# UTA Residence Hall Handbook

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WELCOME

Welcome to life in the residence halls at The University of Texas at Arlington! To ensure that your stay in the halls is a positive experience we have put together this information to inform you of the policies and the opportunities available. The most enjoyable thing about the residence halls is the variety of people you will meet. We hope you will participate in the many activities that are offered throughout the year so you can benefit from the many cultures that are represented in the residence halls. We feel this diverse population will enlighten your stay at UT Arlington. While we hope you have fun and get the most out of your stay in the residence halls, please remember that as hall staff we promote academic excellence as a first priority! If you have any questions, the staff will be happy to assist you. Please read this handbook thoroughly. You are responsible for the information in this Residence Hall Handbook and any updates issued during the year.

DEPARTMENT OF APARTMENT AND RESIDENCE LIFE

Mission Statement
The Department of Apartment and Residence Life is committed to upholding and promoting the University’s mission by providing programs and services that foster living environments which encourage civility, academic achievement, character, engagement, and independence.

Apartment and Residence Life is a department in the Division of Student Affairs. The mission of the Division of Student Affairs is to foster student success and lifelong learning through inclusive programs, services, traditions, and events that engage students in the University community and support their academic goals.

Staff

Director of Residence Life
The Director of Residence Life provides overall direction of Residence Life program to include leasing, staffing, programming, facilities, conduct, conference services, and development. The Director of Residence Life reports to the Assistant Vice President for Student Affairs.

Assistant Director
The Assistant Director (AD) is a full-time, professional staff member and is responsible for supervising Residence Directors in their respective buildings throughout the campus. The AD has a substantial role in the administrative operations of the Apartment and Residence Life program, including: policy development, campus committee work, and the planning of the parent/residence hall orientation. This individual is responsible for the smooth and efficient operation of all five residence halls - each housing anywhere from 96 to 596 students. Furthermore, AD counsel students on personal and academic issues, manage leasing and facilities, and conduct disciplinary meetings with students when necessary. The AD works closely with the Office of Student Conduct to track and maintain records related to student conduct issues for students living in the residence halls. The AD reports to the Director of Residence Life.

Residence Directors
The Residence Director is a full-time, Master’s level professional staff member who lives in or near the residence hall in which they work. This individual is responsible for the overall smooth and efficient operation of a residence hall, supervising Resident Assistants and Office Assistants, counseling students on personal and academic issues, coordinating hall activities, and disciplining students when necessary. They oversee facilities issues and concerns. The Residence Director reports to the Assistant Director of Residence Life.
**Graduate Assistant Residence Directors**

The Graduate Assistant Residence Director is a part-time, bachelor’s level professional staff member and grad student that lives in or near the residence hall in which they work. This individual is responsible for assisting with or overseeing the smooth and efficient operation of a residence hall, supervising Resident Assistants and Office Assistants, counseling students on personal and academic issues, coordinating hall activities, and disciplining students when necessary. They oversee facilities issues and concerns. The Graduate Assistant Residence Director reports to a Residence Director.

**Resident Assistants**

Resident Assistants (RAs) are student leaders who have experienced residence hall living for a minimum of two semesters. Resident Assistants are selected on the basis of leadership, experience, scholarship, and the desire to help residents realize their potential for self-development through group living. Students living in a residence hall are provided a specific RA in their living area who is there to assist them. RAs are responsible for promoting a supportive academic environment, referring students to campus resources, developing community among residents, enforcing university and residence hall policies, completing administrative tasks to include checking residents in and out of their residence hall room, and providing social and educational programming for their residents. The Resident Assistants report to the Residence Director.

**Office Assistants**

Office Assistants (OAs) assist in the day-to-day operation of the residence hall office. OAs are responsible for referring students to campus resources, checking out equipment, completing general administrative office duties, providing tours of the residence hall, and assisting the Residence Director(s) as needed. The Office Assistants report to either the Residence Director or to the Graduate Assistant Residence Director.

**Peer Academic Leaders**

Residential Peer Academic Leaders (PALs) contribute to the academic and personal success of new and returning students by instructing a First-Year Seminar course and providing major/interest-focused programming in KC Hall. Their personal contact with and positive role-modeling for first-year students and Learning Community students fosters community in the hall through academic support and encouragement, as well as increased social interaction. In the fall and spring semester, PALs coordinate academic programs and study groups for their Learning Community (LC) in KC Hall. Each fall, PALs instruct a college adjustment course and maintain two (2) office hours per week. In the spring term only, PALs organize one meal meeting per month with Freshmen Interest Group (FIG) and/or LC students.

**Hall Council**

Hall Council is the governing body of the residence hall community. Hall Council should promote hall spirit, unity, involvement, and leadership. Hall Council has various roles and responsibilities which include, but are not limited to: programming, hall improvement, RA spending approval, and RHA representation. All residents are members of Hall Council. Executive Board members are elected by the community and are volunteer positions.

**Residence Hall Advisory Board**

Residence Hall Advisory Board is the governing body of the entire residence hall community and all six hall councils. RHA is made up of all six residence hall Hall Council presidents. RHAB should promote on-campus living, hall improvements, student satisfaction, and on-campus student success. RHAB should work to promote and support individual hall councils. RHAB members are volunteer positions.

**Website**

The Department of Apartment and Residence Life’s website contains valuable information about your experience living on campus. Residents are encouraged to visit the Apartment and Residence Life website for
important information about your community, a calendar of events, and links to housing information. The website is www.uta.edu/housing.

IMPORTANT NUMBERS

Residence Hall Offices and On Call Pager Numbers

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<td>Arlington Hall - Pager 1</td>
</tr>
<tr>
<td></td>
<td>(817) 824-0462</td>
</tr>
<tr>
<td>Brazos House</td>
<td>Arlington Hall - Pager 2</td>
</tr>
<tr>
<td></td>
<td>(817) 824-0106</td>
</tr>
<tr>
<td>KC Hall</td>
<td>Brazos House</td>
</tr>
<tr>
<td></td>
<td>(817) 824-0122</td>
</tr>
<tr>
<td>Lipscomb Hall</td>
<td>KC Hall</td>
</tr>
<tr>
<td></td>
<td>(817) 824-0120</td>
</tr>
<tr>
<td>Trinity House</td>
<td>Lipscomb Hall</td>
</tr>
<tr>
<td></td>
<td>(817) 824-0143</td>
</tr>
<tr>
<td>Vandergriff Hall</td>
<td>Trinity House</td>
</tr>
<tr>
<td></td>
<td>(817) 824-0165</td>
</tr>
<tr>
<td></td>
<td>Vandergriff Hall- Pager 1</td>
</tr>
<tr>
<td></td>
<td>(817) 824-9609</td>
</tr>
<tr>
<td></td>
<td>Vandergriff Hall- Pager 2</td>
</tr>
<tr>
<td></td>
<td>(817) 824-9644</td>
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Students are encouraged to utilize their hall’s on-call pager anytime the hall office is closed and assistance is needed. To use the on-call pager, dial the appropriate number from the list above, wait for the three beeps, input a phone number at which you can be reached, and hang up the phone. Do not press the # key. Please remain by the phone at the number to which you have paged a staff member. If the staff member is unable to return your call within ten minutes, please try again or contact the UTA Police if you have an emergency.

Apartment and Residence Life Office

The Apartment and Residence Life Office is located in Arlington Hall, Suite 100 and the phone number is 817-272-2926. The office is open Monday through Friday, 8 a.m. to 5 p.m. During these times, staff is available to assist with questions about apartments and residence halls, staffing of each area, programming, and any other general on-campus housing questions. For more information, please visit the website at www.uta.edu/livingoncampus.

Other Numbers

| Facilities Management Call Center (Fix-It Line) | 817-272-2000 |
| University Housing (Leasing Questions)        | 817-272-2791 |
| UTA Police                                    |               |
| Emergency                                    | 817-272-3003  |
| Non-Emergency                                | 817-272-3381  |

YOUR HOUSING CONTRACT

University Housing Office

Located in the University Center’s main level (817-272-2791), the University Housing Office is open Monday through Friday, 8 a.m. to 5 p.m. During these times, Housing staff are available to assist with questions about apartments and residence halls', billing inquiries, room type/hall change requests, and any other general housing questions. For more information, please visit the Housing website at www.uta.edu/housing.

Rent Payment Schedule

Rent will be billed in ten installments. Rent is due the first day of each month, beginning August 1.

All rent payments, including the Dining Services Meal Plan, are payable at the Bursar’s Office in Davis Hall, online, at a kiosk station, or may be mailed with the accounts receivable statement. Only credit cards, debit cards, MavMoney, cash, and/or checks may be used to pay rent at Bursar Services.

Rental billing statements are run on the 5th day of each month and rental payments are due on the 1st of each month. A late fee of $25 will be charged for a late payment received after the 1st of the month. If payments
are not made, residents may receive a letter demanding payment. Please note that failure to pay rent could result in being evicted from Housing and future enrollment at UT Arlington could be placed on hold. Any questions about items appearing on your monthly statement can be directed to Bursar Services at x2-2172.

Residents are required to be enrolled full time. Residents that fall below full time and would like to remain in the Residence Hall must email housing at housing@uta.edu for approval. Approvals are not guaranteed. Residents enrolled in less than 3 credit hours will be removed from housing. Contact the Housing Office for more details regarding enrollment.

