs cleaning, please notify your Resident Assistant who will then contact the Supervisor of Housekeeping. Please be considerate of Housekeeping by picking up after yourselves. No belongings may be left in the hallways at any time (i.e., laundry to dry, boxes, etc.).

MEAL SERVICE
Students residing in a campus residence hall must use the campus board plan. Room and board go together. Room and board cover a 10-week quarter. Usually the dining hall is closed during breaks between quarters. The summer board plan varies depending on enrollment.

DINING HALL RULES AND REGULATIONS FOR BOARDING STUDENTS
- Meals for guests may be purchased at a reasonable price
- Please request a carry-out box for a sick student.
- Please do not remove china, silverware, or kitchen utensils from the dining hall.
- Please do not bring alcoholic beverages into the dining hall.
- Please direct any concerns to the Director of Creative Dining.
- An all-you-can-eat format is followed in the dining hall.
- Use of the mezzanine or private dining room is not permitted without previous reservations or authorization from the Dining Service and the Facilities Coordinator.
- Due to the Board of Health safety regulations, no student is permitted in the kitchen, behind the serving line or in the dishrooms.
- Failure to comply with dining hall rules and regulations may result in disciplinary action.

TELEPHONE SERVICE
Room Phones: There are telephones in each residence hall room. Your regular phone service bill will be included in your room charge and will be billed per academic quarter.

Voicemail: Voicemail is available to all students living in the residence halls. Please keep your voicemail up to date by changing the name and message when you arrive in your room. An instructional sheet should be in your room. If not, contact your Residence Assistant. For more detailed information, please refer to the Voicemail Quick Reference Guide located at www.ctsfw.edu/it.
Long Distance: A four-digit authorization code may be obtained from the Information Technology Office, and this code will work from any phone on campus. You must have a code to make long distance calls unless you have your own calling card. Long distance service through Qwest will be seven cents per minute all the time for domestic calls. International call costs will vary based on the country called. You will be billed monthly for your long distance calls. Please make sure that you keep your payments current. If they are not kept current, you could risk your phone being disconnected.

Lounge Phones: Outside calls cannot be placed from the telephones in dorm lounges unless it is an emergency 911 call.

NETWORK, INTERNET AND EMAIL SERVICE
A CTS network and e-mail account, as well as personal space to save your work on the system are created for you once you enroll as a student. You may access these in the following locations:

- The Lilly Computer Lab (W-11)
- The Library
- The Ph.D. Study Room (L-8)
- The Ethernet connection in your residence hall room.
- Tunnel – Mission Resource Center
- Wireless – Throughout campus

Network: Your network account comes complete with e-mail, space to store your computer files or exchange files with others, access to the Internet, and several printers on campus. To use these services, you need to have an ID and Password. If you have had your computer configured for the campus network, you should have received two sets of instructions (one for the campus network first logon, and one for e-mail access). These instruction sheets will assist you in accessing and using the network and are available in the Information Technology Office (W-14), or you can go to the I.T. webpage at www.ctsfw.edu/IT for more information.

If you live on or off campus and have a NIC (Network Interface Card) or wireless interface for your computer, you can fill out the Computer Setup Request Form at the IT office to have your computer added to the campus network. Setup, including anti-virus for one year (from July 1 to June 30) will be required at the cost of $20.00 per year. If necessary, you may also purchase a 20’ cable for your room hookup at the cost of $10.00.

E-Mail: Your e-mail can be accessed on campus from our website, using the campus network, as well as off campus, provided you have an ISP (Internet Service Provider) such as AOL, ATT, MSN, etc... The e-mail access instruction form can be picked up in the Information Technology Office (W-14), or you can go to the I.T. webpage at www.ctsfw.edu/IT for more information.

Printing: You can print to the network laser printers at a cost of seven cents per page if you have purchased a Print Services Card from the cashier’s office. Without the card, the price is ten cents per page.

