Greetings

Living in on-campus residential communities provides students with outstanding living and dining facilities, a staff devoted to student success, and the assistance of many University officials. Academic achievement and personal development are objectives of the Department of Housing and Residence Life (DHRL) program, but personal success and happiness depend mostly on a student’s commitment to their future.

Campus residential communities are more than just places to sleep, they are places where each individual can learn, grow, and meet new people. Your on-campus living experience will help you gain a better understanding of other cultures and lifestyles. It will also help you to identify your own preferences and abilities. You will develop a variety of skills including personal and interpersonal communication, self-assertiveness, leadership, and personal initiative. The on-campus environment provides the “lab” for application of what you learn in classroom settings, and is designed to provide a challenging, yet supportive transition period for you in your future career and life.

Housing Facilities

Our campus housing facilities can accommodate 426 students in one traditional residence hall and 254 students in Apartment Housing. The facilities feature a resort-like atmosphere with a swimming pool, sundeck, barbecue area, sand volleyball courts, big screen TV lounge, computer lab, kitchen(s), private bathrooms, air conditioning, and on-site laundry facility. Supervising each housing facility is a live-in Residence Hall Manager or Resident Director as well as Resident Assistants (RAs).

Residential Learning Communities

Residential Learning Communities have been in existence in higher education for decades. Their purpose is to expand the learning experience for college students beyond the classroom. These communities can be structured using a variety of approaches that are all intended to compliment the students’ college experience by providing them with a supportive learning environment, community development programs, educational programs, and stronger relationships with faculty and staff.

Residence Hall Staff

The Department of Housing and Residence Life is responsible for all on-campus residential facilities and is one of 13 areas within the Division of Student Affairs. College “dorms” of old are often thought of as a sterile environment used only for sleep and study. However, modern residence halls have become an integral part of the University experience. In fact, national research indicates that living on campus contributes to greater overall satisfaction with and success in college.
Residence Hall Staff
Texas A&M International University is committed to providing the best possible living experience in the residence hall, and that begins with qualified, caring, and well-trained staff. Staff members have been carefully selected, specially trained, and are willing to help students have a successful campus living experience.

Residence Hall Manager
The Residence Hall Manager is a full-time professional who lives in the housing complex and is responsible for the supervision of a residence area. The Residence Hall Manager has a Master’s degree and significant experience in residence life. In addition to the operational and educational functions of the living area, they also hire, train and supervise Resident Assistants. The Residence Hall Manager encourages the development of community programs, assists with advising, handles disciplinary matters, and performs administrative duties. Reporting to the Director of Housing and Residence Life, their office is located in their building.

Resident Director
The Resident Director is a graduate student who lives in the apartment complex and is responsible for the supervision of that complex. The Resident Director encourages the development of community programs, assists with advising, handles disciplinary matters, and performs administrative duties. Reporting to the Director of Housing and Residence Life, their office is located in their building.

Resident Assistants
Resident Assistants (RAs) are student staff assigned to live in residential housing to ensure that concerned and trained staff are readily available to answer questions, assist individual residents as needed, aid in developing a community atmosphere on the floor, and assist in enforcing University and Residence Hall policies. They report to the Residence Hall Manager or Resident Director of their respective residence area.

Other Services
Access System
Each residential facility is equipped with an access system. To enter the outlying gates of the facilities after open business hours, you must swipe your University ID card to enter the facility. The University ID cards of residents are specially coded to allow access only to those living in that facility. Cardholders may not allow anyone else to use their cards, nor may unauthorized and/or unknown persons be allowed to follow the resident into the residence hall (tailgating). Knowingly permitting unauthorized and/or unknown persons to enter a hall through the use of your card may result in disciplinary and/or legal action for all parties involved.
Cable TV
Cable television service is provided. You will need to supply a cable jumper to connect
your television to the wall jack. Problems associated with the cable television system can
be reported to your Resident Assistant.

Computer Labs
The Department of Housing and Residence Life strives to provide a quiet environment
that supports the academic programs at the University. By entering the lab, users agree to
follow normal standards of ethics and polite conduct of their use of shared computing
resources. Priority is given for academic-related purposes. All computer equipment and
software is provided free of charge to residents. The labs are fitted with PC computers
and a printer. Printing is free of charge for residents, but they must supply their own
paper. Microsoft Office suites and Internet access software are provided.

Computer Lab Policies
1. Users agree to abide by University and DHRL policies regarding network usage.
2. A 3.5” diskette is required to save your work or Internet downloads. Users may not
save or download files onto the hard drives.
3. Users may not make copies of lab software. Violators are subject to permanent
expulsion from University Residential Computer Labs and disciplinary action.
4. The lab can only be open during the hours previously approved by DHRL.
5. Respect others’ privacy—don’t access their files, e-mail, or send harassing and
objectionable messages.
6. Don’t use network access for monetary gain or for business activities of groups or
organizations.
7. Don’t modify or tamper with network services, wiring, and lab ports.
8. Don’t access materials that may be distracting or offensive to other users.
9. Don’t remove lab materials.
10. Be courteous to other users. Always use headphones when listening to music or sound
files.
11. Smoking, eating, and drinking are not permitted in the labs.

Computer Lab Hours
Residential computer labs are open during Community Center hours and are as follows:

Monday-Thursday:  8:00 a.m.-10:00 p.m.
Friday:             8:00 a.m.-11:00 p.m.
Saturday:          12:00 p.m.-11:00 p.m.
Sunday:            12:00 p.m.-10:00 p.m.

