

# UT Arlington Residence Hall Guide 2009-2010

## **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 guide thoroughly. You are responsible for the information in this Residence Hall Guide and any written updates to the guide issued during the year.**

## **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 embrace diversity and encourage civility, academic achievement, character, engagement, and independence.

## **RESIDENCE LIFE STAFF**

### **DIRECTOR OF RESIDENCE LIFE**

The Director of Residence Life provides all direction of Residence Life activities to include leasing, staffing, programming, facilities, discipline, conference services, and development. The Director of Residence Life reports to the Vice President for Student Affairs.

### **ASSISTANT DIRECTOR OF APARTMENT AND RESIDENCE LIFE/AREA COORDINATOR FOR RESIDENCE HALLS**

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 DIRECTOR**

The Residence Director is a full-time, professional staff member who lives in 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 an Assistant Director of Apartment and Residence Life/Area Coordinator for Residence Halls.

### **SENIOR RESIDENT ASSISTANT**

The Senior Resident Assistants (SRA) are experienced student leaders who have prior experience serving as Resident Assistants for a minimum of one year. The SRAs live in the residence halls, but are not assigned to a specific community within their building. This individual is responsible for assisting the Residence Director with the smooth and efficient operation of a residence hall, supervising the Office Assistants and the hall office, assisting with the coordination of hall activities, and advising Hall Council. The SRA reports to the Residence Director for their respective building.

### **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 an 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) are residents of the buildings in which they are employed. They 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 SRA.

### **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 Councils are comprised of all of the residents living in a particular residence hall and are led by an executive board of either elected or appointed student representatives. The goal of the Hall Council is to provide a representative body for students to provide input into the running of the residence hall, to organize and implement activities for the hall, and to provide for the needs or desires of their resident constituents. On the Wednesday of the first week of school, each Hall Council hosts an interest session to provide information about the council and to offer opportunities for students to get involved. Each Hall Council will select executive board members and designate members to serve as part of the campus-wide Residence Hall Association.

### **Residence Hall Association (RHA)**

RHA offers an exciting opportunity for residents to get involved in bettering their college experience. Comprised of members from each hall, organization members meet to plan residence hall programming and discuss residence hall concerns, policies,

and facilities. Any residence hall student has the chance to join RHA as a general member, as an executive board member, or as a representative from your hall council. When you have suggestions, please contact your RHA representative or attend one of RHA's bi-monthly general body meetings.

All general  
held  
**4:30pm** in the  
UC in the  
**Congress**

meetings are  
**Thursdays** at  
Lower Level  
**Student  
Chambers**

Fall 2009

August 27

September 10

September 24

October 8

October 22

November 5

December 3

General Body Meetings 2009-2010

## RESIDENCE HALL OFFICE AND RA PAGER NUMBERS

<b>Residence Hall Offices</b>	
Arlington Hall	x2-7951; x2-7952
Brazos House	x2-6583
KC Hall	x2-9577
Lipscomb Hall	x2-6825
Trinity House	x2-6953

<b>Residence Hall On-call Pagers</b>	
Arlington Hall - Pager 1	(817) 824-0462
Arlington Hall - Pager 2	(817) 824-0106
Brazos House	(817) 824-0122
KC Hall	(817) 824-0120
Lipscomb Hall	(817) 824-0143
Trinity House	(817) 824-0165

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**

University Center, Lower Level Suite B-130

X2-2926

The Apartment and Residence Life 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](http://www.uta.edu/livingoncampus).

## **GENERAL LEASING AND CONTRACTUAL INFORMATION**

### **HOUSING OFFICE**

University Center, Main Level x2-2791

The 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 inquires, room type/hall change requests, and any other general housing questions. For more information, please visit the Housing website at [www.uta.edu/housing](http://www.uta.edu/housing).

