

HOUSING HANDBOOK 2007/2008

Welcome Home

We are glad that you have an interest in UTB-TSC's Residential Life Program. On campus living is a vital and exciting part of your College Experience. By becoming a part of our community, you will gain access to Living and Learning opportunities that are unique to our campus. Many times, the skills and the friendships that you gain here will last you a lifetime. The department of Housing and Residence Life offers residents the opportunity for personal growth through social, recreational, cultural, and educational programming, and community living. As you will see, our policies are designed to promote learning and to keep our residents safe. We ask that you take a few moment to familiarize yourself with our polices as all residents will be required to adhere to them.

Again, we are glad that you are here and we thank you again for your interest in UTB-TSC Residential Life and Housing.

Housing and Residence Life Staff

The residence hall staff assists in the development of the academic and social life by providing an atmosphere in which growth is enhanced. The staff facilitates opportunities for resident students to meet others, participate in many activities, provide information about our campus and services and maintain the condition of the buildings and grounds.

1. **Director of Residence Life and Student Housing** -oversees the administrative, personnel, business, and facility management of the department and reports directly to the Assistant Vice President for Student Development.

Douglas Stoves – Douglas.Stoves@utb.edu

2. **Housing Coordinator** -oversees the Resident Advisors and office clerk. Helps the director with administrative, personnel, business, and facility management of the department and oversees and produces many of the programs / events for the residents in housing. Is also the Advisor for the Resident Hall Association (RHA) and reports directly to the Director of Housing.

Debra Ann Perez – Debra.Perez@utb.edu

3. **The Administrative Clerk**-reporting to the Director, the Administrative Clerk provides office and services support.

Sonia Perez – Sonia.Perez@utb.edu

4. **Lead Resident Advisors** - are returning RA's who are selected for their ability to communicate with others, their willingness to accept responsibility, and their desire to be helpful to others. The LRA is one of the primary resources for information and assistance. If the RA is unable to help, he/she will direct you to someone who can. RAs receive extensive training that equips them with the ability to deal with a variety of student issues.

Lead Resident Advisors	
113	Abel Rodriguez
312	Vanessa Padrón
631	Lori Bautista

5. **Resident Advisors (RAs)** - are students who are selected for their ability to communicate with others, their willingness to accept responsibility, and their desire to be helpful to others. The RA is the primary resource person on your floor for information and assistance. If the RA is unable to help, he/she will direct you to someone who can. RAs receive extensive training that equips them with the ability to deal with a variety of student issues.

Resident Advisors				
201	Israel Adame		411	Jessica Alaniz
201	Jose Arreola		411	
201	Pete Torres		517	Lauren Silva
601	Alicia Morgan		517	Rose Alvarez
601	Alma Garza		225	Daniel Garcia

6. **Maintenance Staff** - provide routine, preventive, and emergency maintenance services. The goal of the maintenance staff is to make every effort, through preventive maintenance, to reduce the need to report items for repair, and to make quality repairs in a timely manner. Please report maintenance needs to the RA, Coordinator or Director immediately; doing so allows the maintenance staff to respond promptly in order to prevent extensive and costly damages.

Important Phone Numbers	
Department	Phone Number
Housing Office	956-548-8794
Office Fax	956-548-8766
RA on Duty Cell phone	956-551-3859
Judicial Coordinator	956-882-5034
On Campus Emergency	
Campus Police	956-882-8232
Student Health Services	956-882-8951
Off Campus Emergency	
Police	911
Fire	911
Medical EMT	911

Hours of Operation	Housing Office Hours
	Monday- Friday 8:00am - 5:00pm
RA on Call Duty Hours Monday- Friday 5:00pm - 8:00am Saturday and Sunday 8:00am -8:00am	Computer Lab Hours Monday- Thursday 8:00am - 12:00am Friday 8:00 am – 1:00 am Saturday 12:00 noon – 1:00 am Sunday 12:00 noon - 12:00am
RA at Front Desk Monday- Thursday 5:00 pm - 12:00am Friday 5:00 pm – 1:00 am Saturday 12:00 noon – 1:00 am Sunday 12:00 noon - 12:00am	Pool Hours Monday - Sunday 8:00am - 12:00am

