

TABLE OF CONTENTS

- I. Introduction
 - Welcome
 - Mission Statement
 - Welcome from the Dean of Student Success
- II. Community Staff
 - Director, Housing & Residence Life
 - Associate Director
 - Assistant Director for Residence Life
 - Staff Bookkeeper
 - Resident Assistants
- III. Community Information and Services
 - Office Hours
 - Office Services
 - Community Services and Facilities
 - Deliveries
 - Email and Internet Access
 - Housekeeping
 - Keys and Lockouts
 - Mail and Packages
 - Maintenance
 - Parking
 - Telephone Service
 - TAMU OneCard
- IV. Community Life
 - Community Councils
 - Floor Meetings
 - Living with Others
 - Programming
 - Educational Programs
 - Other Programs
- V. Community Standards
 - Community Standards of Conduct
 - Diversity Statement
 - Family Educational Rights and Privacy Act
 - Resident Rights and Responsibilities
 - Sexual Harassment
- VI. Community Contract
 - Break Housing
 - Contract Termination
 - Damages
 - Rent Payment/Obligation
 - Fees Liability
 - Occupancy
 - Occupancy Procedures
 - Right to Cancel
 - Room Entry
 - Room Modifications
 - Subletting
- VII. Community Rules and Regulations
 - Rules and Regulations
 - Alcoholic Beverages
 - Appliances
 - Bicycles/Roller Blades/Skate Boards/Scooters
 - Cohabitation
 - Damages and Vandalism
 - Doors
 - Drugs

TABLE OF CONTENTS

	Failure to Comply with Residence Life Staff
	Fire Equipment
	Fire Arms and Weapons
	Furniture
	Guests/Visitation
	Identification
	Inappropriate Behavior
	Keys
	Noise
	Personal Property
	Banned Status
	Pets
	Photographic and Recording Equipment
	Roofs and Ledges
	Room Capacity
	Sales and Solicitation within RLC and University Village
	Smoking
	Unauthorized Roommate Changes
	Unauthorized Entry
	Vending and Laundry
	Windows
	Judicial Procedures
	University Judicial Process
VIII.	Community Dining
	Meal Plans
	Food Service at TAMIU
	Hours
IX.	Community Safety and Emergency Procedures
	Emergency Evacuation Plans
	Meningitis
	Safety Escorts
	Safety
	Severe Weather
	University Campus Police
	Safety Concepts to Keep in Mind
X.	Appendix
	Texas A&M International University Resources
	Academic Calendar Link

INTRODUCTION

Welcome!

We are pleased that you have decided to live on campus at Texas A&M International this school year, and even more excited about this upcoming year.

This handbook was put together to provide you with information that you need to know as a resident and member of the campus community at TAMIU. You are responsible for knowing and understanding the information that is contained in this handbook as well as the information contained in your lease agreement.

As always, if you have any questions or concerns, please feel free to contact any Office of Housing & Residence Life staff member. Have a great year!

Sincerely,

Trevor C. Liddle
Director, Housing & Residence Life

Our Mission

Our Mission is to be the premier provider of quality student housing communities and services through a unique understanding of and an unrelenting commitment to students, parents, educational institutions and investors. Our people are our strength, achieving success through a dedication to excellence and integrity.

Welcome from the Dean of Student Success!

As you begin your new adventure in education and life, I want to give you some quick advice on how you can achieve your dreams during the next four years of your life. Take the next few years to define your goals and find the people on campus that share your interests to reach your ambitions in life.

Being successful does not come easy, but here are a few things you want to do in order to get started on the right path:

- Get involved on campus by joining an organization or starting your own.
- Make new friends and start forming study groups to help you in your classes.
- Sleep 8 hours a day and pay attention in class.
- Check your financial aid status at mid-semester to make sure you have everything submitted for the following semester.
- Use a calendar or datebook to get organized and write important due dates and deadlines for your classes.
- Don't fall behind in your assignments. You will just make things harder on yourself.
- Talk to your professor when you have questions about assignments or if you are having trouble in class.
- Take advantage of the many services we have to offer (Writing Center, Tutoring Center, Student Counseling, etc.).
- And most importantly...strive to finish in four years, YOU CAN DO IT!

This may sound like a lot of things to do, but I want to see you succeed and find your way at TAMIU so that you can *"Get What You Want Out of Life."*

Sincerely,

Minita M. Ramirez Ph.D.
Dean of Student Success

COMMUNITY INFORMATION AND SERVICES

DIRECTOR

Is ultimately responsible for all policies, procedures and activities in the Office of Housing & Residence Life and acts as the liaison between the department and the campus community.

ASSISTANT DIRECTOR FOR OPERATIONS

Is responsible for all day to day operations of the Office of Housing & Residence Life.

ASSISTANT DIRECTOR FOR RESIDENCE LIFE

Is responsible for resident programming, discipline and student staff supervision.

BOOKKEEPER

Keeps track of student housing accounts charges and payment schedules.

RESIDENT ASSISTANTS

Resident Assistants (RAs) are the friendly, helpful students that offer you day-to-day living assistance. They are carefully selected and trained, and they live just down the hall from you. If you're a new resident they can help make your transition a little easier; if you're a returning resident you know they can serve as a valuable resource. It is your RA who makes announcements, initiates meetings, plans programs, and helps residents resolve conflicts within the community. If you have any questions, problems or concerns, stop in and visit your RA or contact the RA on Duty who is available when the office is closed.

RECEPTION DESKS

The reception desks are open on all university operating days and observe all university/state/federal holidays. Our hours will vary throughout the year and will be posted on the clubhouses. Our reception desks primary purpose is to be a face-to-face interaction point for our residents and guests. Residents can come to the desk to pick-up a package, checking out various games, equipment, receive help answering informational questions, and much more. If you have a problem after office hours or any time the office is closed and need someone to talk to, contact the RA on duty.

RESIDENTIAL LEARNING COMMUNITY

MAIN: 956-326-1300

FAX: 956-326-1309

RA DUTY PHONE: 956-236-2191

UNIVERSITY VILLAGE

MAIN: 956-326-3210

FAX: 956-326-3219

RA DUTY PHONE: 956-204-4077

OFFICE HOURS

The Housing Office for each community is located in the Clubhouse.

Residential Learning Community Office Hours

Monday through Friday: 8:00 a.m. to 12:00 a.m.

Saturday: 11:00 a.m. to 4:00 p.m.

Sunday: 7:00 p.m. to 12:00 a.m.

Holidays: Closed

University Village Office Hours

Monday through Friday: 8:00 a.m. to 10:00 p.m.

Saturday: 11:00 a.m. to 4:00 p.m.

Sunday: 7:00 p.m. to 10:00 p.m.

Holidays: Closed

Office Hours during summer session, holidays and breaks will vary and will be posted for your convenience.

COMMUNITY INFORMATION AND SERVICES

OFFICE SERVICES

- **FAX AND COPYING SERVICES**

When the Housing Offices are open, we provide copying and faxing services. These services are FREE for residents, just another benefit of living ON-CAMPUS. The Housing Offices can receive incoming faxes for residents FREE of charge.

- **VACUUMS**

The Housing Offices provide vacuums for resident use during regular office hours. Vacuums are not available after office hours. Your TAMIU OneCard will be held at the office until the vacuum is returned.

COMMUNITY SERVICES AND FACILITIES

- **COMMUNITY CLUBHOUSE**

University Village is equipped with vending machines, a computer lab, TV Area, full kitchen area, and a 24 Hour Laundry Facility. The use of these facilities is intended for residents of the Community.

Residential Learning Community is equipped with vending machines, a computer lab, TV area, full kitchen, 24 Hour Laundry Facility, and a billiards room. All equipment to use the billiard table can be checked-out from the Front Desk with your TAMIU OneCard. The resident who checks-out the equipment is financially responsible for all equipment, so do not swap the equipment without switching ID's at the Front Desk. Misuse of the equipment may result in loss of privileges.

- **CABLE**

All Housing & Residence Life resident rooms are equipped for cable television. Each resident is responsible for providing his/her own coaxial cable that connects with cable-ready television sets. Some televisions will need adapters to receive the cable signal if they are not cable-ready. Our cable service provides basic cable channels only; movie channels cannot be ordered at either property. If you experience any persistent problems with your cable, report it to the housing office.

- **COMPUTER LABS**

A computer lab, is located in each community clubhouse and the lab hours are consistent with regular office hours. The labs are online with the TAMIU network. Black-and-white printing is free, but limited to 20 pages of academic work only per student per day.

You are responsible for reading, understanding, and complying with all of the computer lab rules and regulations as well as any supplementary notices that are posted in the lab. If you have any questions, please ask the Resident Assistant on duty. The Housing & Residence Life reserves the right to suspend a student's computer lab privileges for non-compliance.

The main priority for the computer lab is to serve housing residents for academic purposes. Playing games, "surfing the net", and other non-academic activities are not considered a priority.