### **RENT PAYMENT SCHEDULE**

One of the following two (2) payment options would have been selected when a resident signed their Housing Contract:

- A. Ten installments, due the first day of each month, beginning August 1
- B. Semester billing; one payment due each semester on August 20 and January 15

These options determine when rent is due.

Please Note: Residents on financial aid are required to utilize option “B.”

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 5<sup>th</sup> day of each month and rental payments are due on the 1<sup>st</sup> of each month. A late fee of \$25 may be charged for a late payment received after the 1<sup>st</sup> 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 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 and KC Hall 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 Intersession, 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 September, 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 February. 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, or KC 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.

## **CONTRACT RENEWAL PROCESS**

Residents who currently live in the halls have first priority in the assignment process. Renewals are completed online during the month of February through the Housing Office web site ([www.uta.edu/housing](http://www.uta.edu/housing)). There will be specific days scheduled to sign up for the same room/same hall, different room/same hall, or different hall. Please note that KC Hall residents participating in the FIG program will not be allowed to stay in the same room. Residents who would like to stay in KC Hall will begin to sign up for a room on different room/same hall day. Space is limited and will be offered on a first-come, first-served basis. Summer housing renewals are completed online during either the month of April through the Housing Office web site. Contact hall staff or the Housing Office for more information.

Residents who miss a renewal deadline, and are still interested in living in a residence hall, should visit the Housing Office as soon as possible. Please note that missing a renewal deadline may result in the loss of housing priority.

## **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.

## **RESIDENCE HALL 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:

- **MOVE OUT:** 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 Hall and KC Hall)
- 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.
- 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.

### **WINTERSESSION/ 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 2009-2010 academic year. Residents with a Fall 2009-Spring 2010 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 15, 2010.

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

## **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 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 first 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 checked at the beginning and end of each year. To avoid being charged for damages for which a resident is not responsible, residents should carefully fill out 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](mailto:housing@uta.edu)) within sixty (60) calendar days of the checked out date on their Room Inventory Sheet.

## **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](http://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. If residents have internet connectivity problems, they should call the OIT Help Desk at x2-2208.

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.

## **SUITEMATE/ROOMMATE RELATIONS**

Living with a suitemate/roommate 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. Conflict over social differences are not applicable reasons to grant a room change.

## **SUITEMATE/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 first and get approval.***

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 Rommate/Suitemate agreement has been signed by all parties, it becomes an enforceable policy in that room/suite.*

## **PERSONAL PROPERTY**

### **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.

## **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 can not 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.

## **UT ARLINGTON POLICE “OPERATION ID” AND “CAMPUS WATCH” PROGRAM**

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.

## **RESIDENT 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, the Student Conduct Coordinator for Residence Life, 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 attend 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 Student Conduct Coordinator for Residence Life 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.

### **DISCIPLINE 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 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 on state property may only be consumed in a privacy of your residence hall room. It cannot be consumed in a public areas, including study lounges, courtyards, parking lots, laundry rooms, and computer labs.

Suite areas in Lipscomb North and Trinity are considered public areas and therefore no alcohol may be open or consumed in these areas. Each room in the suites at Lipscomb North and Trinity are considered double rooms and should be handled as wet and/or dry rooms as defined below.

**DRY ROOMS/SUITES:** Dry rooms are double rooms with 1 or more residents under 21 years of age. Dry suites are suites in Arlington and KC Hall with 1 or more residents under 21 years of age. **NO ALCOHOL MAY BE PRESENT IN THESE LIVING AREAS.**

**WET ROOMS/SUITES:** Wet rooms are double rooms where ALL residents in the room are of legal drinking age (21 years). Wet Suites in Arlington and KC Hall are suites where ALL residents are of legal drinking age (21 years). **UNLESS ALL PERSONS ARE OF LEGAL DRINKING AGE IN A SUITE IN**

ARLINGTON OR KC HALL, NO ALCOHOL MAY BE PRESENT ANYWHERE IN THESE SUITES, INCLUDING INDIVIDUAL BEDROOMS OF RESIDENTS OVER THE AGE OF 21.

