Department of Housing and Residential Life (DHRL)

Mi Casa es Su Casa

Resident Guide To Rights and Responsibilities 2015-2016
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Dear Residents,

On behalf of all staff members and student leaders of the Department of Housing and Residential Life (DHRL), we are happy to welcome you home! To make the most of your college residential living experience we strongly encourage you to review the information presented here. This guide to your rights and responsibilities formally outlines many of the key factors in making your stay on campus comfortable and convenient.

We also encourage you to find your niche and get involved. Living on campus provides many ways for you to connect to the university—through your individual Hall Council or the Residence Hall Association (RHA)—or maybe through another of the hundreds of student organizations offered across campus. Living on campus also provides you with a direct connection to our many full-time professional staff as well as almost 200 student staff members. They are trained to assist you in navigating your way through this year.

Keep an eye on your Texas State email account; the DHRL and the RHA will communicate with you throughout the year via your official Texas State email address to inform you of important announcements, deadlines and meeting notifications. It is your responsibility to check your email regularly and to comply with all information provided in those emails.

We are here to encourage your personal growth and development and to provide you with resources that will make your experience at Texas State a better one.

Have a great year!

Rosanne Proite, PhD
Director, Housing and Residential Life

Ashley Cantu
President, Residence Hall Association
MISSION
The Department of Housing and Residential Life provides welcoming living communities that foster academic success, campus engagement and personal development.

VALUES

INTEGRITY
We aspire to build trust with community members through communication, honesty, respect and responsibility; these principles are essential to developing successful relationships with our students, faculty and fellow staff members.

COMMUNITY
We are a strong community made up of diverse individuals committed to one another to create ongoing success. As a community, we join forces with faculty, staff and students to impact the outcome of our community’s future so everyone has a sense of belonging, opportunity and hope. We strive to provide all community members equal access to resources, services and programs.

EDUCATION
We are a community of learners. Education is a combination of acts and experiences that have a formative effect on the development of our mind and character. Whether in academic or professional settings or in the everyday experiences we have while interacting with others, education is essential to our development as leaders.

COLLABORATION
We work enthusiastically to build mutually beneficial relationships within the University and the surrounding communities by encouraging open communication and stakeholder feedback.

FISCAL RESPONSIBILITY
We are a self-supporting university enterprise funded solely through room revenues. Fiscal responsibility and good stewardship are crucial to ensure adequate funding of our programs and facilities—both existing and anticipated. We are committed to ethical and value-driven decisions essential to providing our students with quality staff, programs, facilities and services, while maintaining the lowest possible rates.
LIVING AND LEARNING

The Department of Housing and Residential Life (DHRL) exists within the Division of Student Affairs and as an integral part of the educational program at Texas State University. Inherent in our work is the creation and support of an atmosphere that is supportive to living and learning for our residents—more than 6,000 students living in close proximity to each other. The DHRL strives to develop a community of learners among the faculty, staff and students.

Extensive research has shown that the more connected you are in your residential community the more successful you will be. Your opportunity to become an integral member of your community starts now!

Living on campus has many advantages. Not only are you minutes from your classes and administrative offices, but your residential experience has been designed to support education outside the classroom. You will be living with a group of diverse individuals with a common goal: to become a graduate of Texas State University.

Our programs and services are targeted at strengthening those skills you will need to make a positive contribution to a global society as well as to your immediate community. For example, you can strengthen your interpersonal skills by participating in one of our all-volunteer organizations such as Hall or Apartment Councils and the Residence Hall Association RHA. In addition, we offer many paid student employment opportunities, including resident assistant and desk worker positions. They often go on to serve in the Student Government or other student-led groups. To maintain a well-rounded approach to education, our programs are also aimed at supporting your academic and educational goals; those programs range from general study skills sessions to major-specific programs in our targeted learning communities.

So, take time to get to know your Resident Assistants (RA), your Residence Director (RD) and the students who work at your front desk. Furthermore, consider volunteering to be a floor leader or an elected member of your hall or apartment council executive board. There are programs and community events planned for the year; be sure to check those out as well.
We have over 150 full-time and 300 student employees within the DHRL whose function is to support you 24 hours a day. Our department is divided into four units: Residential Life and Education supports student life and employs the staff members who live and work in the residence halls and apartments; Housing Facilities Services works to keep your living areas clean and in good working order; Housing Administrative Services is responsible for marketing, the room selection process and cancellation/exemptions; Business Operations ensures that all units within the department work together to provide a seamless and successful experience for you.

The first person you may meet is your resident assistant (RA), a student staff member who lives within your community. RAs can help you with roommate or community concerns, academic questions, policy support, personal concerns and emergency situations. They are also responsible for planning and carrying out programs and activities each semester and provide feedback from residents to DHRL. These students are selected for their particular interests in helping you experience the benefits of living on campus. RAs undergo extensive training that allows them to gain the necessary skills and experiences to better serve the needs of residents in our community.
We are fortunate to have these student staff members to assist us in providing a positive experience for you.

In each of these residences, a professionally trained residence director (RD) is assigned as a live-in staff member. These RDs are full-time staff responsible for the general supervision and management of the residential community. RDs are responsible for the advisement and general counseling of individuals and student groups. They are responsible for the implementation of residential programs and activities, designed to assist you in discovering Texas State, the students who live around you and your own goals for the future. They are also responsible for policy enforcement. They have scheduled office hours, are available for appointments and serve on-call on a rotational basis for emergencies.

Each RD is supervised by an assistant director (AD); the AD is a full-time, master’s level professional with extensive experience in managing residence hall living. Each is responsible for overseeing one of the communities.
ROOM ASSIGNMENTS

HOUSING POLICY
New students who are under the age of 20 (by September 1, 2015, for fall admission or January 1, 2016 for spring admission), with fewer than 30 credit hours are required to live in on-campus university housing. All students who graduated from high school within the preceding 12 months of the semester of their admission are also required to live on campus.

HOUSING RESTRICTIONS
Registered sex offenders are not permitted to live in university-owned residence halls and apartments.

ASSIGNMENT CHANGES
Notification of changes will begin after the staff members identify all unclaimed spaces. Residents may not move to a unit without written permission from the RD, or the Housing Administrative Services Office. Residents who make unauthorized changes may be subject to an administrative review and/or improper check-out charges.

TEMPORARY HOUSING
Temporary housing refers to areas that are normally used as public residential spaces, such as study rooms. These spaces are converted to temporary housing each fall semester in an effort to accommodate as many freshmen students as possible in our on-campus housing system. These spaces are referred to as temporary as students are only assigned there while they wait for permanent assignments; DHRL makes every effort to move students from temporary spaces to permanent rooms as quickly as possible. Residents of temporary housing have access to all hall amenities and will be connected with an RA for support while living in temporary housing.

Once classes begin, DHRL will identify all spaces that are unclaimed. Students in temporary assignments will be reassigned to permanent spaces as they
become available, based on a number of key factors, including your original contract date, housing assignment priority and room type preference. We expect to be able to relocate all residents of temporary housing by the end of the fall semester; however, you will likely be able to move to a permanent space much earlier. You will be contacted via your Texas State email account once a permanent room is available for you. Visit bit.ly/temphousing for more information.

