

*Resident Guide to*

**Rights and** 2022-2023

**Responsibilities**



TEXAS  STATE<sup>®</sup>  
HOUSING AND  
RESIDENTIAL LIFE

MEMBER THE TEXAS STATE UNIVERSITY SYSTEM

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# Housing and Residential Life

**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 Bobcat Residential 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 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 direct access to our many full-time professional staff as well as over 200 student staff members. They are trained to assist you in navigating your way through the community.

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

We are here to encourage your personal growth and development and to provide you with resources to enhance your experience at Texas State.

**Have a great year!**

**Bill Mattera, Ph.D.**  
*Executive Director,  
Housing and Residential Life*

## MISSION

The Department of Housing and Residential Life (DHRL) provides welcoming inclusive living communities for our diverse student population that foster academic success, campus engagement, and personal development.

## VISION

Where Bobcats Grow, Lead, Inspire, Live.

## GOALS

- Promote the success of all students that live in on campus housing.
- Meet the needs of on campus students through the effective and efficient management of financial, physical, and technological resources.
- Recruit, develop, support, and retain high quality, diverse staff in order to provide outstanding service to students.
- Be innovative in providing the necessary services, resources, infrastructure, and information sharing to support the Bobcat Residential Experience.

## DIVERSITY AND INCLUSIVITY

The Department of Housing and Residential Life at Texas State University is committed to creating and sustaining a welcoming, inclusive, and socially-just community that values, respects, celebrates, and advocates for all individuals.

As a department, we embrace a culture of care by empowering individuals' voices and valuing the diversity of our social identities.

We acknowledge that individually, and as a department, we are constantly learning and moving towards intellectual, social, and emotional growth through our processes, facilities, dialogue, and interactions with one another.

In an effort to break down systems of inequity, we will address incidents of bias and intolerance in accordance with Texas State University's Non-Discrimination Policy, UPPS No. 04.04.46.



# Bobcat Residential Experience

The **Department of Housing and Residential Life (DHRL)** exists within the **Division of Student Affairs** and is 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. **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, Peer Review Board, National Residence Hall Honorary (NRHH), and the Residence Hall Association (RHA)**. In addition, we offer many paid student employment opportunities, including resident assistant and desk assistant 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 skill sessions to major-specific programs in our targeted living-learning communities.

So, take time to get to know your **resident assistant (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.

Finally, take time to familiarize yourself with this guide. If changes are needed as a result of a pandemic, crisis, or other anomaly, the **DHRL** website will offer the most up-to-date information on policy and process changes. You are expected to keep yourself informed.

# Who's Who

We have over 150 full-time and over 280 student employees within the **DHRL** whose function is to support you 24-hours a day. Our department is divided into three units. The **Executive Director's Office** ensures all units within the department work together to provide a seamless and successful experience for you. The first unit is **Residential Experience** which supports student life and employs the staff members who live and work in the residence halls and apartments. Next, is **Facilities Services** which works to keep your living areas clean and in good working order. Lastly, is **Housing Administrative Services** which includes Business Services, Camps and Conferences, Off-Campus Living, and Occupancy Management. This unit coordinates the room selection process, oversees all marketing and communications, and reviews cancellation and exemption requests.

An important person you will 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 our residential spaces, a professionally trained **residence director (RD)** is assigned as a live-in staff member. **RDs** are full-time staff who have a Master's Degree, typically in **Student Affairs**, and are 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 an on-call rotational basis for emergencies.

Some of our residential spaces also have **graduate residence directors (GRD)**. These are graduate students, most typically in the Student Affairs Masters program at Texas State, who work alongside the **RD** in a part-time capacity while attending classes.

Each **RD** is supervised by an **assistant director (AD)**; the **AD** is a full-time, master's level professional with extensive experience in managing community living. Each is responsible for overseeing several **RDs** and communities, in addition to other administrative responsibilities.



# Staff Assistance

We are here to help you and offer day-time front desk hours and overnight staff that can be reached in person or via phone. If there is an emergency and staff is unavailable, we also provide an on-call staff member who can be reached by the **University Police Department (UPD)** or the Nighttime Desk.