Disciplinary action may result when:

- Minors consume, possess, store, or are in the presence of alcohol.
- Adults contribute to the delinquency 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 possessed in a dry room or suite by a minor.
- Alcohol is possessed in a dry room or suite by a resident of legal drinking age.
- 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 empty alcohol containers or product packaging is visible in a dry room
- Excessive empty alcohol containers are visible in a wet room.

Students involved in disciplinary situations involving alcohol will be referred directly to the Judicial 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.

### **BOWS, ARROWS, AND FENCING SWORDS**

Bows, arrows with field tips (hunting tips are NOT allowed), and fencing swords (blunt tipped) are allowed to be kept in a residence hall room only if a student is taking an archery or fencing class at UT Arlington. Residents should notify the

Residence Director and provide the hall office with a copy of class enrollment. Bows and arrows should never be used in or around the residence hall or improperly stored in the residence hall room.

### **COPYRIGHT INFRINGEMENT**

The unlicensed and/or unauthorized use, copying, distribution, sale, public performance, and/or sharing of copyrighted materials is 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" is 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.

### **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. 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. The Department of Apartment and Residence Life recommends that all drug-related offenders be removed from all University Housing facilities.

### **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.

### **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 effort to mislead, deceive, and/or hinder a staff members 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 & 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.

<b>Fire &amp; Life Safety Policy Violations</b>	<b>Minimum Sanction for Violation</b>
Causing a fire through intention or negligence	\$100 fine + costs for actual damages and/or injuries
Contributing to the spread of a fire through tampering with fire safety equipment	\$100 fine + costs for actual damages and/or injuries
Disabling a smoke detector or	\$100 fine + cost of repairs

tampering with fire safety equipment	
Damage to fire sprinkler equipment	\$100 fine + cost of repairs
Damaging, disabling, or tampering with any ADA equipment.	\$100 fine + cost of repairs
Causing a fire alarm through negligence	\$50 fine
Possession or use of candles with wicks or evidence of burning or other open flame lighting	\$50 fine
Possession or use of incense	\$50 fine
Possession or use of explosives/fireworks/weapons (including live, spent, play or look alike weapons of any kind)	\$50 fine
Possession or use of fuels (gasoline and other flammable liquids or gas)	\$50 fine
Possession or use of halogen lighting or any lamp exceeding 120 watts	\$50 fine
Possession or use of halogen lighting or lamps that exceed 120watts including lava lamps & neon signs	\$50 fine
Failure to evacuate for a	\$50 fine

general fire alarm	
Obstructing a route of fire egress	\$50 fine
Hanging items from fire protection equipment	\$50 fine
Unhooking a door closure or tampering with/disabling a lock	\$50 fine
Propping open a door	\$50 fine
Smoking in the building	\$50 fine
Possession of non-approved appliance	\$50 fine
Covering vents or smoke detectors	\$50 fine
Personal items located within 18 inches of any sprinkler head.	1 <sup>st</sup> offense warning, 2 <sup>nd</sup> offense \$50 fine
Use of extension cord (Heavy-duty, UL listed power strips with ground prong and surge protection only are allowed)	1 <sup>st</sup> offense warning, 2 <sup>nd</sup> offense \$50 fine
Overloaded electrical outlet (Use of outlet expanders are prohibited.)	1 <sup>st</sup> offense warning, 2 <sup>nd</sup> offense \$50 fine
Power strip not plugged directly into outlet	1 <sup>st</sup> offense warning, 2 <sup>nd</sup> offense \$50 fine
Use of any non-UL listed multi-outlet adapter without surge protection	1 <sup>st</sup> offense warning, 2 <sup>nd</sup> offense \$50 fine

