



# **LIVING ON CAMPUS**

## GUIDE

2022-2023

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## WELCOME TO YOUR LCC INTERNATIONAL UNIVERSITY CAMPUS!



**Aaron J. Howell**

Director of Housing & Residence Life  
ahowell@lcc.lt  
Office -- NW407

Welcome home! We hope the residence halls will serve as your home away from home as you embark on this exciting new chapter in your life.

Living on campus and actively participating in the vibrant community will be instrumental to your success at LCC and afterwards. Students who live on campus are more likely to persist and graduate on-time than their off-campus counterparts. Residents often develop critical life skills and form lifelong relationships that continue to serve them well after they leave LCC.

During your residency, we encourage you to live LCC: Enjoy being steps away from classes, resources, peers and faculty. Learn about the diverse cultures and perspectives of people from more than 40 countries. Embrace your new living environment and any challenges that come along with it. Ask our trained and dedicated staff to assist you.

Our halls are fully furnished, equipped with Wi-Fi and offer many opportunities for living, learning and building community. This guide will provide some information to assist you in your transition to LCC and community living.

## MOVE-IN GUIDE (FALL 2022)

### ARRIVAL

**All:** All check-ins will occur in Neumann Hall lobby.

**First-Year Students:** Residence Halls open Wednesday, August 24, 12 pm.

**Returning Students:** Residence Halls open Saturday, August 27, 12 pm.

#### Early Arrival Requests:

- We are not able to accommodate early arrival this year except for isolation, and student leader training. All student wanting to arrive early may be subject to additional rental fees and need to submit the summer housing application via [eRezlife \(lcc.erezlife.com\)](https://lcc.erezlife.com) at least 5 working days prior to arrival date.
- While we strive to accommodate all requests, all early arrivals are subject to availability. Wait until the Housing Coordinator confirms there is a space for you. Arriving without advance notice may result in either a 15 EUR fine and rejection of housing.

#### Late Arrival Requests:

- Students planning to arrive after the official check-in time but outside of the designated times will be accommodated but may need to return during a designated check-in time to complete the process.
- Students who will arrive after 23:59 Monday, August 29 need to inform the Housing Coordinator ([housing@lcc.lt](mailto:housing@lcc.lt)) and have approval from the Registrar via their [Late Arrival Request](#) form.

### WHAT TO BRING FOR LIFE IN THE RESIDENCE HALL

These are suggested items only:

- For your bed\*: bed sheets, pillow(s), blanket, pillow and blanket cases, alarm clock (*you may also rent a linen set on site at 15 EUR – **subject to availability***)
- For the shower: towels and washcloths, bathrobe, shower shoes, toiletries (shampoo, soap, shaving cream, hand lotion, toothbrush, etc.), hair dryer
- For your wardrobe: laundry hamper (and detergent), hangers, seasonal clothing, athletic clothing, umbrella, boots for wet weather
- “Fix-Its”: First-aid kit and prescription medication, sewing kit, flashlight, small tool kit

- For study and leisure: personal computer, power cord, LAN cord, calculator, desk lamp, musical instruments, national costumes or apparel
- Cooking & cleaning: plates, cups, bowls, utensils, pots, skillet, kettle, rags, cleaning detergents to wash floors in the room, toilet bowl cleaner, etc.
- So it feels like home: family photos, decorations
- You may also borrow items from friends or roommates or buy them when you arrive in Klaipėda.

## WHAT TO LEAVE AT HOME

- Basic furniture (bed, dresser, desk etc.)
- All of your books and notes from high school
- Duct Tape, you won't be able to use it to hang up anything in your room. Painter's tape or sticky gum only
- **No hot plates, no microwaves, no pets, no weapons, no candles, no incense, no toasters, no ovens, no grills.**
- Nothing hung from the ceiling, etc.
- Powerful speakers and stereo equipment should be left at home. Residents are expected to keep their music at a reasonable volume and ensure that it does not interfere with other residents living near them.
- **NO ALCOHOL. We are a dry campus!**

## RESIDENCE HALL vs. DORM

What's the difference? The word "dorm" comes from the Latin word *dormitus* which means literally "to sleep." As we all know, so much more happens at university than classes and sleeping; and much of that activity happens in our residence halls. Our campus housing is a vibrant learning community where students from many cultures share life together. Our hope is to provide meaningful and beneficial programming and activities that develop the whole self. From involvement in the events to individual attention from your Resident Assistant, we provide a variety of services to help you become successful.



## LIVING AND LEARNING TOGETHER

As a resident you will make friends who last forever and be part of many meaningful activities and programs. At LCC we want you to find belonging in our community. We believe that learning takes place in community and we hope that you will experience belonging in the "5 Communities of LCC"



We believe learning happens beyond the walls of the classroom. When you live on campus you will grow and learn in a number of ways. We have learning outcomes including that help develop the whole student and help you understand more about yourself and the community around you.

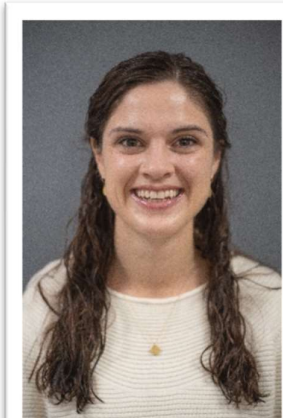


Each year many fun and educational events are planned in the halls – sometimes for all students, sometimes for individual halls, and sometimes for students who live on a specific floor.