## DAYTIME DESK HOURS

### Residence Halls:

Sun.–Sat.: 10:00 a.m.–10:00 p.m.

\*Mesquite and Laurel Halls have adjusted desk hours posted due to having a partner desk at Brogdon and Retama Halls, respectively.

### Bobcat Village:

Mon.–Fri.: 8:30 a.m.–10:00 p.m.

Sat.–Sun.: 10:00 a.m.–10:00 p.m.

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

## NIGHTTIME DESK HOURS

### For All Residence Halls:

Sun.–Sat.: 10:00 p.m.–10:00 a.m.

Located at Chautauqua & Gaillardia 512.245.3705.

### Bobcat Village:

On-call staff member 512.644.1662

The **Residential Experience Office** is open Monday–Friday, 8:00 a.m.–5:00 p.m. (excluding holidays). Our phone number is **512.245.3705**.



# Housing Contract and Assignments

## ASSIGNMENT CHANGES

Students wishing to move rooms or halls must first speak with their **RD**. Students may not move without written permission from the **RD**, or a staff member in **Housing Administrative Services**. Residents who make unauthorized changes may be subject to an administrative review and/or improper check-out charges.

## 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, students may stay for break housing in their permanent assignments. Students may either stay late, return early or stay the entire break. You may not sign up for days that are sporadic. There is a fee per night for staying during Winter break. 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. Mail delivery, package pick-up, and dining services are not available during the breaks. See your **RA** or **RD** for questions or visit [bit.ly/TXSTBreakHousing](http://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 to another room or hall against their will, may be subject to disciplinary action, re-assignment or the cancellation of the original re-assignment request.

## 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 housing contract can be found on [bit.ly/HousingContractTXST](http://bit.ly/HousingContractTXST).

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; you may view that online at [dos.txstate.edu](http://dos.txstate.edu).

## HOUSING POLICY

New students who are under the age of 20 (by September 1 for fall admission or January 1 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.

## ROOM CONSOLIDATION

**Residence Halls:** If a student does not claim their space, the remaining student(s) in the unit may be assigned a new roommate. In some limited cases, the remaining student may be 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. Remaining resident(s) must maintain the vacant space so that newly assigned residents may move in at any time.

Residents who fail to maintain the vacant space may be subject to the disciplinary process which could include paying rent for the unapproved use of space (for halls and apartments).

**Apartment:** When a student does not claim a space or moves from the apartment, the remaining student(s) may be assigned a new apartment-mate. In addition, the remaining residents may not use any vacant bedrooms for their own use.

## TEMPORARY HOUSING

Temporary housing refers to areas that are normally used as public residential spaces, such as study rooms. These spaces are occasionally converted to temporary housing in an effort to accommodate as many freshmen students as possible in our on-campus housing system. In some cases, a local hotel will be used that is staffed by Housing and Residential Life **RAs** and a **RD**. 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 will be provided with similar resources that permanent residents have and will be connected with a **RA** for support while living in temporary housing.

Once classes begin, **DHRL** will identify all spaces that are unclaimed. If students are in temporary assignments, they 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. If temporary housing is used, we expect to be able to relocate all residents of temporary housing by the end of the fall semester.



## You and Your Roommate

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 a space that permits studying, relaxation, sleep, privacy, and perhaps a deep friendship.

All of the above are more likely to happen when there is open

communication without judgment. What do you know about each other's background, choice in music, habits and moods?

Understanding the value of that knowledge when it comes to sharing space, we ask all residents with a roommate or suitemate to complete a Roommate Agreement. This tool is found online in Roompack and includes questions to get the conversation started. Should there be disagreements with your roommate in the future,



your **RA** will use the Roommate Agreement to assist in resolving the conflict. If you have questions about the Roomcompact Agreement, see your **RA**.

### **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).

# Building Facilities

The student's room, suite or apartment is their home for the next nine months. One of the major goals of the **DHRL** staff is to maintain the condition of their space so that it is as comfortable as possible. Our desire is that when the student leaves at the end of their stay with us, the room, suite, or apartment is in the same condition that it was in when they arrived.