Exposed wiring	1 <sup>st</sup> offense warning, 2 <sup>nd</sup> offense \$50 fine
Excessive paper or trash	1 <sup>st</sup> offense warning, 2 <sup>nd</sup> offense \$50 fine
Combustible materials hanging from ceiling, windows, or more than 10% of walls	1 <sup>st</sup> offense warning, 2 <sup>nd</sup> offense \$50 fine

Repeat violations of 1<sup>st</sup> 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* ( under 4.3 cubic feet that is plugged directly into the wall outlet)
- *Iron* (with automatic shutoff)
- *Curling / Flat Iron* (with automatic shutoff)
- *Blender*
- *Televisions* (must use headphones if disturbing others)
- *Stereos* (must use headphones if disturbing others)
- *Computers and Computer Equipment*
- *Power strips with surge protection*

Examples of **PROHIBITED APPLIANCES** ARE:

- *Toasters*
- *Toaster Ovens*
- *Coffee Pots or Espresso Machines of any kind*
- *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, refrigerators 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.

**Incense and Candles:**

Incense is not permitted in UT Arlington residence halls. Only candles with the wicks completely removed with no evidence of burning or candles that have had their wicks cut so that they can not be lit are allowed in a residence hall. If a candle is found burning or if a burned wick is visible on a candle, the candle is

considered a violation of residence hall policy and will need to be removed immediately. An incident report will be filed when either incense or a prohibited candle is found and disciplinary action may follow and may include fines.

**Smoking:**

All residence halls are smoke free; therefore, smoking in the halls is prohibited. All smoking outside of the residence halls needs to be a minimum of 50 feet away from entrances to the buildings to ensure freedom of entry and exit, as well as to prevent smoke from entering the public areas inside the halls. (Administrative Memorandum no. 92-4, August 1991.) Smokers shall use outside ashtrays to dispose of cigarette butts and/or ashes. 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.

**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 and KC Hall:

Every stairwell in both Arlington Hall and KC 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**

### ESCORTING GUESTS

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 by dialing the last five digits of the resident's phone number.

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/suitemate'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/suitemates. **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

Any lewd, indecent, and/or obscene conduct, expression, and acts are considered to be sexual harassment. This can include jokes, pornography, conversation, body language, etc. Harassment includes viewing materials of an offensive nature on computers in public lab areas.

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.

## **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, skooters, bicycles, and/or skateboards

## **OUTSIDE ORGANIZATIONS: RESERVING SPACE & 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 Residence Director. This includes posters/flyers approved by the Office for Student Governance. 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 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 and Assistant Directors are allowed to have a petlive 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 to discuss the issue or the Assistant Director.

## **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, sanitation violations require resolution by the resident(s) within 24 hours. Failure to

comply may result in discipline 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.

## **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 Hall 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 Student Conduct Coordinator for Residence Life.

## **SECURITY**

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

In Arlington, KC, and Lipscomb North, 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 with anyone. Visit the Mav Express office to 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.

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. Locking room or suite doors is suggested but not enforced by residence hall staff. UT ARLINGTON does not promise security.

**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.

## **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 has 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.

## **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. Laser printers are also available; residents may need to bring their own paper. If a resident experiences difficulty with the computer, contact the staff at the hall office.

### **EXERCISE ROOM**

An exercise room is located on the first floor of Arlington Hall. This is for Arlington Hall residents only. Non-Arlington Hall residents may only use the exercise room if accompanied by an Arlington Hall resident. Problems with the equipment should be reported to hall staff immediately so they can be addressed.

## **GAME ROOM**

Game rooms have a variety of gaming equipment. Pool tables are recovered and balanced at the beginning of each fall. 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. The machines take quarters. A change machine is located in each hall. If any machine is not working properly, please notify our service representative at 817-461-

8699. The service representative will deliver a refund to you within a few days. Laundry refunds are not available at the Hall Office or the Bursar's Office. If a machine is not working properly please notify the service representative. If the machine is not fixed within a few days, please notify the Hall Office.