BREAK HOUSING

Students may stay in their assigned residence halls during Thanksgiving and Spring break; however, break housing sign up is required to gain access to the residence halls. There is no charge, unless you sign up past the deadline.

During winter semester break, only students at Blanco, Falls, Sayers, Chautauqua, Gaillardia, San Marcos, Laurel, and Lantana halls are offered break housing, others are only housed as space permits Students may either stay late, return early or stay the entire break. You may not sign up for days that are sporadic (here & there). The fee for staying during winter break is $20 per night. Students must sign up to stay during winter break by the deadline. There is a late charge if you sign up past the deadline. Students are not allowed to have guests stay in their room during any break period. See your RA or RD for questions or visit bit.ly/txstbreakhousing for more information.

COERCION

Any student who attempts to coerce or threaten another student, either verbally or in writing, in an effort to force the student to move against his or her will, may be subject to disciplinary action, re-assignment or the cancellation of the original re-assignment request.

ROOM CONSOLIDATION

Residence Halls: If a student does not claim his or her space, the remaining student(s) in the unit may be assigned a new roommate or given the option of a private room for an additional charge. Students in partially occupied rooms may be consolidated in the assigned hall or a different hall. The remaining resident(s) must maintain the vacant space so that newly assigned residents may move in at any time.

Apartments: When a student does not claim a space or moves from the apartment, the remaining student(s) may be assigned a new roommate or given the option to rent the vacated space for an additional charge. In addition, the remaining residents may not use any vacant bedrooms for their own use without paying the increased rental rate.
Whether you share a space with one roommate or several, learning to live in close quarters with a person you may not know very well can be a challenge.

Even if your roommate is your best friend from home, your objective is the same: to create an atmosphere between roommates that permits studying, relaxation, sleep, privacy, and perhaps a deep friendship to develop.

All of the above are more likely to happen if you communicate openly and listen willingly. Start by becoming acquainted with each other’s background, attitudes, habits and moods so you know what to expect.

**ROOMMATE AGREEMENT FORM**

Your RA has copies of a roommate questionnaire and agreement form; you are encouraged to complete that form early on. Give it a try! If you find that you and your roommate run into difficulties, this resource will be used by your RA to assist in resolving conflicts. A blank copy of the form can also be found on our website, reslife.txstate.edu.
THE ROOMMATE BILL OF RIGHTS

You and your roommate have the right to:

• Sleep and study free from undue interference in one's room

• Expect that your roommate will respect personal belongings

• Live in a clean environment

• Free access of one's room and facilities without pressure from a roommate

• Privacy

• Be free from fear of intimidation, physical and/or emotional harm

• Expect cooperation in amenities (bathrooms, living areas, etc.)

• Be free from peer pressure or ridicule if one's lifestyle choices or orientations differ from a roommate

• Have grievances addressed. DHRL staff members can assist in settling conflicts
Your room, suite or apartment is your home for the next 9 months. One of the major goals of the DHRL staff is to maintain the condition of your space so that it is as comfortable as possible. Our desire is that when you leave at the end of your stay with us, the room, suite or apartment is in the same condition that it was in when you arrived.

Upon check-in, each person is given a Room Condition Form to complete. This form must be filled out thoroughly, as it will be used when you check out. Damages found that are not listed on the Room Condition form will be charged to the occupants of that space evenly, if responsibility cannot be attributed to a specific resident.

BATHROOMS
Bathroom styles vary throughout the halls but each provides sinks, toilets and shower areas. Community-style restrooms are cleaned each weekday. Toilet paper is supplied on a daily basis. Residents must provide their own toiletries and towels. Suite restrooms are cleaned every other week. Student's belongings must be removed from the bathroom to ensure a proper cleaning. Weekend service is not provided.

Apartment residents are responsible for cleaning their bathrooms and also for providing their own toilet paper.

FURNITURE
Residence hall room furniture generally includes bed frames, mattresses, dressers, desk chairs and desks. Some halls allow lofting. For more information, see page 26.

Bobcat Village apartment furnishings generally include: bed frames, mattresses, dressers, desk chairs and desks for each resident; a sofa and side chairs coffee table, end table,
entertainment center, kitchen table and chairs or bar stools in each apartment.

Furniture in the halls and Bobcat Village must remain in the rooms/units.

**KITCHENS**

Hours and guidelines for use of common kitchens are posted in the halls. The custodial staff is only responsible for emptying trash and mopping the floor. Residents are responsible for all other cleaning needs. Misuse or abuse may result in limited hours or closure of the kitchen (pg. 26).

**LAUNDRY ROOMS**

Laundry rooms are located in a central location in the halls, and are equipped with high efficiency washers which require the use of HE detergent. Your room rates include the cost of using the laundry equipment, so it is expected that these facilities are used solely by the residents of the assigned hall.

In Bobcat Village, a washer and a dryer are provided in each unit.

**MAINTENANCE AND REPAIRS**

During the course of the year, various items in your room, the bathrooms or public areas may need maintenance attention. Please report those items so we can make repairs as quickly as possible. To initiate a maintenance request we have established an on-line work order request system.

- **Non-Emergencies:** Click on the Work Orders icon at: reslife.txstate.edu/workorder
- **Immediate Assistance:** contact your RA or the front desk staff.
- **Public Area Issue:** contact a staff member.

**RECYCLING**

There are recycling areas in every hall/apartment complex. Only recyclable items should be placed in recycling containers; personal trash needs to be disposed of properly.

Each residence hall room and Bobcat Village apartment is provided recycling bins for the collection of paper, aluminum and glass. Residents are responsible for emptying their collection containers in the appropriate receptacle for their hall. The recycling bins are to remain in student rooms at all times. A charge may be applied to your student account if your room’s recycling bins are not cleaned or are missing when you check out.
Residence halls and Bobcat Village apartments are part of the academic community and are committed to the pursuit of learning, the acquisition of knowledge, and the education of all who seek it. Rules, policies and procedures are necessary to achieve success and maintain an orderly environment.

Every student deserves the opportunity to take advantage of the academic and co-curricular programs offered at Texas State. Resident Rights and Responsibilities exist to ensure the mission and values of the university are being met, and give every resident an equitable opportunity to succeed at living and learning at Texas State University.

As a resident, you agreed to certain responsibilities when you signed your housing contract. One of these responsibilities is to abide by the policies set forth by the University and the DHRL. These policies are clearly explained here, and can be found online at: bit.ly/responsibilitiesguide. Please contact your RD or your RA if you have questions about any of these policies.

Both residents and DHRL staff members are expected to take initiative in confronting behavior that disrupts community life. We encourage residents to take ownership for their community by reporting policy violations, and DHRL staff will respond in a manner appropriate for that community.
COOPERATION WITH UNIVERSITY OFFICIALS

If you are involved in a situation where you or others are suspected of violating policies or the law, an RA, Residence Director, or other university official may approach you within the residence hall, including your room. Depending on the nature of the situation, information from the incident will be documented for further follow up. For more information about the Student Conduct process, and cooperating with the judicial review process, see Resident Conduct. (pg. 34)

Residents are required to cooperate with university officials: see the Student Code of Conduct, 2.02. (dos.txstate.edu) Examples of cooperation are: open your room door when prompted by staff; be forthcoming with information at the time of confronting the possible violation; and comply with the request of the university official. Not doing these things may be considered obstructing a university official and lead to further violations. It is important to note that if a person is uncooperative with hall staff members, the RD, or University Police Department (UPD), may be called to assist with resolving the situation. When UPD responds to incidents on campus they may issue a citation to individuals involved.