Check-In/ Check-Out Procedures

Check-In (ref. VI. Check-in; occupancy from Housing contract)

- a. You may check in on the Saturday prior to the first day of class beginning at 8:00 AM. New students may check in on their assigned date as indicated in their confirmation letter.
- b. If you fail to check in by 5 p.m. without notification on the first day of classes, the University will terminate your Contract and you will be charged \$500 in liquidated damages. If you schedule a late arrival date and fail to check in on the appointed date, you will be charged \$500 in liquidated damages.
- c. If you (i) are permitted by the University to check-in early, (ii) accept a room key or (iii) place any belongings in a room in the University housing, you become liable at that time for your obligations under the Contract.
- d. If you occupy a room with permission from the University during the early check-in period, then for each day of occupancy during that period, you will pay a room charge equivalent to the daily room charge.
- e. Requests to move to another room within the on-campus housing facility during the Contract Period will be considered at the sole discretion of the University. All transfer requests must be submitted in writing to the Department of Residence Life. All room transfers must be confirmed in writing prior to a move taking place.

Check-out (ref. VII. Check-out; from Housing contract)

- a. You must check out by 12:00 noon on the day following the last final examination during the Contract Period.
- b. You must follow the University's check out procedures to receive clearance to check out. Failure to follow these procedures will obligate you to pay a \$50 charge for unauthorized checkout.
- c. If you fail to check out by the last day of the Contract Period or within 24 hours after you withdraw from the University, then (i) you will be charge the daily room charge for each additional day until you check out, plus 10% of the total of the daily room charges for the holdover period; and (ii) you shall indemnify the University and prospective residents of University housing for damages, costs and expenses arising out of or related to your failure to complete a timely check out, including, without limitation, lost revenues, lodging expenses, and attorneys. fees. If you graduate at the end of the spring semester, you may stay in your assigned room without additional charge through the date of the University commencement, however, you must (i) submit a written request to stay to the Department of Residence Life not later than five days prior to commencement, and (ii) you must check out by 12:00 noon on the next day following commencement.

Private Room

***Note: Single rooms are assigned based primarily on availability. All applicants seeking a Single Room or King Suite will be subject to a series of priority criteria. They are not exhaustive but do create the basis of eligibility:

- Class Status (determined by the number of credit hours earned)
- Cumulative Grade Point Average of resident(s)
- Age
- Prior on-campus experience
- Campus involvement
- Campus employment

Students leaving single rooms can not assign, promise or otherwise ensure any other person that they can have their single room. All single room assignments will be solely at the discretion of the Director of Residence Life and Student Housing.

Doubles sold as singles are rooms that are original designed to have two people occupancy them, but due to various reason only has one person assigned to the room. A student may request to buy out that extra space in their current room at the cost equal to the rate applied to a new student moving into that space. Students not wishing to pay the additional fee will be required to consolidate.

Room Assignments

- a. The University assigns roommates without regard to race, religion, or national origin. For special accommodations, students with disabilities or other unique needs must make a written request to the Office of Residence Life.
- b. If permanent space is not available in University housing, the University may place you in a supplemental space until a permanent space is available. Only the person(s) assigned by the University to your room may reside in the room.
- c. The University reserves the right to make changes in room assignments for any reason the University determines to be appropriate in its sole and absolute discretion, including without limitation, roommate conflicts, pending disciplinary action, and non-compliance with the University Regulations. Room re-assignments may include but are not limited to, an assignment to a supplemental space or a consolidation of residents, and shall not result in a decrease or an increase in your Contract Rate.
- d. If your room assignment is changed by the University, and you fail to move to the new location designated by the University within twenty-four hours after the University has issued you an authorization or instruction to move, you will be assessed a daily charge equal to three times the daily room charge during the holdover period.