**Meal Plan Service/Payments**
Students who live in Arlington, KC, and Vandergriff Halls are required to participate in the meal plan. Students living in other halls may elect to sign up for a meal plan. For details regarding canceling a meal plan contract, please review section III in the Meal Plan Contract. After the academic semester has begun, changes to a selected meal plan may only be made during the first week of classes. Unused portions of the meal contract, including unused meals, are forfeited. Dining Dollars will carry over from the fall to the spring semester, but unused Dining Dollars will be forfeited at the end of the academic year.

**Meal Plan Participants** should carefully read the Meal Plan Contract prior to signing the document and/or prior to requesting canceling the Meal Plan Contract. Meal Plan Contracts will be enforced. Meal plan and housing contracts are separate. If a resident cancels their housing contract after the first week of classes and they are still enrolled in classes at UT ARLINGTON, they are still bound to the meal plan contract.

Meal service will begin with brunch or lunch on the first day of the contract period. No meal service will be provided during any University holidays, which includes Winter break, Spring Break, Maymester, Summer Inter sesión, and any other student holidays that the University may designate. The last meal served is dinner on the final day of exams each semester.

Meal plan payments for the fall semester are due the first official University business day based on the following schedule: 1/2 due in August, and 1/2 due in October. Meal plan payments for the spring semester are due the first official University business day based on the following schedule: 1/2 due in January and 1/2 due in March. Meal plan due dates for residents on financial aid are due in full the first official University business day in September and January.

Residents must present their MavID Card so that it may be swiped for entrance into the Connection Café Dining Hall and to utilize their Dining Dollars at any of the dining service locations on the UT Arlington Campus.

**Room Assignments**
Room assignments are made based on the roommate preferences, room preferences, and interests that students entered on the housing application. Actual room assignments are not available until a resident checks into the residence hall. Housing staff will endeavor to match requested roommates when possible, but students should be aware that there are no guarantees that any student will be matched with their requested roommate(s).

Students with disabilities requesting special accommodations will be assigned to accessible rooms in Lipscomb North, Brazos House, Arlington Hall, KC Hall or Vandergriff Hall as a first priority. Special accommodations must be approved by the Office for Students with Disabilities located in room 102 in University Hall.

Students without disabilities may reside in residence hall rooms which have been specifically designed to accommodate persons with disabilities. In the event a residence hall room is needed to accommodate a person with a disability, a resident may be required to relocate to alternate campus housing accommodations. If required to move, more detailed information will be provided by a housing staff member.
Re-Contracting Process
Residents who currently live in the halls have first priority in the assignment process. Re-contracting is completed online during the Fall Semester through the Housing Office website (www.uta.edu/housing). Please note that KC Hall residents participating in the FIG program will not be allowed to stay in the same room. Space is limited and will be offered on a first-come, first-served basis.

Deposit/Contract Releases
If for any reason during a semester a resident decides to break the housing contract, a contract release form will need to be filled out at the Housing Office. Once a contract release form has been filled out, the resident will need to check out with an RA following the check-out procedures outlined in the section “Residence Hall Check Out Procedures.” Failure to follow these procedures may result in a resident’s deposit being forfeited, as well as additional fees and charges appearing under the resident’s MyMav account.

Should a resident break the housing contract after the semester begins, the $150 deposit will be forfeited, and the resident will owe a $200 or $300 contract breakage fee. (See Contract Terms and Conditions section V). If at any time a resident graduates, is suspended, or gets married, the deposit will be credited (less damages) and the $200 or $300 contract breakage fee will be waived.

Move Out and Check Out Procedures
Move out is defined by conducting a room/hall change, breaking contract, and the end of the contract period. Please complete all components below:

- Fill out a Contract Release Form at the Housing Office (This form is not needed if checking out at the end of the contract term)
- Sign up or schedule a check out time with an RA
- Thoroughly clean room, suite, and bathroom areas.
- Vacuum room and suite areas.
- Remove trash to the dumpsters.
- Lower bed (Arlington, Vandergriff, KC, LP South)
- Remove all personal belongings from room, suite, and bathroom areas.
- Defrost and clean refrigerator, unless still being used by a roommate/suitemate. The last person checking out of a room/suite is responsible to ensure that the refrigerator has been defrosted and cleaned. (Unless a roommate/suitemate cleaning agreement has been filled out).
- Lock the windows to the room/suite, close all blinds, and turn off all lights.
- Meet the RA to complete the checkout only after completing each of the steps above. Be prepared to turn in keys and to relinquish access to the room at this time.
- Sign the inventory sheet with the RA who completes the checkout.

*Please Note: Once a resident has checked out of a room in a residence hall, that individual is now considered a guest and no longer a resident of the building. All guests must be escorted by a current resident of the building and follow all of the guest visitation policies, which can be found in this guide.

Personal Property

Storage
Limited storage space is available in a residence hall room. Storage space is not available in other places in the building. All furniture found in a room/suite upon move-in must remain in their respective locations and cannot be removed for any reason.
**Abandoned Property**

Any personal property deemed to be of value by a university official and left in a resident’s room after they check out will be removed and stored at the owner’s expense. Residents will be notified of any abandoned property by certified mail sent to their last known address. Residents will be given 60 days to claim any items found. If a resident does not retrieve the personal property within the 60 day time period, the items will be discarded in accordance with applicable University regulations. Property removed after an abandonment or eviction by the Office of Student Conduct may be thrown away if it is perishable (food, medicine and/or plants) or deemed to be valueless in the judgment of a university official. A fine may be associated with the removal of personal items.

**Room Inspections**

Authorized University personnel, University approved contractors, government inspectors, or law enforcement officers may enter the premises for the purpose of inspection, maintenance, pest control, or delivery of notices under reasonable and restrained conditions.

Scheduled room inspections occur throughout the year including before University breaks and after the halls have closed. These inspections are conducted to ensure that the building maintenance, safety, sanitation, and property control requirements and policies are being followed.

In addition, rooms are inspected once each semester for fire & life safety violations. A follow-up inspection will occur if any fire & life safety violations are found at the initial inspection. For a detailed description of fire safety violations, please see “LIFE SAFETY.”

At any time, evidence of violations found in one’s room may result in fines and/or disciplinary action.

**Room Changes and Hall Changes**

The residence halls are typically full; therefore, room and hall changes may be difficult. If a resident has a problem with a roommate, they should first try to work the situation out and then contact their RA for assistance before they request a room change. Room change requests within a building are not reviewed until after the first two weeks of the semester. All changes are made based upon the date of the requests and the availability of rooms.

Contact the hall office or the Housing Office for a room/type/hall change request form. (KC and Arlington Hall residents need to fill out a type change form if they are trying to move from a double to a private, etc.) Hall changes from one building to another may be made only with the approval of the Housing Office after room changes are completed within each building.

Making a physical room changes without written permission from the Residence Director is prohibited and may result in an improper check out fee, disciplinary action, and loss of moving privileges. Once the Residence Director has notified the resident if the room change has been approved, a resident will have approximately 24-48 hours to move. Residents will then need to fill out an inventory sheet for the new room and follow the “Residence Hall Move Out Procedures” for their old room.

**Room Charges**

Residents will be charged for the cost of any damages in their room beyond normal wear and tear. Each room or suite is inspected at the beginning and end of each year. To avoid being charged for damages for which a resident is not responsible, residents should carefully review the Room Inventory Sheet issued to them when they check in. Be certain all existing damages are noted on that sheet. Damages that occur during the contract period will be the responsibility of the residents of the room or suite.
Room Inventory Sheets are due at the time of check in. Residents must fill them out and return them to the hall office before they move anything in. Photo Identification is required when checking into a residence hall and may be retained until the completed inventory sheet is returned to the hall office.

At the time of move-out, if a resident disagrees with the Resident Assistant's assessment of damages, they will need to appeal, in writing, to the Housing Office (housing@uta.edu) within sixty (60) calendar days of the checked out date on their Room Inventory Sheet.

**Winter Session/Summer Housing**
A typical contract is for the fall and spring semesters only. A separate contract must be signed for each summer session.

Wintersession on-campus housing will not be available during the 2012-2013 academic year. Residents with a Fall 2012-Spring 2013 Residence Hall Contract will be able to leave their belongings in their room while away for the Wintersession break. Residents will be encouraged to take valuables, including anything they will need during the break, as they will not have access to their room until the residence halls open for the spring semester at 8am on Friday, January 11, 2013.

For all students at the end of the Fall Semester, and for residents not staying during Summer Intersession at the end of the Spring Semester, a closing checklist must be completed prior to either moving out and/or leaving for the break. Staff will be completing room inspections to verify that the checklists have been completed; fines will be assessed for incomplete checklists.

Summer/maymester Intersession housing is not available without a summer contract and is not available in every hall.

**ROOMMATE/SUITEMATE RELATIONS**

Living with a roommate/suitemate can be exciting and challenging and may have a significant influence on a resident's overall college experience. The communication lines that suitemates/roommates develop are the key to the establishment of a comfortable and enjoyable living situation.