Students should carry their university ID card and present it to university officials upon request. Hall staff members are university officials. Not providing a student ID when requested (or photo ID for non-student visitors) is viewed as a lack of cooperation.
Residents are expected to be familiar with their rights and responsibilities. The DHRL may approve policies during the school year. These will be e-mailed to your university e-mail account and placed on your online MyHousing page. The policies and procedures that follow in this guidebook govern residents in all residential living facilities. For information concerning all Texas State University students, in addition to housing policies for on-campus residents, please refer to the Texas State Student Handbook at: dos.txstate.edu/handbook.html.

**TITLE IX**

Title IX of the Education Amendments Act of 1972 (title ix) prohibits sexual discrimination in federally funded educational programs or activities. Sexual harassment, which includes sexual violence, is a form of sexual discrimination. Texas State University is committed to providing an environment that is free from all forms of discrimination, including discrimination based on sex. The protections of Title IX extend to students, faculty and staff of Texas State University. Protection from discrimination on the basis of sex includes protection from being retaliated against for filing a complaint of discrimination or sexual misconduct to include sexual harassment.

Texas State University is committed to complying with Title IX and enforcing University policies prohibiting discrimination on the basis of sex. The Chief Diversity Officer/Director of Equity and Access serves as Texas State University’s Coordinator for Title IX charged with monitoring compliance; providing education, training and notifications; overseeing complaints; coordinating or conducting investigations; serving as a resource for any questions or concerns about sexual harassment, sexual violence, sexual misconduct, unequal access to educational programs or activities, or other discrimination on the basis of sex.

University policies (upps 04.04.42, PROHIBITION OF SEXUAL HARASSMENT AND upps 04.04.46, PROHIBITION OF DISCRIMINATION OR HARASSMENT) define prohibited conduct; provide informal and formal procedures for filing a complaint; and a prompt and equitable resolution of complaints. The Title IX Coordinator for Texas State University is located in the University’s Office of Equity and Access;

J. C. Kellam Building, Room 840; equityaccess@txstate.edu; 512.245.2539.

**Title IX Website**
bit.ly/TitleIXWeb

**Sexual Misconduct Policy:**
bit.ly/titleIXpolicy

**To report a concern:**
tim.txstate.edu/sexualmisconductwebline
There are certain responsibilities that you must assume while living on campus. A detailed description of all University and departmental policies follows.

FLOOR MEETINGS
Floor meetings are held at the beginning and end of each semester, and periodically as needed. Floor meetings are for your benefit and you are responsible for any and all information discussed. If you are unable to attend a floor meeting, contact your RA for clarification of anything missed.

STAFF
Staff members confronted with violations of policy are obligated to report them. Employees are not expected to tolerate abuse in the performance of their duties; therefore the harassment of any RA, desk worker, custodian or other employee will result in disciplinary action. (See also “Failure to Comply” pg 33.)

HOUSING CONTRACT
As a member of our residential community you are expected to have a thorough understanding of the terms and conditions of the housing contract. You are also financially responsible for the contract. The DHRL is available to assist you, in its best interest, to fulfill such responsibility. (See the housing website for the specific housing contract you signed.)

ROOM MAINTENANCE AND DAMAGES
You and the DHRL share responsibility to maintain your room and the facility. Your responsibilities include: maintaining the condition of your room and its contents, timely and specific reporting of damages or problems, arrangement of furniture and personal belongings to facilitate easy access by maintenance and custodial staff, immediate correction of unsafe or potentially hazardous conditions (such as overloaded power outlets) as requested by staff, and restitution for damages to the physical area of your room (including the window and the outside of the door). You are also expected to report any items which require repair. For information about maintenance, see page 13.

In addition to the terms and conditions of the housing contract, the following policies apply to you as an on-campus resident. Additional policies that apply (including the Student Code of Conduct) are outlined in the Texas State University Student Handbook 2015-2016; you may view that online at dos.txstate.edu or request a hard copy from the Dean of Students office.
ALCOHOL

Alcohol is prohibited in all university housing facilities except Bobcat Village. Students found with empty alcohol containers will be in violation of the alcohol policy.

Within the confines of their assigned apartment, Bobcat Village residents aged 21 or over may store and consume alcohol. If one roommate is 21 or older and the other occupant is not, the roommate of legal drinking age may store and consume alcohol in an area of the apartment designated for the legal-aged occupant. It must be obvious who is storing the alcohol within the room. Alcohol is never permitted in lobby areas, hallways or other public areas.

The use of alcoholic beverages in the apartments by students of legal drinking age is allowed if consistent with State laws and University policies. The alcohol must be used for personal consumption only, may not be supplied to other students and must be properly disposed.

Alcohol must be transported closed in its original container from the store to your apartment.

Students—regardless of age or location within any university housing facility—who are found to have been drinking and who draw attention to themselves through disruptive behavior or the inability to care for themselves may be charged with consumption of alcohol and sanctioned through civil, criminal and University processes as appropriate.

APPLIANCES

Electronics

Electrical appliances should display the “Underwriters Laboratory” (UL) approval. They must not disrupt electrical circuits or disturb others. Space heaters, window/portable air-conditioners, halogen light fixtures and personal washers and dryers are not allowed.

Cooking Appliances

Except for coffee makers and electric tea pots, cooking appliances (including induction cooktops) are prohibited in individual residence hall rooms for safety and sanitation purposes. Small kitchen appliances are allowed in Bobcat Village apartments.

Refrigerators

One small, personal-sized (up to 4.5 cubic feet) refrigerator is allowed in each residence hall bedroom.

- Blanco Hall, San Marcos and San Jacinto residents are allowed one extra compact (up to 2.5 cubic feet) refrigerator in rooms with three assigned residents.
BALCONIES, PATIOS OR EXTERIOR ENTRANCES

Students residing in residence halls or apartments with balconies, patios or exterior entrance passageways are not allowed to hang items such as towels, clothes, rugs and mats, etc. from the railings or barriers. Students are not allowed to throw, toss or drop anything from the balcony. Roof access is always prohibited. Students are responsible for keeping this area clean. Spray painting is prohibited and residents will be held financially responsible for any/all damages.

University furniture may not be moved onto these spaces. Breezeways and public walkways should not be blocked with personal items such as bikes, kayaks or tubes.

BATHROOMS

Cleaning

Community bathrooms are professionally cleaned and maintained on a daily basis by the custodial staff.

Residents in suites or rooms with private baths are provided professional bathroom cleaning by the custodial staff every other week. All personal belongings must be removed from the bathroom by 10 a.m. on the designated day of cleaning. Students will be notified of a cleaning on the day prior. If the custodians are unable to clean a bathroom because a student refuses entry or did not have the bathroom ready, the student may face discipline action and/or cleaning fees.