Room Changes

The University seeks to provide residents with mutually acceptable roommates. For a variety of reasons, students at times do request to change rooms. In order to accommodate all students' requests and to effectively manage University Housing facilities, the following rules regulate room changes:

1. Students are not allowed to change rooms/apartments without written permission from the Office of Housing and Residence Life.
2. Room changes are generally not permitted during the week before the scheduled move in date or the first week of the Fall and Spring semesters.
3. After this two-week period, residents wishing to change rooms must go to the Housing office to find out the proper room change procedure. All room changes must be completed within the second week of each semester.
4. All students making room changes must be properly checked in and out of their respective rooms by a Student Housing staff member in accordance with the check-in and check-out procedure.
5. Following the second week of classes, room changes will only be permitted when extenuating circumstances exist and only after a discussion with the Director of Housing and Residence Life.
6. Students who change rooms without express written permission from the Office of Housing and Residence Life may be required to move back to their assigned space, will be subject to

disciplinary action and will be denied all further room change request for the remainder of that semester unless deemed necessary by the Director of Residence Life and Student Housing.

7. Every effort will be made to honor room change requests. However, changes can only be approved as space is available.

8. All room changes are at the discretion of the Director of Residence Life and Student Housing.

*If you and your roommate are having difficulties, you will be asked to discuss your concerns with each other. If problems continue, the student seeking the room change should contact a Head Resident or the Director of Residence Life and Student Housing to initiate the room change. The Director of Residence Life and Student Housing will decide the actual change and reassignment. All room changes must be approved in advance by the Director of Residence Life and Student Housing.

Room Consolidation

In order to ensure the maximum use of residential facilities and to respond to requests for rooms, the University reserves the right to consolidate any student not wishing to buy out their current double room. Each student residing in a double room without a roommate after classes begin or after the official room change period is completed will be given a choice either to buy out their current double room or to consolidate with another student needing a roommate. Individual room assignments are determined at the discretion of the Housing and Residence Life Office using the lottery process when possible. The consolidating student will have 48 hours to complete the required move. Example; If you are in a double room and do not have a roommate you will be asked if you would like to buy out your current room, find a roommate or move to a room which is already occupied by a resident in the same rooming situation as yourself.

Delinquent Room and Board Payment

A student not making payments to the University for tuition, fees, or housing by the due dates established by the business office may be required to move out of University Housing 48 hours after final notice has been given. Failure to move from University Housing 48 hours from final notice will result in a lock change and, if necessary, storage of the student's property at the student's expense. The University reserves the right to place a hold on a student's grades/records/registration if the student is delinquent with his/her housing payments. Moreover, additional measures may be taken to encourage a student to meet his/her financial obligation to the University.

Policies, Rules, and Regulations

University of Texas at Brownsville and Texas Southmost College is committed to providing an atmosphere of safety and mutual respect. Consequently, respect for the rights of others is a basic component of this developmental experience. A student is expected to show respect for the law and University policy, personal honor and maturity, and to show respect for others, whether on or off campus. There are a number of things which students must do and must not do if they wish to remain associated with the Housing and University. The University does not attempt to define by formal rules every unacceptable action. In situations not covered by specific regulations, a student is expected to use common sense and act in a mature and responsible manner. The basic rule is consideration for others. All rules and regulations are an extension of this basic policy. Regulations, rules, policies, and procedures pertaining to the campus are based on a number of concepts, including:

1. As a legal entity established by the State of Texas, the University is obligated to support the laws of the community of which it is a part;
2. As a landlord, the University is obligated to protect its property from destruction and misuse;
3. As an educational community, the University is obligated to establish and promote standards of behavior and decorum of its own which will serve the well-being of the University, the total community, and its individual members;
4. As a residential community, the University is obligated to make certain that the residential experience contributes fully to the institution's educational mission and the development of its students. As a resident student at The University of Texas at Brownsville and Texas Southmost College, students have a right to an environment which is conducive to study, sleep, learning, and leisure. A student's personal rights and needs should be met in University Housing. However, each person must realize he/she is an individual member within a community environment, with responsibilities not only for one's individual behavior but also responsibility for the community. When individual needs come in conflict with those of other community members, it is the responsibility of the individual with concerns to initiate action addressing and alleviating these concerns.

1. The student should make a reasonable effort to address his/her concerns and needs with the individual(s) involved. It is important for each student to always remember that he/she is a member of a community and that one's individual action affects others. To effectively resolve conflict within the community, students must learn to accept responsibility for interacting with their community and its individual members.

2. A student must address his/her concerns to the Housing and Residence Life staff. Although these staff members are assigned the responsibility for discipline and residence education, as a general rule, matters should be referred to them only after the individual has reasonably attempted to resolve his/her concerns.