At check-in each student will get information about completing an online Room Condition Form. This form must be filled out thoroughly, as it will be used when the student checks 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 and toilet paper supplied on a daily basis. If your community style restroom is out of toilet paper, please notify the front desk staff. Students must provide their own toiletries and towels.

Students in suite styles, Blanco, or an apartment are responsible for cleaning their bathrooms. Suite styles and Blanco Hall will be cleaned over Winter break. For the cleaning to take place, all personal items must be removed from the bathroom and shower area.

All guests must utilize the guest restroom. If the amenities of the guest restroom are not extensive enough to meet the guest's need, the guest must be escorted by the host to the appropriate facility/restroom. Improper use of guest restrooms will result in them being closed.

## FURNITURE

Residence hall room furniture generally includes bed frames, mattresses, dressers, desk chairs and desks. Some halls allow lofting. For more information about lofting see page 23.

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 cannot be removed.

## 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. Students are responsible for all other cleaning needs. Misuse or abuse may result in limited hours or closure of the kitchen.

## MAINTENANCE AND REPAIRS

During the course of the year, various items in the student's 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 online work order request system.

**Non-Emergencies:** Click on the Maintenance Request icon at: [bit.ly/txstworkorder](http://bit.ly/txstworkorder)

**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 (see page 31 for more information).

Each residence hall room and Bobcat Village apartment is provided three recycling bins (red, yellow, and blue) for the collection of paper, aluminum, and glass. Students 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 the students account if their room's recycling bins are not cleaned or are missing when students check out.

## ROOM MAINTENANCE AND DAMAGES

Students and **DHRL** share responsibility to maintain their room and the facility. The

student's responsibilities include: maintaining the condition of their room and its contents, timely and specific reporting of damages or problems which require repair, 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 their room (including the window and the outside of the door).

Students will be notified via email of needed restitution should damage charges be assessed. They would have 14 days to appeal assessed charges as outlined in the email. See page 20 Damages section for more information.





# Resident Rights and Responsibilities

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 student an equitable

opportunity to succeed at living and learning at Texas State University.

As a resident, the student agreed to certain responsibilities when they signed their 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/TXSTHousingResources](https://bit.ly/TXSTHousingResources)**.

Students should contact their **RD** or **RA** if they have questions about any of these policies.

Both students and **DHRL** staff members are expected to take initiative in confronting behavior that disrupts community life.

We encourage students to take ownership for their community by reporting policy violations, and **DHRL** staff will respond in a manner appropriate for that community.

Residents and their guests are expected to follow all safety policies and guidelines.

## **ALCOHOL**

Alcohol is prohibited in all university housing facilities except Bobcat Village. Students in possession of alcohol and/or 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 their 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. For the Texas State Alcohol and Drug Amnesty Statement refer to **[counseling.txstate.edu](https://counseling.txstate.edu)**.

## **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 cook tops) are prohibited in individual residence hall rooms for safety and sanitation purposes. Small kitchen appliances are allowed in Bobcat Village apartments.

### **Microwaves**

Residents may bring one microwave per room but it must be .7 cu. ft. or smaller, and 700 watt max. If you live in Bobcat Village, a microwave is provided. Please note, if you live in College Inn, Falls, Sayers, San Jacinto, or San Marcos, it is one microwave per suite. Be sure to communicate with your roommates and suitemates to see who is bringing what.

## Refrigerators

Each resident may bring one 2.5 cu. ft. refrigerator, or two residents may share a 4.6 cu. ft. refrigerator.

## Surge Protection Extension Cords

If a resident chooses to bring a microwave or refrigerator, they are required to use a power strip that includes surge protection to reduce electrical outages.

## BALCONIES, PATIOS OR EXTERIOR ENTRANCES

Students residing in Bobcat Village apartments with balconies, patios, or exterior entrance passageways are not allowed to hang items such as towels, clothes, rugs, mats, etc. from the railings or barriers. Students are not allowed to throw, toss or drop anything from the balcony and are responsible for keeping this area clean. 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.

For safety reasons, College Inn balconies are not accessible by students.

Roof access of any residential space/building is always prohibited.

## 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** if you would like to reserve these spaces.

## COOPERATION WITH UNIVERSITY OFFICIALS

If a student is involved in a situation where they or others are suspected of violating policies





or the law, a resident assistant, residence director, or other university official may approach them within the residence hall, including their 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 page 34.