- **KITCHENS**

Located within the Clubhouse at each community, a full kitchen is available for resident use as long as the clubhouse is open. At the RLC, there are common kitchen facilities available for resident use on the first floor of each building. The kitchen is available to any resident. No utensils or cooking supplies are provided.

Kitchen Procedures:

- Report any problems found in the kitchen to the Reception Desk Attendant.
- Residents who misuse or abuse the kitchen will lose kitchen privileges.
- After a kitchen is used, residents must clean up after themselves and take any trash made to the nearest dumpster outside of the building.
- A Housing staff member will check the kitchen for cleanliness and to make sure all items are intact. Any items (tables, chairs, plants, etc.) taken from the kitchens will be the responsibility of the resident who last used the kitchen. Any items from the kitchens found in resident rooms are subject to a fine per item.

COMMUNITY INFORMATION AND SERVICES

- **LAUNDRY FACILITIES**

Washers and dryers are located in the Community Clubhouses and can be accessed 24 hours a day. The laundry rooms can be accessed through the Clubhouse during office hours or through the outside door with the use of your TAMIU OneCard. Please remove your clothes from washers and dryers as soon as they are done so that others can use the facilities. If you lose money in a machine, contact the reception desk. If a machine malfunctions, please report it to the reception desk during office hours.

- **LOUNGES**

There is a TV/Study Lounge in the Clubhouse of each community. The TV area and study lounge will be available consistent with regular office hours.

At the RLC, the TV/study lounges are located in the center of the hallways on each of the floors. These lounges are available for resident use following the same schedule at the clubhouse.

There is a fine for each piece of lounge furniture that is moved into your room. Residents that remove furniture from the lounges can be charged with theft if items are found inside of their rooms.

- **NEWSPAPERS**

The *Bridge* (TAMIU Student Newspaper) can be obtained in the lobby of each Community. The newspaper is free to all residents and visitors.

- **COMMUNITY POOL AREAS**

Both housing facilities have an outside pool area. The pool area at University Village has Bar-B-Q Grills, lounge chairs, a spa, and picnic tables. The RLC pool area has tables, chairs, and lounge chairs. Bar-B-Q Grills at the RLC are located just outside of the pool area.

- **VOLLEYBALL COURT**

Both housing facilities have a sand volleyball court. At University Village, there is one sand volleyball court located in the central courtyard. At the RLC, there are 2 sand volleyball courts in the courtyard. A volleyball can be checked out by submitting your TAMIU OneCard to the reception desk during normal office hours.

- **BASKETBALL COURT**

The RLC offers a basketball court for residents to use. The court is enclosed by a tall chain-linked fence and can be used between 8:00 a.m. and 10:00 p.m. A basketball can be checked out at the RLC front desk by submitting your TAMIU OneCard.

EMAIL AND INTERNET ACCESS

All faculty, staff, and students receive a free e-mail address from TAMIU. Important information, such as financial aid, closures, and announcements are sent to you through your TAMIU e-mail. Students receive an e-mail address that will enable them to send and receive e-mail from any other e-mail user – on and off campus, and Information Services and Technology should have sent you a letter with information pertaining to the TAMIU address that has been assigned to you.

Once checked into your room, you will find a data port next to your phone jack and cable connection. These ports are internet ready. Just connect your computer's Ethernet card to the port with an Ethernet cable, and you're off to the world wide web!

COMMUNITY INFORMATION AND SERVICES



DustyALRT is a universal notification system that allows students, faculty and staff to be notified via text message, e-mail or pager in the event of a campus emergency or closure. It provides an innovative addition to the existing methods that the University has in place to alert the community to emergency situations.

Subscribers to **DustyALRT** will pay no fees for the service, other than any regular fees associated with text messaging services.

DustyALRT is for emergency messaging only and will not be used to distribute advertising or other unsolicited content.

Sign-up for an account! (required if you live on-campus)

Signing up for DustyALRT is simple! Just click on the link below to start the process. You'll need: Your TAMIU email and password.

The mobile phone/PDA/Pager you designate to receive messages from **DustyALRT**.

Please Note: If Pocket Communications is your service provider, you must contact the company (956.333.3333) and request that they immediately enable your use of **DustyALRT** service at TAMIU.

Questions or Problems?

Contact the help desk at 326-2310 or at hotline@tamiu.edu.

FAMILY EDUCATIONAL RIGHTS PRIVACY ACT

Texas A&M International University is required to give annual notice to students, or parents of students, of the rights granted by the Family Education Rights and Privacy Act (FERPA) of 1974. In accordance with this act you are notified of the following:

Right to Inspect: You have the right to inspect and review information contained in educational records maintained by Texas A&M International University.

Right to Request Amendment: You have the right to request an amendment of an educational record that you believe to be inaccurate, misleading, or otherwise in violation of your FERPA rights. This includes the right to a hearing should the University decide not to alter a record according to your request.

Right to Prevent Disclosure: You have the right to restrict the release of information that may be disclosed on an unlimited basis by University personnel in response to oral or written requests. Certain exceptions to this rule are specified in the Act. See also Student Rights Regarding the Release of Directory Information.

Right to File a Complaint: You have the right to file a complaint with the Department of Education concerning any belief you have that Texas A&M International University has failed to comply with the provision of FERPA. Written complaints should be directed to The Family Policy Compliance Office, US Department of Education, 600 Independence Avenue, SW, Washington, DC 20202-4604. Phone: (202) 260-3887 Fax: (202) 260-9001.

A copy of Texas A&M International University's institutional policies on access to student records may be obtained by request from the Office of the University Registrar viewed on the web site at www.tamiu.edu. These policies set forth the procedures for inspection and amendment of educational records.

COMMUNITY INFORMATION AND SERVICES



The Texas A&M International University *OneCard* establishes a resident's identity.

- Residents must carry their *OneCard* at all times.
- Residents and their guests are required to show or provide this I.D. at the request of any Housing & Residence Life Staff member.
- The *OneCard* must be swiped at the Entrance of any residence hall or community gate entrance each time the resident passes through one of these entrances.
- Residents are not permitted to lend their *OneCard* to anyone at any time. If this occurs, the resident's guest privileges may be suspended.
- If your *OneCard* is lost or stolen, a Temporary ID can be issued for a maximum of 24 hours through the Housing Office during normal business hours. Replacement fee for a Temporary ID is \$15. Residents may go to the TAMIU OneCard Office to receive a new ID for a fee of \$10.
- Residents are required to submit their *OneCard* whenever signing out for equipment or services.
- Report a lost or stolen card immediately to the OneCard Office at (956) 326-2877. Your OneCard will be deactivated immediately. Until the time a card is reported lost, liabilities incurred on the card are the responsibility of the owner. Be sure to inform the OneCard Office that you are an RLC or UV resident so that your meals and building and gate access can be applied to your new card.
- Your OneCard is your official university ID, library card, meal ticket, etc. Care for it like you would a credit card.

Some important info to remember:

- Your card is the property of Texas A&M International University; it should be carried at all times and presented to any University official upon request.
- You agree to the rules and regulations governing the use of the card.
- Your card is non-transferable, and TAMIU is not responsible for any loss or expense resulting from the loss, theft or misuse of your card.
- Report a lost or stolen card asap to card office at 956-326-2877, TAMIU Police at 326-2100 or online at <http://onecard.tamtu.edu>.

COMMUNITY INFORMATION AND SERVICES

DELIVERIES

Residents who order food or other types of deliveries must accept delivery in the Clubhouse or outside of the community's gates. Neither the reception desks nor the RA on Duty will take food deliveries or hold items for residents. The reception desks will accept flower deliveries by a company, as well as deliveries via UPS, Airborne, Federal Express, etc.

PARKING

- GENERAL

All residents with a vehicle must register and purchase a parking permit from TAMIU PD. Parking in the handicap spaces and/or reserved/employee spaces without authorization will result in citations and towing of the vehicle. Blocking a driveway or an accumulation of \$100.00 in citations may also be cause for towing. Two yellow or white lines designate parking spaces; all other areas are prohibited for parking.

- RESIDENTIAL LEARNING COMMUNITY PARKING LOT

The parking spaces surrounding the RLC are for RLC residents and staff members. RLC residents must obtain a parking permit from TAMIU PD in order to park in one of these spaces.

- UNIVERSITY VILLAGE PARKING LOT

The Parking Lot surrounding University Village is designed to provide only residents and staff with parking privileges at University Village. The gate can be accessed by residents with their TAMIU OneCard. Parking permits are obtained from TAMIU PD in order to park in one of these spaces.

TELEPHONE SERVICE

- UNIVERSITY VILLAGE

Residents of University Village must provide their own telephone services. A basic service plan can be set up with AT&T for as very economical rates. AT&T can be contacted in Laredo, TX at 1-800-464-7928

- COURTESY PHONES

We offer free local phone service in each Clubhouse for residents wishing to use a telephone. Additionally the RLC offers courtesy phones located in the lounges of the first floor of each building. Long distance calls are not available through these phones; however, calling cards may be used to call long distance. WE DO NOT TAKE MESSAGES FOR STUDENT RESIDENTS.