Students who live in LCC Housing are part of a residential learning community and are expected to live in agreement with the Community Standards designed to facilitate learning and development. These guidelines for behavior have been created to encourage you to make healthy choices and are in congruence with the Christian worldview supported by LCC International University. The purpose of these policies is to help you learn. You are regarded as a responsible adult who is in the process of making life decisions. Complete copies of LCC's housing guidelines are available in the Student Handbook on LCC's website.

## MEET YOUR RESIDENCE LIFE TEAM

### RESIDENT DIRECTORS



**Madison List**

*Enns Resident Director*  
[mlist@lcc.lt](mailto:mlist@lcc.lt)



**Collin Quinn**

*Neumann Resident Director*  
[cquinn@lcc.lt](mailto:cquinn@lcc.lt)



**Anastasiia Kasianchuk**

*Housing Coordinator  
Resident Director*  
[akasianchuk@lcc.lt](mailto:akasianchuk@lcc.lt)

Resident Directors (RDs) are professional staff members who reside on campus and oversee the Residence Halls. They ensure discipline and proper use of the facilities as well as organize various educational and social events. Their office is located in the 3<sup>rd</sup> of Neumann and they have office hours for you to ask questions.

### PROFESSIONAL STAFF

Professional staff manage functional operations in the residence halls:

- Housing Coordinator oversees assigning students to rooms and associated rental fees.
- Front desk manager oversees the front desk and other operational aspects of the building, such as keys and storage.

### RESIDENT ASSISTANTS

Resident Assistants (RAs) are student leaders who live on the floors with students and serve as a resource to residents: organize events on floors, enforce community standards, and work to maintain university values, a positive atmosphere and learning community.

### RECEPTIONISTS AND NIGHT GUARDS

Receptionists are students who are hired to operate the front desk and monitor access to the halls 8:00 – 22:00. They can provide information, provide access to common spaces and connect you with resources.

Night guards are local Lithuanian staff who are hired to operate the front desk and monitor access to the halls 22:00-8:00. They have limited English skills but can connect you with resources.

## OUR RESIDENCE HALLS

LCC has two beautiful modern Residence Halls on campus constructed in 2008 & 2011 where 70 % of all students coming from more than 50 countries reside during the academic year. It is a home away from home - a community where each person is valued, respected and safety is a priority. In order for this to happen, everyone must help to create an atmosphere where we can live, study and have fun together.

### NEUMANN HALL



Neumann Hall is a 6-story building that houses 294 students. It has 10 floor communities; each floor with rooms surrounding a lounge kitchen. Each room houses 6 people with a shared common entryway, a private WC and shower, a food storage area and a refrigerator. The bedroom areas are furnished with bunk beds, desks, chairs and cabinets for each student. A multi-purpose lounge has a community kitchen: a big gathering space where most events happen.

### ENNS HALL



Enns Hall is home to 140 students and hosts 4 floors of student rooms with a large kitchen lounge space on each floor. Rooms in Enns Hall house between 2 – 6 people with a shared common entryway, a private WC and shower, a food storage area and refrigerator. The bedroom areas are furnished with bunk beds, desks, chairs, and shelves for each student.

Spaces and assistance for you to use while in the Residence Halls: study room, computer lab, art room, prayer chapel, front desk assistance, kitchens (with microwave and stove), laundry facilities, vending machines, free parking, and bike storage. Free WiFi is available in all university facilities.

### ACCESS TO THE RESIDENCE HALLS

Residential students have access to both Residence Halls. An LCC ID card is an official LCC document intended to be used as the primary source of identification for faculty, staff and students on LCC property and to provide a secure university community. The card can be used to:

- Open doors in LCC buildings,
- Cover student printing or copying expenditures,
- Check out textbooks and books from the LCC library,
- Get membership in gym,
- Participate in seminars at LCC, and
- Receive discounts from our university partners in the city.

Be sure to use your ID card to access the Residence Halls. **If your card is not working, please email [asstrd@lcc.lt](mailto:asstrd@lcc.lt)** for assistance immediately. Students are expected to always carry their LCC ID card with them. If you “buzz in” to the Residence Halls, you must stop at the Reception Desk to confirm your residency or register as a guest before entering the Hall. Multiple buzz-ins will be treated as a violation. If you have misplaced or broken your ID card, follow the steps listed on LCC's website to replace your lost or non-functioning card.



## KITCHENS AND LOUNGES

Each floor has a kitchen and lounge area where residents can prepare meals and relax. This is a community space and should be respected and cared for. Kitchens should not be used as a place for private or closed activities as it is a public place and all residents have an equal right to use it. The residents are also responsible for cleaning after their guests.

Residents are responsible for cleaning up after themselves after each use. This includes cleaning their own dishes, trash and common surfaces, water spills, food leftovers, ovens, microwaves after use. Each room is assigned to a kitchen duty on a rotation to do general cleaning in the evening such as taking out the trash, but not to clean up after individuals.