3. The Housing staff is more than willing to assist the individual student in addressing or alleviating concerns.

The University of Texas at Brownsville and Texas Southmost College policies, rules, and regulations for resident students are designed to protect the individual student's rights while providing a healthy community living environment. Although the University prefers as few rules as possible, some rules must be defined in order to assure a sound, comfortable living environment. In situations where these rules are not applicable, the "Basic Policy," outlined above is fully binding.

Furnishings - Room Personalization

University Housing provides a unique living environment. The following information is intended to help make the residential experience safe and enjoyable. These policies and guidelines are intended to help you personalize your room while being mindful of fire hazards, health and safety issues, and maintenance/damage concerns.

1. University/Residence Hall Property

- a. All University movable furnishings (beds, mattresses, chairs, desks, etc.) must remain in their assigned room/apartment even if not being used.
- b. Window dressings (blinds, etc.) **are not to be removed** and must stay in their intended locations.
- c. Lounge and common furnishings are not to be placed in individual rooms. These furnishings are intended to be used by all residents and must be kept available for community use. .

d. Repair costs for damage to room, or the replacement costs for lost or damaged room furnishings, will be charged to the resident(s) assigned to the room. In each case, the charge will be divided equally between the students involved unless there is a written agreement between the students that one student had sole responsibility for the specific damage.

2. Student Property

The University and Housing and Residence Life Office are not responsible for replacing a student's belongings as a result of damage or if items are stolen or lost. For that reason, students are strongly encouraged to purchase renter's insurance or to verify that their current home owners insurance covers their belongings while at school. The following guidelines have been established in the interest of individuals' safety and the preservation of University property:

a. Students are permitted to possess and use the following electrical items in University Housing: (note: microfridges are available in every room)

Blenders, Hair Dryers, Pencil Sharpeners, Clocks, Hair Trimmers, Radio/Stereo, Computers, Hand Mixers, Razors, Corn Poppers, Hot Rollers, Sewing Machines, Curling Irons, Televisions, Fans, Typewriters

Electrical appliances which are not in excellent working condition or UL listed are not permitted in the residence halls. The Housing staff reserves the right to inspect all electrical items at any time to decide safety. Please check with the Housing Office BEFORE you bring an unlisted item into University Housing.

Electrical cords, with surge protectors, must be free of all flaws and motors must be in excellent working condition. It is the student's responsibility to ensure that all permissible electrical items are in safe and operable condition. All electrical cords must be disconnected (unplugged) during school breaks and/or when University Housing is officially closed.

b. Due to the fire/safety hazard they present, the following electrical items are examples of what ARE NOT permitted in University Housing:

Broilers, Rice Cookers, Convection Ovens, Space Heaters, "Foreman Grill" type personal grills, Crock Pots, Sun Lamps, Deep Fryers, Toaster Ovens, Electric Skillets, Toasters, Hot Plates, full size Refrigerators, "torch" style lamps, and any other open element or large electrical appliances. Any of these appliances found during routine inspections will be placed in storage until the end of the semester and the resident(s) of the room/apartment will be subject to disciplinary action. Students should be aware items not included in the above list may also be prohibited. Please check with the Housing Office BEFORE you bring an unlisted item into University Housing. NOTE: The electrical systems in University Housing have definite limitations. Overloading these systems can present fire and safety hazards. Heavy-duty, single-outlet extension cords no more than six (6) feet long and surge protectors are permissible. Other types of extension cords (light duty; gang outlets, etc.) are not allowed. Any resident found to be exceeding the electrical capacity of their room may be adjudicated.

c. For the safety of the community and the preservation of the University's facilities, residents may not have darts or dart boards in University Housing.

d. Bicycles must be kept in student rooms and stored in such a way that does not impede egress from the room in case of an emergency (IE in front of a window). Bicycles may not be kept in residence hall lounges, stairwells, or other interior public areas, on porches or attached to exterior stairs, railing, or pillars.

e. Residents possessing street signs or other public signs are considered to be in possession of stolen property. These and similar items are not permitted in University Housing, and if found will be confiscated.