LIABILITY

The University, Management and Staff of the Office of Housing & Residence Life do not assume any legal obligation for injury to a person (including death) or loss or damage to items of personal property. Students are strongly encouraged to purchase Renter's insurance to cover such possible losses. Keep your doors locked at all times and do not leave your items unattended!

COMMUNITY STANDARDS

COMMUNITY COUNCILS

The community council meets at least once during the academic year. The purpose of the community council is to promote a social atmosphere and create programs in which all community residents can participate. Members of the council are volunteers and join because they wish to foster their development as a student leader, want to make a difference in their community, or just want to make some new friends. Contact your RA to find out when Community Council meets.

FLOOR/REGION and/or HALL/HOUSE MEETINGS

There will be occasional mandatory resident meetings. Non-attendance to these meetings will result in judicial action being taken against residents that do not make an effort to obtain the information provided in these meetings.

LIVING WITH OTHERS

For most college students, sharing a residence hall room or apartment is a new experience. Your new roommate may be an old high school friend, distant cousin, friend of a friend, somebody's sister or brother, or a total stranger. The Office of Housing & Residence Life does not expect roommates to be "best friends," but to be able to live together in a respectful environment. Roommate changes are not granted the first two weeks of each semester and are viewed as a last resort, not a first alternative.

If one student infringes upon the rights of another, we expect the two students to work together in an atmosphere of mutual respect to resolve their differences. If you are experiencing trouble with another resident that you cannot resolve, follow the process outlined below. If you need assistance, contact your RA.

- If you are experiencing a roommate or neighbor issue you need to first approach, your roommate or neighbor about the problem. However, if you feel uncomfortable addressing your concerns with, your roommate or neighbor, feel free to ask your RA for assistance.
- If talking to your roommate or neighbor does not bring about a solution to your problem, then your next step is to get your RA involved. RA's are trained in mediation and will meet with both parties separately and then together as a group. The RA can set up a roommate contract or neighbor contract, which can help alleviate issues. All first year resident students are required to complete a roommate contract.
- If mediation with your RA does not help the situation between you and your roommate or your neighbor, a meeting will be set up with the Assistant Director for Residence Life. The Assistant Director will meet with both parties and the RA to mediate solutions for the problems between the parties. If resolutions to the problem(s) cannot be met, the Office of Housing & Residence Life may grant a room change.

PROGRAMMING

Throughout the year, Housing & Residence Life Staff plans various educational, social, and recreational programs for our residents. These events are always free and a lot of fun. Some of these programs occur on each floor, while others are geared toward all residents. Additionally, Housing & Residence Life supports resident athletes and residents that participate in the performing arts by encouraging all residents to attend scheduled meets, plays and concerts, or games throughout the year. Residents are encouraged to participate and even plan programs and events. Contact your Resident Assistant to find out how to get involved with your community.

COMMUNITY STANDARDS

COMMUNITY STANDARDS OF CONDUCT

All TAMIU students are responsible for abiding by the *University Student Conduct Code*, a set of rules that protects people and property within the TAMIU community. This code applies to all registered students and registered student organizations while they are on TAMIU premises or while they are attending TAMIU-sponsored events. A copy of the University Student Conduct Code is available online at www.tamtu.edu.

In addition, Housing & Residence Life policies and procedures have been established to ensure residents' safety and well being in the effort to foster a positive educational experience; they can be found in the rules and regulations section of the Resident Handbook. We expect all residents to read the Resident Handbook and adhere to the policies and procedures outlined within it.

Housing & Residence Life and University judicial systems establish the essentials of fair procedure and are intended to be a part of the educational mission of TAMIU. Their purpose is to provide a framework for the fair and expedient completion of judicial action, while encouraging students to live responsibly and to be accountable for their actions. These rules and regulations are based on the University's and the Office of Housing & Residence Life's commitment to developing personal integrity and self-respect for the rights of others and respect for the functioning and property of the University.

The Housing Staff along with TAMIU reserve the right to change, amend or modify any of these policies at any time. Implementation of such policy will begin after notice has been reasonably attempted.

Residents are also governed by the terms of the Residential Learning Community and University Village Lease Agreements and by standards of behavior established for each of the individual floors of the RLC and apartment buildings at University Village. Residents must also abide by posted residence rules.

DIVERSITY STATEMENT

The staff of the Office of Housing & Residence Life is professionally and personally committed to celebrating the rich diversity among the residents of TAMIU. We believe that our living environment must foster freedom of thought and opinion in the spirit of mutual respect. Our programs, activities and interactions are enriched by accepting each other as we are and by celebrating our uniqueness as well as our similarities.

The diversity within our community takes many forms. This includes differences in race, ethnicity, national origin, gender, sexual orientation, religion, age, and ability. Anyone who chooses to live in or visit our residential community must understand that we will not tolerate any form of bigotry, harassment, intimidation, threat or abuse (whether verbal or written), physical or mental, directed or implied.

SEXUAL HARASSMENT

Sexual harassment is a form of sex discrimination that is both reprehensible and unlawful. Sexual harassment is contrary to the most fundamental ethical canons of the academic community. Sexual harassment violates the special bond of intellectual dependence and trust between students and faculty. It exploits unfairly the power inherent in the relationship between supervisor and subordinate or teacher and student, and it can occur between persons of the same university status. Whenever and wherever sexual harassment occurs, it undermines the entire collegial process of recruitment, appointment, and advancement at the institution.

- **SEXUAL HARASSMENT POLICY STATEMENT**

It is the policy of Texas A&M International University that no member of the University community shall engage in sexual harassment. The University community will not tolerate sexual harassment because it creates an unacceptable or injurious working or educational environment. Members of the University community who believe that they have been sexually harassed should seek resolution of the problem through the University's informal and formal grievance procedures.

COMMUNITY STANDARDS

SEXUAL HARASSMENT (continued)

- DEFINITION OF SEXUAL HARASSMENT

Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature constitute sexual harassment when:

- ❑ Submission to such conduct is made either explicitly or implicitly a term or a condition of instruction, employment or participation in any University activity
- ❑ Submission to or rejection of such conduct by an individual is used as a basis for evaluation in making decisions affecting instruction, employment, or other University activity;

Such conduct has the purpose or effect of unreasonably interfering with an individual's academic or work performance or creates an intimidating, hostile or offensive University environment.

RESIDENT RIGHTS AND RESPONSIBILITIES

- RESIDENT'S RIGHTS

- ❑ The opportunity to read, study, and relax in one's room without undue interference.
- ❑ A clean and safe environment in which to live.
- ❑ Free access to one's room and the facilities of the community without undue pressure from others.
- ❑ The ability to host guests provided that the guests respect the rights of other community members
- ❑ To live in the RLC or University Village free of fear of intimidation and physical and emotional harm.

- RESIDENT'S RESPONSIBILITIES

- ❑ Resolve personal and community issues in a calm and diplomatic manner.
- ❑ Treat fellow residents and Residence Life Staff with respect, consideration, and cooperation.
- ❑ Understand and comply with all TAMU and Student Housing policies and regulations.
- ❑ Commit to maintaining a safe environment in the RLC and University Village.
- ❑ Respect community property and each other's belongings.
- ❑ Regard every resident with personal dignity and report incidents of racial or other discrimination or harassment to the Residence Life Staff.
- ❑ Show respect through appropriate language and actions.

COMMUNITY CONTRACT

OCCUPANCY

Housing contracts are signed on an academic year basis. Residents may occupy Residential Learning Community or University Village apartments or rooms on the opening date announced prior to each semester. Failure to occupy a reserved room within one (1) day of Semester classes beginning may result in cancellation of a specific space assignment. Resident will still remain responsible for the terms of your contract. Rooms shall be vacated no later than 8:00 p.m. on the final day of spring examinations. Exceptions are made for students participating in commencement activities or students that have a completed Summer Lease Agreement.

OCCUPANCY PROCEDURES

Check-in

The Office of Housing & Residence Life works hard to ensure that your transition to living on campus is as smooth as possible. All residents must check in and provide proof of payment in order to receive a room key. Please follow all instructions from the staff during move-in day so that your experience is a positive one.

Check-out

When checking out at any time during the year, residents need to follow the appropriate check-out procedures. The resident is held accountable with respect to following all check-out procedures. Improper Check Out and/or failure to clean your room can result in a minimum \$100 fine being assessed to a student's account.

Mid year check-out:

When a resident is vacating their current space at any point during the academic year, the following steps must be completed:

1. The resident should notify the Housing Office that they are planning to vacate their room, by completing the "Application for a Contract Release".
2. All applications are reviewed and the resident will be provided a written response to the request within 2 weeks of applying.
3. If approved the response letter will provide all of the necessary information to check out properly.