**Kitchen Duty** –Must be completed by 23:00 and checked by the RA of the floor.

<b>Sink</b>	Remove food particles from the sink. Wash it with a non-abrasive cleanser or cleaning solution. Rinse well and wipe dry to avoid spotting or residue
<b>Countertops</b>	Wipe all counters with mild soap and water solution using a clean cloth or sponge and dry towel.
<b>Stove</b>	Wash the top, sides, front, control panel, drip pan, and oven drawer with a non-abrasive sponge and cleaning solution to remove grease and marks. Use a non-abrasive sponge and cleanser to remove residue from the drip pans, underneath, and on top of the rings around the coils on the stovetop. Scrubbing sponges will damage the finish
<b>Oven, microwave</b>	Wipe out all of the ashes, food particles, etc. If you use chemical cleaners on the oven racks, first remove them from the oven and carefully follow directions on the container.
<b>Trash</b>	To avoid pest problems such as ants or cockroaches, empty the trash and wipe the bins out (if necessary). Take the trash outside to the rubbish containers.
<b>Floors</b>	The residents are responsible for dusting and mopping the floor on a daily basis, including the areas around the trash bins. The carpets need to be vacuumed after every kitchen duty.
<b>Dirty dishes</b>	We expect our residents to clean their dishes after themselves. However, if the dirty dishes are left at the kitchen, they need to either be washed or removed.
<b>Furniture</b>	The kitchen furniture is for common use, therefore please make sure to bring it back on its initial place after use. The kitchen furniture is not allowed to be removed and stored in the rooms.

## YOUR ROOM

### ROOM ASSIGNMENTS

First year students are assigned to rooms by the Housing Coordinator. Students are assigned to created balanced cultural communities. After their first year, students are allowed to choose their roommates and rooms.

### FURNITURE, BEDS, & ROOM MODIFICATION

Students should not make modifications to the residence hall room or its furnishings (i.e., disassembling furniture, hanging items from ceiling tile supports, tampering with telephone wires, etc.). Furniture may not be removed from the room. Students are not allowed to move the furniture from the common areas into the rooms as well.

Students should not attach anything to doors or walls in the residence hall that could potentially damage the door or walls (including but not limited to: hooks, hangers, towel racks, space organizers, etc.).

### YOUR GUESTS

All visitors, including students, faculty and staff members who are not residents, must sign in at the reception desk at each visit, and stop by the reception desk to check out when they leave. Guests are allowed to stay in the residence halls only during visiting hours, which are 08:00–23:00 from Sunday to Thursday and 08:00–24:00 on Friday and Saturday. If you host a guest, you are responsible for his/her behavior. Visitors who disregard the community standards will be asked to leave the residence hall and may lose visiting privileges.

### ROOM CHANGE

Room assignments are designated for the whole academic year. Even if your roommates might seem very different from you at first, you may be surprised at the friendships that may develop! If you do want to change rooms, you may apply to change your room during add/drop week via eRezLife.

If you have problems with your roommates that you would like solved, you should attempt address it with your roommates. If you need assistance, talk with your RA. They can convene all involved individuals to find an appropriate solution. If the issue persists, your RD may assist.

### WITHDRAWAL/DISMISSALS

Only full-time students are eligible for housing. If a student withdraws or is dismissed, he/she is also asked to move out from the residence halls.

### STAYING IN UNIVERSITY HOUSING DURING THE BREAKS

If you have reasons for staying on campus housing over winter and summer breaks, you will be able to apply for housing. You will be charged for the time you stay, as your semester housing bill does not include stays over breaks. Due to various uses and limitations of on campus housing over breaks, students who stay over breaks are usually consolidated on to one or several floors. So, if you plan on staying in on campus housing over winter or summer break, do not expect to stay in the room you were in during the semester, and (particularly during summer) you can expect to have to switch rooms several times.

### MAINTENANCE REQUESTS

Maintenance requests can be submitted to [maintenance@lcc.lt](mailto:maintenance@lcc.lt) Ask your RA to assist you with writing these requests in a way that is most helpful to our maintenance staff.

### VACUUM CLEANERS

Vacuum cleaners are located on each floor in the kitchen area. After use, please make sure to empty the vacuum containers and return to where you found it.

## CHECK IN & CHECK OUT

When you arrive on campus, you will be checked in by housing staff. You should move into your assigned space, not a vacant space. Upon arrival you will be asked to fill in a **Room Condition Report (RCR) form**, where you will need to mark any damages (small or big) you see in the room so that you are not charged for them during check-out. At the end of each semester, before you are checked out of your room by your RA, you will complete a cleaning of your personal space in the room and in the common area (which you will agree on with your roommates), plus an assigned task in your floor kitchen (assigned by your RA). Failure to clean and successfully complete the check-out procedure may result in cleaning fees. Each individual is responsible for the bed and desk space assigned to them, so be sure you complete the RCR for your assigned space and do not switch spaces.

## ROOM INSPECTIONS

Residents are ultimately responsible for maintaining the cleanliness of their room at all times, including regular vacuuming, sweeping and general cleaning. Once a month, your RA will do a room inspection and check your room for cleanness. Your RA will announce the date of the room inspection in advance.

The following will be checked during the room inspection:

- Bed must be made
- Carpet must be vacuumed
- Trash can must be emptied
- Sink, counter tops and mirror must be cleaned and wiped (no streaks)
- Dresser tops and other stands dusted and in order
- All personal belongings organized and in place
- Common space must be cleaned
- Shower and toilet, and toilet room must be cleaned

## DAMAGES

Students are responsible for any damage or loss of LCC property in their rooms, common areas, or residence halls, including all University furnishings and fixtures. Common areas may include, but are not limited to, lounges, kitchens, bathrooms, hallways, stairwells, and elevators. Students found responsible for damage, whether accidental or intentional, will be charged for replacement or repair.