Apartment residents are responsible for cleaning their bathrooms. Failure to do so may result in cleaning charges.
Bathroom Use by the Opposite Sex

Communities may decide not to allow anyone of the opposite sex to use their restrooms (restrooms are available in most lobbies for guests). Communities may also decide that opposite sex guests may use the bathrooms, except for showering. Anytime someone of the opposite sex is on a floor, that person must be escorted by his or her host. This means that the resident responsible for the guest must agree to escort him or her to and from the bathroom. Additionally, residents escorting the guest must stay near the bathroom to alert others of their guest’s presence.

PERSONAL TRANSPORTATION DEVICES (BICYCLES, SKATEBOARDS AND SCOOTERS)

Bicycles, skateboards and scooters (non-motorized) may be stored inside a student’s bedroom, with the consent of the roommate; residents must transport these items to and from their rooms, without riding them. Bicycle storage racks are also located outside most buildings. By university policy (UPPS 05.02.07), bicycles are not to be chained to railings or other permanent exterior building fixtures. Students with bikes should use courtesy when moving a bike through a hall and avoid tracking dirt and mud into the building, or scratching walls. Students may not ride bikes, skateboards, or scooters, and may not use roller blades in the halls or breezeways. All bicycles should be registered with the university police. All unregistered bicycles left in the halls or complexes after spring semester closing will be removed by Transportation Services. Motorized/electric wheelchairs may be used, stored and charged in on-campus housing.

Any and all self-balancing, battery-operated or gas-powered motorized transportation devices (this includes hands-free and handle-bar equipment and equipment commonly known as “Hoverboards”) may not be possessed, used or stored within university owned and operated housing. Students found to be in possession of any of these items will be asked to remove them immediately from the residence hall or apartment unit; failure to do so will require a temporary confiscation of that item. The student may request re-possession when s/he is ready to permanently move the item to an off-site location.

COMMON AREAS

Furniture provided in public areas (hallways, lobbies, lounges, meeting rooms) may not be moved to other locations. Likewise, furniture or other belongings not intended for public areas may not be stored in these locations. Routine cleaning of these areas are provided by
custodial staff. Cleaning beyond routine is the responsibility of anyone creating that condition. Sleeping in common areas is prohibited. See your RD to reserve these spaces.

**DAMAGES**

**University Property**

Residents will be held financially responsible for any loss and/or damage to their assigned space and all university-supplied furnishings, beyond normal wear and tear. In common areas, whenever it is not possible to charge the damage of University property to a specific individual(s), those charges will be divided evenly among the members of the floor or hall (depending on where the damage occurred). In general, areas within the specific confines of a floor will be the responsibility of the individual floor members, and all other areas will be the responsibility of the hall residents.

**Personal Property**

The DHRL is not liable for damages or losses to person or property caused by other persons, theft, burglary, assault, vandalism or other crimes, fire, flood, water leaks, rain, hail, ice, snow, smoke, explosions, interruptions of utilities, or other natural phenomena, unless same is due to the negligence of the DHRL.

The student should secure renters’ insurance, at his or her own expense, to protect against loss from any of the above-mentioned occurrences. The student agrees to hold harmless and indemnify the University, the DHRL and all staff, employees and successors from any claims or damages payable as a result of negligence or acts of omissions or acts by the student or any other persons in violation of the housing contract or University policy.

**DECORATIONS**

**Residence Hall Room Doors**

Each resident may hang one door decoration (supplied by their resident assistant) outside their door. In addition one dry erase marker board (17” x 23” or smaller) per door. Otherwise, residents may not post, hang, or otherwise attach any material to the outside of their room door. Residents seeking temporary exemptions to this policy (birthday, anniversary, special occasion, etc.) may submit a request to their residence director stating the purpose and the duration of time for which the exemption is sought.

Due to fire safety considerations and damage concerns, posting on the inside of the residence hall room doors are limited to signs, posters, etc., which cover no more than 25 percent of the door.
Room/Apartment Decorations

The following is prohibited in residence halls and apartments:

- Attachments (fabric, paper, crepe paper, tinfoil, etc.) to smoke detectors, sprinkler heads, the ceiling or light fixtures.
- Excessive use of materials (tinfoil, paper, cloth, paperboard, plastic, etc.) to cover the walls. Coverage must be limited to 25 percent of the total wall space.
- Decorative items with open flame capability (lit or unlit) such as candles, wick lamps, incense burners, etc.
- Any permanent fixtures, constructions, paint, wallpaper, borders and contact paper.
- Municipal or county signs, street barricades or cones.
- The alteration or destruction of material posted by staff.

Wall Hangings/Pictures

Residents are encouraged to use removable devices, such as 3-M Command™ Adhesive Products to attach posters and pictures to the walls. A reasonable number of small nail holes for picture hanging will be permitted in sheetrock walls and in grooves of wood-paneled walls. Excessive use of nails or hanging permanent fixtures may result in additional charges for repairs and paint.

Public Area Decorations

Decorations in public areas must be approved by the residence director. All decorations used in public areas must be made of fire-resistant materials. Decoration must not hinder the use of,
or restrict access to, hallways, doorways, stairs, corridors, or fire-related equipment. Do not attach anything to or tamper with light fixtures, smoke detectors, ceilings, sprinkler heads, or exit signs. Holiday trees must be ARTIFICIAL to be approved for use. The use of electric decorative holiday lights is restricted to "miniature lights" that are either "U.L." (Underwriter's Laboratory) or "F.M." (Factory Mutual) approved. Decorations violating this policy may be removed by hall or apartment staff.

DOWNLOADING MEDIA

Students are prohibited from downloading media and/or participating in file sharing that violates copyright laws. Specific information concerning university policy regarding downloading media, file sharing, etc. can be located at: bit.ly/downloadmedia

Social Media and Internet Use

All students are responsible for the information they post on-line in electronic communities. We recommend that students monitor their own personal activities to ensure their safety and reputation is not compromised.

While it is not our practice to “go surfing” for resident information, Housing staff may take into account information posted on online communities (e.g. Facebook, Twitter, Instagram) during judicial investigations.

DRUGS

Students may not possess, use, sell or distribute illegal or prescription drugs not prescribed to the student. Students alleged to have violated this policy shall be subject to an administrative review. Possible sanctions range from attendance in a drug education class to suspension or deferred expulsion from the university. Students found to be in violation a second time for a drug-related offense may be subject to permanent expulsion from the university, as well as from all other institutions in The Texas State University System.

Items that contain or have previously contained illegal drugs are prohibited. These items include, but are not limited to, hookahs, bongs, pipes and needles.

FIRE SAFETY

Electrical Outlets

Do not overload sockets or use improper extension cords to create additional outlets. UL approved power strips with built-in circuit breakers are permissible. Extension cords and power strips may not be chained (two or more connected cords/strips).
Fire Safety Equipment

Tampering with fire safety equipment is prohibited. Fire safety equipment include, but are not limited to, smoke detectors, door closures, sprinkler heads, fire extinguishers and pull station covers.

Emergency Exits

Residence hall doors including stairwell doors may not be propped open, as this is a fire hazard. Some residential exits are designated as emergency exits only; they may be wired to signal an alarm. Students are to use these exits only in cases of an emergency. If you accidentally cause the alarm to sound, report your actions to your RD to assist in resetting the alarm.