- f. Pets are not allowed in University Housing.
- g. Firearms, knives (small pocket knives and table knives are allowed), air soft guns, arrows, bows, paintball guns, sling shots, spear guns, or any other weapon(s) or facsimiles and ammunition are not allowed in University Housing or anywhere else on University property. Possession of such items is considered to be a serious infraction of University policy and state law. Students who fail to uphold this policy are subject to disciplinary action which will include removal from University Housing as well as referral to University Police for possible criminal prosecution.
- h. The possession and/or detonation of any explosive device, including all forms of fireworks, are strictly prohibited. Possession/use of such items is considered to be a serious infraction of University policy and state law. Students who fail to uphold this policy are subject to disciplinary action which may include removal from University Housing as well as a referral to University Police for possible criminal prosecution.
- i. Students who wish to play musical instruments in University Housing may do so only with instruments that use electronic headphones so as to prevent inconvenience to other residents. Students are strongly encouraged to use the facilities available through the Music Department.
- j. The University cannot be held responsible for the loss, theft, or damage to students' money, valuables, or other personal affects, which might occur during a flood, fire, tornado, thunderstorm, or any other natural occurrence or unforeseeable mechanical failure. The University does not provide insurance to cover such losses. Students should check their parents'/guardian's insurance to ensure that the policy covers the student's personal possessions while at the university. If the parents' insurance does not provide such coverage, students should purchase an insurance policy of their own.

3. Decorations

Students are encouraged to decorate their room as long as it does not create any permanent damage to the room or create a fire hazard. The following guidelines are to be followed in the interest of fire safety as well as to minimize damage to University Housing facilities:

- a. It is recommended that students use poster putty to hang items from their walls. Tape may not be used, and it is not recommended due to the difficulty of removing tape without damaging painted surfaces. It is important that nails and tacks not be used.
- b. Screws may not be used in any room surface including the inside and outside of all doors.
- c. Damage caused by improper use of nails, screws, tacks, staples, tape, etc. will be charged to the resident(s) of the room.
- d. Hooks and other adhesive wall attachments may not be used on any surface in University Housing. Such items invariably damage the surface upon which they are attached.
- e. Plant hangers or similar hooks may not be placed in ceilings or other room surfaces.
- f. The use of contact paper, other than as a drawer liner, is not permitted. Damage to University property from the use of contact paper, including adhesive residue, will result in charges to the responsible individual(s). Contact paper not noted on a student's check-in form must be removed and the surface cleaned prior to room check-out. Contact paper present upon check-in to a room should be noted on a student's check-in form.
- g. The use and application of carpet tape is prohibited.
- h. Rubber backed carpet is not allowed due to the toxic fumes emitted in the event of a fire.
- i. Air conditioning units must remain in place and free of obstructions. Covering these vents restricts air movement within a room and within the building which results in inadequate heating, cooling and unit functioning.

- j. The lighting and burning of candles, incense, potpourri, cigarettes or anything requiring an open flame is prohibited.
- k. Adhesive stickers and emblems may not be attached to any surface in student's rooms, including doors, windows and mirrors.
- l. Homemade or purchased loft systems are not permitted in the residence halls. At their own risk, students may elevate their beds an additional 8 inches by placing cinder blocks under the bed frames or bunking the twin beds. Students are responsible for any injury or damage caused by this arrangement.
- m. No objects may be hung across the doorway or window openings.

All materials must be flame resistant. Lights must be low wattage. Building additions and/or alterations to rooms are not allowed.

Residents are expected to comply with these guidelines. Those who fail to do so will be subject to action by the University. This may include but is not limited to confiscation of unauthorized property, official disciplinary action, and/or referral to University Police or removal from university housing.

Cleaning Personal Space

1. Cleaning of the individual room is the responsibility of the resident(s) occupying the room. The custodial staff maintains the cleanliness and upkeep of the lounges, lobbies, hallways, and public restroom facilities. Students must furnish their own broom, mop, leak proof trash can, and other cleaning items to prepare for these room checks.
2. Residents are expected to maintain the cleanliness of the restroom facilities provided in each room. Similarly, residents are expected to maintain the cleanliness of their rooms, including the daily removal of trash to the dumpsters provided.
3. Room checks/ health and safety checks are held once a month without notice to the residents and may be performed without the resident(s) being present. These room checks are performed to : (1) Check the cleanliness and sanitary condition of the room, and (2) Ensure that University-owned property is being properly cared for. The room check will be made by no fewer than 2 university officials. When a room is found to be kept in an unsatisfactory condition, the student(s) assigned to the room will be subject to disciplinary action to include restitution for any expenses incurred in bringing the room into compliance with these standards.
4. Residents are asked to not place trash into the hallways.
5. Students are responsible for the cleaning and removing all perishable items from their room when University Housing is officially closed.