## ROOMMATE RIGHTS & RESPONSIBILITIES

As a resident you have rights. These rights can only be achieved through collective efforts by staff, community members, residents, and guests:

- The right to be treated with mutual respect.
- The right to a safe and secure room, without fear of harm, intimidation, and distress.
- The right to sleep without disturbance.
- The right to study and read in your room free of interference.
- The right to adequate privacy.
- The right to respect the property of others and to have your property respected.

## YOUR ROOMMATES

### Living Together



Making the most of living in your new residence hall community starts with getting settled in and getting to know your roommates. Begin by discussing with your roommate your ideas, feelings, backgrounds, and opinions on sharing responsibilities in the room. Be clear about what you want and work on compromising. Establishing healthy roommate relationships is the first step in becoming part of the larger on-campus community. Make sure to reflect your expectations about living together while signing your roommate agreement, which can serve as a reminder but also keep accountability on respecting each other's privacy and freedoms.

ACTIONS	SPACE& SAFETY
<ul style="list-style-type: none"> <li>❖ How early do you wake up?</li> <li>❖ How early do you go to bed?</li> <li>❖ When do you prefer to study?</li> <li>❖ Can you sleep with the light on? Can you sleep when there is noise?</li> </ul>	<ul style="list-style-type: none"> <li>❖ How often do we clean the room?</li> <li>❖ What are the items you are willing to share?</li> <li>❖ What would you prefer to not have borrowed or used?</li> <li>❖ Do you normally keep your room neat or disorganized?</li> <li>❖ How will you divide basic housekeeping duties? (i.e., vacuuming/sweeping, emptying trash, dishes, etc.)</li> <li>❖ When should the door to the room be locked?</li> </ul>
GUESTS	COMMUNICATION
<ul style="list-style-type: none"> <li>❖ How do you feel about having visitors over?</li> <li>❖ Are there specific times you are uncomfortable with guests of the opposite gender visiting?</li> </ul>	<ul style="list-style-type: none"> <li>❖ What time do you feel is too early or too late to make or receive phone calls/text messaging in the room?</li> <li>❖ How should we address a conflict?</li> <li>❖ How will we involve RA in working through our conflict?</li> <li>❖ What else should your roommate know about living with you?</li> </ul>

## CONFLICT RESOLUTION STRATEGIES

Throughout the year, there may be times when you and a roommate may come to some sort of conflict. Conflict is normal and part of even the healthiest of relationships. Your success as roommates is not based on whether or not you've experienced conflict, but rather how you and your roommates respond to it.



### DISCUSS

*The first and most important step to conflict resolution is sharing your concern with your roommates; it is possible that your roommate may not be aware that you have this concern. When speaking to your roommate regarding the issue, be sure to keep these tips in mind.*

**Be Calm** – The ways in which you approach the conflict can make the issue easier to address or escalate the conflict. Remaining calm and using appropriate language will help solve the issue.

**Go to the Source** – It's best to address problems with your roommate, rather than complain to others. Talking to others may only intensify the issue, instead of resolving it.

**Use "I" Statements** – By using simple "I" statements, you can decrease any implied blame and increase your roommate's willingness to talk. "I" statements are simple and convey how you feel about the situation. For example, saying "I feel annoyed when you have guests over at night, because I can't get enough sleep," rather than, "You and your guests always wake me up and I can't get enough sleep, it's so annoying."



### WORK TOGETHER

*Even if you are the one initiating the conversation about a conflict, it is important to realize your role in the situation. Work with your roommate to solve the conflict and make a commitment to listen to one another.*

**Listen** – Even if you are the one bringing up the issue, it is important to listen to what your roommate has to say. Often, conflict is a two-way street, be willing to hear out their concerns, too.

**Compromise** – More than likely, you and your roommate will not have identical preferences on the room. Be willing to compromise on the small things.

**Think for the Future** – Dwelling on a past issue will not help make the relationship with your roommate better. Create a plan to address any conflicts that may arise in the future.



### CONSULT

*You are not alone when living on campus; your RAs and RDs are here to support and assist you in resolving roommate conflicts.*

**Use your Resources** – If you have not yet resolved the conflict, your RA can give you helpful techniques. Additionally, your RA and the other staff in your residence hall are able to mediate the conversation among roommates.

## QUICK GUIDE TO COMMON AREAS AND FACILITIES

*Your Residence Hall will be your home away from home. The halls are designed to provide services that will enhance your campus experience and assist in your learning.*

### FRONT DESK (RECEPTION)

Each residence hall has a reception desk. Receptionists greet visitors, answer phones, call the On-Call RA or RD (in emergencies), receive tasks given by their supervisor, check out keys and provide basic information about campus facilities and services. Student mail and packages are distributed through the 'Box', which is located in the main university building—DeFehr.

### LAUNDRY AND DRYING ROOMS

Both Enns and Neumann Halls have laundry rooms, where students can use washing machines and dryers. In Neumann the washing machines can be found on the 1<sup>st</sup> floor, **Neumann also has a drying room rooms with drying racks in at the end of the 2<sup>nd</sup> East hallway.** In Enns the washing machines, dryers and drying racks can be found on the 3<sup>rd</sup> floor. Instructions on how to use a washing machines and dryers can be found on the walls in the laundry rooms. Laundry service is free to the residents.

### NEUMANN LOBBY KITCHEN

A community kitchen is located at the back of the lobby and staff can reserve it to prepare food for events. Residents shall use their floor kitchen for cooking food. The Neumann Lobby kitchen may only be used by student leaders or StuCo members with an approved campus event reserved on the calendar.