Points to remember:

1. Complete the roommate agreement provided by your RA during check in.
2. If there are differences in living expectations between you and your suitemates/roommate, they will eventually surface. It is best to discuss such differences right away.
3. Roommates are likely to differ in preferences and views.
4. Differences reflect uniqueness. Try to enjoy and share respective differences.
5. If there are difficulties that cannot be solved together, talk with an RA or your RD. Mediation Services are also available on campus.
6. In rare cases, irreconcilable differences may lead to room or hall changes. Changes are only made as the last resort. Roommates must make an effort to work things out and to compromise. Conflicts over social differences are not applicable reasons to grant a room change.

**Roommate Bill of Rights**
Basic rights of a suitemate/roommate include the right to:

1. **Study, free from undue interference (noise, stereo, guests, etc.), in one's room. (Please note that there are study lounges available in each residence hall.)**

2. **Sleep without undue disturbance from noise, guests, suitemates, roommates, etc.**
3. Expect that suitemates/roommates will respect each others’ personal belongings. When borrowing or using others’ belongings, ask their permission and get approval first.

4. Live in a clean environment.

5. Free access to one’s room and facilities without pressure from suitemates/roommates to vacate.

6. Expect that suitemates/roommates will respect each others’ personal privacy.

7. Host guests at agreed upon times and with the expectation that guests are to respect the rights of the host, suitemates/roommates, and other hall residents. See the guest policy for specifics.

8. Expect reasonable consideration while using the telephone or cell phone.

9. Expect any and all disagreements to be discussed in an atmosphere of openness and mutual respect.

Please note that once a Roommate/Suitemate agreement has been signed by all parties, it becomes an enforceable policy in that room/suite.

**Roommate Conflicts**
The following strategies are suggested as possible methods to resolving roommate conflicts. These strategies should be adopted in the sequence noted. If the first strategy is not effective, you may need to escalate the response to the next level.

**Conflict Prevention**
An important step to preventing conflict is to negotiate a written Roommate Agreement as soon as you begin your roommate relationship. Defining the roommate relationship early will assist you in predicting areas of conflict and creating solutions to that potential conflict. The Roommate Agreement will also assist in establishing a written plan to guide the relationship if any roommate fails to meet their responsibilities.

**Personal Confrontation**
Honesty and open communication help resolve problems before they become serious. Listed below are confrontation skills which may assist you in discussing concerns with your roommate.

- Express your concerns early and often, before tension builds to the point where personal communication is strained.
- In any conflict it is generally best to examine yourself first and acknowledge where you may have fault in the relationship. Asking your roommate if there is anything you can do to improve the roommate relationship shows that you are willing to work with the roommate in a spirit of cooperation. Listen first, then talk.
- After acknowledging any faults on your part, it is important to discuss your concerns with the other person in private. While it may be wise to seek counsel before talking to the other person, talking inappropriately about another person to others can be very destructive to the relationship.
- Suggest positive things you may appreciate about your roommate. People are generally less defensive and more receptive when they know that you care about the relationship.
- Express your thoughts with language that does not immediately put the other person on the defensive. Use, “I messages.” “I messages” are statements about the communicator’s feelings, thoughts, observations, perceptions, and reactions. When confronting someone, talk in terms of yourself. For example, "I think," "I feel," "In my experience," "for myself," "I need," "I've observed."
• Use your speech and body posture to deescalate the situation. Remaining calm and open will always accomplish more than raising your voice or trying to intimidate.
• Focus on the offending behavior involved, not in making judgments about the other person.
• Do not engage in name calling or other behavior which would be disturbing to others. If tempers begin to flare, consider moving the discussion to an alternate location or time.
• Be specific in your description of the behavior and the effect it has on you.
• State your request clearly. Be honest and direct. Do not explain or apologize unnecessarily.
• Use appropriate non-verbal behaviors. Show the intensity of your feelings. Look the other person in the eye. Speak clearly, without hesitation, and lean toward the listener while still respecting their personal space.
• Thank the other person for their consideration of the matter and their future cooperation.
• Document any changes to your prior agreements.
• It may be important to remember that you don’t have to like the person you’re living with as long as you can effectively communicate with each other.
• If you are not satisfied with the results of your discussion, consider the other strategies noted below.

Mediation
If your roommate will not respond as necessary after personal and private confrontation, you may need the assistance of a mediator. Mediation is a voluntary way to resolve disputes without giving the decision-making power to someone else. It involves sitting down with the other side in the dispute and a third-party who is neutral and impartial (the mediator). The mediator helps the parties identify the important issues in the dispute and decide how they can resolve it themselves. The mediator doesn’t tell each person what to do, or make a judgment about who’s right and who’s wrong. Control over the outcome of the situation stays with the parties. Your RA or RD can serve as a mediator or you can request services through the Mediation Center in the Office of Community Standards.

YOUR CONDUCT
Hall residents are expected to respect residence hall property, the rights and safety of others, and to abide by the law. The residence hall policies are outlined in the next section. Violations of these policies may result in disciplinary action.

Residents are responsible for what goes on in their room and in their presence. Residents may avoid facing discipline for being present in the midst of a policy violation by urging violators to desist, asking them to leave their room, reporting the matter to hall staff, or by promptly leaving the scene of the incident.

The University practices due process with all student discipline issues. The type, severity of the incident, and where the student is in the discipline process will determine how the disciplinary referral is processed.

When a violation is believed to have occurred, it is reported to the Residence Director. The reported violation can be handled in a variety of ways. The report can result in a conference with the Resident Assistant, Residence Director, Assistant Director, UT Arlington Police, and Assistant Director for Residential Student Conduct, or the Director of Student Conduct. REPEAT VIOLATIONS AND THE SEVERITY OF EACH VIOLATION ARE TAKEN INTO CONSIDERATION WHEN DETERMINING A STUDENT’S DISCIPLINARY STATUS. Students may be required to move temporarily to another room, to another hall, or out of the building until disciplinary proceedings or roommate conflicts have been resolved.

IMPORTANT: If a resident is summoned by the Office of Student Conduct, the resident MUST attend the meeting by the assigned deadlines. The Department of Apartment and Residence Life, per a resident’s housing contract, may remove a resident from Campus Housing who attends the meeting with a Student Conduct
officer from the Office of Student Conduct. If necessary, a resident may be required to immediately vacate their residence hall room or, when applicable, given as few as 48 hours notice.

**Incident Reports**
The Incident Report is a form used by the Apartment and Residence Life staff to communicate information to other staff members and to the Office of Student Conduct. This form is used to communicate violations of policies, medical emergencies, and all other unusual occurrences that staff members address while performing their jobs in the halls. Incident Reports are not disciplinary actions in themselves. They are communication devices. A report can result in a range of consequences depending upon the frequency or severity of violations. The results could range from a conference with a staff member to residence hall probation, eviction, or other disciplinary measures. It is a confidential Apartment and Residence Life record that is shared only with the individuals involved in the incident, staff, and the Assistant Director for Residential Student Conduct or UT Arlington police when necessary unless the student gives written permission to share it with others.

All staff members are required to file an Incident Report whenever they encounter a violation of policy. If cited in a report, residents will be provided with a copy of the report to review prior to their adjudication. Residents do not have to agree with the details provided by a staff member in an incident report and are encouraged to submit, in writing, their own version of what took place during a documented incident.

This is a standard procedure that is meant to make the disciplinary process clear and fair. Any questions about this process may be directed to a residence hall staff member.

**Conduct Appeal Process**
Residents who disagree with a disciplinary decision or sanction have the right to appeal. The appeal process differs according to a resident's status in the discipline process.

Residents will receive disciplinary sanctions from either their Residence Director or from the Office of Student Conduct. To appeal a decision made by a Residence Director, residents must submit a written narrative outlining the basis for their appeal to the Assistant Director of Apartment and Residence Life within five business days from the date of the Residence Director’s letter informing the resident of the disciplinary sanctions. The Assistant Director will review the information provided by the Residence Director and the resident, and will meet with the student when necessary. The Assistant Director will provide a response within 14 business days. Upon receipt of the Assistant Director’s decision, a resident may appeal the decision to the Office of Student Conduct. The Office of Student Conduct has the option to uphold the decision by the Assistant Director, reverse the decision, or to reopen the case. If the Office of Student Conduct reopens the case, all students involved in the incident will be referred to the Office of Student Conduct. The resident will receive a written response from the Office of Student Conduct regarding their appeal within 14 business days.

To appeal disciplinary sanctions made by the Office of Student Conduct, residents need to submit a written narrative within 14 business days from the date they met with the University Official from the Student Conduct Office and received their sanction. Written appeals should be composed to the attention of the President, but needs to be delivered to the Office of Student Conduct, to be forwarded to the President’s Office along with supporting materials from the Office of Student Conduct. The President’s Office may take up to 30 days from receiving an appeal to make a final decision. All decisions from the President’s Office are final.
RESIDENCE HALL POLICIES

Alcohol
Alcohol may only be consumed by persons of legal drinking age (21 years) in the State of Texas. State laws relating to alcoholic beverages will be strictly enforced. Alcohol cannot be consumed in public areas, including social lounges, study lounges, courtyards, parking lots, laundry rooms, and computer labs.

Residents are not allowed to have alcohol in their double rooms or suite area if there are one or more residents under 21.

Residents over 21 are allowed to have alcohol in their room if their roommate is also 21 years of age or older or if they live in a private room.

Alcohol is only allowed in suite areas if all residents are 21 or older and there are no minors present.