End of the year check-out:

At the end of Spring semester, residents will receive information on proper procedures for end of the year closing. Both communities are officially closed for the academic year on the Friday of finals at 8:00 p.m. General end of the year closing procedures require residents to move out before this time. Students who have not signed a contract for the summer session must move completely out before this date; no exceptions will be made, and students who remain in residence Friday at 8:00 p.m., will be assessed an improper check out fine.

Graduating Seniors:

Graduating Seniors are welcome to move out of the facilities during finals week along with the rest of the residents. However, we realize that some of seniors would prefer to move-out after commencement. There will be no charge for seniors choosing to stay. If a graduating senior would like to stay, they need to complete a Late Departure Request in order to be granted a later check out date. Graduating seniors will be permitted to stay until 5:00 p.m. on the Monday following commencement, provided they have completed the application for a Late Departure.

Changing Rooms:

Room changes will not be permitted during the first two weeks of each semester. After that time all room changes must be approved and directed by the Assistant Director for Residence Life. In order for this to occur, residents requesting a room change must work with the residence life staff to find a resolution to the problem. Seeking assistance from the Assistant Director should be one of your last alternatives, not first. If a resolution cannot be agreed upon and the Assistant Director does not see a solution to the problem then a room change may occur.

COMMUNITY CONTRACT

Unauthorized room/roommate changes are not permitted, and if a resident changes the type of room they were originally billed for, it is their responsibility/obligation to pay for any additional costs of the new type of room.

Consolidation:

When a resident occupies a suite at the RLC or a 2 or 4 bedroom apartment at UV without a roommate, the Office of Housing & Residence Life may assign a new resident or consolidate you into another space to maximize occupancy. A multiple occupancy room with one occupant needs to remain clean because the room is not a single room. A new roommate can be placed in a suite or apartment with one occupant at any time throughout the year.

INTERSESSION HOUSING

Intersession housing is available as a stipulation of your lease agreement during the academic year, you must however, sign-up at your housing office to remain in residence between semesters. The Residential Learning Community is closed during the summer months. All residents wishing to reside on-campus during the summer session must complete the Summer Housing Application. The administrative staff will create a Summer Lease Agreement for your review and signature.

RIGHT TO CANCEL

The Office of Housing & Residence Life reserves the right to refuse admission or readmission to housing facilities or to cancel the contract during the academic year for the student's failure to meet University and/or Housing & Residence Life requirements, policies or regulation or in the event of criminal action by civil authorities. The management may invoke its right to cancel for reasons including, but not limited to, non-payment of fees due the Office of Housing & Residence Life or University from the previous term or outstanding debt to the University from the previous year for which provisions for payment have not been made.

CONTRACT TERMINATION

All leases are for one full academic year (August – May) or summer session (May to August). **All lease cancellation requests must follow our outlined procedure and be approved by the Director; No Exceptions!** Submission of an application does not guarantee that your request will be granted.

RENT PAYMENT/OBLIGATION

Residents are responsible for paying their housing fees (rent, utilities, fees) at the reception desk at the Housing Office in their residence. The Office of Housing & Residence Life **DOES NOT** accept cash at the desk for any student payment. If a student wishes to make a payment in cash they must make this payment at the TAMIU Bursar's Office. The resident must bring the original payment receipt from the Bursar's Office and turn it in as proof of payment to avoid Late Fees or additional charges. Housing fees may also be paid by credit card, please see your Housing Office for additional information.

All residents must pay for their room and board prior to the beginning of each semester. If financial aid has not been credited to a student's account prior to move-in, the student must show verifiable evidence that aid has been awarded and is pending disbursement. If a student does not have sufficient financial aid to cover housing and meal costs then they must pay the minimums due as outlined by their lease agreement. Each resident must show proof of payment when checking in at the beginning of each semester.

If a resident does not fulfill his/her payment plan obligations. The Housing & Residence Life staff routinely monitor all housing account status' and attempt to make appropriate plans with the student to pay the room and board charges. If a pattern of non-compliance is determined the Director will remove the privilege of housing and a letter will be sent approximately 1 week prior to the date of removal to the resident's private bedroom, their student mailbox/apartment door, and to the student's permanent address.

COMMUNITY CONTRACT

Removal of residents from housing. On the date of removal, the student will have until 12:00 p.m. to remove his/her belongings, check out of the room, and vacate the premises. If this does not occur, the student's ID will be deactivated at 5:00 p.m. On the following day, at 9:00 a.m. the room locks will be changed. The 2nd day after date of removal, all items belonging to the student will be removed and discarded by the staff.

DAMAGES

Damage Assessments

When a student checks-out of a room, the residence life staff will review the Unit Condition Report completed at the time of the resident's check-in. These staff members are responsible for initially assessing damages during the check out appointment. Once a check-out is complete, the Residence Life Staff will thoroughly assess the room for final damages. The residence life staff does not have the final word regarding damages. In general, roommates will split the cost of all damages found, unless one roommate takes full responsibility at the time of check-out.

Room Damages

A resident is liable and judicially accountable for all damages to the housing facilities resulting from negligence and misuse. All residents of a unit will be held mutually liable for damage once occupancy is established. All residents of the unit are liable for damage to the unit. When individual responsibility can be clearly established, charges will be administered appropriately. This includes, but is not limited to damages caused by electrical appliances or other personal equipment and belongings, and those caused by adhesives, nails, tacks, and vandalism.

Common Area Damages

All residents of a floor or apartment are liable and accountable for all damages to the public areas of their floor or apartment resulting from negligence and misuse. Residents should attempt to find the people responsible for the damage and hold them accountable. If this fails, the cost of repairs will be split among all the residents of that floor or apartment.

Appeals

Whenever damages are assessed, residents will have the right to appeal damage charges, within stated time frames. Appeals for charges will only be accepted in writing and should be directed to the Resolution Committee. Residents may send an appeal through methods outlined below. All appeals for damages should be received by the Resolution Committee within one week of receiving your damage charges notice. Please be as detailed as possible in your description of the appeal.

U.S. Mail

Resolution Committee
Office of Housing & Residence Life
Texas A&M International University
4907 University Blvd.
Laredo, TX 78041

E-MAIL

housing@tamiu.edu

FACSIMILE

956-326-3219

ROOM ENTRY

Housing & Residence Life staff members are not permitted to open a room for anyone other than its occupant. The Residence Life Staff and University Police are authorized to enter any locked or unlocked room at any time deemed necessary for the following purposes:

- Maintenance
- Personal safety
- Verification of occupancy
- Emergency situations

COMMUNITY CONTRACT

ROOM MODIFICATIONS

Residents are not permitted to repair, replace, paint or adjust any room or apartment furniture, equipment or property themselves. The Office of Housing & Residence Life staff has the authority to remove any offensive or inappropriate items displayed on student doors or walls. If a staff member sees anything inappropriate or offensive, not limited to graffiti, sticker marks on doors, etc., fee damages will be assessed immediately and the problem will be corrected.

SUBLETTING

The Housing Contract shall not be transferred or assigned to any other person than as named on the contract.

COMMUNITY RULES AND JUDICIAL PROCEDURES

RULES AND REGULATIONS

Living on-campus is a unique opportunity and privilege. The policies of the Office of Housing & Residence Life are in place for the purpose of helping of our residents development and to ensure that our community conducive to studying and sleeping. Community living requires each member of the community to be a good neighbor.

ALCOHOLIC BEVERAGES

- “Alcoholic beverages” include beer, malt liquor, wine, mixed beverages, and spirits/liquor. The Residence Life Staff may ask for identification and may confiscate and/or dispose of any alcoholic beverages/apparatus associated with the violation of these policies:
- Excessive quantities of alcoholic beverages as stated by the laws of the State of Texas.
- Any apparatus whose intention is to accelerate or intensify the consumption of alcoholic beverages (i.e., beer bongs) is prohibited.
- A resident or guest of a resident may not drink alcoholic beverages or possess an open container (broken seal), glass, paper cup or other receptacle of alcohol in areas other than student rooms. This includes any area outside of the room of a student that is of legal age to possess and consume alcohol.
- An underage resident is prohibited from receiving guests with alcoholic beverages.
- A resident (21 years of age or older) is prohibited from supplying alcohol to an underage resident or guest.
- Residents under the age of 21 may not be in the presence of alcohol at any time in the housing facilities. This policy is in effect regardless of whether the underage individual is consuming alcohol or not. Anyone in the presence or possession of alcohol, whether consuming or not consuming it, must be 21 years of age. If at any time of-age and underage residents or guests are in the presence of alcohol together, both parties are in violation of University and Housing policy as well as state and local laws regarding alcohol possession and consumption.
- Common source containers (kegs, party balls, etc.) are prohibited.
- Any underage resident found in possession of alcoholic beverages will be cited by TAMIU PD for Minor in Possession of Alcohol (MIP) and face Housing and University Disciplinary procedures.
- Disorderly conduct or inappropriate behavior, based on public intoxication for both of age and underage individuals is strictly prohibited and students conducting themselves in this manner will face Housing and University Disciplinary Procedures as well as legal action from TAMIU PD.