### NEUMANN LOBBY

Neumann Lobby is a space for students to study, have group meetings, relax with friends, watch a movie. etc. The lobby is often used as a space for events as well. This space cannot be used for activities that would create loud noise after 23:00, as quiet hours must still be respected.

### VENDING MACHINES

Vending machines are not LCC property and are owned by a vending machine company. The supplier provides its phone number on the side of a vending machine if questions arise.

### BULLETIN BOARDS

Bulletin boards on the first floor of Neumann and Enns are the boards on which posters with important information pertaining to the entire community are placed. **All posters should be approved by the Student Life office and submitted to Reception to post.** Bulletin boards that are located on each floor of the residence halls are the information source about thing you need to know on the floor you live.

### ELEVATORS

Both residence halls have elevators. In case of a fire emergency or fire drill, elevators stop working and everyone must use stairs. If the elevator is not working during any other time, inform the receptionist so that the elevator company can be notified about the problem.

### CAFETERIA

Students, staff and faculty, as well as guests, are welcome to use the cafeteria. You can buy a hot meal, soup, snacks and drinks at the cafeteria.

### FITNESS CENTER AND GYM

The Gym, which also serves as the basketball court, is free for students, staff and faculty to use, unless the area was rented by a third party. The fitness center is not free of charge; the exact pricing is to be found at the reception desk in Michealsen centras.

## LOCATION OF EVERY SPACE IN THE RESIDENCE HALLS

	Enns	Neumann
First floor	Lobby	Lobby Laundry Room with washing machines and dryers. Community Kitchen Study Room open during the day, and reservable after 5PM at Neumann reception
Second floor	Study Room	Bicycle Storage – this is a place where LCC students, staff, and faculty can store their bikes. The key can be signed out at the Neumann Lobby reception desk. Drying room (East wing)
Third floor	Laundry Room	Resident Directors' Office
Fourth floor	N/A	Lounge– this room has a lot of space for resting and/or studying. It can also be used as a space for various meetings. This room is kept open at all times. Private study space – 407 East. Reservable after 5PM at Neumann reception.
Fifth floor	N/A	Art Room – 507W Storage room.
Sixth floor	Storage – a place where you will be allowed to put your belongings if you leave the residence hall for the break.	Chapel – A quiet place to pray, to play piano or any other instrument. You can request a key at the Neumann reception desk. Study Room – a quiet place to study.

## LCC HOUSING COMMUNITY STANDARDS

If you live in university housing, you are part of a residential learning community. University housing is a very special part of student life at LCC. It is a place that creates a community of many cultures and backgrounds where conversation and interaction lead to learning, lifelong friendships and a lot of fun! We encourage all students to live in and experience our residential learning community.

University housing is your home away from home – a community where you are valued, respect is demonstrated, and safety is a priority. You have the opportunity to enhance your learning experience by living in university housing as you develop responsibility, experience freedom, and make life choices. The Residence Life staff provides guidance and education for you as you make these decisions.

If you live in or visit LCC housing facilities, you need to be aware of the community standards that help make them a safe and welcoming place to be. You and your guests are expected to abide by these regulations and will face consequences for choosing to disregard them. *You are responsible for the behavior of your guests. If you are present while a violation is occurring, you may also be held accountable for that violation.*

Community standards are reviewed annually by the Student Life staff. If you have questions regarding the community standards, you are responsible for directing those questions to a Resident Director, or the Director of Residence Life.

Standards for University Housing	Description
<b>Pets</b>	Besides fish, all other pets, including visiting pets, are not permitted within on-campus housing.
<b>Alcohol</b>	Possession, use of alcohol or possession of empty alcohol containers is strictly forbidden on campus. Drunkenness (examples include but are not limited to: slurred speech, vomiting, stumbling or needing assistance to walk, loss of motor coordination, aggression, brief loss of memory or abusive behavior) is not permitted in or around university facilities. Drunkenness or possessing alcohol may result in loss of privileges and being assigned active restoration or even dismissal from LCC International University Housing. <b>Please note: The legal drinking age in Lithuania is 20.</b>
<b>Computers</b>	Each personal computer (both PC and Mac) connected to wired or wireless LCC network must have up-to-date antivirus software. Smartphones and tablets are the only exceptions to this rule. The IT department reserves the right to deny without a prior warning network access to any unprotected/infected device. Adding personal network communication devices (e.g. wireless router) to a university network is allowed only with the permission of a system administrator. Any misuse of the LCC computer network (illegal downloading/streaming of copyrighted material, hacking, initialization of DDoS attacks, etc.) is highly prohibited. Each case of abuse will be investigated and prosecuted. Although the LCC network is protected by a firewall and constant monitoring, be vigilant in daily online