Fire Alarms & Evacuation

Residents must evacuate the building anytime the fire alarm sounds in any campus building. Hall or apartment staff will inform residents when it is safe to re-enter. Failure to evacuate may result in civil, criminal and University charges including jail time, fines, community service and expulsion. (See pg. 40)

Prohibited Items

The possession or burning of incense, candles (even as decorative items), sterno, kerosene or oil lamps, similar flammable materials, and the use of matches or lighters is prohibited in halls and apartments, even during a loss of electrical power. Petroleum fuel, motorized vehicles, gasoline-fueled machinery and explosive devices or materials are not allowed. Butane, oil and similar solid, liquid or gas flammables are prohibited.

Smoke Detectors

Smoke detectors are furnished in University apartments and residence halls; they will be periodically tested and batteries replaced as necessary. Students are prohibited from covering, disconnecting or in any way altering or damaging smoke detectors.

Sprinkler Systems

Sprinkler systems are provided in many residential units. The sprinkler heads are sensitive pieces of equipment which can cause significant damage if tampered with. The sprinkler head should not be touched, hit, or used to hang, suspend or connect anything. If a sprinkler head is set off, whether accidentally or intentionally, by a resident or guest, the resident will be held responsible for all costs associated with the incident, including any damage to university or other student property.
FOOD PREPARATION

Fire safety and sanitation requirements prohibit cooking except in kitchenettes or kitchens specifically designed for such use.

All residence halls have kitchen facilities and microwave ovens in designated common areas. Stoves and ovens should be kept clean to prevent fire hazards. Residents are expected to clean up after using kitchen facilities (see pg. 13). Apartment residents who do not clean their stove or oven properly are subject to cleaning charges.

Food items should be stored properly to keep pest problems under control. Expired food may be disposed of by hall staff. Properly label and identify your food items. Residents who store food in their room or apartment are strongly advised to use sealable containers to avoid pest issues.

FURNISHINGS AND BUILDING ALTERATIONS

Modification of university furniture is strictly prohibited. Residents will not remove fixtures or furniture from the assigned location for any purpose. Texas State does not permit water furniture, antenna installation, air conditioning units or additional phone/cable outlets.

Lofts

Some residence hall rooms come equipped with beds that can be lofted. For halls that do not come with loftable furniture, students may rent a loft kit from the university’s selected vendor; all finished lofts must be below 18 inches of the ceiling. For more information concerning lofts, see bit.ly/1h5yhqN. No other lofting systems (homemade or purchased) are permitted to be installed in Texas State rooms.

Recycling Bins

Each residence hall room and Bobcat Village apartment is provided three recycling bins (red, yellow, blue) for the collection of paper, aluminum and glass. Residents are responsible for emptying their collection containers in the appropriate receptacle for their hall. The recycling bins are to remain in student rooms at all times. A charge may be applied to your student account if your room’s recycling bins are not cleaned or are missing when residents check out.

GAMBLING

Texas law prohibits raffles, lotteries or games of chance that do not meet strict state regulations. Gambling, which includes any exchange of money for a chance at a greater prize, is prohibited.
GRILLS

Barbecue grills of any kind are not allowed in university apartments or residence hall rooms. This includes use on balconies and in walkways. Bobcat Village and some residence halls provide grills in designated areas for resident use—use prohibited between 10:00 p.m. and 7:00 a.m. Lighter fluids, charcoal or other types of flammable liquids and materials are also not permitted to be stored in any university residence area; students may purchase small amounts for one-time usage. For safety reasons, use of the barbecue grills may be limited or prohibited, depending upon drought-related weather conditions.

IDENTIFICATION CARD

The Texas State Bobcat Card is issued for your use on campus. Photo ID cards are used for privileged authorization, library use, meal plans, door access, and optional purchasing and banking functions on and off campus. You are required to show your ID card to university staff upon request. It is prohibited to loan a university Student Identification Card to anyone. Lost cards should be reported to 512.245.2297. ID cards will be confiscated if someone uses your card to enter a dining or residence hall.
KEYS AND LOCKOUTS

Residence hall rooms and suites, as well as apartments should be kept locked. Keep your key and ID with you at all times; it is a violation to loan keys or ID cards to another person.

You are issued a room key (residents living in suites/apartments are issued two keys, a bedroom key and a suite/apartment door key) when you officially check into your residence hall. This key remains the property of the University and is loaned or licensed to you only so long as you are the rightful occupant of the residence hall room to which this key provides access. Students may not give or loan the key to a guest or other residents nor should a resident be in possession of any residence hall key not specifically granted as authorized use by hall staff. You may only deliver, surrender or relinquish this key to a residence hall staff member. You may not duplicate or modify your room key. You must return your room key to a residence hall staff member when you check out of your room. Keys will not be accepted via mail. Residents who move out prior to the end of the contract term are no longer entitled to occupancy or keys.

If you misplace your key or get locked out of your room, the front desk can provide you with another key to your room for a limited length of time.

A convenience fee will be charged following the second lockout each academic year. $5.00 between 10:00 a.m. and 10:00 p.m.; $25.00 between 10:00 p.m. and 10:00 a.m. The staff will provide you with a temporary key to access your room. You must return your key within 24 hours. You will need to show your room key when you return your temporary key so staff know that the key is not lost. If the key is not returned, we will assume the key is lost and you will be billed for the lock change(s) to your room and/or suite. Costs vary due to the room styles and the number of locks per room and/or suites. Charges for both the lockout fee and lock change costs are not refundable.

Staff are expected to respond in a reasonable amount of time; however, lockouts are rarely emergencies and you may need to wait. Any lost key should be reported immediately. Room locks are typically re-cored within two business days. There is an additional charge for all second issued mailbox keys or closet keys.

LAUNDRY FACILITIES

Residence halls are equipped with laundry machines that are designated for the use of assigned residents only. Non-residents are prohibited from using these laundry facilities. Residents who
are found to be granting laundry room access to non-residents are subject to disciplinary action. All machines use high efficiency soap. DHRL is not responsible for laundry left unattended.

**LITTER**

Littering anywhere on campus, inside and outside, is prohibited. Those caught may be subject to the judicial process and fines. For information regarding the impact of litter on our river visit fss.txstate.edu/ehsrn

**MUSICAL INSTRUMENTS**

Students who wish to practice or play musical instruments are encouraged to utilize practice rooms located in the Music Building. Any playing of musical instruments in the halls/apartments must be cleared through the RD.

**NOXIOUS ODORS**

A noxious odor is any aroma of such intensity that it becomes apparent to others. Some examples are perfume, air freshening spray, cooking odors, dirty dishes or large amounts of dirty laundry. When a noxious odor can be localized to a particular room/apartment, the resident(s) and/or guests of that unit may be in violation of policy.

**OPERATION OF A BUSINESS**

The operation of a personal business in a residential facility is not allowed. Residents may not sell products on an ongoing basis; this includes companies such as (but not limited to) Mary Kay, Avon, Herbalife and Amway. The provision of commercial or personal services utilizing state facilities or property is also prohibited. You may not operate a “for profit” or “personal gain” enterprise from any part of university housing, included, but not limited to: web-based, catalog, personal service (includes babysitting) or e-commerce. In addition, residents may not host business operators to support solicitation within the residential facility.