NON-CTS RESIDENT STUDENTS
If you are not enrolled full-time at Concordia Theological Seminary, but are residing on campus, you will not be issued a seminary account but may request to have your computer configured and your resident hall room activated for Internet access provided you have a NIC (Network Interface Card) or wireless interface for your computer. As a prerequisite, you will be required to have a known up-to-date anti-virus application (such as Norton or McAfee) on your computer, and be able to show that it is configured to perform regular updates. You can come to the Information Technology office and fill out the CTS Computer Setup Request Form. You will be charged $20 per year for this service. You must reactive your computer connection each time you come to campus and the fee is renewable after June 30. If necessary, you may also purchase a 20’ cable for your room hookup at the cost of $10.00.

For any questions concerning phones, the network, Internet, E-mail, printing or computer usage and availability, please contact the Information Technology Office in Wyneken-14 or at ext. 3178, or you can go to the I.T. webpage at www.ctsfw.edu/IT for more information.

WEB SERVICES
On our website, you will find answers to your basic questions about Information Technology and useful pages, tips and links for your computer. You will also be able to find up-to-date information about the available network access points both wired and wireless. All of this can be found at the I.T. webpage at www.ctsfw.edu/IT. It is designed to handle questions, report problems, request services and handle inquiries regarding computer hardware and software, practice safe computing, Internet connectivity, webmail, and other related topics.

THE STUDENT COMMONS
The Student Commons is available from 7:00 a.m.-9:00 p.m. Monday through Thursday, 7:00 a.m.-6:30 p.m. Friday, and Saturdays from 11:00 a.m.-5:00 p.m. Sunday hours are 1:00 p.m.-5:00 p.m. Summer hours will be announced. The Commons is the center of the Seminary community’s social life. Students, faculty, staff and their families are encouraged to gather in the Commons for many regular activities and special events. While being a welcoming area for interaction, it doubles as a comfortable, quiet place for study between classes. The Commons features a 60” HD TV, projection screen, foosball, ping pong table, pool table, wireless internet, leather furniture and wonderful coffee. The Commons may be reserved for private parties and there may be a fee involved. All questions regarding reservations or use of the Commons should be directed to the Director of the Student Commons.

VEHICLE REGULATIONS
The Security Office has the responsibility of registering all faculty, staff and student vehicles. Security has the responsibility of enforcing all parking and traffic violations. In the State of Indiana moving traffic violations are enforceable by police and by any citizen willing to sign a citizen’s complaining report even though Concordia Theological Seminary is considered to be located on private property.

The speed limit on campus is 25 m.p.h. The white center line means that the campus is a no passing zone. This also includes Maintenance equipment.

Please refer to the vehicle registration form for parking regulations and fines. If a student's vehicle is not working, please make sure it is parked in a location that will not cause traffic problems. A vehicle will be towed if it is a safety hazard or can’t be identified by proper registration and plate number. Also, if a student is leaving school for any extended length of time (i.e., quarter or year), the student’s vehicle is to be removed from campus. Each student is limited to one vehicle, unless authorized by the Security Office. If it is inoperable, please contact the Security Office. Concordia Theological Seminary is not liable for storage or towing.

MAINTENANCE
• Please do not use nails in the walls. When putting up posters, try masking tape (before scotch tape); it peels off easier at the end of the year. Also, consider re-usable stick-up putty—it works great for posters. The student may not paint the room.
• Please do not make loft beds. These cause undue stress on equipment and pose fire hazard problems and safety risks.
• Fireplace wood is available in the fall for residence hall use. Call Maintenance at ext. 2184 and they will drop off a load outside the residence hall entrance. The residence hall must remove it within 24 hours and stack it in the phone closet. (If it is not removed promptly, Maintenance will pick up the wood and won’t deliver it again to that Residence hall.) Please sweep up any mess off the sidewalk and hall, which results from carrying firewood. The user must clean up the fireplace ashes the next day after using the fireplace. At the back of the fireplace is a small door through which the ashes may be swept. This leads to a bin that Housekeeping will clean out at the end of the year. Encourage good stewardship in use of firewood. Always keep the fire screens closed and the damper open when the fireplace is being used. Close the damper when there is no fire. Do not ever place any other items such as charcoal in the fireplace. A fire-starting log, however, may be placed in the fireplace.
• During the winter months, Maintenance will be looking for a couple of students to do some snow removal in order to keep the walks clean in each of the residence hall areas. Maintenance will hire these students to clear the steps and entryways to the residence halls. If no one is hired, the residence hall may need to provide volunteers for snow removal. If no one volunteers, it is the Resident Assistant's responsibility to see that it is accomplished in a timely manner.