Room Checks / Health and Safety Checks

The university understands and respects a student's right to privacy. In an attempt to maintain that right the university has established certain guidelines and protocol in which a student's room may be checked , entered or inspected.

1. We have the right as university officials to check your room at anytime we deem necessary as long as we have reasonable suspicion to do so.
2. Except in an emergency, no room will be entered without knocking. A student is expected to always open his/her door for Security , Campus Police, an administrator/staff or RA

3. Unless necessary, personal belongings of students will not be disturbed during safety and maintenance checks or repairs.
4. Unless authorized by the Vice President of Student Affairs or Dean of Students, personal items will not be searched during a room entry
5. In situations involving reasonable suspicion of a violation of University regulations or policies, the room may be entered and, if the occupant is present, may be asked to open all drawers, luggage or other personal possessions
6. If an authorized search includes personal belongings, any confiscated items will be documented and turned over to the Associate VP of Student Affairs and Dean of Students for appropriate action within the student code of conduct.
7. In an emergency, it may be neither safe nor possible to follow established guidelines. These exceptions will be rare and will include situations where, in the judgment of University officials, a clear and immediate danger to the safety of the building and /or its occupants exists.
8. If a suspicion of illegal drug use or possession exists, the university reserves the right to enter and search a student's room with or without the student being present; as long as the following condition exists. 1. There is reasonable suspicion, and permission has been granted to do so by the Dean of Students or his/her appointee.
9. Room inspections will always be performed with at least a group of 2 or more university officials. At no time will a room inspection be performed by a single university official.

Incident Reports

All residence hall staff have the authority to file an incident report for offenses deemed to be a violation of University policy. Failure to respond immediately to a summons letter issued as a result of an incident report is a violation of University policy regarding official notices and could lead to suspension from University Housing and/or the University of Texas at Brownsville and Texas Southmost College.

Disrespect for Authority

You are responsible for complying with instructions and directions of University officials (including RAs) or law enforcement officers acting in the performance of their duties. Any verbal or physical harassment of University Officials will result in referral to Student Judicial Affairs for possible disciplinary action.

Housing Orientation / Hall Meetings

A general meeting of all residents is held during the first two weeks of classes in the Fall and Spring semesters. Residents must attend this meeting. Meetings are conducted by Housing and Residence Life staff to distribute information, program offerings, answer questions, and handle various issues. Students are responsible for all information distributed and discussed during these meetings.

Hall meetings are held periodically throughout each semester (approximately once a month). Residents must attend Hall meetings. Notices will be posted on each Hall announcing the time

and place of the meeting. Hall meetings are conducted by the RA staff and students are responsible for all information distributed and discussed during these meeting.

Courtesy and Quiet Hours

Courtesy and Quiet Hours have been established to provide periods during which noise and other disturbing activities are to be kept to a minimum to allow residents a peaceful time to sleep and study. All residents are expected to be mature and considerate of their neighbor's right to a peaceful living environment.

1. Quiet Hours: 10:00 p.m. - 10:00 a.m.

Quiet hours are the hours in which most students sleep or study, and quiet must be maintained to avoid intrusion to adjoining rooms or hallways. During quiet hours, students may not congregate in the halls or stairwells and must restrict all visiting to individual rooms or lobby areas. During quiet hours, conversations, stereos, televisions, and other activities should not be audible in the hallways and other public areas of University Housing.

2. Courtesy Hours: 10:00 a.m. - 10:00 p.m.

Courtesy hours are designated periods during the day when residents may visit in the hallways, and play radios, stereos, or televisions at a moderate volume. During courtesy hours, all residents have an obligation to their neighbor's right to a reasonable amount of privacy and are expected to honor the requests of others to restrict loud conversations, stereos, televisions, and other disturbing activities.