Disciplinary action may result when:
- Minors consume, possess, store, or are in the presence of alcohol.
- Adults contribute to the delinquency of a minor/drink in the presence of a minor.
- Presence of large quantities of alcohol, where all residents are of legal drinking age and not in the presence of minors.
- Alcohol is visible in public areas (lounges, study areas, hallways, common suite areas, hall parking lots, hall courtyards, etc.).
- Loud or disorderly conduct develops, even when all parties are of legal drinking age.
- Any alcohol containers or product packaging is visible in a room with a minor.
- Excessive alcohol containers are visible in the room and/or suite.

Students involved in disciplinary situations involving alcohol will be referred directly to the Conduct Coordinator for Residence Life in the Office of Student Conduct.

Bicycles, Roller Blades, Skateboards, and Scooters
Bicycles, roller blades, skateboards, scooters, or related equipment may not be ridden in the residence halls or on residence hall property, including but not limited to courtyards, breezeways and/or off of the seating area in the Arlington Hall circle drive. Bicycles are not to be stored in any room or suite. Bicycle racks are provided outside of each residence hall for the resident’s convenience. Bicycles should always be securely locked when parked in the bicycle racks. It is strongly recommended that each resident register their bicycle with both the UT Arlington Police Department and their respective residence hall office (Operation ID). When registering your bike with the police and the hall office please provide the serial number on the bike in addition to a description. UT Arlington Police recommend utilizing at least one “U-bar” of one inch thickness to secure the bike to the bike rack. If a bicycle is left after move-out, it may be removed and disposed of by the University. Bicycles and related equipment only may be secured to bicycle racks. Securing a bicycle or related equipment to handrails, trees, buildings, etc. is not permitted and will result in it being confiscated by UT Arlington Police.

Motorbike parking is only available in the parking lots around each hall. Motorbikes cannot be parked at any bike rack. Sidewalks and residence hall porches, suite areas, or hallways are not legal parking areas for either motorbikes or bicycles.

Copyright Infringement
The unlicensed and/or unauthorized use, copying, distribution, sale, public performance, and/or sharing of copyrighted materials are prohibited. Section 101 of the copyright law says that a performance is public if it is in a public place or if it is in any place where "a substantial number of persons outside of a normal circle of a
family and its acquaintances" are gathered. This includes, but is not limited to the viewing of copyrighted movies in public areas in the residence halls and/or for large groups of people in individual living areas. Video games are permitted to be played on televisions in residence hall lounges.

**Courtesy Hours**

All halls have "courtesy hours," which are 24 hours a day, 7 days a week. This means that any resident should be able to sleep or study at any time in the hall. Lobby areas are more suitable for noise but should be kept within reasonable limits. Residents should be mindful of their volume during courtesy hours (outside of posted quiet hours). To foster an environment conducive to studying and learning residents should respect all reasonable requests from their peers to quiet down.

**Drugs**

The use, manufacture, possession, sale, or distribution of any compound, mixture, or preparation which contains any one or more of the substances defined and regulated (1) by the Texas Controlled Substances Act (Article 4476-15, Vernon's Texas Civil Statutes); or (2) as a dangerous drug under the provisions of Article 4476-15 (Vernon's Texas Civil Statutes), except as may be allowed by the provisions of such Articles, are prohibited on campus and in residence halls. Smoking legal herbs, such as salvia, K2 herb, or any variation or substance that is similar in effects or smell to marijuana, or that requires the use of drug paraphernalia is prohibited in all residence halls and the property surrounding or considered part of the residence halls including personal vehicles. The use of drug paraphernalia, pipes, bongs, roach clips, or similar devices will be treated as a violation of the University policy related to use and/or possession of illegal drugs. Disciplinary action will result with automatic referral to The Office of Student Conduct. Any student who engages in conduct that violates this policy will be subject to disciplinary action from the University.

**Empty Room/Bed Spaces**

If at any time a resident is living in a room/suite without a roommate/suitemate, they are responsible for keeping belongings out of the empty space and may not utilize that vacant space in any way. This policy exists because an incoming resident may be assigned and/or moved into an empty space at any time throughout the semester. This resident has the right to move in without prior notice and therefore no belongings may be stored in or under additional furniture or closets, and the bed may not be used for storage or for hosting guests. Students with a vacant bed space may be asked to move to another room by the Housing Office. Failure to move may result in you being charged a single room rate and improper check out fees in addition to disciplinary actions.

**Failure to Comply with a University Official**

All residents are required to comply with a request made by a University Official, including residence hall staff (i.e. RAs, OAs, RDs, etc.), in the course of his/her duties. Any efforts to mislead, deceive, and/or hinder a staff member in the performance of their duties will be seen as failure to comply. Non-compliance includes failure to respect and cooperate with staff and any actions of non-compliance will be referred to the Office of Student Conduct.

**Fighting**

Fighting (verbal or physical) or threats of violence against another person is prohibited in the residence halls. Residents who find themselves in a situation that they do not believe they can handle in any other way must remove themselves from the situation, contact a hall staff member, and/or call the UT Arlington Police. Fighting may result in disciplinary action.

**Fire and Life Safety**

It is a resident’s responsibility to be familiar with the policies and procedures designated to ensure safety in the UT Arlington residence halls. Tampering with any life safety equipment, including but not limited to: AED devices, smoke detectors, audio/visual aid devices, fire extinguishers, fire exit signs and wheel chair ramps/lifts;
Additionally, blocking room doors, exit doors, hallways, or elevators is punishable through the discipline process and may be prosecuted to the full extent that it violates the law.

Evacuation information can be found on the back of each room/suite door or just inside of the doorway on the wall. If a room does not have evacuation information, please notify the hall office. For additional information or life safety concerns residents may contact the Environmental Health & Safety Office (EHS) in addition to their hall office at x2-2185.

**Fire Equipment**

Fire alarms and fire extinguishers are located throughout the halls for safety. **NOTICE: TENANT SHALL NOT DISCONNECT OR INTENTIONALLY DAMAGE A SMOKE DETECTOR OR TENANT MAY BE SUBJECT TO DAMAGES, CIVIL PENALTIES, AND ATTORNEY’S FEES UNDER SECTION 92.2611 OF THE TEXAS PROPERTY CODE FOR NOT COMPLYING WITH THE FOREGOING NOTICE.** In the event of a fire, activate the alarm, call University Police Emergency at x2-3003, and leave the building.

**Fire Prevention**

It is mandatory that residents vacate the building any time the fire alarm is activated. Residents who do not evacuate may be subject to disciplinary action from the Office of Student Conduct. Every semester university staff will complete a life safety inspection of each resident’s room. Violations of the inspection may include warnings and fines. Also, every semester there will be a fire drill in each hall for the purpose of familiarizing residents with emergency evacuation procedures.

Below is a list of initial sanctions and/or fines for Life Safety Inspection Violations. The University reserves the right to add any items to the list by giving residents written notice of such change.

<table>
<thead>
<tr>
<th>Fire &amp; Life Safety Policy Violations</th>
<th>Minimum Sanction for Violation</th>
</tr>
</thead>
<tbody>
<tr>
<td>Causing a fire through intention or negligence</td>
<td>$100 fine + costs for actual damages and/or injuries</td>
</tr>
<tr>
<td>Contributing to the spread of a fire through tampering with fire safety equipment</td>
<td>$100 fine + costs for actual damages and/or injuries</td>
</tr>
<tr>
<td>Disabling a smoke detector or tampering with fire safety equipment</td>
<td>$100 fine + cost of repairs</td>
</tr>
<tr>
<td>Damage to fire sprinkler equipment</td>
<td>$100 fine + cost of repairs</td>
</tr>
<tr>
<td>Damaging, disabling, or tampering with any ADA equipment.</td>
<td>$100 fine + cost of repairs</td>
</tr>
<tr>
<td>Causing a fire alarm through negligence</td>
<td>$50 fine</td>
</tr>
<tr>
<td>Possession or use of candles</td>
<td>$50 fine</td>
</tr>
<tr>
<td>Possession or use of incense</td>
<td>$50 fine</td>
</tr>
<tr>
<td>Possession or use of explosives/fireworks/weapons (including live, spent, play or look alike weapons of any kind)</td>
<td>$50 fine</td>
</tr>
<tr>
<td>Possession or use of fuels (gasoline and other flammable liquids or gas)</td>
<td>$50 fine</td>
</tr>
<tr>
<td>Possession or use of halogen lighting or any lamp exceeding 120 watts</td>
<td>$50 fine</td>
</tr>
<tr>
<td>Possession or use of halogen lighting or lamps that exceed 120 watts including lava lamps &amp; neon signs</td>
<td>$50 fine</td>
</tr>
<tr>
<td>Failure to evacuate for a general fire alarm</td>
<td>$50 fine</td>
</tr>
<tr>
<td>Obstructing a route of fire egress</td>
<td>$50 fine</td>
</tr>
<tr>
<td>Hanging items from fire protection equipment</td>
<td>$50 fine</td>
</tr>
<tr>
<td>Unhooking a door closure or tampering with/disabling a lock</td>
<td>$50 fine</td>
</tr>
<tr>
<td>Propping open a door</td>
<td>$50 fine</td>
</tr>
<tr>
<td>----------------------</td>
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</tr>
<tr>
<td>Smoking near a residence hall, except in personal vehicle with windows rolled up</td>
<td>1st offense warning, 2nd offense $50 fine</td>
</tr>
<tr>
<td>Smoking in the residence hall</td>
<td>$50 fine</td>
</tr>
<tr>
<td>Possession of non-approved appliance</td>
<td>$50 fine</td>
</tr>
<tr>
<td>Covering vents or smoke detectors</td>
<td>$50 fine</td>
</tr>
<tr>
<td>Personal items located within 18 inches of any sprinkler head.</td>
<td>1st offense warning, 2nd offense $50 fine</td>
</tr>
<tr>
<td>Use of extension cord (Heavy-duty, UL listed power strips with ground prong and surge protection only are allowed)</td>
<td>1st offense warning, 2nd offense $50 fine</td>
</tr>
<tr>
<td>Overloaded electrical outlet (Use of outlet expanders are prohibited.)</td>
<td>1st offense warning, 2nd offense $50 fine</td>
</tr>
<tr>
<td>Power strip not plugged directly into outlet</td>
<td>1st offense warning, 2nd offense $50 fine</td>
</tr>
<tr>
<td>Use of any non-UL listed multi-outlet adapter without surge protection</td>
<td>1st offense warning, 2nd offense $50 fine</td>
</tr>
<tr>
<td>Exposed wiring</td>
<td>1st offense warning, 2nd offense $50 fine</td>
</tr>
<tr>
<td>Excessive paper or trash</td>
<td>1st offense warning, 2nd offense $50 fine</td>
</tr>
<tr>
<td>Combustible materials hanging from ceiling, windows, or more than 10% of walls</td>
<td>1st offense warning, 2nd offense $50 fine</td>
</tr>
</tbody>
</table>