SMOKING AND ALCOHOL
There is a “no smoking” policy inside ALL buildings on campus. All smokers who wish to smoke may do so outside, preferably away from the sides of the buildings with windows. Alcohol may be consumed in the residence hall by students who are 21 years of age or older. Moderation is encouraged
since drunkenness is not appropriate for Christians. (See Eph. 9:18 and I Tim. 3:3). Alcohol served to minors is prohibited.

**FIRE SAFETY**
Fire extinguishers are placed at strategic spots for safety purposes. These must not be used except for fire emergencies. There are smoke alarms as well as a pull switch for the fire alarm. The Resident Assistants will instruct residents on fire safety.

To maintain appropriate cleanliness standards and to avoid a serious fire hazard, as noted by the local fire safety authorities, electrical appliances which exert a heavy load on the electrical circuits are not to be used in the residence hall room. Microwave appliances for cooking or frying equipment for food preparation are not to be used in the rooms. There is a microwave in each lounge for student use. Other appliances that are not allowed are toasters and hot plates. Computers, stereos, small refrigerators and TV’s are permitted. The burning of candles or incense is not permitted.

**FIRST AID**
There is a first aid kit and spill kit located in each Resident Assistant’s room. Please contact the Resident Assistant if any bodily fluids are expelled. If vomit, blood or other bodily fluids are expelled, please tell the Resident Assistant to notify Housekeeping. It is important to report these items because of infectious diseases and bacteria. These areas need to be appropriately disinfected by Housekeeping.

**EMERGENCIES ON CAMPUS**
In the event of a medical emergency, the responding party may call 911 directly. If 911 is called for emergency services, our Security must also be immediately notified at ext. 2110 or 2157 so that EMS and FIRE may be properly guided to the exact location of the medical emergency. Security is trained in adult and child CPR and is AED certified.

**VACATION AND BREAK HOUSING**
Students may stay in their rooms during vacations and breaks. If food service is open and available, board will be charged. Please complete a Break Form online by the announced deadline.

**SUMMER HOUSING**
There will be summer residence halls for those attending language and other summer classes in Sessions I, II, and III. Students will check into these residence halls for the summer months while the other residence halls are either being cleaned or renovated. In the fall, students will then be assigned new residence hall rooms. Deposits, inspection, keys and storage will follow the same policy year round.
III. RESIDENCE HALL RULES: BEING CONSIDERATE OF OTHERS

FELLOW RESIDENTS
Please consider others as they sleep and study. All residence halls will have quiet hours between 8:30-11:00 p.m. Sunday through Thursday. Friday and Saturday quiet hours will begin at 11:00 p.m. Courtesy hours will apply 24 hours a day. If an individual has an immediate concern, he should kindly speak to the individual resident directly.

- Please keep the lounge doors closed when the TV is on. The lounge is primarily for recreational use, not private study space.
- Please do not yell in the halls.
- Please keep stereo and TV volume down. If it is too loud, (being heard in the halls) it may disrupt the study and sleep of others.

GUESTS IN DORMS
The following will apply to guests in the residence hall:
1. Individual room doors are to remain ajar when a person of the opposite gender is present in the room.
2. To be considerate of the privacy of fellow residents, no person of the opposite gender may be in an individual’s room after 11:00 p.m. or before 9:00 a.m. The lounge is available for visits until 12:00 a.m. (midnight). All residence halls will be locked by Security between the hours of midnight and 6:00 a.m.
3. A guest may not be in a student residence hall room or the lounge without the student present.
4. A guest may stay on campus in the guest residence hall. Reservations are made through the Facilities Coordinator (452-2247), and the rate is $25.00 per room per night. The same rules concerning guests also apply to the guest residence hall, except that rules 1 and 2 above do not apply to the spouse of a student in a guest room. A student residing in a student residence hall may stay in a guest room with their spouse at no additional cost.