Students are required to cooperate with university officials: see the Student Code of Conduct, 2.02 ([dos.txstate.edu](https://dos.txstate.edu)). Examples of cooperation are: open their room door when prompted by staff; be forthcoming with information regarding any 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, or perform an arrest.

Students should always 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.

Students are expected to be familiar with their rights and responsibilities. **DHRL** may approve policies during the school year. The guide to student's rights and responsibilities is available online at [bit.ly/TXSTHousingResources](https://bit.ly/TXSTHousingResources). The policies and procedures that follow in this guidebook govern students in all residential living facilities. For information concerning all Texas State University students please refer to the Texas State Student Handbook at: [studenthandbook.txstate.edu](https://studenthandbook.txstate.edu).

## COURTESY HOURS

Courtesy Hours are in effect at all times outside of Quiet Hours. Noise outside of quiet hours is to be kept at a level that does not disturb others. A good gauge for this: if music, TV, or voices can be heard two doors down, it's too loud. For quiet hours see page 29.

## DAMAGES

### University Property

Students 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. Students who purposely damage or vandalize University property will be subject to the student conduct process and financially responsible for any loss or damage.

### 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 due to the negligence of the **DHRL**.

The student should secure renters' insurance, at their 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 student 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, students may not post, hang, or otherwise attach any material to the outside of their room door. Students 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 (tin foil, 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
- Stolen property that does not belong to the resident which includes municipal or county signs, street barricades, cones, etc.
- The alteration or destruction of material posted by staff

### **Wall Hangings/Pictures**

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, the use of 3M strips, 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 Underwriter’s Laboratory (UL) or Factory Mutual (FM) approved. Decorations violating this policy may be removed by hall or apartment staff.

### 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, bongos, pipes and needles.

### 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 a violation of the Code of Student Conduct (2.02C, [bit.ly/TXSTConduct](https://bit.ly/TXSTConduct)) and as a result may be subject to disciplinary or administrative contract action.

## FLOOR MEETINGS

Floor meetings are held at the beginning and end of each semester, and periodically as needed. Floor meetings are for the students benefit and they are responsible for any and all information discussed. If they are unable to attend a floor meeting, the student must contact their **RA** for clarification of anything missed.

## FOOD PREPARATION

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

Food items should be stored properly (within your residence hall room or apartment) to keep pest problems under control. Students who store food in their room or apartment are strongly advised to use sealable containers to avoid pest issues. No food should be left or stored in the common areas.

## FURNISHINGS AND BUILDING ALTERATIONS

Modification of university furniture is strictly prohibited. Students 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. No other lofting systems (homemade or purchased) are permitted to be installed in Texas State rooms.

## 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 student 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. Texas State Bobcat Cards are used for privileged authorization, library use, meal plans, door access, and optional purchasing and banking functions on and off campus. Students are required to show



their Texas State Bobcat Card to university staff upon request. It is prohibited to loan a university Texas State Bobcat Card to anyone. Lost cards should be reported to 512.245.2297. A student's Texas State Bobcat Card will be confiscated if used by someone else to enter a dining or residence hall.

## KEYS AND LOCKOUTS

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

You are issued a room key when you officially check into your residence hall or apartment community. Depending on your residence, you may also be issued a bathroom key, closet key, drawer key, mail key, or suite key. These keys remain the property of the University and are loaned or

licensed to the student only so long as they are the rightful occupant of the residence hall room to which these keys provide access.

Students may not give or loan these keys to a guest or other student nor should a student be in possession of any residence hall key not specifically granted as authorized use by hall staff. The student may only deliver, surrender or relinquish these keys to a residence hall staff member. The student may not duplicate or modify their room key(s). They must return their room key(s) to a residence hall staff member when they check out of their room. Keys will not be accepted via mail. Students who move out prior to the end of the contract term are no longer entitled to occupancy or keys.

If the student misplaces their key(s) or gets locked out of their room, the front desk can provide them with another key to their room for



a limited length of time. A fee will be charged for lockouts that occur after the 7<sup>th</sup> day of class.