In the event that University classes are offered using the lab, signs will be posted
notifying residents of the altered lab hours. The lab will be closed for University
recognized holidays (e.g. Martin Luther King Day, July 4th, Thanksgiving, etc.)
Other Computer Resources
The University offers a wide range of computer services to students, from “e-mail for life” accounts to Internet connectivity. These computer resources exist to compliment the educational mission of the University and must be used appropriately. You are responsible for any network activity that takes place from ports located in your room. Each resident has the obligation to ensure that he or she uses University computer resources (including University equipment, networks, user accounts, and Ethernet connections) in accordance with University policy and applicable laws.

It is a violation of University policy and federal law to participate in copyright infringement. Copyrighted materials include, but are not limited to, computer software, audio and video recordings, photographs and written material. Violators are subject to University discipline, including suspension and legal liability.

Room Connections
To get Internet connection in your room, please contact your Resident Assistant.

Vending
Each residential area has coin operated washers/dryers and vending machines. Selected residential laundry facilities also operate paying with Dusty’s Dollars debit monies. If you have a problem with any of these machines, please report it to your area front desk where you can apply for a refund of lost money if necessary. The University is not responsible for any damaged or stolen clothing. It is a violation of University policy and state law to tamper with or vandalize a vending machine. Theft of product or vandalism will be investigated through the University Police Department.

Phone Hookup
Residents of the Residential Learning Community can have local phone service for the rate of $10/month. To set up phone service, please call CTS at 326-2310. University Village residents who desire phone access in their apartment should call a local provider to set up service. University Village resident(s) are responsible for payment of the installation fee as well as all monthly phone bills. The Department of Housing and Residence Life does not provide long distance service. Individuals must make arrangements for personal long distance services (see the Yellow Pages under Telephone Long Distance Service) or utilize calling cards.

Lost and Found
Lost and found is located at area desks. At the end of each month, lost and found articles will be donated to charity.

Mail
Mail is delivered to your residence facility daily, except Sundays, national holidays, and University holidays. Students receiving packages will be notified with a package slip in their mailbox. Proper identification and the package slip are required to pick up packages. You may not pick up or sign for a package under a different or assumed name. Packages
cannot be delivered to your room. Students are responsible for picking up their mail on a regular basis.

**Special Deliveries**

As a service to students, flowers, cakes and fruit baskets for special occasions may be dropped off at area desks by vendors for pick-up. The vendor is responsible for contacting residents to inform them that a delivery is ready for pick-up. The Department of Housing and Residence Life is not responsible for items delivered to area desks by vendors. Concerns with delivery should be addressed directly to the vendor.

**Mail Forwarding**

It is YOUR responsibility to change your local address with the University when you leave your residential community. Your residence staff will forward first-class mail for one month after checkout. If you have not updated your local address with the University by checkout time, your mail will be forwarded to your permanent address on file. If you have updated your local address by checkout, we will forward mail to your new local address. After one month, all mail, including first-class mail, will be returned to the U.S. Postal Service and marked, “return to sender”. To minimize delivery disruption, notify all magazine and newspaper publishers several weeks in advance.

**Community Center & Fitness Room Hours**

Monday-Thursday: 8:00 a.m.-10:00 p.m.
Friday: 8:00 a.m.-11:00 p.m.
Saturday: 12:00 p.m.-11:00 p.m.
Sunday: 12:00 p.m.-10:00 p.m.

**Pool, Basketball, & Sand Volleyball Court Hours**

Open Daily: 8:00 a.m.-10:00 p.m.

**Maintenance**

Please report non-emergency repairs to a RA or at the Front Desk. Emergencies should immediately be reported to a RA or at the front desk. Since the residence halls are self-supporting, funds are available only for routine maintenance and replacement. Therefore, if you are responsible for damages to the building, furniture or equipment, damage charges will be assessed to you.

**Drain Cleaners**

Drain cleaners should NOT be used to unstop a clogged drain. Drain cleaners are caustic, can damage fixtures and can be hazardous to maintenance personnel. If you have a drain problem, University maintenance personnel will make the necessary repairs. Please report an overflowing drain or cloggage to the area front desk or RA on duty.

**Bathrooms**

It is the responsibility of each resident in the room or suite to clean and maintain the connecting or private bathroom facility.
Toilet Tissue
Residents must supply their own toilet tissue in connecting or private bathrooms.

Room Painting
Residents may not paint their rooms.

Storage
No storage is available for luggage or resident possessions. If you need storage space, you must make your own arrangements. You may find the Yellow Pages helpful in finding nearby storage facilities.

Abandoned Property
Belongings that remain in any unit at the end of an agreement period will be treated as abandoned property. Improper checkout charges may also be incurred.

Bicycle Storage Policy
Bicycle racks are located near each residence hall. Bicycles may not be chained to sign posts, railings or any other University property other than the bicycle racks provided. Upon mutual consent of roommates, bicycles may be stored in residence rooms provided the exit from the room is not obstructed. Bicycle hooks or other physical alterations to the ceilings, walls, closets or furniture may not be made to accommodate bicycle storage. Bicycle hooks or other physical alterations found in rooms will be removed at the resident’s expense.

Freestanding bicycle-storage units available from retailers are permissible. Bicycle storage in hallways, lounges, stairwells or other public space is not permitted. Bicycles secured in public areas will receive a citation by the University Police Department. Pedals and other protruding parts may scratch walls and cause personal injury to others. When transporting your bicycle indoors, you should avoid tracking dirt into the hall and causing congestion. Bicycles may not be ridden indoors. Violations of the Bicycle Storage Policy may result in disciplinary action and loss of privilege to store your bicycle indoors. The owner of the bicycle will be responsible for all expenses and fines associated with facilities damage and removal of the bicycle.

Care of Facilities
Students are responsible for maintaining their rooms in a neat and orderly fashion at all times. Neat and orderly includes maintaining an acceptable level of cleanliness and a room free of mold, mildew, trash, and debris. Residence Life staff conduct health and fire safety inspections during holidays and scheduled breaks. Students will be notified in advance of safety inspections. Students found violation will be given 48 hours to remedy the situation. Failure to take corrective actions will result in disciplinary action, including
a room-cleaning fee up to $50 per resident. Cleaning of private or connecting bathrooms is subject to an additional fee of up to $60.