Repeat violations of 1st warning items will result in a minimum of a $50 fine. Subsequent violations may include eviction from University Housing.

**Appliances**

The **ONLY APPLIANCES ALLOWED** in rooms are:

- *Microwave* (one per room that is plugged directly into the wall outlet)
- *Refrigerator* (one per room, under 4.3 cubic feet that is plugged directly into the wall outlet)
- *Iron* (with automatic shutoff)
- *Curling / Flat Iron* (with automatic shutoff)
- *Blender*
- *Coffee Pots and espresso machines that have no exposed heating surface, carafe, or hot plate*
- *Televisions* (may need to use headphones if disturbing others)
- *Stereos* (may need to use headphones if disturbing others)
- *Computers and Computer Equipment*
- *Power strips with surge protection*

Examples of **PROHIBITED APPLIANCES ARE**:

- *Scentsy’s wax warmers*
- *Toasters*
- *Toaster Ovens*
- *Electric Grills or Skillets*
- *Deep Fryers*
- *Crock Pots*
- *Hotplates or Hotpots*
- *Rice Cookers*
- *Halogen Lamps*
- *Lava Lamps*
- *Neon Signs*
- *Heaters or Air Conditioning Units of any kind*
- Extension cords
- Outlet expanders
- Candle warmers

If additional cooking is needed, residents are to utilize the residence hall kitchen facilities. Additional equipment and utensils are available for check-out from the Hall Office.

**Refrigerators**

Refrigerators are available for rent at the beginning of each semester from private companies. Due to space limitations, only one refrigerator is allowed per room and should not exceed 4.3 cubic feet.

In Arlington Hall, a refrigerator is provided in all double rooms and suite areas. All roommates and suitemates must have equal opportunity to use the refrigerator. Please contact Facilities Management at x2-2000 if there are any problems with a University-owned refrigerator.

**Fire Evacuation**

As stated above, evacuation information can be found on the back of a resident’s room/suite door or just inside of the doorway on the wall. Residents should take a minute to review their room’s location in the building and find all the available exits.

If the alarm sounds, all occupants should immediately evacuate the building and proceed either across the street or to designated meeting locations as directed by the residence hall staff. Failure to evacuate the building or follow these procedures could result in fines and disciplinary action. The use of the elevators is prohibited. Residents are not to re-enter the building unless directed by the UT Arlington Police, EH & S staff, or the Arlington Fire Department. If time permits, residents are recommended to take important items with them such as room and car keys, ID’s, wallets, medication.

**In Arlington, KC Hall, and Vandergriff Halls:**

Every stairwell in Arlington, KC, and Vandergriff Hall is equipped with emergency telephones. If a resident is disabled or cannot use the stairs for any reason during a fire alarm, they should make their way to a stairwell to access an emergency phone. Once a resident has reached an emergency phone, they should push the button to activate it and give the name of the building and their specific location to the UT Arlington dispatch. (Please note that residents may be asked to wait there if they are not in immediate danger).

**Tornados and Severe Thunderstorms**

The National Weather Service is responsible for issuing weather warnings to the public. When weather conditions develop which may produce severe local storms, a **WEATHER WATCH** is issued. Two types of watches and one warning are issued:

**Severe Thunderstorm Watch:** A Severe Thunderstorm Watch outlines an area where hail 3/4 inch diameter or larger hail and damaging thunderstorm winds are expected to occur during a three to six hour period.

**Tornado Watch:** A Tornado Watch includes the threat of large hail and damaging wind, as well as the possibility of multiple tornadoes. Watches typically cover multiple counties. A watch means severe weather is possible during the next few hours,

**Tornado/Severe Thunderstorm Warnings:** A Severe Thunderstorm warning means that severe weather has been observed, or is expected soon. A Tornado Warning means that a tornado has been sighted in the area. In case of these warnings listen for UTA’s emergency system broadcasts over the PA system.
Procedures:
When a Tornado Warning is issued an outdoor siren will sound the alert for those who are outside. Residents may also hear an announcement over the hall’s PA system. Persons in the path of the storm should take the following immediate safety precautions:

1. Move quickly to interior hallways, basements, or other designated areas. (Stay away from windows). Safe areas are designated in each residence hall by red signs with a tornado.
2. Residents should protect themselves by lying face down with their knees drawn up under them and their hands and pillow covering the back of their head.
3. After the danger has passed, listen to staff for further instructions.

Fireworks, Explosives, and Chemicals
No fireworks or explosives of any type are permitted in the residence halls. Chemicals, other than over-the-counter cleaning agents and similar types of retail items, are likewise prohibited. This includes any fuels or similar type of combustibles. Prohibited items include, but are not limited to, the following:
- Lighter fluid
- Spray paints
- Charcoal
- Laboratory Chemicals
- Any substances that can be combined to form combustible and/or chemical agents.

Guests/Cohabitation
All residents must escort their guests at all times and are responsible for their behavior at all times. This requirement dictates that guests must be under the direct supervision of their host at all times while visiting a residence hall. Failure to do so will result in disciplinary action and the resident may lose the privilege of inviting guests to the residence hall(s). Residents should not let anyone into the residence hall if they are not willing to escort them. Guests may call a resident from the call box outside of the residence hall.

Guests are welcome in a resident’s room with consent of the roommate. RESIDENTS ARE RESPONSIBLE FOR THEIR GUESTS AND MUST ESCORT THEM AT ALL TIMES. Guests cannot be left alone anywhere in a residence hall room or public area at any time. Guests must abide by all the rules and regulations of both the University and the residence halls. It is the resident's responsibility to inform their guests of all rules and regulations, to ensure their compliance with the rules, and, if guests are not in compliance, to escort these persons from the building.

Residents may have overnight guests of the same gender for a period of time not to exceed three consecutive days and two consecutive nights as long as they have consent from their roommate(s) in advance. Guests are defined as any person who does not have a contract for the room in question. Guests may not be issued a room key or temporary access card. Residents are not to loan or allow anyone to use their key or access card at any time.

Guests of the opposite gender may not stay overnight or use the shower. Guests of the opposite gender must use public bathroom facilities and must be escorted at all times. Caution should be exercised to avoid any infringements of the roommate’s right to privacy. Residents must have their roommate’s/suitmate’s consent to have any overnight guest(s), as well as any frequent day and evening visitors. Guests that are disruptive to the community or who abuse these privileges may be asked to leave by hall staff or roommates/suitmates. University reserves the right to ban guest(s) if resident(s) and/or guest(s) is found to be adversely affecting other members of the residence hall(s) and/or University.

Cohabitation is not allowed in the residence halls. Cohabitation is defined as a person using a residence hall room as if that person were living in the room, but not actually being assigned as a resident of that room/suite.
Examples of this may include, but are not limited to, keeping clothing and other personal belongings in the room/suite, sleeping overnight in the room/suite on a regular basis, and using the bathroom and shower facilities as if they lived in that room/suite. Violating a roommate’s right of entry into their room, or hindering a roommate’s ability to study and/or sleep within their room, because of a guest’s continual presence, is considered a violation of this rule.

**Harassment**

Harassment in any form is not tolerated on the UT Arlington campus. If a resident feels like they are either a victim of any type of harassment or if a resident feels like they have been witness to any form of harassment, they should either contact a residence hall staff member, The Office of Student Conduct, the Equal Opportunity and Affirmative Action Office (EOAA), or the UT Arlington Police Department.

Residents who are willing participants, such as participating in a “prank war”, will be held to the policy of harassment.

Instances of alleged harassment will be sent directly to the Office of Student Conduct for adjudication in accordance with Sec. 4-204. Harassment in the Handbook of Operating Procedures (HOP).