The above rules are designed for the following reasons:
1. To protect the individual student.
2. To protect the guest.
3. To be considerate of fellow residents.
4. To be considerate of other seminary guests.

If one has any questions about proper procedures or encounters difficulties with their living situation, please contact the Resident Assistant or the Dean of Students.
IV. GUEST RESIDENCE HALLS

Guests of the Seminary
1. Please be aware that other guests reside in the hall.
2. For security reasons, guests are encouraged to keep their doors locked when not in the room.
3. The lounge is available for visits until 12:00 a.m. (midnight).
4. Because the guest halls are co-ed, guests are encouraged to wear proper attire outside their rooms at all times.
5. The women’s restroom is on the top floor and the men’s restroom is on the lower floor of each hall.

Keys:
Guest residence hall keys will be inside the room. Keys are to be left in the room when guests leave.

Housekeeping:
- **Restrooms**—In order to keep the restrooms clean and in good order, please contact the Resident Assistant if a restroom needs cleaning or is out of restroom products.
- **Trash**—Please take all large items of trash to the trash containers in the basement.
- **Lounge**—In order to keep the lounge clean and in good order, please clean after any gathering and move furniture back to its original position.
- **Fireplace**—Guests may use the fireplace. However, please contact the Resident Assistant before using. The day after the fireplace is used, be sure to clean up the ashes. They may be swept into the door at the back of the fireplace.
- **Questions**—If you have any questions or problems, please contact the Resident Assistant or Community Services. The purpose of these rules is to make one’s stay as pleasant an experience as possible.

Room Rates:
Guests will be charged a flat rate of $25.00 per guest room per night. Occupancy is limited to two adults per room. Children under the age of 12 are allowed to sleep in their own sleeping bags at no charge. Contact the Facilities Coordinator at ext. 2105.
V. SEMINARY REGULATIONS AND GUIDELINES FOR BEHAVIOR

Taken from the Seminary Handbook 2010-11

GENERAL PRINCIPLES REGARDING CHRISTIAN FREEDOM AND ETHICAL BEHAVIOR IN OUR COMMUNITY

I. FREEDOM IN THE CHRISTIAN COMMUNITY

The Christian community is a free community under the grace of God in which the Spirit of the Lord frees and unites those who are baptized into Jesus Christ.

A. The freedom of faith implies freedom from guilt, freedom from the reign of law, freedom from the power of sin, and freedom from the demands of legalistic ritualism.

B. Although the Christian community does not live under the dominion of the law, Christians reject libertinism. The freedom of faith does not imply human autonomy based on man's own resources and ethical standards.

C. A fully realized liberty, a genuine splendor of the liberty of Christians, is an eschatological reality which is ours only proleptically in time but fully in eternity.

D. The question as to how the God-bestowed freedom can best be actualized in the temporal sequence of the free man's life finds a difficult but constructive answer in the words of Luther that a Christian is a Christ to his fellowman.

II. THE ETHIC FOR THE CHRISTIAN CLERGYMAN AND SEMINARY STUDENT

A. Theologically speaking, all Christians, laity and clergy alike, are advised by the same ethic: A Christ-like behavior toward one’s fellowman.

B. Such Christ-like behavior must be guided by Scripture alone which sets forth love as the basic principle for ethical behavior. This love is further explicated in terms of love for God and love for one's neighbor, both of which are still more specifically detailed in Scripture.

C. Since one of the responsibilities of the pastor is to lead and guide the flock, he must be especially sensitive in his ethical decisions so as not to offend in the context of Christian freedom.

D. Although many in the seminary family, including students, are not ordained clergymen and pastors, for the good name of the Christian church and the Gospel it is most desirable that all freely assume the responsibilities of leadership in Christian life. This means sometimes forfeiting what in itself is permitted by Christian freedom.