	communication. Do not accept/download unsolicited files (especially with .exe extension) sent via e-mail/instant messenger or follow suspicious links. When in doubt, check with the IT department.
<b>Drugs</b>	Drugs are illegal and drug use will not be tolerated. Random and suspicion-based drug-testing can be carried out by ResLife staff.
<b>Harassment</b>	Harassment (verbal, written, graphic, and/or physical) that is threatening in nature or any form of harassment including sexual harassment is prohibited.
<b>General Behavior</b>	You are expected to be a responsible member of the LCC community by attending required meetings, reading emailed and posted information, demonstrating respect for authority, and abiding by community regulations. You are always expected to follow the laws of Lithuania. Student Life staff members are permitted to enter any student room at any time if they believe a community living standard is being broken or have other valid concerns. <b>Student Life staff members are also permitted to search for and/or confiscate materials not permitted by university housing regulations as well as perform urinalysis if drug use is suspected.</b>
<b>LCC Facilities</b>	<b>Cleaning:</b> you are responsible for cleaning your own rooms on a regular basis. Room inspections are performed on a monthly basis. Kitchen cleaning responsibilities will be assigned by the Resident Assistants on a rotation. Trash left outside of living areas (in hallways, outside of doors, in stairwells, etc.) is prohibited. <b>Damages:</b> you will be charged for the damages based on the Room Condition Report. Repair costs will be assessed to all occupants of a room unless one student assumes full responsibility for damages. Cost for the major damages in common areas may be applied to the residents of that floor. You may not detach built-in furniture from the walls of your room or take furniture from public areas to your room. Repair costs may be subject to the discretion of the LCC maintenance department.
<b>Fire Hazards</b>	For safety reasons, electrical appliance usage must be limited. No appliances with exposed heating elements (e.g. toasters), excessive extension cords, microwaves. Any use of an electrical appliance requires that the owner monitors the placement of the electric cords (i.e., do not let the cords lie on or next to heating units). All electrical appliances must be attended to when in use. Candles, fireworks, incense are not permitted in university housing because they are also a potential fire hazard.
<b>Keys</b>	You are responsible for your keys. You will be charged a 20 EUR replacement fee for the lock if you lose a key. Under no condition may you copy a key. Copying keys and using keys to open another residents' room is strictly prohibited. Students are responsible for keeping their belongings safe. <b>Lock your doors!</b>
<b>Fire Safety</b>	Regular fire drills are administered. Failure to participate in the fire drill will result in a Level 1 violation. Evacuation plans are placed on walls in the residence hall hallways. When you hear the fire alarm, vacate the building immediately and proceed to the Michealsen centras.
<b>Quiet Hours</b>	University housing is a place where people not only have fun, but also study and rest. Therefore, there are designated quiet hours from 23:00 to 08:00 Sunday through Thursday and 24:00 to 08:00 on Friday and Saturday. Outside of these quiet hours, you and your guests are asked to be considerate of your neighbors living closely around you. Music should not be played at a volume that interferes with the lives of others in the facility or neighbors outside (at any time of the day or night).
<b>Visiting Hours</b>	Day visitors to university housing are permitted from 08:00 until 23:00 from Sunday to Thursday and from 08:00 until 24:00 on Friday and Saturday. <b>Out of respect for roommates, after visiting hours residents shall not be in opposite sex rooms.</b> Because each room is a residence for several individuals, visitors of the opposite sex can impact how comfortable and safe others feel as well as interrupting other's sleep.
<b>Sexually Intimate Behavior</b>	Pornography and erotica of all kinds, including both electronic and paper copies, are not allowed. Posters with nudity may not be displayed. You may only have overnight visitors of the same gender. You may not sleep or spend the night in the room of someone of the opposite sex. Couples in a romantic relationship may not share a room. Acts of sexual intimacy and inappropriate public displays of affection are also forbidden.
<b>Campus Housing During Breaks</b>	Housing is available for students who are unable to go home during school breaks (fall, winter, spring and summer). Housing during fall and spring break is included in the cost of your room fees each semester and is in your own room. Winter and summer break housing is at an additional cost and all students staying on campus for winter and summer break will be expected to consolidate into rooms as assigned by the Housing Coordinator.
<b>Winter Break Room Usage</b>	You may be asked to move out of your room during Winter Break. Your room will be used to house conference participants (Saltshaker Youth Conference, etc) and/or students staying on campus during the break. Students are also provided with an opportunity to place items in storage prior to departure from campus. Access to storage is limited during winter and summer break due to the sheer amount of belongings.



## COMMUNITY STANDARDS VIOLATION CHART

The following list provides a list of violations of Community Standards. Each decision is considered on an individual basis, taking into account the attitudes and unique circumstances surrounding each incident. **Disrespect toward any faculty or staff member during this discipline process will be considered when making discipline decisions.** Consequences are at the discretion of Student Life personnel, and may include fines, reflection papers, mentoring, community service or any other means deemed appropriate to help the student learn and grow and to stop the undesired behavior. The expectations to follow the community standards apply to both resident and non-resident students on any LCC property.