APPLIANCES

Residents may bring personal items to campus for use in their rooms, provided that such items do not endanger resident safety, restrict reasonable freedom of movement with a room’s shared living space, and do not violate policy guidelines. All appliances must have the Underwriter’s Laboratory (UL) approval. If any prohibited items are found, they will be confiscated. Any items that are confiscated will be held in the Community Office until the next break period.

- Refrigerator capacities cannot exceed 5 amps, and may be no larger than 3 feet in height. Please note; a mini-fridge is provided to all residents of the RLC and a full size refrigerator to residents of University Village
- Small microwave ovens (900 watts or less) are permitted in resident rooms. Please note; a microwave is provided to all residents as part of the appliance package
- For Fire Safety reasons appliances with open heating elements (i.e., hot plates, toasters, toaster ovens, electric skillets, indoor grills, etc.) may not be used in RLC resident rooms.
- Residents of University Village may have toasters and other common small appliances.
- Halogen lamps are strictly prohibited.

BICYCLES/ROLLER BLADES/SKATE BOARDS/SCOOTERS

Bicycles brought to campus must be stored at the outside bike racks, and are not to be stored in resident rooms/apartments because they can potentially obstruct the entrance/exit of the room/apartment. Riding bikes, scooters, roller blading, & skate boarding inside the interior spaces of any housing facility are prohibited.

COMMUNITY RULES AND JUDICIAL PROCEDURES

COHABITATION

Cohabitation is prohibited in the Housing & Residence Life facilities, there are limited exceptions to this policy for families. A guide to define cohabitation is any guest, male or female, who has stayed 3 days in a 7-day period and is not a legal dependent. All overnight guests need to be approved by all roommates in advance. Violation of any of these policies could lead to disciplinary action based on both Office of Housing & Residence Life and Texas A&M International University policies and procedures. Violation of these policies could also lead to criminal action. Residents are held accountable for any violations of their guests.

DAMAGES AND VANDALISM

Residents are held judicially accountable and financially liable for vandalism or damages they cause to University and/or Housing & Residence Life property (including, but not limited to, damages caused by electrical appliances or other personal equipment and belongings, and those caused by adhesives, nails, and tacks.) Residents are not permitted to tamper with, repair, replace, paint or adjust University or Housing & Residence Life equipment, furniture or property.

- All residents of a room/apartment are held mutually liable for damage to the room once occupancy is established (including computer and cable equipment).
- An individual resident of a room/apartment is solely liable for damages to the room/apartment when individual responsibility for damages can be clearly established.
- Residents are responsible for vandalism or damage done by their guests.

DOORS

- Residents are not permitted to alter or add any additional locks, chains, or latches to their room or bathroom doors.
- Permanent stickers are not to be placed on resident doors.
- Tampering with communal doors is prohibited.
- Adjoining room doors should remain closed and secured.

DRUGS

Texas law, University and Housing & Residence Life Policy, prohibits the use, or possession, or sale of drugs or narcotics not prescribed by a physician. Drugs and narcotics are defined as barbiturates, hallucinogens, amphetamines, marijuana, or other narcotics, except as authorized by law. Any student involved in the sale, use, or possession of non-prescription drugs will be subject to disciplinary action, in addition to possible immediate removal from the housing facility. Residents in possession of perceived drug-related paraphernalia will also be subject to disciplinary action.

Management reserves the right to confiscate any drugs and perceived drug-related paraphernalia.

EXERCISE EQUIPMENT

Free weights, other weight lifting equipment, and other exercise equipment exceeding 10 pounds may not be used in resident rooms.

FAILURE TO COMPLY WITH HOUSING & RESIDENCE LIFE STAFF

Residents and guests must cooperate and comply with professional and student staff member's reasonable requests while at University Village and the RLC. Failure to comply with a staff member's reasonable request in the performance of his or her duties is a policy violation. A student can ask a staff member for verification of his/her status. Any student concerns about a request can be brought to the Office of Housing & Residence Life the next business day.

FIRE EQUIPMENT

Residents who tamper with fire equipment are subject to disciplinary action, possible prosecution, possible eviction and a possible fine.

- Tampering with smoke detectors is strictly prohibited.
- Tampering with fire alarms is strictly prohibited.
- Tampering with fire hoses/extinguishers is strictly prohibited.
- Tampering with sprinkler systems is strictly prohibited.

Tampering with any of the above, which results in a response from the local fire department, is in violation of state and local ordinances.

COMMUNITY RULES AND JUDICIAL PROCEDURES

WEAPONS

- The possession, keeping, and or use of a firearm or dangerous weapon, or look a likes, are not permitted in the housing facilities. Such weapons include, but are not limited to: bows and arrows, slingshots, darts, knives, BB guns or pistols, flare guns, air pistols, stun guns, rifles, and martial art implements.
- Possession or use of any explosive device of any type, including, but not limited to, firecrackers, cherry bombs, and bottle rockets is not permitted.
- Residents are obligated to report the possession, use of or storage of firearms, weapons or explosives to Residence Life Staff immediately.
- If any of the items listed above (or items falling into this category) are found and ownership identified, the resident may face immediate eviction and University judicial charges.

FURNITURE

- Room furniture is not to be removed, transferred or interchanged among other rooms or public areas. Room furnishings provided by Housing & Residence Life may be arranged in any reasonable manner that does not endanger resident safety.
- Waterbeds are prohibited.
- Lounge or pool area furniture is not to be removed from its assigned location to any other location at any time. A \$25 fine will be assessed to each resident in the room for each piece of furniture found. Residents also risk being criminally charged with theft if this furniture is found in their rooms.

GUESTS/VISITATION

Guests 18 or older are welcome to visit residents, provided they adhere to the Office of Housing & Residence Life and University policies and procedures; and residents are responsible for their guests actions. Roommates must verbally approve all overnight guests in individual student rooms. The guest policies are as follows:

- All guests must be in possession of a state issued ID or TAMIU OneCard while on the premises. These forms of ID are necessary for guests to possess in case of emergencies.
- Guests must be escorted at all times by the resident they are visiting.
- The resident is responsible for both informing his/her guest(s) of the policies and for the behavior of the guest(s) while visiting, Residents will be held accountable for any violations of their guests.
- Excessive and consistent overnight stays and cohabitation are prohibited.
- Children, anyone 17 years of age or under, are permitted to visit the RLC or University Village under stick limited circumstances. In order for a child to visit, the resident must provide written permission from his/her parent to a staff member upon request. The written permission must contain the following; parent name, address, telephone number, and extent and reason for the visit.
- Resident(s) cannot have more than 5 guests at the same time or have more than 1 over-night guest in a single night.
- Lounges may not be used to provide overnight accommodations for guests.
- Residents are not permitted to baby sit or nanny children.

ROOM CAPACITY

For safety purposes, the maximum number of persons allowed in a resident room or apartment at one time is four (4) and eight (8) in a University Village 4 Bedroom 2 Bath unit.

KEYS

Keys are issued to the assigned occupants of a room, including 1 room key, and 1 mailbox key.

- Residents are not to lend their room key or mail key to anyone.
- Lost or missing keys must be reported as soon as possible to the Housing Office
- Keys shall not be duplicated other than by housing officials.
- All keys must be surrendered to the Housing & Residence Life staff upon termination of the Housing Lease Agreement.

COMMUNITY RULES AND JUDICIAL PROCEDURES

INAPPROPRIATE BEHAVIOR

Behavior or acts that are unreasonably disruptive to orderly community living are prohibited. These include, but are not limited to, the following:

- Inappropriate calls or requests of fellow residents and/or residential staff.
- Disorderly conduct that is disruptive, or may cause personal or physical injury to themselves or others, including but not limited to: physical altercations, bouncing balls, preventing others from studying or sleeping, horseplay (water balloon or shaving cream fights), playing sports indoors (including skateboarding, rollerblading, riding bikes, scooters, throwing Frisbees, etc.).
- Inappropriate language (curse words, racial slurs, jokes about ethnicity, sexual orientation, religious background, etc.) in public areas of the residences (lobby, TV lounges, etc.).
- Appropriate dress is required at all times in public areas.

BANNED STATUS

Any guest or former resident who has been placed on the banned list are not allowed in any Housing & Residence Life facility. This includes the Clubhouse and any outside vicinity. Stipulations have been put on each person banned. Individuals who desire re-admittance to the housing facilities must first meet with Office of Housing & Residence Life for a reinstatement interview/meeting. This meeting does not guarantee a person's re-admittance.