III. SCRIPTURAL PRINCIPLES GOVERNING OFFENSE

A. Members of the seminary family should make sure that activities and behavior of a public nature are undertaken and pursued to the glory of God (I Cor. 6:20; 10:31), for the edification of fellow believers in the faith on campus and in the community (Rom. 14:19; 15:1-2; I Cor. 10:24), and for the edification of all others who may participate in, or see members of the seminary family engaged in, these activities (I Cor. 9:19-23; 10:33).

B. This presupposes, of course, that none of the activities or behaviors is intrinsically sinful; also that none involves a misuse of Christian freedom (I Cor. 8:9), is inexpedient (I Cor. 10:23), or reprehensibly “offensive.” The latter term is employed in a technical, theological sense, that is, as involving the Biblical doctrine of offense.

C. According to the Scriptures, the giving of offense occurs whenever something is done by which another person is given occasion, and induced, to sin. Offense is given reprehensibly not only by the doing of that which is evil but also through the unwise use of adiaphora. (Cf. Rom. 14:13-23; I Cor. 8:8-13; 10:32, II Cor. 6:3)

IV. APPLICATION TO THE SEMINARY FAMILY

A. Responsibility in Freedom

1. We recognize that the seminary is an important representative of The Lutheran Church—Missouri Synod to prepare people to be pastors to others in the community.

2. The seminary is one of the chief bearers of the heritage of the Christian Church, the Lutheran Church and the Missouri Synod. Members of the seminary community will, therefore, accept their responsibility to express and emphasize publicly the various aspects of the heritage to which they are committed and which may need public attention.

3. Seminary faculty members, staff and students are encouraged and even expected to focus attention upon moral and spiritual issues of the society in which they live. As dedicated Christian citizens, and insofar as they have the ability and opportunity to study and speak out on such
issues, they are expected to share in the responsibility to develop solutions to problems that face the local, state, national or world community.

B. Principles of Responsibility in Individual Decision-Making

1. The responsibility for ethical decisions rests with the individual.

2. The general guidelines to be observed by a member of the seminary community in representing himself, the seminary, the Missouri Synod, the Lutheran church and the Christian church within and outside the seminary are to consider his responsibility to:
   a. his own religious commitment;
   b. his peer group of the faculty and the students;
   c. the welfare of the institution which he serves;
   d. his church body.

3. In the case of a problem resulting in giving of offense and which could have been readily identified before the behavior occurred, the offender should accept the occasion as an opportunity to learn more about his freedom and its limitations.

C. Special Considerations

1. It is necessary to recognize that not all Missouri Synod students will be knowledgeable about synodical and even Scriptural practices, and that some may make variant presentations outside the seminary community. Such problems are to be dealt with charitably. Any area of synodical or Scriptural practice or belief which in the judgment of the seminary administration may in some period or year be inadequately known and practiced by incoming students should be given appropriate extracurricular or curricular attention.

2. It is recognized that some special students and temporary members of the faculty may not be Missouri Synod members. Such individuals are expected to give primary attention during their seminary stay to the fulfillment of the objectives stated in accord with their admission or appointment.

D. Concerns and Problems in Regulating Christian Behavior

1. As a community of Christians who live and work together, it is advisable to suggest and define desirable behavior patterns for the group. To submit oneself to evangelical guidelines should not be understood as a burdensome institutional bondage.

2. Seminary regulations should not be regarded as unduly restrictive as long as they are designed to serve in the best interests of the whole seminary community. In order that they may be worthwhile and not capricious, careful consideration should be given to providing a sound basis for the regulations. Various questions to help in establishing such a basis have been developed to determine the extent of a problem of offense, the limitation of the freedom of the majority, and means of working with a person who causes offense or makes a serious misstep. Judgment in specific cases must be made by responsible leaders of the seminary community.

3. It must be realized that the motives and context of behavior are frequently not accessible to others; it is difficult to pass judgment on another's behavior. In judging others, Christian charity and responsibility must be exercised.
VI. CTS ANTI-HARASSMENT POLICY

Concordia Theological Seminary is committed to providing members of the seminary community including students, faculty, administrators and staff with an environment where they may pursue their studies, work, careers and social interactions without being harassed. Concordia Theological Seminary does not tolerate sexual harassment in the workplace, school or related settings. This policy addresses not only sexual harassment but harassment in all forms, covering those with legally protected status for reasons of race, gender, religion, age, national origin, ancestry or disability. The seminary will take such actions as it deems appropriate to prevent, correct and if necessary discipline behavior which violates this policy. All members of the seminary community at all levels are expected to cooperate in the investigative procedures. Any person within the community who conceals information or knowingly provides false or misleading information will be subject to disciplinary action.