**PETS**

Fish which can be housed in containers no larger than 10 gallons are the only type of pet allowed in a housing facility; each resident is allowed one tank. Any other pet (including visiting pets) is subject to immediate removal from campus; this includes, but is not limited to: snakes, dogs, cats, hamsters, birds, lobsters, frogs and crabs. Unauthorized pet owners (and others who knowingly permit pets in their rooms, suites or apartments) are subject to disciplinary action and up to a $50 per day fine. Additional charges may be assessed for damage, cleaning or pest control.

In certain approved cases, and accordance with federal statutes, service and therapy animals may be permitted to live in university housing to provide...
assistance to students with special needs; for specific information concerning the approval process please refer to: bit.ly/ODShousing

POSTING POLICY
Fliers and posters promoting events must be approved by the DHRL, during regular business hours. Fliers must clearly designate the sponsor of an event and may not discriminate or encourage illegal activity. Postings without approval will be removed. This policy can be found on our website at: bit.ly/dhrlmarketing

QUIET AND COURTESY HOURS
Quiet Hours
Agreed upon times when noise is kept to a bare minimum to facilitate study and/or sleep. Quiet Hours are as follows: Sunday–Thursday, 11 p.m. to 7 a.m.; Friday–Saturday 12 a.m. to 7 a.m. Each hall community can choose to increase (never decrease) their number of Quiet Hours based on the preferences of its residents. Check with your Hall Council to determine the standards for your community. During finals, 24-hour quiet hours will be set to help with the successful completion of exams.

Courtesy Hours
In effect at all other times, noise is to be kept at a level that does not disturb others.

ROOM/APARTMENT ENTRY
Residents must permit any authorized employee of the University to enter his or her room or apartment for the purpose of inspection and, if necessary, to enforce reasonable rules and regulations insuring the safety, welfare and comfort of all students and the University. University staff may enter and search student rooms without permission and/or consent of student resident(s) if reasonable suspicion exists of violation of University policy, concerns about safety of the student(s) and/or guest(s), and/or situations that may cause harm to others.

ROOM/APARTMENT RESPONSIBILITY
Students are expected to take responsibility for anything that happens within their residence hall room/apartment. Residents share responsibility for violations that occur in their room or apartment regardless if it happens with or without their knowledge.

SMOKING/USE OF TOBACCO
The Texas State University campus is a tobacco-free campus, effective August 1, 2011. Smoking, e-cigarettes
and tobacco use is not allowed inside or outside of any residence hall or apartment, academic, student-service or administrative building. For the smoking policy, please refer to bit.ly/txstTobaccoPolicy.

**SOLICITATION**

Door-to-door solicitation of any kind is prohibited. Report solicitation to a staff member or UPD.

**SPORTS ACTIVITIES**

Residents may not engage in any sports or sports-related activities (horseplay or reckless behavior) within residential facilities including apartments, rooms, lounges, hallways, stairwells, as well as in other public walkways.

**STORAGE**

University housing facilities do not provide storage space for luggage or unused furniture. Residents are responsible for keeping the provided furnishings in the room or apartment. Personal belongings, such as suitcases, trunks, etc. may not be stored in any space outside the assigned room or apartment.

**TRASH REMOVAL**

Residents must take all trash to the designated trash areas. Room trash should not be placed in community, hall, bathroom or public area-trash receptacles. Bags of trash are not to be stored outside on balconies or porches. Offenders may be subject to disciplinary action and/or be assessed a cleaning and/or a trash removal fee up to $150.

**VISITATION HOURS AND GUESTS**

**Guests**

Residents are responsible for their guests’ actions while they are in the residence hall/apartment complex. Guests must be escorted by their hosts while in the residence hall.

Residents may host an overnight guest of the same sex up to three consecutive nights, and no more than six nights within a month. Residents must seek the permission of the roommate(s) prior to inviting guests, including parents. Guests are prohibited during break housing.

For fire and safety purposes, the gatherings of groups of students shall be limited to eight (8) students/guests per room, suite or apartment. (For additional fire safety information see pg. 24)

**Visitation Hours**

Most halls have been designated as 24–hour visitation halls allowing guests to be in a student’s room as long as both residents are in agreement. Halls with limited visitation include Elliott, Jackson and Lantana halls.
Hours in these halls are as follows:
- Monday–Thursday: 10 am–12 am
- Friday: 10 am–2 am
- Saturday: 12 pm–2 am
- Sunday: 12 pm–12 am

**WEAPONS**

Possession of weapons or ammunition is prohibited on an educational site and is forbidden on the Texas State campus. Weapons are also prohibited on a person or in any Texas State facility. Texas law also confirms that concealed weapons are not allowed on education grounds. Pocket knives with a blade equal to or smaller than three inches are permitted. Facsimile weapons, including, but not limited to, water pistols, models, pellet guns and “B.B.” guns are prohibited on campus. Serious injury has occurred when facsimile weapons have been mistaken for actual weapons.

**WINDOWS**

For more efficient heating and cooling, residence hall and apartment windows should not be opened, except in the two non-air conditioned residence halls. Our air-conditioning systems are balanced based on the building windows being closed. As students open windows, an imbalance in the system occurs, resulting in a less efficient heating or cooling process. Items may not be thrown, hung or placed outside of a window.

Decorations and signs, unless authorized by the RD, should not be displayed from the window. Foil placed on windows is absolutely prohibited.

Entrance to or from any building through a window is a breach of building security and is prohibited. Residents and guests are required to enter and exit buildings through designated doors.

**WITHDRAWAL**

Students who withdraw from the university or are not enrolled in classes (by the 12th class day during fall or spring semesters or the 4th class day for summer semesters) must vacate their residence hall room or apartment and formally check out with a staff member within 48 hours of the withdrawal. Permission to remain for a longer period of time may be granted by the director of Housing and Residential Life or designee.

**FAILURE TO COMPLY**

Students should be aware that failing to comply with a directive from a university official, including a summons to the office of an administrative officer at a designated time is violation of the Code of Student Conduct (2.02C) and as a result may be subject to disciplinary penalties.
REPORTING INCIDENTS

Students witnessing a violation of policy must notify hall staff and complete an information report. The RD will take action and may call for an administrative review. Certain violations, such as possession of weapons, illegal drugs or assault, may be referred to Student Justice. It is a violation of Texas State policy to knowingly assist an individual in violating a policy or to provide false information.

HOUSING AND RESIDENTIAL LIFE

STUDENT CONDUCT SYSTEM

Texas State students and residents are responsible for knowing and following the information in the Student Handbook, Resident Guide, and housing contract.

The Student Handbook and Resident Guide are found at dos.txstate.edu and reslife.txstate.edu. Housing contracts are also provided online at reslife.txstate.edu. The DHRL works with the Office of Student Justice to address possible violations in a fair manner.

The student conduct process is based on an educational philosophy, and does not follow the same rules or processes used in criminal or civil court cases. However, students suspected of violating a policy have the right of due process, which includes receiving timely notice of the charges, an opportunity to discuss those charges, and a choice of venues.

Additionally, students have the right to appeal a decision. Students accused of violating university policies/procedures will be provided with a list of rights and
responsibilities involved in the process of adjudicating those charges.