Students are encouraged to personalize their residence hall room. When personalizing your room, take into account the following guidelines: Students should not drill or nail holes in walls, ceilings, doors or furniture. Removable adhesive should be used to mount items on walls, doors and furniture. Decals, posters, tacks, adhesive tape or other items should not be affixed to the ceiling. Students may not paint rooms. Cloth or paper materials should not be used to cover lighting. Furniture may not be disassembled unless specifically designed for this purpose.

Stickers should not be adhered to furniture, walls, doors or ceilings. Students should be familiar with residence hall guidelines pertaining to non-approved items. Street signs, cones, barricades, etc. that have been illegally acquired are prohibited. Residence hall rooms must be returned to their original condition upon checkout, including removal of adhesive tape and cleaning. Failure to do so will result in charges.

Check-In
It is your responsibility to complete the Room Condition Form (RCF) and return it to your RA within 48 hours of checking into your room. The condition of your room should be carefully noted. Appeals of charges noted at checkout cannot be appealed if the discrepancy is not listed or if a completed RCF is not on file.

Checkout
Academic year residents in Campus Housing must check out by May 13th at 5:00 p.m., following proper checkout procedures. Residents checking out during the academic year also need to checkout according to DHRL procedures. Failure to follow established checkout procedures or leave by established checkout times will result in an improper checkout charge, in addition to any damage, cleaning or lost key charges.

Proper Checkout
To properly checkout, Residents must arrange a time with a RA 24-hours before their planned departure time. All trash and any personal items must be removed prior to checkout. The unit should be in clean condition with all of the required furniture. You must also return your room and mailbox keys, sign your room condition form and pay any damages for your records to be properly cleared. Students should discuss discrepancies with staff during the room inspection.

Please note the following checkout charges:
Improper Checkout charge: $35
- Failure of resident to make an appointment with RA within the appropriate time frame
- Failure of resident to show up for checkout appointment
- Resident shows up late for appointment
- Failure to checkout (moving out and not checking out with RA)
RLC Room key not returned: $50
Village Room key not returned: $150
Mail key not returned: $25
Extra cleaning: $15.00 minimum per hour
Trash removal: $10
Any damages: Charges according to cost of repairs
Common Damage: Cost of floor damage averaged out per resident living on floor

Common Damage
As part of being a responsible member of the community, students are expected to support and maintain the environment in the living area. One way to accomplish this is through the Common Damage Policy. Common damage is defined as malicious or negligent damage to a common area of a residence hall, above normal wear and tear, including theft of University property. When damages are done to the common areas of the community (hallways, lounges, lobby areas, kitchens, etc.), the Residential Learning Community is jeopardized.

Students making the decision to damage a floor or building in any manner should take responsibility for their actions. Others who know about the individuals causing the damage should confront the individuals in an appropriate manner. If this is not done, the community as a group will take responsibility to pay for these damages. The responsibility for determining which group of residents will be charged for common damage rests with the Residence Hall Manager. Information on the common damage policy is available from your Residence Hall Manager. Current rates of damage will be posted regularly.

Furniture
Common areas are furnished with tables, chairs and couches for your comfort and enjoyment. Televisions are also provided in selected areas for your use. Furniture or equipment owned by the University may not be moved out of public areas or out of the residential facility. You are subject to disciplinary action as well as a $75 charge for the unauthorized movement of furnishings or equipment belonging to the residential communities out of its designated area. This charge is also applied to the dismantling of University owned furniture. Billiard tables are not allowed in residential units.

Although residents may loft beds according to the lofting features of the bed, the beds must be returned to their original position prior to checkout. Only University-provided beds designed for bunking or lofting may be arranged in such positions. Water-filled furniture is not permitted.

Payment Policy
Payment is due in full by the published date(s). The resident shall promptly pay all fees when assessed. A $25 late fee will be assessed to all monthly payments not received before 5:00 p.m. on the 5th of each month. An additional late fee of $25 will be assessed if the monthly payment is not received before 5:00 p.m. on the 15th of the month. The maximum late fee that can be incurred each month is $50. Failure to pay fees when due
may result in one or more of the following actions: 1) Denial of housing services; 2) Loss of space; 3) Inability to register for classes; 4) Withholding of University records or diploma; and/or 5) Turning the matter over to a reporting collection agency. Payment should be made at the Business Office.

Deferred Payment
Any TAMIU student who has received a financial aid award letter may defer housing/meal plan fees up to the amount of the award to pay for the housing/meal plan fees. Financial aid includes: loans, scholarships, grants, etc. Tuition is deducted from the award first. The amount remaining will pay housing and meal plan costs. If the award does not cover full fees, only the amount covered can be deferred.

Room Entry
While respecting your personal privacy at all times, the University reserves the right to authorize entry into your room to investigate violations of University regulations, federal, State or local laws. Other situations include:

- Safety inspections during scheduled break periods done by the DHRL staff (e.g. Residence Life Staff, Maintenance Staff and/or the University Fire Marshal).
- “Wellness Checks” occurring when University personnel fear for the health and safety of resident living in the room and is unable to contact them through other means.
- When the welfare of the residential area is concerned
- To ensure proper care, maintenance and safety of the facilities
- To make necessary repairs
- When the door is open and a violation of University policies is in plain view

Observed or alleged contraband will be confiscated. Violations of University policies, rules and regulations will be referred to the Residence Hall Manager or Resident Director for follow-up action. DHRL Maintenance staff will perform maintenance and safety checks on a regular basis. Every effort will be made to give advance notice when room entry is necessary. Locked doors to hallways and access from the outside should never be propped, the lock disabled, or the door held open for an unknown person as this creates a safety risk to all residents. Doing so is a violation of residence hall policy and subject to disciplinary action.