Examples of harassment, as referenced in the HOP, include but are not limited to:
- Verbal Harassment
- Hazing
- Practical jokes (i.e. pranks)
- Damage to Property
- Physical assault
- Sexual Harassment or Sexual Misconduct
- Cyber Harassment

To view the complete HOP text on harassment, please visit the Office of Student Conduct website at http://www.uta.edu/studentaffairs/conduct/ and click on “Code of Conduct for UT Arlington.

To contact the Office of Student Conduct please call x2-2354. For more information about the Office of Student Conduct, please visit their web site at:
http://www.uta.edu/studentaffairs/conduct/.

To contact the EOAA Office please call x2-2106. For more information about the EOAA office, please visit their web site at:
http://www.uta.edu/eoaa/.

To contact the UT Arlington Police Department for any non-emergency inquiries, please call x2-3381. For more information about the UT Arlington Police Department, please visit their web site at:
http://www.uta.edu/police/.

**Hazing**

Hazing is specifically prohibited and participation in such action will result in a disciplinary referral to the Office of Student Conduct. Hazing is defined under Sec. 2-202. Proscribed Conduct in the Handbook of Operating Procedures (HOP) as; “Intentional, knowing, or reckless act, occurring on or off campus of an educational institution, by one person alone or acting with others, directed against a student, that endangers the mental or physical health or safety of a student for the purpose of pledging, being initiated to, affiliating with, holding office in, or maintaining membership in any university student organization, group, or team whose members are or include students at an educational institution. The term hazing includes, but is not limited to any type of physical brutality, physical activity, activity involving consumption of food, liquid, drugs, or alcohol, activity that intimidates or threatens the student, or any activity that induces, causes, or requires the student to perform a duty or task which involves a violation of Section 51.936 of the Texas Education Code.”

Residents are in violation of the Hazing policy even when they are willing participants in the hazing activity.
Incense and Candles
Incense and candles are not permitted in UT Arlington residence halls.

Illegal Weapons
Weapons that are prohibited on campus include, but are not limited to, explosive weapons, firearms, handguns, knives with a blade over five inches long (including knives used to prepare food), non-approved swords, brass knuckles, machine guns, switch-blades, short-barrel firearms, play or look-alike guns of any kind, live, spent or look-alike explosives, grenades or ammunition, paintball guns, pellet or BB guns, decorative firearms (working or non-working) and certain chemical dispensing devices (excluding self-defense canisters sold in stores). According to the Texas Penal Code, Title 10, Chapter 46, these weapons are prohibited on the premises of a school or educational institution, unless written authorization has been granted by the institution. An offense under this section constitutes a third-degree felony.

Indoor Sporting Activities
Sporting activities are not to be conducted in any area within a residence hall. Examples of prohibited activities include, but are not limited to, the following:
- Running
- Bouncing and/or kicking balls and/or hacky sacks
- Throwing objects (including balls, Frisbees, darts, etc.)
- Use of rollerblades, scooters, bicycles, and/or skateboards

Outside Organizations: Reserving Space and Advertising
Outside organizations are not allowed to reserve space inside or on the property of a residence hall unless they are sponsored by an RA, PAL, Hall Council, or RHA. Residents should receive prior approval from the hall staff before hanging anything on doors or walls in a public space within the residence halls. All posters/flyers must also be approved by The Office for Student Governance and the Residence Director. Outside groups are not allowed to chalk or paint on the windows or the exteriors of the halls or the areas immediately surrounding the halls.

Pets
Due to health regulations, no pets are allowed in the residence halls, with the exception of small fish. No other underwater pets are allowed. Residents should check with their RA before your fish travel far from home to be sure they are welcome. Fish tanks may not exceed ten gallons in capacity and only one tank is allowed per room. Residents found to be in possession of any prohibited pet(s) may be charged a fee no less than $150 per incident, in addition to any cleaning and sanitation fees, and will be asked to remove the pet from the hall immediately.

Residence Directors are allowed to have a pet live inside their apartment within the residence hall/apartment community. A “Housing Approved Pet Inside” sign is posted on the exterior door of any apartment that houses a pet. Should a resident have a concern with the pet, they should contact the Residence Director or the Assistant Director to discuss the issue.

Note: All approved pets living in the apartments will be distinguished by a sign on their door.

Quiet Hours
Quiet hours are from Sunday through Thursday, 10 p.m. to 9 a.m. and Friday and Saturday, midnight to 9 a.m. Failure to abide by these guidelines will result in intervention by a residence hall staff member. Consideration for others is part of living in a residence hall.
Due to noise, musical instruments are not allowed to be played in the residence hall rooms unless a headset is used or if it is for the purpose of an approved event or program.

**Room Cleaning and Trash Removal**

Roommate/suitemates are responsible for the cleaning of their rooms, bathrooms, and suite areas during the course of the semester. This expectation includes removal of garbage and regular cleaning of the room. Failure to clean rooms and suite areas may result in receiving a minimum cleaning charge of $50 per resident in the room/suite. Further, a documented Sanitation Violation requires resolution by the resident(s) within 24 hours. Failure to comply may result in further conduct sanctions for the resident(s) and in some cases; housekeeping may be called to assist in cleaning a room at the expense of occupants of the room. A limited number of vacuum cleaners are available at each residence hall desk for residents to use.

All hallways and laundry rooms in a residence hall will be cleaned on a daily basis by the housekeeping staff, except on weekends. We ask that residents do their part to keep the buildings as clean as possible. Do not leave trash in the laundry/vending, stairwells, TV lounges, etc. Roommate/suitemates are responsible for taking their trash to the dumpster or trash room.

**Room Decorations**

Decorations are encouraged as long as they do not create a fire or health hazard or damage to the room. Please decorate carefully; residents will be charged for any damage that occurs from nails, screws, double-stick tape, tacks or stickers on the walls, furniture, and fixtures. Use of these items will result in damage to a resident’s room and residents will be charged per damage. Please note that we do take into consideration normal wear and tear on a room. Room decorations should be confined to inside a resident’s room. Decorations on the outside of a resident's door (other than RA Door Decorations) are prohibited.

Failure to follow these guidelines may result in disciplinary action and residents may have to make restitution to the University for any damages to their living area. If residents are unsure as to whether an item is permissible, it is their responsibility to check with a staff member and receive written permission from the Residence Director before they decide to decorate with an item that may not be allowed.

Prohibited items/actions include:

- Permanently affixing any item to any surface in a room. This includes the use of nails, screws, and adhesives such as glues and double-sided tapes. Items that should not be affixed to surface areas include full length mirrors, dry erase boards, flags, posters, picture frames, bulletin boards, stickers, etc.
- Nothing may be displayed in or attached to the windows in your residence hall living areas including flags, stickers, foil, cans/bottles, window paint, etc.
- Nothing should be hung from or attached to the ceilings, sprinklers, or other fire safety devices and no more than 10% of any wall should be covered.
- Drapes must be made of fire retardant materials and hung using tension rods only.

**Room/Hall Furniture**

All furniture in a resident’s room and/or suite needs to remain in the room and/or suite. This includes not moving suite furniture into individual bedrooms and vice versa. Residents must have room for traffic to flow into and out of their room/suite for safety reasons. Residents may not replace hall furniture with their personal furniture. Beds may be bunked using approved pegs provided by the hall office. All other forms of lofting beds are prohibited. Room furniture is not designed to be stacked. Residents are not to attempt to stack furniture in their residence hall room/suite due to the fact that it may become top heavy and tip over resulting in injury.
Lounge furniture belongs in hall lounges and should not be kept for personal use in a resident’s room/suite. Placing lounge furniture in a room/suite may result in residents being charged with theft of state property and referred to the Coordinator for Residential Student Conduct.

Smoking and Tobacco
UT Arlington campus is tobacco free including all residence halls and grounds; therefore, smoking and the use of any tobacco product in the halls is prohibited. All smoking outside of the residence halls needs to occur in your personal vehicle with your windows rolled up. (Tobacco Free Campus Policy and Procedures, August 2011) Smokers shall dispose of cigarette butts and/or ashes properly. There may be a fine applied in addition to any disciplinary action for each instance of smoking addressed for failure to comply with this policy.

Solicitation
The University of Texas at Arlington prohibits door-to-door solicitation in the residence halls. This includes, but is not limited to, anyone selling or distributing products, passing out fliers, and/or taking surveys. If a resident sees or experiences any activity they believe may be considered solicitation, they should notify a staff member immediately.

Residence hall rooms are not to be used for business purposes and no public advertising of business services is allowed within a residence hall. Prearranged sales may not occur on a regular or continuous basis.

Theft
Theft of personal and/or public property is against the law and will be dealt with accordingly. Common instances of theft found and reported in residence halls are:
- Removal of public signs from roadways and construction areas.
- Removal of furniture from public lounges in residence halls to individual rooms and/or outside of the building.
- Removal of room furniture or amenities to another space and/or outside of the building.
- Possession of utensils, flatware, cups, bowls, trays, etc. from the University Dining Services.
- Possession of signs/décor from university functions without approval.
- Taking another resident’s personal property without their permission regardless of where the item is located.

Trespassing
Any unescorted guests in a residence hall where they do not live or residents who have been suspended from University Housing for disciplinary reasons are considered trespassers. Residents suspended from University Housing may not enter, visit, or be on any UT Arlington housing properties, including residence halls, UT Arlington owned and operated apartments, and/or Centennial Court Apartments.