Students receive notification of the possible violations via their Texas State-issued email account, along with date & time of an administrative review to discuss the charges. The conference may be with a university administrator or the Peer Review Board who will determine if the student is responsible for violating policy, and, if applicable, assign a sanction(s). If a student fails to attend an administrative review, a decision can be made in the absence of that student and that student then forgoes his/her right to an appeal.

Finally, decisions concerning charges against students are made based on the evidence available; that means that the evidence can be found to be more likely true than not true. This is a different process than is used in criminal courts, where the accused must be found guilty beyond a reasonable doubt. Keep in mind, Texas State’s process is based upon an educational philosophy; we work towards the concept of student learning in administrative reviews and sanctions.

**STUDENT CONDUCT PROCESS**

As a Texas State University student alleged to have violated a policy, you will generally be assigned one of two types of processes: an administrative review or a Peer Review.

**Administrative Review-** one-on-one meeting, generally with the RD assigned to the facility in which the alleged incident occurred.
The RD will...

- Ask you to describe the events involved in the incident.
- Ask you questions regarding the incident in order to make the best possible decision.
- Make a decision about your responsibility. You will either receive notice in the administrative review or receive it in writing within three working days of your review.

Peer Review - The Peer Review Board is led by university housing residents who have been trained on the judicial process. The board will generally include at least five students who are trained and advised by a DHRL staff member (who does not participate in the final decision). The board will...

- Ask you to describe the incident and to answer any questions they might have.
- Speak to other students involved (i.e. witnesses, RAs, etc.) in some cases, before or after you have given your statement.
- Give you an opportunity to ask questions.
- Move to closed deliberations to determine whether or not you have violated the policies.

**STUDENT CONDUCT SANCTIONS**

Students found to be in violation of university or housing policies may be subject to judicial sanction(s). Sanctions may include the following:

- Suspension of rights and privileges for a specific period of time, including suspended guest privileges or limited access.
- Reassignment
- Community service
- Payment for damages caused
- Or other appropriate educational sanctions.

If a student fails to complete the determined judicial sanctions, a hold will be placed on the student’s record until the responsibilities are completed. A judicial hold may mean the student is unable to register, receive transcripts or receive a diploma.

**STUDENT CONDUCT APPEALS**

Students found responsible for violating policy may appeal the decision of the RD or Peer Review Board, or the sanctions imposed. The appeal should be addressed to the associate director for Residential Life and Education in the DHRL. Acceptable reasons for appeal include:
- Procedural error or failure to receive due process, as outlined and required by the university code of conduct.
- Disproportionate sanctions.
- New material or information that could not be discovered at the time of the hearing.

Appeals will only be accepted if the student attends the administrative or peer board review and must be received in writing within five academic days of the date of the Notice of Decision/Sanction. The appeal must specify the basis for the appeal.

The details of the appeal process are provided in the initial written decision of the administrative/peer review.

### ALCOHOL VIOLATIONS – RANGE OF SANCTIONS

<table>
<thead>
<tr>
<th>Individual Behavior(s)</th>
<th>First Offense</th>
<th>Second Offense</th>
<th>Third Offense</th>
</tr>
</thead>
<tbody>
<tr>
<td>Under-age 21 possession and/or consumption.</td>
<td>Alcohol Education Class, Disciplinary probation, Parent notification, if under 21, Community Service</td>
<td>Deferred suspension from the University, Alcohol Education Class, Parent notification, if under 21, Community Service</td>
<td>Suspension from the University, Community Service</td>
</tr>
<tr>
<td>Possession/consumption in alcohol-free zone</td>
<td>Alcohol Education Class, Disciplinary probation, Parent notification, if under 21, Community Service</td>
<td>Deferred suspension from the University, Alcohol Education Class, Parent notification, if under 21, Community Service</td>
<td>Suspension from the University, Community Service</td>
</tr>
<tr>
<td>Hosting a party involving the illegal use of alcohol or making alcohol available to minors</td>
<td>Alcohol Education Class, Disciplinary probation, Parent notification, if under 21, Community Service</td>
<td>Suspension or deferred suspension from the University, Alcohol Education Class, Parent notification, if under 21, Community Service</td>
<td>Suspension from the University, Community Service</td>
</tr>
<tr>
<td>Public Intoxication</td>
<td>Alcohol Education Class, Disciplinary probation, Parent notification, if under 21, Community Service</td>
<td>Suspension or deferred suspension from the University, Alcohol Education Class, Parent notification, if under 21, Community Service</td>
<td>Suspension from the University, Community Service</td>
</tr>
<tr>
<td>Driving While Intoxicated</td>
<td>Alcohol Education Class, Deferred suspension from the University, Parent notification, if under 21, Community Service</td>
<td>Suspension or deferred suspension from the University, Community Service</td>
<td>Expulsion from the University</td>
</tr>
<tr>
<td>Property damage while under the influence of alcohol</td>
<td>Alcohol Education Class, Full restitution for any property damaged, Deferred suspension from the University, Parent notification, if under 21, Community Service</td>
<td>Suspension or deferred suspension from the University, Community Service</td>
<td>Expulsion from the University</td>
</tr>
<tr>
<td>Endangering self and/or others while under the influence of alcohol</td>
<td>Alcohol Education Class, Deferred suspension from the University, Parent notification, if under 21, Community Service</td>
<td>Suspension or deferred suspension from the University, Community Service</td>
<td>Expulsion from the University</td>
</tr>
</tbody>
</table>

### DRUG VIOLATIONS – RANGE OF SANCTIONS

<table>
<thead>
<tr>
<th>Individual Behavior(s)</th>
<th>First Offense</th>
<th>Second Offense</th>
</tr>
</thead>
<tbody>
<tr>
<td>Possession of drug paraphernalia</td>
<td>Drug Education Class, Community Service</td>
<td>Parent Notification, if under 21, Deferred Expulsion</td>
</tr>
<tr>
<td>Possession (under 2 ounces) or consumption of marijuana</td>
<td>Drug Education Class, Community Service</td>
<td>Parent Notification, if under 21, Deferred Expulsion</td>
</tr>
<tr>
<td>Possession of up to 2 prescription pills not prescribed to the student</td>
<td>Drug Education Class, Community Service</td>
<td>Parent Notification, if under 21, Deferred Expulsion</td>
</tr>
<tr>
<td>Possession of marijuana (over 2 ounces)</td>
<td>Drug Education Class, Community Service</td>
<td>Parent Notification, if under 21, Deferred Expulsion</td>
</tr>
<tr>
<td>Possession of 3 or more prescription pills not prescribed to the student</td>
<td>Drug Education Class, Suspension, Community Service</td>
<td>Parent Notification, if under 21, Deferred Expulsion</td>
</tr>
<tr>
<td>Possession or consumption of other illegal drugs or narcotics (any amount)</td>
<td>Drug Education Class, Suspension</td>
<td>Community Service, Parent Notification, if under 21</td>
</tr>
<tr>
<td>Sale/Distribution or manufacturing of illicit drugs</td>
<td>Drug Education Class, Suspension or Expulsion</td>
<td>Community Service, Parent Notification, if under 21</td>
</tr>
</tbody>
</table>
SAFETY AND SECURITY

The university and the DHRL take reasonable steps that contribute toward maintaining a safer and more secure environment. Staff, equipment and information resources are provided to encourage behaviors that prevent dangerous situations and to assist if an emergency should occur. However, despite these reasonable and good faith efforts, it is impossible to predict individual actions or guarantee absolute control that will assure that no unwanted acts or situations ever will occur. Therefore, students should use precautionary measures to minimize existing dangers and hazards in their environment. Each individual resident has a primary responsibility for his or her own safety and security. Here are a few basic suggestions:

IN YOUR RESIDENCE

• Identify expensive and/or important belongings with a type of permanent identification such as a metal engraver. The University Police Department (UPD) offers engraving as a service.
• Contact a staff member or UPD if you see anyone going door-to-door. Solicitation is not permitted in any facility.
• Contact a staff member immediately if you lose your key. You put yourself and your roommate(s) in jeopardy if you keep your door unlocked because of lost keys.