- The fee is \$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 the student with a temporary key(s) to access their room. They must return the key(s) within 24-hours. The student will need to show their room key(s) when they return the temporary key(s) so staff know that their key(s) is not lost. If the temporary key(s) is not returned, we will assume your key(s) is lost and the student will be billed for the lock change(s) to their 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 nonrefundable.

Staff are expected to respond in a reasonable amount of time;

however, lockouts are rarely emergencies and the student may need to wait. Any lost key(s) 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

Laundry rooms are located in a central location in the halls, and are equipped with high efficiency washers which require the use of High Efficiency (HE) detergent.

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

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. 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.

It is encouraged and recommended for you to stay with your laundry when using the washer and dryer.

**DHRL** is not responsible for laundry left unattended. If laundry is left unattended for 24-hours or longer, the unclaimed laundry will be considered abandoned property, at which point custodial staff will bag, label, and bring the laundry to the front desk of the hall. Unclaimed laundry will be held behind the front desk for two weeks, after which point the unclaimed laundry will be donated to a local charity.



## 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/ehsrm](http://fss.txstate.edu/ehsrm).



## 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 personal musical instruments in the halls/apartments must be approved 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 student(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. Students 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. Students may not operate a “for profit” or “personal gain” enterprise from any part of university housing, including, but not limited to: web-based, catalog, personal service (includes babysitting) or e-commerce. In addition, students may not host business operators to support solicitation within the residential facility.



## 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; students must transport these items to and from their rooms, without riding them. Motorized/electric wheelchairs may be used, stored and charged in on-campus housing.

Bicycle storage racks are 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.

Your bicycle can be registered at the Bike Cave. Bicycles left in the halls or hall bike racks after spring semester closing will be removed by Transportation Services.

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", or items including motorized scooters) may not be possessed, used or stored within university owned and operated housing facilities. 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 they are ready to permanently move the item to an off-site location.

## 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 student 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 only in accordance with federal statutes, service and emotional support animals may be permitted to live in university housing to provide assistance to students with special needs.



The student is responsible for properly maintaining the hygiene, health and vaccination of the approved animal. It is also the student's responsibility for the cleanup and disposal of the animal's waste. Per the student code of conduct, the student will be held responsible for animals that are disruptive to the community. For specific information concerning the approval process please refer to [bit.ly/odshousingtxst](https://bit.ly/odshousingtxst).

**Emotional Support Animals (ESA)** are permitted in the Residential Facilities at Texas State when the ESA is approved by the **Office of Disability Services** and the ESA owner has met with a representative from the Department of Housing and Residential Life to review the expectations associated with hosting an Emotional Support Animal. An ESA is not allowed in the Residential Facilities at Texas State University until all of the

steps outlined by the Department of Housing and Residential Life have been met. ESAs must be secured/kenned in the room when the resident is not present.

Please refer to [bit.ly/odshousingtxst](https://bit.ly/odshousingtxst) for the ESA policy.

### **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.

Advertising on the digital screens in the residence halls must be submitted at least 10 business days prior to posting and be formatted correctly. All requests must be submitted online at [bit.ly/advertiseinhalls](https://bit.ly/advertiseinhalls).



## QUIET HOURS

Quiet Hours are agreed upon times when noise is kept to a bare minimum to facilitate study and/or sleep. Quiet Hours are as follows:

- Sun.–Thu.: 11:00 p.m.–7:00 a.m.
- Fri.–Sat.: 12:00 a.m.–7:00 a.m.

Each hall community can choose to increase (never decrease) their number of Quiet Hours based on the preferences of its students. Students can check with their Hall Council to determine the standards for their community. During finals, 24-hour quiet hours will be set to help with the successful completion of exams.



## ROOF ACCESS

Students are not allowed to access or go on the roof of any residence hall or apartment building.



## ROOM/APARTMENT ENTRY

Students must permit any authorized employee of the University to enter their 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 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. Generally speaking, students share responsibility for violations that occur in their room or apartment.



## 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](http://bit.ly/txstTobaccoPolicy).



## SOLICITATION

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



## SPORTS ACTIVITIES

Students 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.



## 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 **RD, RA**, desk assistant, custodian

or other employee will result in disciplinary action. See Failure to Comply on page 22.