Escort Policies,
Guests (non-residents of your campus residency) must be escorted when visiting. This policy is effective 24 hours a day, 7 days a week. Visitors to the residence halls must be invited guests of the resident. The Escort Policy protects students from unwanted solicitation, provides additional safety, and helps to preserve the residential community. Unescorted individuals should be reported to the area desk. It is important that you and your guest understand and comply with this policy. Failure to do so will result in referral through the disciplinary process.
**Guest/Overnight**

You are responsible for your guest’s behavior. By bringing a guest into the living environment, you must be willing to assume responsibility for you guest’s behavior. Guests are subject to the policies under which University residences operate. It is your responsibility to inform your guests of DHRL policies and procedures and to encourage compliance. While you cannot control another person’s behavior, you can control who you choose to have as a guest.

Students who are not contracted to live within the campus residential facilities are not allowed to live within the rooms of residents who are contracted to abode within the facilities. Guests may be invited to spend a maximum of four consecutive nights in the facility. Mattresses or other bedding materials are not available for check out.

**Use of Facilities**

Lounges and common areas within the residential areas, outdoor patios, and courtyards directly outside of the residences are for the use of residents and invited guests. Lounges may be reserved for residential activities and only by residence hall staff and residence hall associations. Individuals and/or groups occupying a reserved lounge are expected to relocate when notified that the lounge is reserved.

Priority for use of facilities is given to activities and/or programs that are officially reserved, benefit all residents and have an audience that is comprised of 75 percent residence hall students.

Students may not use property, buildings, facilities or University resources to operate a “for profit” business. Authorized use must be conducted in compliance with applicable University policies, federal, State, and local laws and regulations.

**Temporary Key Policy**

Residents who lose or temporarily misplace their room key should immediately go to the appropriate area desk to check out a temporary key. A temporary key may be checked out for a maximum of 72 hours. For safety and security reasons, upon immediate request of the resident or if the original key is not returned within 72 hours, a lock change will be ordered and charged to the resident. There is a $50 charge to pay the cost of labor and materials for room lock changes for residents of the RLC. Village residents must pay $150 for lock changes. Re-coring of the mailbox is an additional $25.

Once the Maintenance Request has been entered, there can be no reversal of the order and the resident will be required to pay the full amount. A bent or broken key will be replaced at no charge as long as there is no evidence of vandalism; otherwise, there is a $5 replacement key charge. The bent or broken key must be turned in to pick up the new key. If the bent or broken key is not returned, the resident will be charged for a lock change. Each resident is permitted a total of 3 temporary key checkouts per year. Subsequent checkouts may result in disciplinary action and/or a $10 fine being assessed per occurrence.
The RA on duty may key-in residents who have been locked out of their room. Upon entering the room the resident must be able to show positive identification proving them to be the owner of the leased unit. More than one key-in per semester will result in a $1 fee per additional key-in, collected immediately.

Keys must be turned in to the Resident Assistant when checking out of the hall. University keys may not be duplicated. Possession or use of University keys other than those officially issued, tampering with University locks, or loaning your key to another individual are violations of residence hall policy and are subject to disciplinary action. Room keys will only be issued to the contract holder.

**Motorcycles and Mopeds**
Motorcycles, motorbikes, mopeds and motor scooters must be parked only in designated "Motorcycles" parking areas within designated parking lots unless otherwise approved by the University Chief of Police. Due to the fire hazards and concern for the general safety of residents, motorcycles, mopeds, motor scooters and other combustible engine vehicles are not permitted in University residences.

**Musical Instruments**
Playing musical instruments is permitted within the living area, as long as it is not disturbing others. The same guidelines outlined under Courtesy and Quiet Hours (see page 20) apply to the playing of musical instruments.

**Pets**
Fish in small aquariums (not to exceed 20 gallons) are the only pets allowed. Any other animals found in the residence hall will be removed at the expense of the resident, who will be subject to disciplinary action. The resident will incur cleaning costs associate with the upkeep of facilities due to fish or removal of prohibited animals.

**Recreational Equipment**
Riding bicycles, skateboarding and rollerblading are prohibited inside of all residence halls due to risk of injury and damage to facilities. Residents who violate this policy will be subject to disciplinary action.

**Sports in the Halls**
Sports should be played in designated recreational areas and facilities. Residents may not engage in sports or sports related activities within residence hall rooms, lounges, or other public areas. Sports include, but are not limited to, playing Frisbee, rollerblading, skateboarding, tossing balls, and/or wrestling. Playing sports in confined areas such as rooms and hallways can lead to student injury, activation of sprinkler system, and/or damage to personal and University property.

**Renter’s Insurance**
The Department of Housing and Residence Life encourages each resident to carry renter’s insurance or to be covered under a parent’s homeowner insurance policy.
The University is not liable for personal property that may be lost, stolen, or damaged in any way, nor does it carry insurance to cover such losses. All students are responsible for helping to maintain the security of the residence hall. This may be done by locking doors, following established procedures, and immediately reporting suspicious behavior to Residence Life Staff members.

**Retrieval of Personal Property**
If you drop something down a plumbing fixture or heating or coiling unit, report it to the area desk. A maintenance worker will attempt to retrieve your belongings as soon as possible. Items will be retrieved at your expense. Charges apply whether or not the worker is successful in retrieving the lost item.

**Roommate Conflict**
The Department of Housing and Residence Life is committed to making on-campus living an enjoyable and growth-filled experience. When conflict between roommates occurs, Residence Life staff may be asked to intervene and help roommates come to an agreement. Roommates may be asked to complete a “roommate contract” that addresses specific concerns. When dealing with conflicts between roommates that become difficult to resolve, or when dealing with an aggressive roommate, it is the prerogative of the Residence Hall Manager or Resident Director to move one or both residents from the room/apartment.