• Lock your room or apartment, even if you are sleeping or just going down the hall.
• Avoid propping doors or allowing unfamiliar people into your residence. Do not be offended if a fellow resident asks that you use your ID card to gain access to your hall—he/she is concerned for their safety as well as yours.
• Carry your keys and access card with you to avoid being locked out.
• Rely on your neighbors and have them rely on you to be alert to suspicious persons and/or unusual events.
• Trust your instincts and go to a safe place if you have a feeling that something is wrong.

ON FOOT

• Keep university police numbers handy and save them in your cell phone. Main dispatch, non-emergency number is 512.245.2805.
• Be alert and aware of your surroundings. Report any concerns to a staff member or UPD.
• Know the locations of emergency call boxes.
• Call the police if you feel scared or threatened.
• Consider taking a self-defense class, such as the University Police Department’s Krav Maga Self Defense course.

• Purchase a bike lock and secure your bike in the appropriate place.

• Stay alert and use good judgment to avoid becoming an easy target.

• Walk purposefully. Convey that you are calm, confident, know where you are going and know what is going on around you.

• Stand tall and make quick but deliberate eye contact with people around you.

• If you are being followed, turn and walk quickly in the opposite direction. Go to a well-lit and well-populated area.

• Avoid walking alone, and stay away from dark streets. Avoid shortcuts through deserted areas.

• Avoid displaying large amounts of cash or expensive jewelry.

ON THE GO

• Park in well-lit areas so you can see your car and its surroundings from as far away as possible

• Have your car keys ready before you approach the car. Don’t make yourself vulnerable while searching for the right key. Tell a friend when you’re leaving and when you expect to return.

• If someone threatens you with a weapon, give up your vehicle immediately. Your life is more important than your car.

• When using the bus, be aware of your surroundings. Pay attention so you do not miss your stop.

For additional safety tips and ideas, see the UPD website at: police.txstate.edu/Personal-Safety. Remember to stay alert and stay safe!

RESIDENCE HALLS

Each residence hall is equipped with an electronic access system that reads the student identification card. Entrance doors to the main lobby of each hall are open during regular business hours; all other exterior doors are locked 24 hours a day. Visitors are only permitted to enter a building accompanied by their host and must be escorted at all times. Entrance to residence halls by any other means is not permitted. You can help protect yourself and your home by reporting a missing ID card immediately to ID Services (512.245.2297) so that your card can be deactivated. Your card can be replaced by going to the ID Services office.
Bobcat Village Apartments

On-campus apartment living is physically configured differently than most residence halls; like many off-campus apartments, Bobcat Village offers outside entrances to each individual apartment. As such, students who reside in Bobcat Village are encouraged to be alert and use precautionary measures to ensure safety. The parking lots surrounding the apartment complexes are well lit; be sure to report any lighting problems to the staff so a work order can be initiated.

FIRE ALARM AND EVACUATION

When a fire alarm sounds:

1. Evacuate the area.
2. Close your doors—take your ID and key.
3. Do not use elevators.

For fire inside your room:

1. Leave your room, close your door and exit the building.
2. Activate fire alarm (if in the residential community) on your way out.
3. Call 911. Give them the fire’s location.
4. Tell them what is burning.

For fire outside your room, feel the door:

If it is hot, DO NOT open it (student room doors have a two-hour burn capacity).

1. Call 911 and give them your exact location.
2. Seal the bottom of your door with cloth material, wet if possible, to keep smoke out.
3. Retreat. Close as many doors between you and the fire as possible.

If the door is not hot, open it cautiously:

1. If there is smoke present—stay low.
2. Walk or crawl to the closest exit.
3. Do not use any elevators.
4. Call 911.
5. Take any medication with you, as you might be outside for a while.
6. Once evacuated, see a DHRL staff member for information. Do not re-enter the building until instructed to do so by a DHRL staff member.

The University Police Department (UPD) monitors calls that are received from emergency telephones located throughout campus; these telephones provide direct contact with the police dispatcher. The phones are to be used to report any crimes, fires or medical emergencies, and to request assistance.

The emergency phones are located in boxes topped with blue lights.
Users push the call button and are automatically connected with the police. They should stay on the line, since the call also relays the location to the dispatcher. A police officer will respond to the location of an activated telephone.

Do not use the call boxes or emergency phones for non-emergencies or to request an escort. Picking up the handset of one of these phones is the same as dialing 911.

Always evacuate the building when the fire alarm or smoke detector sounds. In addition to possible physical harm, failure to evacuate will be considered a violation of housing policy. Move at least 150 feet away from all structures. Meet in your specified location. If you do not know your location, please see your RA. Always use the stairs; stairwells are safe, temporary havens for the injured or the disabled.

Please Note: In many locations, the fire alarm pull stations have clear plastic covers over them that must be lifted up prior to pulling down the red handle on the fire alarm pull-station.

**OFFICE HOURS AND AFTER-HOURS ASSISTANCE/STAFF ON-CALL**

We are here to help you. Each residence hall and apartment area offers regularly scheduled, day-time office hours, with student staff working to assist you. In addition, we have staff working overnight in different areas on campus that can be reached in person or via phone. If an emergency occurs and staff is unavailable, we also provide an on-call staff member who can be reached by University Police, or night time desk worker.

**Daytime Desk Hours**

Halls: 10:00 a.m. – 10:00 p.m.

Bobcat Village: 8:00 a.m. – 7:00 p.m. (Monday–Friday)

*Arnold, Beretta and Laurel Halls have adjusted desk hours that are posted at those desks.

**Nighttime Desk Hours**

10:00 p.m.–10:00 a.m. at the following:

Gaillardia/Chautauqua: 512.245.1000 (serves Arnold, Smith, Hornsby, Burleson, College Inn, and Jackson)

Butler: 512.245.2216 (serves Beretta, Tower, Brogdon, Laurel, Lantana, Retama and Sterry)

Blanco: 512.245.2055 (serves Bexar, San Marcos, Elliott, San Jacinto, Falls, and Sayers)

**On-Call Staff**

Friday 7:00 p.m. – Monday 10:00 a.m. Weekdays (7:00 p.m.–10:00 a.m.)

Check your residence hall front desk or apartment office for the posted number.

Residential Life and Education Office 512.245.3705

8:00 a.m. – 5:00 p.m. (Monday – Friday)