Violation "Levels"	List of Violations
<p>Level 1 Violations</p> <p>Generally result in losing some privileges and/or a fine. Students may also be assigned an active restoration as appropriate, or may receive a warning (for very minor violations). Repeat offenses will result in additional consequences.</p>	<p>Candle hazard  Fireworks hazard  Failure to attend mandatory meeting  Failure to complete assigned kitchen duty or move out responsibilities  Repeated buzzing in to residence halls  Inappropriate displays of affection  Inappropriate use of electronic appliances  Noise violation  Failure to participate in fire drills  Failure to pass room inspection  Pet policy violation  Quiet hours violation  Removal of built-in furniture, common furniture in private rooms  Throwing objects out of windows  Visiting hours violation</p>
<p>Level 2 Violations</p> <p>Generally result in losing some privileges and being assigned active restoration. In addition, a student may be placed on Residence Life Probation or Deferred Suspension (depending upon the severity of the violation and/or previous student conduct violations). Repeat offenses will result in additional consequences.</p>	<p>Abuse of the student conduct process  Alcohol violations (possession, use, in the presence of)  Drunkenness on LCC property  Computer misuse (hacking, failure to use anti-virus software)  Copying of LCC keys/misuse of LCC keys  Disruption of university activities  Failure to complete assigned consequence(s)  Failure to comply with university official  Fighting on LCC property  Hazing  Improperly entering/exiting building  On roof without proper authorization  Overnight guest violations  Pornography / Erotica (magazines, posters, social networks, etc.)  Property damage/vandalism  Breaking and entering  Destructive behavior  Questionable conduct  Sexual misconduct / sexually intimate behavior, acts of sexual intimacy  Tampering with fire equipment / false fire alarm  Tobacco use inside LCC facilities (to include e-cigarettes/water pipe/smokeless tobacco/vapes)  Tobacco use outside of designated areas on LCC property  Verbal harassment – non-discriminatory  Three Level I violations during a 12 month time period</p>
<p>Level 3 Violations</p> <p>These violations are most often a violation of local laws and, resulting in a referral to the Committee on Discipline. This may lead to immediate suspension from housing. Level 3 violations can also result in expulsion from the university</p>	<p>Sexual harassment  Verbal or physical harassment - discriminatory  Assault (physical or sexual)  Underage alcohol violations*  Underage tobacco use  Weapons inside of LCC facilities  Provision or sale of a controlled substance  Possession or use of controlled substances  Theft  Multiple Level II violations</p>

\*The minimum legal drinking age in Lithuania is **20 years**.

\*Violations may accumulate, and will stay on record for 1 academic year



## STORES & ATM LOCATIONS

### GROCERY STORES

There are 4 grocery stores near LCC. **RIMI** is a Scandinavian brand store where prices are bit higher but you can locate products there that you won't be able to get in any other store. **MAXIMA** is a Lithuanian store and claims to be the cheapest. You can really find good deals there every week. In every store also pay attention if the special price is offered with a loyalty card. Normally you would either see a picture of a card or "su kortele" note next to the product.

**IKI** at Studlendas is a large store in a small shopping mall. **IKI** at Kaimelis is a small **IKI** on Kretingos g. and has small quantities in a limited variety. Next to **MAXIMA** store you can always find old ladies selling their local organic produce. Berries, herbs, veggies. Senuoliu rojus (translated as Heaven for Old people) is the building next to Maxima and technically it's a mini Farmer's market where you can buy everything from veggies to fish with lower prices and better quality.

### OTHER SHOPPING

The largest shopping mall, **Akropolis** (Taikos pr. 61) is located right in the center of the city and the Nr 14 bus will take you there.

However, the closest one is **Prekybos parkas Liepų 81.** (Liepų 81). You can buy everything from food to pots and pans. If you are looking to buy bedding and towels, you may visit **JYSK** and **Senukai**.

### ATM

There are ATM's inside the buildings that house the grocery stores. Many of these are available 24/7.

**Swedbank ATMs:** Priestočio g. 9; Studlendas, H. Manto g. 92 (Open until 6:00 PM)

**Luminor ATMs:** Liepojos g. 10; H. Manto g. 84; Liepojos g. 10; Butkų Juzės g. 9; Priestočio g. 30.

## SAFETY TIPS

Your safety is our number one concern. Our department strives to work with our community in recognizing and resolving crime and community issues.

- Avoid walking alone at night if at all possible.
- Familiarize yourself with campus. Avoid taking shortcuts through dark, isolated areas, especially at night. Walk purposefully, know where you are going, and project a confident image.
- Never lend your room keys to anyone.
- Always lock your room even if you are in the residence hall.
- For your safety and that of other residents, do not prop open entrance doors.
- Do not keep valuables in your car.
- Secure your bike to the provided bike racks.
- Note the nearest fire exit.
- Never let someone you do not know into a building.
- Know your neighbors, watch out for one another, and notify RD-on-DUTY immediately of any individual or situation that seems suspicious or fill out the form [anonymously](#) or scan a QR code. The form is received by the Student Life Vice President and information is kept confidential.

Thank you for your care and desire to make our community safe.

### REPORTING SEXUAL MISCONDUCT

Student Life Vice President is the recipient of sexual misconduct alert, please email Margarita Pavlovic [mpavlovic@lcc.lt](mailto:mpavlovic@lcc.lt) if you have any concerns.

## EMERGENCIES



Contact:

- Reception in-person or from your room 3000 (Neumann) or 4000 (Enns)
- On-Call RA (Neumann): +370 690 69 280
- On-Call RA (Enns): +370 638 57 487
- On-Call RD: +370 643 45 644
- Klaipeda Emergency Services: 112 from your cellular phone

## FIRE DRILLS AND FIRE EMERGENCIES

- Fire evacuation drills are conducted periodically for all university-owned buildings, with a particular focus on residence halls, where fire drills are conducted every school year. Failure to participate in the fire drill is a violation. The purpose of fire evacuation drills is to ensure the efficient and safe use of the exit facilities available in the case of an emergency. Proper drills ensure orderly exit under control and prevent the panic.
- During the fire drills or the fire emergency, all residents must leave the Residence Halls and gather in Michealsen Centras. In Michealsen Centras all residents must show up near their floor RAs and to check in that they are present.

## POWER OUTAGES

Things to remember during a power outage:

- Turn off all light switches. The voltage may fluctuate and damage any lights that are on.
- Set all equipment and appliance switches to the OFF position. This is to protect against kicking out the circuit breakers, blowing fuses, damaging equipment when the full surge or current hits as the power comes back on.
- Increase ventilation by opening windows. If the failure lasts more than a few minutes, it will be necessary to evacuate persons from darkened areas (restroom, stairwells, or other areas with no windows or natural lighting).
- Report the power outage and all persons trapped in elevators to Reception.
- If it becomes necessary to evacuate the premises during a blackout, be sure to protect all valuables and make sure that all equipment is safe when the power comes back on.