If anyone is found trespassing in a residence hall, the police may issue a Criminal Trespass Warning (CTW). Anyone who had been issued a CTW and is found trespassing again in the future may be arrested.

Vandalism
Vandalism is considered damaging, destroying, or defacing any facility, structure, property, or equipment owned, leased, or controlled by another entity. All acts of vandalism will be reported to the UT Arlington Police. Residents found to be responsible for any acts of vandalism may be required to pay restitution and may be referred to the Office of Student Conduct.

Window Screens
Window screens are not to be removed for any reason other than an emergency situation. The throwing and/or passing any object, including people, through a window is also prohibited. Residents who remove their window screen may be subject to a $50 fine and disciplinary action. If a window screen has fallen out, it is the
resident’s responsibility to report it to Facilities Management at x2-2000. A fine to replace a removed screen may be applied, in addition to any disciplinary action.

YOUR SAFETY

Insurance Coverage
THE UNIVERSITY IS NOT RESPONSIBLE FOR ANY PERSONAL PROPERTY DAMAGE OR LOSS DUE TO FIRE, FACILITY FAILURE, SEVERE WEATHER, DAMAGES BY MAINTENANCE, BREAKING AND ENTERING, OR THEFT. Residents are therefore encouraged to carry their own personal property renter’s insurance.

Security
Each hall is equipped with a 24-hour card access system. The UT Arlington Student ID card (Mav Express Card) allows you access into your hall/room.

In Arlington, KC, Lipscomb North, and Vandergriff hall each private-suite and/or double-room door is controlled by a card access reader. These doors remain in the locked position at all times; residents are not allowed to prop open or cover/tape over the locking mechanisms to leave them in an “unlocked” state. Authorized individuals with a valid five (5) digit pin may enter the suite or room. Pin numbers should not be shared with anyone. Visit the OIT website to view or change your pin.

In addition to your Mav Express Card, residents may be issued a key(s) to their room, suite, and/or closet. Please note that if residents lose either their Mav Express Card or a room key, they must report the loss to the appropriate office immediately. Lost Mav Express Cards should be reported to the Mav Express office so they can be deactivated and replaced to keep someone else from using it. Lost keys should be reported to the residence hall office so that the locks can be changed. Residents will be charged a replacement fee for both lost keys and Mav Express Cards.

Closet door locks in Arlington Hall, KC Hall, Trinity House, and Lipscomb North are courtesy locks and not changed when a key is lost. If a key is lost, the resident will be charged $5 to replace the key.

If residents have to make special arrangements to provide someone access to the building, see a staff member to discuss the plan. Do not let someone into the building who is knocking on the door (If a resident lets a non-resident in, they are responsible for them as if they were their own guest). All persons entering a residence hall should either have their own access card or call someone who they know to let them in.

Under certain circumstances, it may become necessary for authorized University personnel or their agents to enter a student room for purposes other than maintenance. A “room entry notice” should be left in a resident's room to notify a resident of the reason for the entry. An example of this would be if an alarm clock is sounding without anyone present in the room/suite to turn it off.

Mav Express Cards are considered keys. When issued key(s) and/or a Mav Express Card, residents should be aware that disciplinary proceedings may be initiated for the following:

- Giving key(s)/card to any individual who is not an employee of the Housing Office for any reason (i.e., parents, friends, relatives, etc.).
- Having unauthorized possession of someone else’s key(s)/card for any reason.
- Failure to report losing or misplacing key(s)/card. (Lost keys and cards can give the wrong person access to the building and endanger everyone.)
- Providing access to a non-resident who does not have an escort. Residents are responsible for any
guest who violates any state, University, or Apartment and Residence Life policy once in the hall including unknown non-residents if a residents grants them access to the building.

✓ Tampering with any access system, locks, or doors, which includes, but is not limited to, taping over a lock or propping open a door.

✓ Excessive requests for temporary keys and/or cards.

**REMEMBER:** It takes a thief only about eight seconds to enter a room and remove an unsecured object, like a stereo. Keep room and suite doors locked at all times. Report any theft of key(s) and/or cards immediately to the campus police. It is the responsibility of each resident to secure and protect their belongings against theft.

**Please Read Over These Helpful Safety Tips:**
- Never prop open a door
- Always lock doors
- Don’t give anyone keys or access cards
- Never let strangers in the hall
- Be aware of suspicious persons and activities
- Never leave belongings unattended
- Avoid walking alone at night
- Be aware of your surroundings
- Know the evacuation routes of your building
- Report facility concerns to x2-2000

Residents should get to know the other residents on their floor. Know who belongs there. Please report any emergencies or suspicious persons and activities to the UT Arlington Police at x2-3003 or the hall staff.

**Operations ID and Campus Watch Programs**
The Apartment of Apartment & Residence Life and the UT Arlington Police Department have teamed up to present programming and services to assist residents in protecting their valuables and other personal property.

“Operation ID” is one such program. It provides each hall office with an engraving tool that residents can check out in order to inscribe their name and any other identifying information onto their belongings. The residence hall office and the UT Arlington Police Department will keep a log of the serial numbers and descriptions of valuables. Text books are also considered valuable personal property that are frequently targeted for theft on college campuses. Methods to help identify text books are therefore also a part of this program.

“Campus Watch” is a second program presented by the UT Arlington PD that instructs residents on how to be part of a neighborhood watch program within the residence halls. Tips on what to look for in suspicious persons, how and when to contact the UT Arlington PD, and basic safety tips are presented. See a residence hall staff for more details about these programs.

**Personal Safety**
Though we do our best to provide a safe living environment, safety is a personal responsibility as well. Here are some guidelines and easy to follow recommendations for keeping yourself and your residence safe.

Inside your room:
• **Always lock your doors.** Most thefts in our communities are the result of unlocked doors.
• Lock your doors and windows, even when you are at home.
• When someone comes to your door, see who is there by looking through the peephole. Ask for identification if the person is a Facilities Management staff member or contractor. If in doubt, do not open the door and call the UTA police at 817-272-3003.
• Never give your key to another individual. If you lose your key, report the loss to University Housing immediately.
• Keep a list of serial numbers for your electronics and other items of value. This will greatly aid in recovering stolen goods.
• Keep valuables out of sign by closing blinds and storing items away from windows.
• Never leave a note on your door, or on social media sites sharing that you are out of town.

**Outside your room:**
• Do not walk alone at night.
• Tell your roommates or a friend where you are going and when you plan to return.
• Do not hide your apartment key above your door or under a door mat. These are the first places a thief will look.
• **Always lock your room door when you leave.**

**BUILDING AMENITIES**
Privileges may be removed and/or facilities closed without notice. Please respect these areas and report any damages or theft. (Not all residence halls offer each of the amenities listed below)

**Computer Labs**
Computer labs with computers using basic software (Internet, MS Office, etc.) are available in all of the residence halls. If a resident experiences difficulty with the computer, contact the staff at the hall office.

**Gameroom**
Game rooms have a variety of gaming equipment. Hall Council is responsible for the financial upkeep of the game rooms during the year. The inappropriate use or abuse of gaming equipment, such as breaking pool cues, may result in the loss of privileges and/or the cost of repairs/replacements.

**Ice Machines**
Ice machines are located in all of the residence halls and are for residents’ use only. If large quantities of ice are needed, please do not use the UT Arlington ice machines because emptying a machine repeatedly will cause it to malfunction.

**Kitchen Facilities**
A small, limited-use kitchen is located in each residence hall. It is equipped with a stove, microwave, refrigerator, sink, and cabinets. Residents are expected to leave the kitchen clean at all times. Failure to keep the kitchen clean may result in the kitchen being closed for a specified time. Residents may store items in a residence hall kitchen area at their own risk. Residents may be asked to remove their old items from the refrigerator on a weekly basis. Cooking equipment and utensils are available for checkout from the Hall Office in each residence hall.

**Laundry Facilities**
Laundry facilities are available in each residence hall for use by the residents only. High Efficiency (HE) laundry detergent is required.

**Lounges**
Study lounges are provided in each residence hall for a private area to study anytime during the day or night.
TV lounges are available for entertaining guests, studying, playing cards, playing board games, or just visiting. Residence hall sponsored activities have priority.

Lounges are open, public areas, to male and female visitors of hall residents 24 hours a day (if escorted by a resident). However, they are not available for sleeping overnight.

Outside organizations are not allowed to reserve space inside or on the property of a residence hall unless they are co-sponsored by an RA, PAL, Hall Council, or RHA.

**Vending Machine**
There are snack and drink machines located in or near the residence halls. If a vending machine malfunctions and money is lost, contact the staff member on duty immediately.

**SERVICES AVAILABLE**

**Extermination**
As always, it is important you maintain good housekeeping habits in order to reduce the likelihood for pest infestation. Your living area should be clean and free of obstacles such as clothes and books on the floor. Food should be in sealed containers. Residents are encouraged to maintain good housekeeping. If you are experiencing an infestation problem, remove belongings from cabinets and drawers to achieve the most thorough treatment.