An aggressive roommate is one whose acts or communications are intended to harass, intimidate or humiliate. One or both roommates may be moved under the following circumstances:
- One of the roommates is an aggressive party and the person(s) being harassed refuse(s) to pursue appropriate action
- Both roommates are violating each other’s rights
- One or both roommate(s) refuse(s) to complete a roommate contract, or adhere to agreements contained within the roommate contract
- A violation of DHRL policies has occurred

The Department of Housing and Residence Life may recommend sending a case to the Office of the Dean of Students and may elect to cancel a resident’s contract should the resident be involved in similar circumstances after a move has occurred.

**Fire Safety**

**Overview**
Fire Safety is of paramount importance within University residential facilities. Your actions could affect the life and property of other students in your community. Please be aware of your actions and observe Fire Safety policies. To enhance fire safety within the
Residential Learning Community, certain appliances and items are prohibited. If you are unsure about an item, ask your RA or Residence Hall Manager.

 Appliances
Only UL-approved blenders, ground coffee makers, fans, irons, popcorn poppers (with self-contained heating coils), smoothie makers, sandwich makers, crockpots, George Foreman Grills, and hotpots (a cooking utensil with self-contained heating coil used to heat liquids with a capacity not exceeding three cups) and refrigerators 4 cubic feet or smaller are permitted in student rooms.

Although the following cooking items may be stored in residence hall rooms, they must be used in the kitchen area located on each floor.

- Hotplates, rice cookers
- Toaster ovens
- Frying skillets or any cooking appliance other than those specifically approved.
- Toasters

By order of the State Fire Marshal, the use of any appliance with open heating coils is prohibited. Students found in violation of policy will be directed to immediately remove prohibited items and be subject to disciplinary action, including fines.

 Candles and Incense
By order of the State Fire Marshal, candles, incense or other open flame devices may not be burned in student rooms, including Village Apartments. Candles, burned or unburned, are not permitted in student rooms as decoration. Students found in violation of policy will be directed to immediately remove prohibited items and be subject to disciplinary action.

 Decorations
During holiday seasons, door decorating contests or special occasions, doors, lobbies and floor lounges may be decorated. Decorations must be removed within five days from the day that these areas were originally decorated. However, lights, candles and other flammable materials may not be used. By order of the State Fire Marshal, holiday lights are prohibited. Reasons for prohibiting holiday lights in resident areas are 1) Residents may not always be present when lights are on, and 2) UL rating may be lacking and/or 3) Quality of the lights may be inferior. Due to fire safety hazards, fresh cut Christmas trees are not allowed in the buildings.

 Electrical Extensions
The State Fire Marshal has indicated that use of extension cords or multiple plug converters is prohibited. The State Fire Marshal approved the use of UL-approved power strips with a circuit breaker. Power strips must be constructed from heavy-duty materials, consisting of 12-, 14- or 16-gauge wire. They must be three-wire grounded units. Power strips must also be rated for a maximum of 15 amps and 1875 watts and have a built-in circuit breaker. No other devices are allowed. All power strips must be plugged directly
into a wall. Power strips may not be plugged into another power strip. Power strips are limited to one per wall outlet.

**Explosives, Fireworks and Weapons**
Fireworks, chemicals, gasoline, other explosives and any weapons that could inflict bodily harm or result in disturbances of the peace are prohibited in the residence halls and on the University campus. Facsimiles, including water guns, air guns, and paintball guns are also prohibited on campus. The prohibition applies to all persons, students, faculty, staff and campus visitors, and it applies to all areas of the University. Texas law states that possession of firearms, illegal knives, clubs or prohibited weapons on a college campus is a third-degree felony. Any student found in possession of any of these weapons is subject to disciplinary action, removal from the residence hall and/or arrest. Storage or use of chemicals that generate EPA regulated classified wastes (this includes photography development) is also not allowed within campus residential communities.

**Fire Alarms and Fire Safety Equipment**
Residents and their guests must evacuate the building and comply with staff instructions any time a fire alarm sounds. By order of the State Fire Marshal, Residence Life Staff will conduct fire drills on a regular basis. Failure to evacuate will result in disciplinary action, which may include a fine. Tampering with fire and safety equipment is a violation of State law and University regulations and will result in University disciplinary action, including fines and removal from the hall and/or possible legal action. Tampering is defined as any action that may damage or interfere with the normal functioning of the fire and life safety system. Tampering includes, but is not limited to, the following:

Disconnecting, intentionally damaging, covering or vandalizing in any way smoke detectors, fire sprinklers, alarm horns, pull stations, fire extinguishers, door closers or exit signs. Covering or hanging anything on fire sprinkler heads or pipes is NOT permitted at any time.

Any malfunction of fire safety equipment, including room smoke detectors or fire sprinkler equipment, should be immediately reported to your area desk or RA. The Department of Housing and Residence Life is committed to the prevention of tampering with fire safety equipment and will work with staff, students and University Police to identify responsible individuals. All students with information that can assist in the investigation are encouraged to contact a residence hall staff member or the University Police.

**Fire Sprinkler System**
To ensure proper functioning of the sprinkler system, please observe the following:
- Items should not be hung or stored within 18 inches of the sprinkler head or within a distance that would impede the ability of the sprinkler head to function properly.
- Sprinkler heads should never be obstructed or tampered with in any manner.
- Balls, Frisbees and other items that can damage the sprinkler head are not to be thrown in rooms, hallways, or other public areas.
Tampering with the fire sprinkler system is a violation of State law and University regulations and will result in University disciplinary action, including fines and removal from the hall and/or possible legal action. Residents who tamper with the fire sprinkler system and cause damage will be subject to disciplinary action, a fine and all costs to repair the system. Residents who tamper with the sprinkler system and cause a sprinkler head to activate will be subject to disciplinary action, including fines and possible removal from the hall, and also be responsible for all damages to resident and University property.