NOISE

All residents are entitled to quiet whenever they request it. Maintaining a good study/sleep environment is one of our top priorities. Courtesy hours exist 24 hours a day, seven days a week. Excessive noise is always prohibited and Housing & Residence Life staff may take whatever action is appropriate to curb excessive noise from a stereo, residents, or guests. During exam week in the fall and spring, all floors observe a 23-hour quiet from 12 noon the Sunday before exams to 12 noon the Saturday following the completion of exam week. Community hours during exam weeks will be from 8:00 p.m. to 9:00 p.m.

PERSONAL PROPERTY

- If any prohibited items are found, they will be confiscated. Any items that are confiscated will be held in the Community Office until the next break period.
- Extension cords may not be placed across aisles, wrapped around metal fixtures or furniture, run under carpet, or taped to the carpet.
- Paper, fish nets, parachutes, flags, tapestries or other combustible items must not be hung from or attached to the room ceiling or cover the ceiling or fire detector. Covering the ceiling or fire detector with these or other such items constitutes a fire hazard.
- No items, signs, or posters may be hung on the windows. Painting on individual resident windows is also prohibited.
- No nails or stickers may be used on the door. Please use masking tape or use sticky sponge type substance (i.e., Memo boards).
- The Residence Life Staff has the authority to remove any offensive or inappropriate items displayed on student doors or walls.
- Candles and incense (whether lit or unlit) or other open flames and incense burning are strictly prohibited.

PETS

- Pets are not permitted in student rooms except for fish in an aquarium and no more than one, 10-gallon capacity aquarium is allowed in each room.
- Electrical aquarium accessories must be unplugged during times that the room/apartment is unoccupied for an extended period of time.

PHOTOGRAPHIC AND RECORDING EQUIPMENT

- Unauthorized use of video, photographic, listening devices and recording equipment (including, but not limited to, web cameras, camera phones, and tape recorders) in common areas (including, but not limited to hallways, lounges, and stairwells) is prohibited.
- Video, photographic, listening devices, and recording equipment may be used within residents' own rooms only with the verbal consent of all residents and/or guests of the room.

COMMUNITY RULES AND JUDICIAL PROCEDURES

- Photographic and recording equipment in a room may not be used to view, eavesdrop, broadcast or record any material from Housing & Residence Life facility common areas without the written consent of the Director of Housing & Residence Life and the verbal consent of all present.
- Housing & Residence Life staff reserve the right to authorize the use of such equipment in both properties in a manner permitted by applicable laws, when necessary or advantageous to enhance community responsibility and to maintain safety.
- Video, photographic, listening devices, and recording equipment should be used only for academic purposes.

ROOFS AND LEDGES

For safety reasons, residents are not permitted on the roofs and window/balcony ledges of the Residential Learning Community or University Village. Items, such as plants, garbage, bottles, etc., should not be placed on the window ledges. A \$25 per item fine will be assessed for all items found on resident window ledges.

SALES & SOLICITATION WITHIN HOUSING & RESIDENCE LIFE FACILITIES

- To protect resident privacy, canvassing or solicitation of funds, sales, memberships, subscriptions, or distribution of literature is prohibited unless permission is first granted, in writing, by the Associate Director.
- Some of the bulletin boards may be used by TAMIU groups to advertise. If you or a TAMIU student organization is interested in the posting policy, stop by or call the Housing Office for Posting Instructions.
- Individuals or groups may not act as vendors or sales agents, or set up a business enterprise of any kind in the housing facility.
- Individuals or groups, who wish to distribute questionnaires, or undertake other research projects involving residents or staff, must contact the Associate Director for written permission. Requests should be made at least two weeks before the project begins for authorization.
- Telephone solicitation is prohibited.

SMOKING

- Smoking is prohibited inside at all times in all housing areas.
- Smoking is **NOT** permitted in resident rooms.
- Smoking is permitted only on the sidewalks of the housing facilities and no closer than 25 feet from the nearest window or door.
- If a resident or staff member asks you to move further away from their apartment due to unwanted smoke entering through an open door or window, you must abide by their request.
- Smoking is not permitted within the designated common amenities of the housing facilities.

UNAUTHORIZED ROOMMATE CHANGES

Residents who wish to change roommates must follow Departmental guidelines and receive appropriate permission from the Assistant Director for Residence Life. If a room change occurs without this approval, all residents involved may be required to move back to their original rooms within 24 hours, be fined \$500 each, and be subject to Judicial Procedures.

UNAUTHORIZED ENTRY

- Residents, guests, TAMIU employees (with the exception of the University Police in conjunction with their official duties), contractors, etc. are prohibited from entering the RLC or University Village without checking in at the Office.
- It is prohibited to enter any RLC or University Village room/apartment that has not been assigned to you without the permission of the resident assigned to that room.
- Unauthorized use of or tampering with any door in or around the RLC or University Village is prohibited.

COMMUNITY RULES AND JUDICIAL PROCEDURES

VENDING and LAUNDRY

Tampering with or maliciously damaging any machine or appliance is prohibited. Please do not sit on any of these machines.

WINDOWS

- Stops or seals on windows may not be loosened or removed. A fine of \$100 will be assessed for the cost of window stops or seals that are damaged or otherwise need to be replaced.
- Draperies must have the white backing facing the public.
- Projecting any objects from the window is prohibited. A \$100 fine will be assessed for projecting any objects from the window.
- No items, signs, posters, or flags may be hung on the windows. Painting on individual room windows is also prohibited.

JUDICIAL PROCEDURES

Housing & Residence Life residents and their guests are responsible for knowing and adhering to the policies set forth in The TAMIU Resident Handbook. Housing & Residence Life policy violations will be reviewed and adjudicated within the Housing & Residence Life Judicial System. In instances where there is/are violation(s) of the University Student Conduct Code, formal judicial referral will be forwarded to the Office of Judicial Affairs.

- **INTERIM SANCTIONS**

An interim sanction is a temporary administrative action taken only under serious circumstances when time does not permit conducting a routine procedure and immediate action is deemed necessary. The imposition of an interim sanction is not to be construed as a determination of responsibility and will not prejudice an alleged offender's case before the judicial officer.

This action is only taken when there is strong reason to assume that failure to do so poses a substantial threat to normal functions and/or to the emotional or physical welfare of the student in question or to other persons. Any residents involved in physical altercations may be immediately removed from the housing facilities for a three-day cooling off period. After the three-day period, all individuals involved will meet with the Housing & Residence Life Judicial Officer to discuss the incident. This meeting is not a judicial hearing. Interim sanctions cannot be appealed.

- **THE INCIDENT REPORT**

The judicial process is initiated by the completion of an Incident Report naming a person(s) in violation of University Housing Policy and/or The University Student Conduct Code. There are times when an incident violates both TAMIU Housing & Residence Life policies and the broader Texas A&M International University policies. The Housing & Residence Life staff is responsible for documenting situations involving policy violations. Residents are also encouraged to document policy violations in order to resolve conflict or unsafe conditions.

- **THE HEARING PROCESS**

In the case where a resident or guest violates a policy, The Assistant Director will process the Incident Report and the following will occur.

- ❑ A Judicial Notice letter and the charges will be sent to the alleged violator(s) usually within 3 working days. In the case of a violation by a guest, the resident who housed the guest will be held accountable for the guest's behavior. The Athletic Compliance Officer will receive a copy of the notice if a student athlete is involved.
- ❑ The alleged violator will have 5 days to schedule an administrative hearing with the Office of Housing & Residence Life. Failure to schedule and/or show up to the scheduled hearing will result in a decision being made without the alleged violator present.
- ❑ The Judicial Hearing is held and affords the alleged violator the opportunity to present their case and any supporting witnesses.

COMMUNITY RULES AND JUDICIAL PROCEDURES

- **DISCIPLINARY SANCTIONS**

The alleged violator(s) will be informed of his/her sanctions usually within three working days after the hearing has taken place. The sanction letter will either find the student Not Responsible or Responsible. If the letter denotes the individual as Not Responsible, the charges will be dropped and the case will be considered settled.

If the letter denotes that of Responsibility, sanctions will be attached and explained in the letter. Sanctioning is intended to accomplish four goals, to ensure the resident(s) have learned from the experience, to ensure this does not happen again, to make clear the expectations of Housing & Residence Life and of the University are clear to the student, and to provide restitution.

The following sanctions represent a standard recognized by Housing & Residence Life. Typically, one or more sanctions may be applied when violations occur. Any severe violations may be grounds for removal from Student Housing. However, emphasis is placed on ensuring that residents learn to make careful choices, take responsibility for their choices, and grow through their mistakes. Whenever feasible, sanctions will be given for a particular offense as established by previous decisions in similar cases; however, individual circumstances of a particular case may determine specific sanctions.