3. Final Exam Periods

Quiet Hours are in effect 24 hours a day throughout all University Housing during final examination periods. Realizing that individual academic demands and personal schedules vary, students should always honor requests by others to minimize noise. Residents who do not cooperate with courtesy or quiet hour policies will be subject to disciplinary action by the Housing and Residence Life staff.

Visitation Hours- Building 1 & 3

Hours are Sunday –Thursday from 8am to 12am .

Hours are Friday –Saturday from 8am to 1am .

Visitation Hours- Building 2

24 hr visitation privileges, but cohabitation is not permitted

Building 1, 2, & 3 Guest /Visitation Policy

There is a 2 visitor per resident limit.

All outside guest(s) (i.e. people that are not residents of the Village at Fort Brown) must be registered with the RA at the Front Desk. **NO EXCEPTIONS, NO EXCUSES WILL BE ACCEPTED FOR NOT FOLLOWING THIS PROCEDURE.**

Outside Guests can not meet you at your room. You must meet them at the front desk to register them in as visitors.

a. Your guest must be escorted at all times. You must be with your guest at all times, including the pool area.

b. Guest can not remain in your room without you being present (i.e. if you are not in your room, your guest can not be in your room).

c. UTB/TSC Student Housing residents are the only persons who may host guests within UTB/TSC Student Housing.

- d. All UTB/TSC Student Housing hosts are responsible for the actions of their guests,
 - e. Only one guest per resident may be approved to stay overnight at one time and must be of the same gender. Residents are limited to hosting an overnight guest, and overnight guests are limited to visiting to a total of four nights out of every thirty.
 - f. Residents may not host a guest or use the bed of a roommate for purposes of hosting a guest, unless the roommate gives clearance.
 - g. Guests of residents are not permitted to check out equipment or reserve facilities
 - h. Guests may be asked to vacate if the situation warrants it and they must comply with the request.
- Residents found in repeated violations of this policy may lose the privilege of hosting guests.

Cohabitation

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 to that room. Examples of this may include, but are not limited to the following; keeping clothing and other personal belongings in the room , sleeping overnight in the room/suite on a regular basis ,using the bathroom and shower facilities as if they lived there.

Alcohol and Illegal Drugs

University of Texas at Brownsville and Texas Southmost College is an alcohol and drug free campus. It is a violation of University policy for students or guests to possess or consume alcohol or illegal drugs on the University campus, including the residence halls. Found violations of this policy will result in disciplinary action. Empty alcoholic beverage containers used for display, decoration or any other purpose is not allowed. Violations of this policy may result in eviction from University Housing

Alcohol and Other Drugs Sanction Guidelines

Type of Alcohol ** Policy/law Violation	First Offense	Second Offense	Third Offense
Under age 21 possession and/or consumption	<ul style="list-style-type: none"> * Alcohol Education Program / Counseling * Notify Parent if under 21 * A minimum of 10 hrs. Community Service 	<ul style="list-style-type: none"> * Disciplinary probation * Alcohol Education Program / Counseling * Notify Parent if under 21 * A minimum of 20 hrs. Community Service 	<ul style="list-style-type: none"> * Suspension from the University * Notify Parent if under 21
Unauthorized Possession /consumption of alcohol	<ul style="list-style-type: none"> * Alcohol Education Program / Counseling * Notify Parent if under 21 * A minimum of 10 hrs. Community Service 	<ul style="list-style-type: none"> * Disciplinary Probation * Alcohol Education Program / Counseling * A minimum of 20 hrs. Community Service * Notify Parent if under 21 	<ul style="list-style-type: none"> * Suspension from the University * Notify Parent if under 21