Safety Inspections
To ensure safety policies are followed, DHRL conducts safety inspections of residence hall rooms. Residence Life staff, Maintenance staff or the University Safety Coordinator conduct room inspections. Safety inspections are typically scheduled at break periods and students are notified in advance. Inspections will look for the following:

- Prohibited items
- Tampering with fire equipment
- Mold, mildew, trash and debris
- Ceilings covered with posters or other flammable materials
- A minimum of 18” of free space around the smoke detector and fire sprinkler

Residents found to be in violation of safety policies during routine inspections or at other times are subject to disciplinary action, which could include removal from halls, fines and possible legal action. The Residence Life Staff may give residents who correct violations after a first violation, and before follow up inspections, the option of reversal of disciplinary action. Reversal of disciplinary action will not be considered in cases of tampering or vandalism to fire safety equipment, arson, setting off a false alarm, or discharging of fireworks, explosives or weapons. Subsequent violations of policies beyond the first violation, or failure to correct violations before the follow-up inspection, will result in the resident being referred to the Residence Hall Manager for disciplinary adjudication, including possible removal from the hall.

Lighting & Fog/Smoke Machines
The use of Halogen lamps will not be allowed within the Residential Learning Community. Paper lanterns and holiday lights are also not permitted. Placing cloth or paper over lighting is not permitted. Smoke and/or fog machines are also prohibited. Students found in violation of this policy will be directed to immediately remove the prohibited item and be subject to disciplinary action.

Smoke Detectors
Smoke detector malfunctions should be immediately reported to Residence Life Staff.

Smoking
Smoking is not permitted in any area of the Residential Learning Community, including individual student rooms and stairwells. Residents of the University Village are allowed to smoke within apartments under the conditional consent of all roommates. Use or
possession of water pipes, hooka pipes, or other devices that can be considered drug paraphernalia is not permitted in areas inside and around residence halls as it draws attention and creates a need for investigation by DHRL staff and University Police.

Tampering with fire life safety equipment is considered a Class A Misdemeanor subject to fines and imprisonment. An individual adjudged guilty of a Class A misdemeanor can be punished up to a $4,000 fine and a maximum jail term of one year. At a minimum, students found responsible for tampering with fire and life safety equipment or students found in violation of fire and life safety policies are subject to a fine and disciplinary action up to removal from the residential community, fines and possible legal action.

**Notice: Senate Bill 1334**
Tenant shall not disconnect or intentionally damage a smoke detector or remove the battery from a smoke detector without immediately replacing it with a working battery. Tenant may be subject to damages, civil penalties, and attorney’s fees under Section 92.2611 of the Texas Property Code for not complying with the foregoing notice.

**NOTE:** State arson laws, amended in 2001, upgrade the penalty for discharging fireworks and explosives from a misdemeanor to a state jail felony offense. Any students found discharging fireworks or explosives is subject to University disciplinary action, fines, and criminal prosecution (including jail time).

**Student Behavior**
On-campus living is a unique experience and residents are expected to be considerate of the rights of others and will be held accountable for assuming the responsibilities of citizenship within the residential community. The following guidelines and regulations are set to help protect the rights of all residents and to promote a positive environment. Violations of community policies may necessitate disciplinary action. In addition to the rights and responsibilities outlined, every student is responsible for complying with all standards of conduct as stated in the TAMIU code of student life.

The following behaviors will result in disciplinary action:
- Failure to comply with the directions of a University official, including a Residence Life staff member acting in an official capacity
- Violating University, and residence hall or apartment policies and procedures
- Providing false information or identification to a University official
- Aiding or encouraging others to violate hall policy
- Failure to provide an official ID card upon request of any staff member
You may at times, question policies or the means of implementation. If so, you should voice your dissent through proper channels, such as an appointment with your Resident Director, Residence Hall Manager or Director of Housing and Residence Life.

The Judicial Process

Residence Hall Sanctions
A sanction is an educational measure implemented by the Resident Director or Residence Hall Manager designed to effect a change in behavior and to help the student understand how his or her behavior impacted others in the residential community. Loss of privilege, community service, and/or a project may be assigned, as part of a sanction to help the student better understands the policy’s rationale.

- **Reprimand**: Verbal or written notice that resident was found in violation of policy.
- **Conditional Probation Status** in effect until sanctions are completed.
- **Residence Hall Probation Status** extends for a set period of time and may involve loss of a privilege.
- **Forced Room Change**: Used in conjunction with Residence Hall Probation and involves relocating resident to another living area.
- **Fine/Restitution**: Requires resident to pay a pre-established fine for a particular violation and/or repay the amount (including labor costs) of actual damages to University or personal property.

Violations of University policy, or more severe residence hall violations are usually referred to the Director of Housing and Residence Life or to the Office of the Dean of Students. Students who violate policies may receive a University sanction and lose the privilege to live in University Residence Halls or University Village.

First Offenses Resulting in Termination of Contract
Community living in a residence hall requires that certain activities and behaviors not be exhibited in order to respect the rights of others. The actions identified below infringe upon other community member's rights and will not be tolerated. If a student is found in violation of offenses not limited to, but similar in nature and magnitude to those listed below, they will be subject to termination of contract and restriction from the residence halls and may be referred to the University Conduct Officer for further disciplinary action.

**Alcohol**- Hosting a large party, possession of large quantities of alcohol, or sale or distribution of alcohol within in the residence.

**Drugs**- Possession, use, or distribution of illegal drugs, narcotics, and/or paraphernalia within the residence (this includes marijuana).
**Harassment**- Willful harassment of residents, guests, or University staff face-to-face, over the phone, or in any other manner.