## COUNSELOR

LCC International University seeks to be a supportive place for students and encourages quality, caring relationships. Despite that, students may experience challenges that can hinder academic success or personal growth. Students may find the help of a trained counselor beneficial in meeting those challenges. Counseling services provide a confidential place for students to work through personal concerns and issues they may encounter during their time at LCC. A counselor at LCC International University is available by appointment to discuss any issues and help students find ways of dealing with the challenges they face. Counseling Services can offer workshops in areas of possible problems or healing areas to students. Based on the nature of the issues you may find some necessary books or receive suggestions from a counselor regarding recommended readings for your personal growth. To make an appointment or get more information regarding counseling services, [fill out the counseling form](#) or call **+370 650 97297** in case of a psychological emergency.

## MEDICAL ASSISTANCE & INSURANCE

In case of a medical emergency or sickness, ensure you have your medical insurance card, passport, cash, cell phone, cell phone charger and toiletries/change of clothes if you may need to stay overnight. Inform reception initially and provide medical updates to your RA or RD.

## UNIVERSITY HOUSING FAQs

### Who can stay in LCC Residence Halls?

Housing during the academic year may only be provided to current, full-time, outside of Klaipeda BA students of LCC International University. Non-students, Klaipeda residents, students enrolled in 3 or fewer courses are not provided accommodation during the academic year if we are full.

### How can I apply for housing at LCC?

The housing application process is determined by the Residence Life department. Returning student room selection is based on a points system. Applications for returning student housing are submitted in the spring semester and apply for the entirety of the coming academic year. Residents are expected to fill their rooms to the room's stated capacity.

### I need to see an RD, where should I go?

RD's have offices in the Residence hall on Neumann 3<sup>rd</sup> floor. You can schedule and appointment with your RD via email.

### I have strong pain in my stomach, what should I do?

If medication has not helped and the pain persists, gather your medical documents and contact Reception in-person or via your room phone 3000 (Neumann) or 4000 (Enns).

### My ID card does not work to open main doors of the building, what should I do?

Inform Front desk manager [asstRD@lcc.lt](mailto:asstRD@lcc.lt)

### I don't like my roommates; can I move to another room?

Often times, you may think that you have nothing in common with your roommates, but with time you come to value those relationships. Take the time to get to know each other and look beyond obvious differences. There may be times in which you need outside help to negotiate those differences. Your RA (and when necessary your RD) are great resources to help you work through the differences that you may have with your roommates.

### My roommate's boyfriend is in the room all the time, I don't like it, what should I do?

First, start by talking with your roommate and, using I language, let them know how you feel. If that doesn't produce the results you desire, speak with your RA to help you negotiate a compromise. During quiet hours, persons of the opposite sex, are not permitted in your room. Please inform your roommate of the policies and feel free to reach out to your RA if the issue persists.

### The toilet does not flush, how do I contact the maintenance?

Ask your RA to fill out a maintenance report or fill one out yourself at [lcc.erezlife.com](http://lcc.erezlife.com)

### I have heard that someone might be smoking marijuana, who do I bring my concern to?

Report any illegal activity immediately to your RD.

### When can I move into my room?

Every academic year, Student Life announces student residence hall opening and closing dates. Separate dates are announced for semester and summer sessions, for freshmen, returning students and student leaders, etc. Should a resident need to move in before the halls officially open to them, [summer housing application](#) should be submitted at least 5 working days before move in. You can only arrive after you receive a confirmation. A 15 EUR fee will be applied if no advance reservation is made.

### How much does LCC housing cost?

Housing rates differ based on the number of beds in that room. Check the Student handbook Financial Section. Please note that returning students, including those returning from academic leave, will be required to make a 60 EUR non-refundable deposit when they apply for the up-coming semester.

### I am flying in from abroad and don't have a bedding set on me, what should I do?

You can either purchase a set at a store in town, or you can rent it from LCC for a one time annual rental fee of 15 EUR.

### I asked to move out from the halls in the summer, but I still see the charges on the financial statement, why?

Charges or refunds for any changes that occur between housing sign up in the spring and the end of Add/Drop week will not be reflected on the student account until the end of Add/Drop week.

### Can I apply for a different room for the next semester?

No, housing placements are intended for the entirety of the academic year. Changes at the beginning of any housing term will be at the discretion of the residence life staff.

### If I live in Klaipeda, can I apply for Housing?

Yes, you can apply but the priority is given to students outside of Klaipeda.

### What should I do if my housing plans have changed?

Log into [eRezlife](http://eRezlife) ([lcc.erezlife.com](http://lcc.erezlife.com)) to submit any housing changes (request early arrival, cancel application, etc.).

### I read the entire Living on Campus Guide and still have a question. Who should I contact and when will I receive a response?

Contact our Housing Coordinator [housing@lcc.lt](mailto:housing@lcc.lt) with housing assignment or arrival questions. Contact our Front Desk manager at [asstrd@lcc.lt](mailto:asstrd@lcc.lt) with any storage questions. Please be mindful that our professional staff typically works traditional weekday hours and takes vacation during the summer so contact as soon as possible and be aware delayed responses may occur during non-working hours and vacations.