All room are professionally exterminated for ants and roaches every month. Our extermination contractor uses an Integrated Pest Management (I.P.M.) system for pest control. I.P.M. is an approach to solving pest issues that applies knowledge about specific pests to prevent infestations. I.P.M. means responding to pest problems with the most effective, least risk options. The first step of I.P.M. is inspection. A visual inspection will be performed of each residence hall room, suite or apartment. Upon completion of inspection, the Technician will determine the second step; treatment of a specific pest, exclusion to help prevent entry of specific pest into given unit, and/or recommendation that a sanitation issue needs resolution. A room entry notice will be left in the unit after inspection is complete. **Chemicals will only be applied if there appears to be an infestation issue upon the inspection.** When treatment is necessary, in most cases it will be in the form of bait or crack and crevice treatment. This will ensure that in most cases pesticides will not be airborne. This approach is very un-intrusive to residents. In the event that a residence requires treatment where airborne materials are needed, the contractor will notify UTA.

If you are in need of extra extermination services at any time, please contact Facilities Management at 817-272-2000.

Residents who need to refuse professional extermination service because of a medical condition must keep a note continuously posted on the entry door of the apartment which states, "Do Not Exterminate For Medical Reasons." In addition, residents who refuse professional extermination service must allow access to their apartment for inspection purposes so the effectiveness of their own pest control may be evaluated.

**Bed Bugs**
As you may have seen in recent media reports, bed bugs have resurfaced in the United States in the past five years. They have been found in buses, ships, movie theaters, apartments, residence halls, and high-end hotels. Bed bugs travel from place-to-place in suitcases, bedding, used furniture, and other transient items. For this reason they have been dubbed “the great hitchhikers.”
Bed bugs were common household pests in the United States before World War II. But with the widespread use of DDT during the 1940s and '50s, the bugs all but vanished. The pests remained prevalent, though, in other regions of the world including Asia, Africa, Central/South America and Europe. In recent years, bed bugs have also made a comeback in the U.S.

Bed bugs have not been proven to transmit disease, but they are an irritant which may cause a local reaction. Bed bugs usually bite people at night while they are sleeping. The person seldom knows they are being bitten. Symptoms thereafter vary with the individual. Some people develop an itchy welt or localized swelling, while others have little or no reaction. The medical significance of a bed bug bite is mainly limited to the itching and inflammation from their bites. The usual treatment prescribed is topical application of antiseptic or antibiotic creams or lotions to prevent infection.

**I think I might have bed bugs. What should I do?**

If you believe your apartment may be infested with bedbugs, please do the following.

2. Our contracted extermination service provider will perform a bed bug inspection to verify the presence of bed bugs in your unit.
3. If bed bugs are confirmed during the inspection, a treatment date will be scheduled. The contractor will leave a preparation booklet in your apartment along with a treatment date.
4. Before 8:00am on the scheduled treatment date, please complete the following preparations.
   - Move clothing, books, and personnel belongings from each of the affected rooms, areas and/or closets. Place items in the common area or in the middle of the bedroom.
   - Remove all belongings from luggage or backpacks. Put your belongings in a clear plastic bag and leave the luggage or backpack open and readily available. Empty and leave all luggage open and in the center of the room.
   - Move furniture, belongings, etc. at least two feet away from the walls in the affected room(s) (unless furniture is built in).
   - Wash all bed linens, clothing, towels, and other linens and place the clean items inside plastic bins or plastic garbage bags. Store them in the middle of the living room or in the middle of the bedroom until after treatment. (Carry all items to and from laundry facilities in a plastic bag.)
   - Vacuum mattresses, floors, furniture and inside closets, dresser drawers and bed frames. **Please make sure the vacuum cleaner bag is disposed of in a dumpster away from the building. If not, the bed bugs will crawl back out of the bag.**
   - Ensure there are no animals or people in the unit during the bed bug treatment and for two hours after the treatment is performed. If you have fish, please cover the tank or bowl with a damp cloth.

   Appropriate and thorough resident preparation is the only way the treatment will be effective.

5. The treatment is done at the university’s expense as long as the resident completes all required preparations.
6. If preparations are not complete properly by the time the contractor arrives at the residents, the resident will be charged a $25.00 rescheduling fee and the service will be rescheduled.
7. If preparations are still not complete by the second scheduled date:
   - The resident will be responsible for paying the full cost of the treatment.
   - The resident will be referred to the Office of Student Conduct for failure to comply with a university official.
   - The treatment date will be rescheduled again and the resident MUST complete all preparations accordingly to avoid further charges and conduct referrals.
Facilities Management

Room and Building Maintenance
All maintenance problems and repair requests should be reported to Facilities Management by calling x2-2000 or through the web page at www.uta.edu/fixit. Custodial or maintenance staff will then make the necessary repairs, including replacing burned out light bulbs, fixing broken furniture, repairing damages, etc. Routine maintenance problems should be called in before 4:30 p.m. on weekdays. However, maintenance has 24-hour voice mail and can take non-emergency requests after hours to be processed the next business day. Emergency problems after 4:30 p.m. should also be reported to x2-2000 AND to the residence hall staff immediately.

It is recommended that the resident report their individual requests directly to Facilities Management following the above procedures in order to maximize the clarity of the problem and allow the resident to receive email updates regarding the request.

Emergency Maintenance
When making an emergency maintenance request, residents should call x2-2000 and give their name, residence hall name, room number, and telephone number. (Do not request emergency maintenance through the Facilities Management website). Residents should remain at the telephone number given until a Maintenance person calls back. The Facilities Management staff member receiving the emergency call will determine the exact nature of the emergency. A decision will then be made as to whether a Facilities Management staff member will respond to the call immediately, or wait to resolve the problem the next working day. Also be sure to report all emergency maintenance requests to a residence hall staff member so that they may help insure that the problem is addressed.

Temporary Card/Key Check Out
Residents may check out a temporary key/card to their room from the hall office for up to 24-hours (or returned by a specified time the following day determined by each Hall) if their key/card is temporarily misplaced or if the resident is waiting for a lock change. Temporary keys/cards should be returned to the Hall Office within 15 minutes if the resident is only locked out of his or her room. Residents will need to present proper identification in order to check out a temporary key/card.

Temporary keys/cards are to be handled in a manner similar to a resident’s own key(s)/card and may not be used by anyone other than the resident who checked them out from the office. The Housing Office charges a $15 replacement fee for unreturned or lost temporary cards. The temporary card will be deactivated.

Lost keys will result in a $60 charge for a lock change and re-core for each lost key. Closet keys will be replaced at a cost $5 (Lipscomb North, KC, Arlington, or Trinity) or $60 (Lipscomb South). There will be no charge for the replacement of broken keys if the broken key is turned in (unless it is broken due to misuse of the key). The room key is University property and duplication is expressly prohibited.

If your Mav Express Card is lost, temporary access cards will not be checked out during hours that the Mav Express Office is open. Residents are required to replace a lost or damaged Mav Express Card by the next business day. This will ensure a safer residence hall environment, as well as keep cards from being used by someone else. Mav Express does charge a replacement fee.

The checking out of a temporary key/card is a service and is not to be abused. A lockout fee is issued to a resident who checks out a spare key or temp card more than two times in a semester. The purpose of the fee is to increase the safety and security by reducing the amount of residents who check out temporary keys and cards. After receiving two free lockouts (either key or card), residents will be charged a lockout fee in $5 increments up to a maximum charge of $25 for every lockout.
Mail/Packages
Residents have their own post office box available to them in the University Center while they are a resident. Residents must use their Post Office Box to receive mail. There is NO mail delivery or pick-up service at any of the residence halls. If mail is addressed to a residence hall’s physical address it will be returned to the sender. To get a mailbox, visit the “The Mailbox” in University Center.

Residence hall staff will not sign for special delivery packages, with the exception of flowers. Residents must arrange with the delivery company for packages to be received or they can send packages to the University Center, 300 West First Street, Arlington, TX 76019 with their name and post office box number on it.

Parking
Parking decals are available online for a fee. Residence hall parking is available near each hall. Mav Express Cards will grant access to the gate-controlled parking lots only if a resident has purchased a parking permit. Please note that available parking is not guaranteed. Residents are encouraged to read and be aware of all parking guidelines, including where overflow parking is located. Residents may not use their Mav Express Cards to allow any unauthorized vehicle to park in a residence hall gated lot. Allowing unauthorized vehicles to park in a residence hall lot shall be cause for a resident to face disciplinary action.

Internet, Cable Television, and Telephone
Apogee, an independent service provider, will provide a wired internet service connection for each resident with download speeds of 5 Mbps.
- WiFi - Wireless service throughout the residence shall be provided to all residents
- 24/7 Network Help Desk Support
- Gaming Devices Support

*Residents will have an option to purchase upgraded internet services from Apogee if desired.

Satellite TV Services to replace Time Warner Cable TV Services. (with the exception of KC Hall)
- Apogee, an independent service provider, will provide a satellite TV service connection to each resident’s room.
- Standard TV service shall include 68 satellite channels (60 analog and 8 digital)
- *Residents will have an option to purchase upgraded premium TV services from Apogee if desired.

A limited number of courtesy phones are be available for resident use in the common areas of each residence hall. *Residents will have an option to purchase in-room VOIP phone service from Apogee if desired.

The technology services are not available for all university student housing communities. You can find more information such as upgrades, setting up your service, and troubleshooting in the Guide to Internet, TV, and Phone services found on the Apartment and Residence Life website www.uta.edu/housing.