**Health / Safety**- Conduct or behavior threatening the safety or well being of others.

**Health / Safety**- Misusing or tampering with safety equipment that includes, but is not limited to, false fire alarms, inappropriate discharge of fire extinguishers or tampering with smoke detectors.

**Health / Safety**- When a student is a clear danger to themselves or the residential population as indicated by arrest for assault and battery, possession or use of a weapon, possession or sale of illegal substances, or any other crime as may be determined to have serious implications for students living in the campus residential environment.

**Health / Safety**- Suicide attempts or other behaviors that result in a determination that continued occupancy would likely result in severe, adverse psychological problems for other residents. This may also include substance abuse or other addictive behavior.

**Vandalism**- Willful damage to, destruction of, or theft of University property, or the property of a resident or guest.

**Other**- Violations or attempts to commit violations that include, but are not limited to: sexual assault, physical violence, arson, terroristic threats, stalking, or the use of a weapon of any type.

### University Sanction Guideline

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This is only a guideline. The hearing officer may deviate from the guideline at his/her discretion. Sanctions double for violations that occur during break periods.
Filing a Complaint
Any University student or staff member may file a complaint against a student based on alleged violation of residence hall rules in or around the building. Complaints must be filed with the Residence Hall Manager or Resident Director of the building where the incident occurred. After a complaint has been filed, the Residence Hall Manager or Resident Director will contact the student to discuss the incident in a conduct conference or refer the complaint to the appropriate individual.

Conduct Process
Once a complaint has been filed, the accused student’s Residence Hall Manager or Resident Director will ask the student to meet to discuss the incident and alleged violation(s). Responses to violations of policy may include any or all of the following: warnings, probation, hall reassignment, contract cancellation, the assignment of educational sanctions or referral to the University conduct system.

Appeal Process
Student appeals of residence hall policy violations or sanctions must be submitted in writing to the Director of Housing and Residence Life within 72 hours of the decision.

Written appeals should include:
- A short summary of the alleged violation and resulting disciplinary sanction.
- A short, clear explanation of why you feel you are not responsible for the violation and/or why you feel that the sanction is inappropriate.
- A brief explanation of your desired course of action.

Alcohol
Alcoholic beverages may be consumed and stored in resident rooms if all occupants are 21 years of age or older. Drinking is not permitted in hallways, lounges, lobbies or other public areas of residential areas. Nor are alcoholic beverages allowed outside of the residential facilities in the courtyard or recreational areas. Alcohol is not permitted at any DHRL sponsored program or event.

Large containers or volumes of alcohol are not permitted in the University residential facilities, even if the occupant is 21 or older. This includes kegs, party balls, and other containers more than one gallon or a case or more of alcohol. Empty alcohol containers will be viewed as evidence of consumption and may subject individuals to the University disciplinary process.

Providing alcohol to individuals under 21 years of age or possession of alcohol by individuals under age 21 are violations of State law and University policy. Violators may be subject to University disciplinary processes, referral to an Alcohol and Drug Education program, community service, criminal court action and/or a fine up to $500.

Any resident of legal age who transports alcohol within a residence hall must use a closed, opaque container. Responsible use of alcohol is expected. Residents found to be
intoxicated or potentially harmful to themselves or others may be detained for an assessment before being allowed into the residential facility. Residents who are found to be intoxicated and are violating hall policy are subject to disciplinary action.

**Conservation**

To keep rent at a reasonable rate, everyone should help to reduce the consumption of gas, electricity, water, and manpower. What can you do to conserve energy at home and on campus?

- Don’t litter!
- Clean up after yourself after using the kitchen and lounges.
- Turn off lights when not in use.
- Turn off unneeded equipment.
- Maintain room temperatures around 75 degrees in the summer and 70 degrees in winter.
- Keep windows closed at all times.
- Turn off your computer, monitor, and printer when you leave home.
- Configure your computer to go into low power or sleep mode when not in use.
- Do not use screen savers since this defeats the sleep mode.
- Immediately report maintenance problems that involve energy or water usage (e.g. heater or air condition that will not shut off, leaky faucet, etc.).
- Keep window blinds and curtains closed.
- Use as little water as possible when washing or bathing.
- Do not leave the water running while brushing your teeth, as you can use several gallons of water at one time.

**Courtesy and Quiet Hours in the RLC**

Courtesy Hours are 24 hours a day. This means that regardless of your level of volume, your neighbors have the right to ask you to be a little quieter to allow them to study, sleep, etc. Residents will vote on Quiet Hours during the second week of the semester. They often start at 10 or 11 pm until 8 or 9 am. During these hours, noise must be kept to a minimum to allow study and sleep. Radios, stereos, televisions and hallway conversations must be kept at reasonable volume levels that will not disturb other residents.

Residents are encouraged to approach individuals who are infringing upon their rights to pursue academic endeavors. If this initial confrontation is not successful, residents should then contact a Resident Assistant. Conduct proceedings may be initiated if it is determined that an individual has exceeded established noise levels. Students who continuously fail to maintain appropriate quiet hour standards may be reassigned to another area. Beginning the week before finals through the end of finals, a 24-hour quiet period is expected. It is essential that residents’ sleep and study needs be particularly respected during final exams.

For a community atmosphere to develop and flourish, residents must show respect and courtesy toward each other. This particularly applies to requests made of you by other residents concerning noise reduction or other community concerns.
Dining Center
It is your responsibility to conduct yourself in a mature manner at all times while in the dining center. Your cooperation is fully appreciated by your fellow residents. Meals serviced in Dusty’s Diner are all-you-care-to-eat; however, food items must be eaten in the dining center. Your student ID card must be presented for entrance into the diner and the meal plan only covers the purchaser. Creating unnecessary mess, not properly bussing trays and wasting food increases staff costs and food costs. If you see a diner engaging in these behaviors, please ask them to stop, or notify a dining center supervisor or RA.