DEFINITIONS

Harassment is conduct toward another person or identifiable group of persons that has the purpose or effect of:

1. Creating an intimidating or hostile educational environment, work environment or environment for participating in seminary activity;
2. Unreasonably interfering with a person's educational environment, work environment or environment for participation in seminary activity; or
3. Unreasonably affecting a person's educational or work opportunities or participation in a seminary activity.

Specifically, sexual harassment includes: unwelcome sexual advances, requests for sexual favors, or other verbal or physical contact of a sexual nature when

1. submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment or academic advancement; or
2. submission to a rejection of such conduct by an individual is used as the basis for academic or employment decisions affecting that individual; or
3. such conduct has the purpose or effect of substantially interfering with an individual's study or work performance or creating an intimidating, hostile or offensive living, social, academic or working environment.

Verbal expressions or physical conduct need not be overtly sexual to constitute sexual harassment. Examples of sexual harassment include, but are not limited to, lewd or sexually suggestive comments, off-color language or jokes of a sexual nature, slurs, verbal or graphic expressions or physical conduct relating to an individual's sex, or any public or unwelcome private display of sexually explicit pictures, greeting cards, articles, books, magazines, photographs or cartoons in the absence of valid educational purpose.

PROCEDURES

Each member of the faculty, administration and staff is responsible for creating an atmosphere free of harassment and for reporting any incidents of harassment he or she observes or which otherwise comes to his or her attention.

How to Initiate a Complaint

Persons who believe they have experienced or witnessed harassment are encouraged to report the incident promptly to the Vice President of Business Affairs, the Dean of Students or the Academic Dean. Complainants may choose to have the issue resolved according to formal or informal procedures.

Informal Procedures

1. Reporting Complaints
   The Vice President or the Dean of Students who receives a harassment complaint will:
   a. Listen to the complaint and assist the complainant in clarifying his or her experiences.
   b. Advise the complainant(s) about the anti-harassment policy and informal and formal resolution alternatives under these procedures.

2. Resolution through Information, Advice and Informal Actions
   Normally, the information, advice and informal actions process will be concluded within 30 days from receipt of the complaint.
   At the complainant(s)'s request, the Vice President of Business Affairs, the Dean of Students or the
Academic Dean who receives the complaint may:

a. Make appropriate referrals to other offices or procedures.
b. Help the complainant(s) deal directly with the accused.
c. Assist in negotiating a satisfactory resolution to the problem in coordination with appropriate campus offices as indicated below:
   
   Academic Dean’s Office
   Business Office

A person who is experienced in informal resolution will be selected to work with the parties involved. This person will:

a. Listen to the complaint to assess whether the complaint is an issue that should be dealt with under the anti-harassment policy.
b. If so, meet with the person(s) accused to hear the response to the allegations.
c. Attempt to work out a resolution that is satisfactory to the complainant, the accused and the seminary. Normally, a satisfactory resolution will require coordination with campus offices and the involvement of the department head or supervisor.
d. Prepare an agreement to be signed by the complainant and accused.
e. Inform the complainant of the method and time for filing a formal complaint if a satisfactory resolution cannot be obtained at the informal level.

The function of the informal procedures is to negotiate a satisfactory resolution to complaints without resort to formal procedures.

3. Outcome of the Informal Procedures

The outcome of the informal procedures will be: a decision to stop further action on the complaint; a negotiated resolution of the complaint; or initiation of the formal procedures.

When informal procedures have shown that a violation of the seminary's anti-harassment policy has occurred, possible resolutions may include one or more of the following: an apology to the complainant(s); assisting the accused to better understand the effects of his or her conduct and ways in which this behavior could be changed; participation in training sessions about harassment; verbal or written reprimands; or other interventions or actions aimed at ending the harassing behavior.