- ❑ Verbal Warning
A verbal warning by a Residence Life Staff member and noted in the resident's Housing & Residence Life file.
- ❑ Written Warning
Provides official notification of a violation and informs the student that continued misconduct will result in further disciplinary action. It is a formal and official recognition of misconduct. Its intent is to declare that the behavior displayed in the incident was inappropriate within the RLC or University Village.
- ❑ Disciplinary Counseling
Counseling with qualified person(s) provided by the Counseling Center/Testing Services.
- ❑ Restitution
Reimbursement for damage to or destruction of University property or property of any person. In addition to the penalties described above, a student may be required to pay compensation limited to the actual cost of repair or replacement of such property.
- ❑ Community Service/Work Assignment
Work or service to be performed in conjunction with other sanctions. A specified number of hours will be assigned to a student. Work will be given and performed for the Office of Housing & Residence Life, under direct supervision, the student performs hours without compensation.
- ❑ Room Transfer
Mandatory relocation to another room, apartment, floor, or building. Requires that the accused move from the area in which the incident took place to reduce the chance of additional problems occurring. The effect that such a decision may have on the other area will be considered. (It is usually the case that a period of probation will accompany any such required move.)
- ❑ Disciplinary Probation
An account of the infraction of regulations specifying the date of the beginning and end of the probation period will be placed in the resident's judicial file. A student on disciplinary probation is not in good judicial standing with the Department of Residence Life; conditions may be imposed when the student is placed on conduct probation. If the student is found in violation of any rules or regulations prior to the completion of the probationary period, he/she may be subject to removal from Student Housing. The duration of the probationary period and conditions imposed will be in direct proportion to the degree of seriousness attached to the misconduct.

COMMUNITY RULES AND JUDICIAL PROCEDURES

- Removal
Removal from housing for a specified period of time. Along with the removal notice, the student will receive a written statement denying him/her access to the housing facilities, including the surrounding premises (clubhouse, gated lot, front area etc.), after a specified date.
- Educational Sanctions
 - Posting Quiet Hour signs during finals weeks
 - Writing a letter of apology
 - Taking a Fire Safety Quiz
 - Working with an RA (i.e., doing rounds of the building at night)
 - Creating a bulletin board
 - Agreeing to and signing a Behavioral Contract
 - Attending Alcohol Awareness programs
 - Discussion/interview with a staff person
 - Completing a typed paper on a topic

Again, the judicial system's purpose is to educate. Every effort will be made to arrive at a sanction that fits the incident. Therefore, the above list should not be considered as the only possible alternatives for sanctions.

▪ APPEAL PROCESS

An appeal will be heard only if new evidence that was not known at the original hearing presents itself or if it can be demonstrated that there was a failure to adhere to judicial procedures. When a student has grounds for an appeal, a detailed written petition must be submitted within two working days (48 hours) after a sanction letter is received. The appeal should be directed to the General Manager of the Community Office.

The Office of Housing & Residence Life will have 5 working days to schedule an appeal hearing. Appeal judgments will be considered a final decision.

UNIVERSITY JUDICIAL PROCESS

In instances where residents violate the University Student Conduct Code within the housing facilities, formal judicial referrals will be forwarded to the Office of Judicial Affairs by the Office of Housing & Residence Life. The Judicial Affairs Officer, in the Division of Student Success, will review the report and notify the charged party of the charges and his/her options for a hearing. In instances where a Residence Life Staff member is the author of the Incident Report or resident refuses to file formal charges; the Office of Housing & Residence Life will act as the charging party. Please refer to the Texas A&M International University Student Handbook for information about University violations and judicial proceedings. Handbooks are available in the University Student Center.

COMMUNITY DINING

MEAL PLANS

Students living at the Residential Learning Community are required to purchase a meal plan. The meal plan is used at Dusty's Diner, located on the first floor of the TAMIU Student Center.

Food Service on the campus of Texas A&M International is provided by [Aramark](#). You can use your all-you-care-to-eat meals at **Dusty's Diner** inside the Western Hemispheric Trade Center. Many foods are prepared right in front of you! Standard hours, for all dining options are listed below for your convenience, please note that hour vary in accordance with the University calendar.

Dusty's Diner – (All meal plan meals are eaten here)

Monday - Friday

Breakfast:	7:30am - 10:00am
Lunch:	11:00am - 3:00pm
Dinner:	5:00pm - 9:00pm

Saturday & Sunday

Brunch	11:30am- 2:00pm
Dinner:	5:30pm-8:00pm

Starbuck's –

Monday –Thursday	7:30am - 10:00pm
Friday	7:30am - 5:00pm
Saturday	10:00am - 3:00pm
Sunday	3:00pm - 8:00pm

Bene's Pizzeria –

Monday –Thursday	11:00am - 7:00pm
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FoodCourt –

Grill Works –

Monday –Thursday	7:30am - 4:00pm
Friday	7:30am - 2:00pm
Saturday & Sunday -	Closed

Subway –

Monday - Thursday	8:00am - 6:00pm
Friday	8:00am - 2:00pm
Saturday & Sunday -	Closed

COMMUNITY SAFETY AND EMERGENCY PROCEDURES

Residential Learning Community and University Village Emergency Evacuation Plan

The City of Laredo, Texas A&M International University, and the Office of Housing & Residence Life have worked together to secure evacuation plans in the remote chance that there is an emergency requiring evacuation. These plans will be put into place in the event that the City orders their Secondary Evacuation Zone, which include TAMIU Student Housing, to be evacuated. They will be utilized in the event of a fire or some other emergency that necessitates our evacuation of the RLC or University Village. Please read the following carefully so you will have an awareness of the actions that need to be taken in case such a situation occurs.

PERSONAL DATA CARD

All residents must complete a Personal Data Card at check-in. The Office of Housing & Residence Life will use the Personal Data Card to help them coordinate resident placement in case of an evacuation. By your responses, we have a better idea of how many residents will have prior alternate housing arrangements and who will need housing in the event of an emergency evacuation.

UNIVERSITY VILLAGE AND RESIDENTIAL LEARNING COMMUNITY EVACUATION

If the RLC or University Village is evacuated, please observe the following:

- Do not panic, stay calm and in control of your actions.
- Follow directions of Residence Life Staff. At some point you will have access to a phone – be patient.
- Pack items you will need quickly, if the RAs indicate that there is time to do this.
- Meet a Residence Life Staff Member in the Parking Lot Directly Outside of your building.
- Let your RA know if you are going home on your own, going with your roommate, friend, coach, or family.
- Residents who have their own transportation may leave the campus community after reporting to an RA. You must give the RA the phone number where you can be reached. Watch the News for information to return to TAMIU.
- Residents who need transportation or housing will proceed to the Clubhouse.
- Once in the Clubhouse, you will be given transportation instructions.
- We will be transported to a holding center or hotel depending on the situation.

SAFETY CONCEPTS TO KEEP IN MIND

- Know your buildings emergency procedures. They are critical to your safety!
- Always remain calm in any emergency.
- If an evacuation is ordered, use your pre-designated route for leaving the downtown area.
- If you cannot use your pre-designated route, heed all safety personnel instructions and/or follow the general flow of traffic.
- Pre-plan with other family members or car poolers how each will get home in the event of an evacuation.
- Plan and discuss secondary access numbers and meeting locations with your family members in the event that you are unable to contact each other using normal methods.

FIRE PROCEDURES & EXPECTATIONS

When you hear the fire alarm you should do the following:

- Touch your door and doorknob to see if it is hot.
- If not, immediately leave your room and walk to the nearest stairwell to exit the building, closing all doors behind you. Once outside, walk around to the side of the building and follow instructions from a Residence Life Staff Member.
- If you cannot leave your room, remain calm. Place a wet towel under the door. Call 911 and notify the Police of your situation. Wait patiently for assistance.

If you detect a fire and the fire alarm is not sounding

- Leave your room/area immediately closing all doors behind you and proceed to the nearest exit.

COMMUNITY SAFETY AND EMERGENCY PROCEDURES

- Pull the manual fire alarm located near the stairwell exit and exit the building.
- Once outside, walk around to the side of the building and follow instructions from a Residence Life Staff Member.
- Always know a second way out of the building in case the primary exit is blocked by smoke.
- Tell a Police Officer or Firefighter of any important information that you know (i.e.; physically challenged persons, location of fire, what is burning, etc.)

When an alarm goes off in your building, it is very important that you take it seriously! You must vacate the building by leaving your floor via the stairwells nearest to you and exiting through the doors marked with exit signs. All of the emergency exits will be open so that you can exit the building directly from the stairwell.

Look for an RA to direct you once you are outside the building. The RA on Duty or On-Call Professional Staff is responsible for directing the staff and working with the Fire and Safety Staff when students may re-enter the building.

If a student is able to leave, but does not leave his/her room or the building during an alarm, it will result in a judicial sanctioning and may result in a monetary fine of \$100. When the alarm is sounding and/or you have been asked to leave the building for an emergency situation, you must comply.