## STORAGE

University housing facilities do not provide storage space for luggage or unused furniture. Students 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.

## TASERS

Tasers are permitted on campus and in the residence halls and apartment as safety/self-defense devices. Any non safety/self-defense use of tasers within the halls/apartment will result in the taser(s) being confiscated and the student(s) subject to the conduct review process.

## TECHNOLOGY

### Downloading Media

Students are prohibited from downloading media and/or participating in file sharing that violates copyright laws. Specific information concerning university policy can be located at [bit.ly/TXSTcopyright](http://bit.ly/TXSTcopyright).

### Social Media and Internet Use

All students are responsible for the information they post online. We recommend that students monitor their own personal activities to ensure their safety and reputation is not compromised. Housing staff may take into account information posted on online communities (e.g. Facebook, Twitter, Instagram) during judicial investigations.

### Wireless Routers

All students have access to wired and wireless internet. **Wireless**



**Routers are not permitted in residence halls.** Students who are found to have unauthorized routers may be subject to administrative conduct review.

## **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 Title IX Coordinator is 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 define prohibited conduct; provide informal and formal procedures for filing a complaint; and ensure a prompt and equitable resolution of complaints. The Title IX Coordinator for Texas State University is located in the University's Office of Equal Opportunity & Title IX:

**Elliott, Building A:**  
TitleIX@txstate.edu  
512.245.2539

**Title IX Website:**  
[compliance.txstate.edu/oeotix/](http://compliance.txstate.edu/oeotix/)

**Sexual Misconduct Policy:**  
[tsus.edu/about-tsus/policies.html](http://tsus.edu/about-tsus/policies.html)

**To report a concern:**  
[bit.ly/TXSTReportTIX](http://bit.ly/TXSTReportTIX)

## **TRASH REMOVAL**

Students 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 AND GUEST POLICY**

Our residents make their on-campus residence hall or apartment their "home away from home." We recognize that residents will want to have their family and friends visit their new "home away from home." To support that, halls have been designated as 24-hour visitation halls allowing guests to be in a student's room as long as all



students are in agreement. (Guest is defined as anyone not assigned to that room.)

Students may host an overnight guest up to three (3) consecutive nights, and no more than six (6) nights within a month. Students must seek the permission of their 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 page 39.

- All residents and guests must adhere to all policies, procedures, expectations and the guidelines issued by Texas State University. If the guest is not a campus resident, the host is ultimately responsible for the action(s) of their guest. The host must escort their guest at all times.
- Guests that fail to comply with this policy will be asked to leave the premises.

- Individuals that fail to comply with this policy may have their privilege of hosting guests revoked.

## WEAPONS

Possession of any weapon or ammunition (except as permitted by Texas State University UPPS 01.04.45) or of any facsimile or replica is prohibited in University housing. Facsimile weapons, including but not limited to water pistols, pellet guns, and B.B. guns are prohibited; serious injury can occur when facsimile weapons are mistaken for actual weapons. In addition to guns and ammunition, any knife with a blade that is longer than three inches is prohibited.

The UPPS outlines all pertinent information related to carrying concealed weapons. However, if a student possesses a valid license to carry (under State of Texas laws) and wishes to conceal and carry in university housing, then the resident agrees to comply with the license requirements at all times including, but not limited to, keeping the handgun concealed at all times. If the resident license-



holder does not carry the handgun on the resident's person, in accordance with Texas law, the handgun must be stored and secured so that no other person may/can access the handgun. Secure storage must be provided by the student. Guests of any students are subject to complying with all laws and university policies; in addition, students are responsible for their guests' actions while they are in the residence halls/apartment complex. Any failure to comply with this policy will result in a student conduct review and may result in the termination of the housing contract.

## WINDOWS

For more efficient heating and cooling, residence hall and apartment windows should not be opened. 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. Students 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 12<sup>th</sup> class day during fall or spring semesters or the 4<sup>th</sup> 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.



# Student Conduct

## 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](https://dos.txstate.edu) and [reslife.txstate.edu](https://reslife.txstate.edu). Housing contracts are also provided online at [reslife.txstate.edu](https://reslife.txstate.edu). The DHRL works with the Office of Student Conduct and Community Standards 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.