In the event the informal procedures demonstrate that knowingly false or malicious charges were filed by the complainant, discipline will result.

If the complainant(s) or the accused believes procedural errors have occurred during the informal procedures, appeal may be made to the President.

Formal Procedures

1. Reporting Complaints

Reports, complaints, problems, grievances and questions regarding harassment should be reported to the Dean of Students, the Vice President of Business Affairs or the Academic Dean.

2. Filing of Reports of Complaints

The Dean of Students, the Vice President of Business Affairs or the Academic Dean shall prepare a written summary of the reported incident or incidents based on discussions with the complainant. The complainant will be asked, but not required, to initial that summary as a means of verifying the facts. Additionally, if the complainant does not wish his or her identity to be revealed to the alleged offender, the Dean of Students, the Vice President of Business Affairs, the Academic Dean and others involved in investigating the complaint will strive to maintain confidentiality.

3. Action Pending Investigation of a Complaint

Upon receipt of a harassment complaint, the Dean of Students, the Vice President of Business Affairs or the Academic Dean shall, if the alleged offender is a seminary employee, notify the supervisor of the alleged offender or the Department Chair, in the case of a faculty member. These persons should be notified that a harassment complaint has been received and will be investigated in a confidential manner. Depending on the seriousness of the complaint, interim measures, including suspension of the alleged offender from work with pay, or from attendance in class, if determined by the Dean of Students, the Vice President of Business Affairs or the Academic Dean to be appropriate, may be taken before the complaint is fully investigated. All persons notified will be asked to maintain confidentiality. In addition to the above temporary actions, the faculty, staff and students of Concordia Theological Seminary shall comply with any reporting and other requirements of federal, state, and local laws and regulations.
4. Investigation of Complaint
   The Dean of Students, the Vice President of Business Affairs or the Academic Dean will investigate
   the complaint by questioning the alleged offender and any witnesses identified by the complainant.
   After a thorough investigation, the investigator will prepare a written report, stating the investigator's
   conclusions. That report will include the complainant's name, a copy of the complaint, the names of
   any witnesses and their testimony, the name of the alleged offender, and the investigator's ultimate
determination and recommended disposition of the complaint, including any corrective action.

5. Action on Investigative Findings
   If the investigation substantiates the complaint, corrective action will be taken. This may include, but is
   not limited to: warning, reprimand, expulsion, dismissal, demotion or transfer of the offender, or a
disciplinary notice in the personnel file of the offender.
   Prior to the implementation of any such corrective action, the offender will be given the opportunity to
rebute the investigation findings in an interview conducted by the investigator, and which also may
include the Dean of Students, the Vice President of Business Affairs, the Academic Dean and the
supervisor of the offender, if an employee. In addition, any corrective action shall be taken only
following hearing and appeals procedures that apply to the individual offender.
   If the results of the investigation do not substantiate the complaint, both the complainant and the
   alleged offender will be so advised.
   If the complainant(s) or the accused believes procedural errors have occurred during the formal
procedures, appeal may be made to the President, whose decision will be final.
False or groundless accusations may result in disciplinary actions.

6. Recording of Investigative Materials
   The personnel or student file of the alleged offender will state that an investigation was made and
indicate the final outcome of the investigation. In addition, a confidential file shall be established for
every sexual harassment complaint made. It should include:
   a. The complainant's name, a copy of the complaint as described by the complainant, the names of
      witnesses and their testimony, and the name of the alleged offender;
   b. A copy of the Investigative Report and determination of fact and recommendations made; and
   c. An indication of the disposition of the complaint, including any appeal process findings and
disposition.

POLICY AVAILABILITY
This policy will be published in the student, faculty and staff handbooks. In addition, a copy of this policy
prohibiting sexual harassment which informs the student and applicant for admission of his or her right to
raise and how to raise the issue of sexual harassment shall be posted in a conspicuous place for
inspection and shall contain a statement that a copy of the policy will be furnished to any student or
applicant for admission upon his or her request.