MENINGITIS

Meningitis is an infection of the brain and spinal cord covering; meningococcal disease can also cause blood infections. College freshmen, and particularly those who live in residence halls, have a slightly increased risk of getting meningococcal disease. That is why both the CDC and the American College Health Association have recommended that college freshmen, especially those who live in residence halls, receive this vaccine. For more complete information or to schedule an appointment for the vaccine, contact your primary care provider or TAMU Student Health Services at 956-326-2237

TEXAS IMMUNIZATION REQUIREMENT (HB 4189)

Texas A&M International University complies with Texas Education Code 51.9192, "The Jaime Schanbaum Act", House Bill 4189 (HB4189) which requires that all first-time students attending an institution of higher education in the state of Texas, including transfer students, who plan to reside in or have applied for University Housing, show evidence of vaccination against bacterial meningitis, allowing for medical or religious exemptions. Evidence of the student having received the vaccination from an appropriate health practitioner must be received by the institution of higher education. The student must have received the vaccination at least 10 days prior to the student taking up residence in University Housing.

WHAT YOU NEED TO KNOW ABOUT MENINGITIS

What is Meningococcal Meningitis? *Meningococcal disease is a serious bacterial illness. It is a leading cause of bacterial meningitis in children 2 through 18 years old in the United States. Meningitis is an infection of the fluid surrounding the brain and spinal cord. Meningococcal disease also causes blood infections. About 1,000-2,600 people get meningococcal disease each year in the U.S. Even when they are treated with antibiotics, 10-15% of these people die. Of those who survive, another 11-19% lose their arms or legs, become deaf, have problems with their nervous systems, become mentally retarded, or suffer seizures or strokes.*

Who is at risk? *Anyone can get meningococcal disease, but it is most common in infants less than one year of age and people with certain medical conditions, such as lack of a spleen. College students who live on-campus and teenagers 15-19 have increased risk of getting meningococcal disease.*

COMMUNITY SAFETY AND EMERGENCY PROCEDURES

How is it spread? Meningococcal meningitis is spread through the air via respiratory secretions or close contact with an affected person. This can include coughing, sneezing, kissing, or sharing items like utensils, cigarettes and drinking glasses.

SAFETY ESCORTS

The TAMU Police Department provides safety escorts to and from any location on or near campus 24 hours per day. Just call 956-326-2100.

SAFETY

The management would like you to be aware of some important guidelines for the safety of yourself and the property. We recommend that you consider following these guidelines, in addition to other common sense safety practices:

While Inside Your Apartment

1. Lock your doors at all times.
2. You have deadbolt locks on the doors; use them while you are inside your room.
3. When answering the door, first determine who is there by looking through the peephole. If the person is unknown, first talk with them without opening the door and don't open the door if you have concerns. If the person says they work for management, maintenance, housekeeper etc., please feel free to call the office to confirm it's an employee needing into your room.
4. Make sure to keep your windows locked when you are not in your room and at night.
5. Do not give or lend your keys, your ID, access card, or mailbox key to anyone.
6. Do not put markings on your key ring to identify your name, address, or phone number. This includes your apartment/room number.
7. If you are concerned because you have lost your key or because someone you distrust has a key, ask to have your locks re-keyed. You have a statutory right to do so, provided you pay the cost for re-keying in advance.
8. Dial "911" for emergencies. Immediately following, please call the office or RA so they may take appropriate measures.
9. At least monthly, check your smoke detector for dead batteries or malfunctions.
10. Frequently check your door locks and other devices to make sure they are working properly.
11. Immediately report to the office in writing any malfunction of other devices outside your room, such as broken gate locks, burned out lights, blocked passage ways, broken railings, etc.
12. Mark or engrave identification on valuable personal possessions, such as your computer or bicycle.

While Outside Your Apartment

1. Lock your doors and windows every time you leave your apartment regardless how long you will be away.
2. Tell your roommate where you are going and when you will be back.
3. When walking at night, please walk with another person.
4. Let your CA and your roommate know if you are going to be gone for an extended period of time.
5. If you are going to be gone for an extended period, notify your RA or the manager and have mail and newspaper delivery temporarily stopped.

While Using Your Car

1. Always lock your car doors.
2. Whenever possible, do not leave any visible items in your car, such as CDs, wrapped packages, briefcase, purses, etc.
3. Do not leave your keys in your car.
4. Carry your key ring in your hand while walking to your car...whether it is daylight or dark...whether you are at home, school, work, or on vacation.
5. Remember to check the back seat and under the car before getting in it.

COMMUNITY SAFETY AND EMERGENCY PROCEDURES

Around the Community

1. Room and apartment doors should be locked at all times. Residents should always keep their keys with them even when leaving for a short period of time and/or when your roommate is in the apartment and not expected to leave.
2. Valuables should be kept locked and out of sight.
3. Residents should practice being their “neighbor’s keepers”. This can be done by knowing the other residents and reporting to management staff any suspicious person(s) seen around the property.
4. Please call 911 or local law enforcement if your personal safety or the personal safety of another is at risk.
5. The Office of Housing & Residence Life does not allow soliciting. Please report those individuals to your RA or office.
6. Lost keys should be reported immediately to your housing office.

Please remember there is no such thing as a fail safe system. Even the most elaborate of safety precautions are not guarantees against crime. You should always proceed as if such systems do not exist. All systems are subject to mechanical malfunctions, tampering, human error, and personnel absenteeism. The University and the Office of Housing & Residence Life makes no expressed or implied warranties of security. The best safety measures you can take are the ones you yourself can perform as a matter of common sense and habit.

The Office of Housing & Residence Life is not responsible for any personal damages or thefts. We highly recommend that you obtain renter’s insurance.

SEVERE WEATHER

There are three types of severe weather that typically occur in the Laredo area. These include Severe Thunderstorms, Tornadoes, and Flash Floods. In each case of severe weather, the National Weather Service will issue either a watch or a warning.

- Watch
A watch is used when the risk of a hazardous weather has increased significantly, but its occurrence, location, and/or timing is still uncertain. It is intended to provide enough lead-time so that those who need to set their plans in motion can do so.
- Warning
A warning is issued when a hazardous weather is occurring, is imminent, or has a very high probability of occurring. A warning is used for conditions posing a threat to life or property.

General Guidelines for Severe Weather

- In the case of severe thunderstorm and tornado watches residents should seek shelter in the first floor hallways or clubhouses. Residents should avoid elevators and glass windows during severe weather.
- In the case of severe thunderstorm and tornado warnings residents should seek shelter in the hallways or lowest point possible in the community. Room doors should be closed and residents should avoid the lobby areas due to the glass windows.
- High winds from a tornado passing nearby can damage adjacent structures. Residents should use care when exiting the building if there is wind or water damage, or downed electrical lines.

UNIVERSITY CAMPUS POLICE

The University Police Department is a recognized law enforcement agency and has full police powers within the geographical boundaries of the State of Texas. It is located in the Killam Library Basement.

Report any emergency and crime on campus (theft, assault, suspicious individuals, etc.) to the TAMIU Police. Call 326-2100 or just pick up an Emergency Blue Light Phone to contact them. TAMIU Police Department can provide motorist assistance on campus, including keys locked in vehicles, changing flat tires, and jumping dead batteries.

APPENDIX

Texas A&M International University

(956) 326-2001

General Phone Numbers

NOTE: Area code for Laredo is "956."

Admissions	326-2200
Arts and Sciences, College of	326-2460
Biology and Chemistry	326-2441
Fine and Performing Arts	326-2654
Language and Literature	326-2470
Mathematical and Physical Sciences	326-2440
Behavioral, Applied Sciences & Criminal Justice	326-2475
Social Sciences	326-2465
Planetarium (Reservations Office)	326-2463
Planetarium (Showtimes)	326-2444
Athletic Department	326-3000
Bookstore	326-2080
Business Administration, College of	326-2480
Division of International Banking & Finance Studies	326-2490
Division of International Business & Technology Studies	326-2486
Texas Center for Border Economic & Enterprise Development (TCBEED)	326-2546
Small Business Development (SBDC)	326-2550
Bursar's Office (Business Office)	326-2152
College of Nursing	326-2450
Career Services	326-HIRE
CASA (Tutoring Center)	326-2723
Copy Center	326-2990
Education, College of	326-2420
Curriculum and Instruction	326-2425
Professional Programs	326-2430
Teacher Prep	326-2435
Early College High School Principal	728-5342
Early College High School Counselor	728-5342
Financial Aid	326-2225
Housing and Residence Life	326-1300

APPENDIX

International Programs	326-2282
Killam Library	326-2400
Circulation Desk	326-2112
Periodicals Desk	326-2108
Reference Desk	326-2138
Documents Office	326-2121
Inter-Library Loans	326-2078
Recreational Sports	326-3015
Student Activities	326-2280
Student Government Association	326-2947
Student Center	326-INFO
Student Counseling Services	326-2230
Student Health Services	326-2235
University Police Department	326-2100
University Registrar	326-2250

The Academic Calendar can be located at:

http://www.tamtu.edu/affairs/registrar/academic_calendar.shtml