## **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 sponsored by an RA, PAL, Hall Council, or RHA.

## **VENDING MACHINES**

There are snack and drink machines located in the residence halls. If a vending machine malfunctions and money is lost, contact the staff member on duty immediately. Residents will be given a refund slip that may be used for reimbursement at the Davis Hall Bursar Services.

## **SERVICES AVAILABLE**

### **EXTERMINATION**

Pest control treatments will be conducted on a periodic basis in each room and hall. Extermination dates will be posted in each residence hall. Please be prepared for them to arrive; this entails removing belongings from the floor and moving smaller items away from the walls.

Special problems with insects between treatments should be called in to Facilities Management at x2-2000. Bugs are attracted to food, so keep food wrapped and surfaces clean from crumbs, etc. Cardboard boxes, paper sacks, and empty drink cans and bottles are also major hiding places for insects.

If a resident needs to refuse professional extermination service because of a medical condition, they must submit, for approval, written documentation from a health care professional to the Residence Director. Residents must also keep a note continuously posted on the entry door of their room/suite which states, "**Do not exterminate for medical reasons.**" In addition to refusing professional extermination service, residents must allow access to their room for inspection purposes so the effectiveness of their personal pest control practices 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.

If you believe your apartment may be infested with bedbugs, please contact Facilities Management at 817-272-2000 immediately. Terminix, our contracted extermination service provider, will perform treatment to eliminate the bed bugs from your residence. Residents will be required to follow specific instructions to prepare the residence for this service. Failure to properly prepare for the service may result in a \$25.00 trip charge fee and the services will be rescheduled.

### **TEMPORARY KEY/CARD 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 or Trinity) or \$60 (KC, Arlington, or 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. Residence hall students will receive a \$10 “replacement ID credit” for the lockout fee when they get a new ID and are waiting for their card access to be programmed for their room and building.

## **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 stickers are available at the Parking Office in the Wetzel Building 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. If a resident is

interested in parking in a student lot, they will have to pay extra to purchase a “Dual Parking Sticker” from the Parking Office. 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.

## **ETHERNET, CABLE TELEVISION, AND TELEPHONE**

Residents will need to bring their own telephone and answering machine. If a resident does not want their personal phone number given out through the hall office, they may request this at any time by contacting the hall office. If a resident does not plan on using their provided phone number, they should inform the hall office of a number where they can be reached.

If residents share a phone line and plan to use an answering machine, they must be willing to share it with their roommate and include his/her name on the recorded message. Do not accept collect calls on a room phone. If a resident accepts collect calls, they will face restitution and disciplinary action to include eviction from University Housing.

Long-distance services can be acquired through outside long-distance companies (in the form of calling cards), cellular phones, and prepaid phone cards. Please note that companies using access codes beginning with 1 or 0 are not compatible with the UT Arlington phone system. Long distance calls may be charged to MasterCard, American Express, Diners Club, Visa, Carte Blanche, as well as a number of long-distance companies.

**To dial on campus calls:** Dial a 2 and the last four digits of the desired phone number.

**To dial off campus calls:** To Dallas or Fort Worth Metro Area: dial "9" for an outside line, then dial the area code (817, 972, or 214) and the seven-digit telephone number or 9 – 1-800 and the seven digits for calling cards.

All residence hall rooms are equipped with cable television. If a resident wishes to add additional services such as premium channels or cable modems for wireless conductivity, they may do so by calling Time Warner. Any additional services will be solely at the expense of the resident(s) of that room.

For questions or service issues, please contact Time Warner Cable at 972-742-5892.

Residents should contact the Office for Information Technology (OIT) x2-2208 if they are experiencing difficulties with their UT ARLINGTON email account, password, or access to RESNET.

Residents are responsible for all policies outlined in the "Ethernet, Cable Television, and Telephone Services Guide" located at:

[www.uta.edu/policy/documents/housing/CableEthernetPhoneGuide.pdf](http://www.uta.edu/policy/documents/housing/CableEthernetPhoneGuide.pdf)