Hours:
Monday-Thursday 7:30 a.m.-7:30 p.m.
Friday 7:30 a.m.-6:30 p.m.
Saturday & Sunday 11:00 a.m.-1:00 p.m.; 4:30 p.m.-6:30 p.m.

Drugs
The possession or use of illegal drugs or drug paraphernalia is prohibited in or about the residence halls and is considered a serious violation of University regulations and expectations. The possession or use of illegal drugs may result in suspension from the University or suspension of other rights and privileges.

Any student in violation of the University’s regulations due to drug use or possession who is not suspended or expelled should expect, at minimum, to lose the privileges of living in and even entering the residence hall. Since the possession or use of illegal drugs is a violation of criminal law, it is possible for a violator to be subject to criminal court action.

Gambling
Gambling restrictions established by civil statues and the rules and regulations of the Board of Regents are enforced in the residence halls

Harassment
Members of an educational community should adhere to the standards of civility and good taste that reflect mutual respect. A respectful environment is free of harassment, violence, and verbal abuse. Threats of violence as well as other acts or communications intended to intimidate, harass or annoy are prohibited. It is the policy of the University to maintain an educational environment free from harassment and intimidation. When acts of harassment or intimidation occur in the residential environment, the Residence Life staff will determine and take appropriate steps to address the incident.

Personal Responsibility
You will be held responsible for any activities or damages that occur in your assigned room. You are also responsible for your guest’s behavior as outlined in the Guest Policy. You are responsible for respecting the rights of your roommate/suitemate. You also have the right and responsibility to confront others, in polite manners, who are violating residential or University policy, especially if the individuals are not residents. It is also your responsibility to report violations of University or residential regulations.
Personal responsibility includes:

- Reporting damages to your RA immediately.
- Treating University property with respect
- Speaking up and discouraging others from behaving irresponsibly in your hall.
- Encouraging a positive atmosphere that builds “community” emphasizing concern and respect for others

**Pranks**

Malicious pranks are considered a serious offense to community living. Individual or group activities that result in disturbance or distress to others, or that cause damage or destruction to property are prohibited. Using or attempting to use University property in a manner inconsistent with its designated purpose is also prohibited.

**Vandalism**

Your active involvement in reducing damages within your community is encouraged as this damage may cause injury, inconvenience to other members of the community and reduce the amount of money available for hall improvements. Vandalism includes, but is not limited to, damaging University residential property, graffiti, placing trash in the hallways, damaging bulletin boards and other destructive activities not appropriate for the residence hall community.

**Windows and Screens**

Windows and screens may not be used to display advertisements, posters, or clothing. Window screens may not be removed. Removal and replacement of screens is often dangerous and a charge will be assessed for reinstallation or replacement. Throwing things out of windows or using your window for an entry or exit from your room will result in referral through the disciplinary process with possible removal from the residence halls.

Opening windows is a safety and security risk. For reasons of safety and security, windows in buildings are not to be opened unless authorized.

**Distributing Information**

**Posting Flyers**

Floor bulletin boards are only for use by the RA. Bulletin boards may not be used for solicitation or sale of items. All flyers must be approved by the DHRL before they are posted. With approval of the Resident Director or Residence Hall Manager, registered student organizations may post signs. Please turn in flyers that you want posted to the area front desk. Alcohol may not be mentioned or represented in any way on the flyers. The name and phone number of the contact person should be on the back of each sign. Signs may not violate any state or federal law, or University regulation, including
solicitation. Signs that are improperly hung, have not been approved, or do not follow these guidelines will be removed.

**Solicitation**
Solicitation (including non-commercial solicitation), political campaigning, selling or any business activity in the residence halls or dining rooms is not permitted unless specifically authorized. Invited, non-disruptive solicitation conducted in an individual residence hall room is permitted.

**Student Advocacy**
A student or student organization not affiliated with the University residence hall association may not distribute petitions, handbills or literature in any residence hall or dining room. Residence Hall Councils may distribute information with approval.

**Surveys**
The Department of Housing and Residence Life must approve all research studies involving surveys of residence hall students. Ask your RA if the survey has been approved before completing. If you encounter violations of this policy, please notify your RA or any other Residence Life Staff member. The Department of Housing and Residence Life has no control over random telephone surveys or those mailed through the U.S. Postal Service.

**Housing Contracts & Billing**
Each student living in the University residence hall is expected to respect individual rights and follow community living standards. The behavior of students who choose to disregard residence hall community standards and roommate contracts agreed upon by both roommates will be addressed through the disciplinary system. If warranted, the student may be required to change rooms, be removed from University housing, or be barred from contracting for future premises and services.

The Department of Housing and Residence Life is responsible for approving all assignments and reserves the right to reassign individuals to other rooms in the event of roommate conflict, pending disciplinary action and non-compliance with University regulations. Unauthorized room changes are subject to improper checkout charges and cancellation of the move.

Your RA is available to discuss room assignment problems and future room change requests. Your Residence Hall Manager or Resident Director must approve room change requests. Room changes must be completed within 48 hours after receiving approval, keys turned in, or resident will be charged for both rooms. Except for extenuating circumstances, no room changes are made during the first 7 days of a new session or the last 14 days of a session.
Housing Contracts
Your contract is the document you signed to reserve space. It is a legally binding contract containing important information, so be sure to read it carefully. Here are a few important business details, some of which come from your contract.

Release from Housing Contract
Release from your residence hall contract is granted only if you are no longer enrolled with the University. The Terms and Conditions of the contract should be reviewed with specific details. If you leave the residence halls, you are still liable for all the room and board charges per the Terms and Conditions of your contract. If you have additional questions, contact the Director of Housing and Residence Life.