## 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
- Review all available information and make a decision about your responsibility. You will receive the decision in writing within three working days of your review\*

*\*May be longer, dependent on number of students involved so that all available information is considered in the decision.*

**Peer Review**—the Peer Review Board is led by university students who currently live on campus, or did so the previous year, and 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

Students receive notification of the possible violations via their Texas State-issued e-mail account, along with date and 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 their 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.

## 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 Conduct and Community Standards. It is a violation of Texas State policy to knowingly assist an individual in violating a policy or to provide false information.

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
- Provide a decision once deliberations are finished
- In some cases it may be necessary to meet with all involved individuals before a final decision is rendered

## STUDENT CONDUCT OUTCOMES

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 account until the sanctions 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 Experience in the **DHRL** or their designee.

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 was not known or available at the time of the hearing

- Unsupported conclusion

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 Student Conduct Appeal Form can be found online at [bit.ly/ConductAppealForm](https://bit.ly/ConductAppealForm).

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





# 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 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 their own safety and security.

## **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. A monitored electronic security keypad is located in each apartment; residents are encouraged to utilize this safety feature. 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:

- Evacuate the area.
- Close your doors—take your ID and key.
- Do not use elevators.
- Meet in your specified location. (If you do not know your location, please see your **RA**.)

### For fire inside your room:

- Leave your room, take any medication with you, close your door and exit the building. Activate fire alarm (if in the residential community) on your way out. Call 911. Provide location of the fire.
- Tell them what is burning, i.e. trash, electrical, bedding, etc.

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

### For fire outside your room, if the door is not hot:

- Take any medication with you, as you might be outside for a while.
- Open the door cautiously.
- If there is smoke present—

stay low, walk or crawl to the closest exit.

- Do not use any elevators.
- Call 911.
- 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.

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. Always use the stairs; stairwells are safe, temporary havens for the injured or the disabled.

If you have need to use a stairwell as a temporary haven, ask someone to notify first responders or hall staff where you are so they can assist you if necessary.

**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.

## 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 includes, but is not limited to, smoke detectors, door closures, sprinkler heads, fire extinguishers and pull-station covers. Students found responsible for tampering with fire safety equipment may be charged a fee.

## **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 and 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.

## **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. Spray painting is prohibited and residents will be held financially responsible for any/all damages.

## **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.

## **IN YOUR RESIDENCE**

- Lock your room or apartment when you are sleeping, studying, or going down the hall.
- Carry your keys and access card with you to avoid being locked out.
- Contact a staff member or **UPD** if you see anyone going door-to-door. Solicitation is not permitted.
- Contact a staff member



immediately if you lose your key. You put yourself and your roommate(s) in jeopardy if you keep a door unlocked because of lost keys.

- Do not prop doors after you have scanned your ID card into your residence. Do not be offended if a fellow resident or staff member asks that you use your ID card to gain access to your hall—they are concerned for their safety as well as yours.
- 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 CAMPUS

- Keep university police numbers handy and save them in your cell phone. The main dispatch,

non-emergency number is 512.245.2805, but always call 911 if it is an emergency.

- Be alert and aware of your surroundings. Report any concerns to a staff member or **UPD**.
- Know the locations of the (blue-lit) emergency call boxes\* across the campus.  
*\*Picking up the handset is the same as dialing 911.*
- Call the police if you feel scared or threatened.
- Consider taking a self-defense class, such as the **UPD's** Krav Maga Self Defense course.
- 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, 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.
- 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.
- Purchase a bike lock and secure your bike in the appropriate place.

## 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.

The **University Police Department (UPD)** monitors calls that are received from (blue-lit) emergency call boxes 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.

For additional safety tips and ideas, see the **UPD** website at: **police.txstate.edu**. 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. All exterior doors to the halls will be locked 24-hours a day. An exception is made Monday-Saturday, 10 a.m.-1 p.m., when the main lobby door will be open to allow for mail and package delivery. 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.





### The Texas State University System Board of Regents

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*This information is available in alternate format upon request from the Office of Disability Services. Texas State University is a tobacco-free campus.*