<p>Hosting a party involving the illegal use of alcohol or making alcohol available to minors</p>	<ul style="list-style-type: none"> * Disciplinary probation * Alcohol Education Program/Counseling * Notify Parent if under 21 * A minimum of 20 hrs. Community Service 	<ul style="list-style-type: none"> * Suspension from the University * Notify Parent if under 21 	<ul style="list-style-type: none"> * Expulsion * Notify Parent if under 21
<p>Public Intoxication</p>	<ul style="list-style-type: none"> * Alcohol Education Program / Counseling * A minimum of 15 hrs. Community Service * Notify Parent if under 21 	<ul style="list-style-type: none"> * Disciplinary probation * Alcohol Education Program / Counseling * Call to Parent if under 21 * A minimum of 25 hrs. Community Service 	<ul style="list-style-type: none"> * Suspension/Expulsion * Notify Parent if under 21
<p>Driving While Intoxicated</p>	<ul style="list-style-type: none"> * Disciplinary Probation/Suspension/Expulsion * Alcohol Education Program / Counseling * Notify Parent if under 21 * A minimum of 25 hrs. Community Service 	<ul style="list-style-type: none"> * Suspension/Expulsion * Notify Parent if under 21 	<ul style="list-style-type: none"> * Expulsion * Notify Parent if under 21
<p>Endangering self and/or others, and/or property damage while under the influence of alcohol</p>	<ul style="list-style-type: none"> * Disciplinary Probation * Alcohol Education * Restitution * Notify Parent if under 21 * A minimum of 20 hrs. Community Service 	<ul style="list-style-type: none"> * Suspension * Alcohol Education * Restitution * Notify Parent if under 21 * A minimum of 25 hrs Community Service 	<ul style="list-style-type: none"> * Expulsion * Notify Parent if under 21
<p>Abuse of medical drugs- either prescribed or over the counter</p>	<ul style="list-style-type: none"> * Counseling Program * Disciplinary Probation 	<ul style="list-style-type: none"> * Suspension * Notify Parent if under 21 * Community Counseling * proof of completion of outside Counseling program 	<ul style="list-style-type: none"> * Expulsion * Notify Parent if under 21
<p>Possession of any illegal drug in any amount or paraphernalia</p>	<ul style="list-style-type: none"> * Minimum one semester Suspension*** * Community counseling * Notify Parent if under 21 	<ul style="list-style-type: none"> * Expulsion * Notify Parent if under 21 	
<p>Causing another person to</p>	<ul style="list-style-type: none"> * Expulsion * Notify Parent if under 21 		

<p>involuntarily or unknowingly consume an illegal drug or other substance(s) which could adversely affect said person(s)</p>			
<p>Manufacturing, selling, or distributing of any amount of an illegal drug or controlled substance</p>	<p>* Expulsion * Notify Parent if under 21</p>		

* *In addition to sanctions imposed by UTB/TSC for violations of University alcohol and drug policy, students are still subject to prosecution under federal and state laws.*

** *Violations found to have been committed by residents of The Village at Fort Brown while on The Village premises may result in removal from university housing.*

*** *In the event the final decision to suspend the student occurs after mid-term of the semester, the minimum length of the suspension would be the remainder of the semester in which the violation occurred plus the following long term semester. In a one year suspension, a suspension after mid-term would apply to the remainder of the semester plus two long term semesters.*

Smoking and Smokeless Tobacco

The University is committed to providing a safe and healthy work and educational environment for all students, staff, and visitors on campus. Since many individuals express discomfort when exposed to secondhand smoke and/or smokeless tobacco, the University has adopted a policy that restricts the use of these products on campus except in certain designated areas. Smoking is prohibited in the residence halls, including outside, covered walkways. Smokers must be at least twenty five (25) feet from the building.

Due to hygiene issues dipping is also not allowed inside the residence halls.

Computer Lab

Lab Hours of Operation

Monday- Thursday 8:00am - 12:00am

Friday 8:00 am – 1:00 am

Saturday 12:00 noon – 1:00 am

Sunday 12:00 noon - 12:00am

Lab General Rules

The computer lab is for residents only so you must be prepared to present your UTB/TSC school Id.

Food and Drinks are not allowed.

Residents wishing to listen to music or sound bits must do so with headphones.

Residents are not allowed to download anything to the computer lab computers.

Priority will be given to students who have homework or class assignments.

Students may be asked to limit their time on the computer in times of high need (IE. Finals week)

Public Phones

Public phones have been installed for residents. We ask that residents restrict their calls to ten (10) minutes to allow other residents access to the telephone. Residents are not allowed to make long distance calls, nor accept , or charge any phone call such as collect calls, information request calls, call returns , etc... Phone calls can not be done for students in the housing office, also the office will not take messages for students. Any student found to be in violation of this policy will be adjudicated and may face eviction from university housing and made to pay restitution.

Parking

Were to Park

Only residents of University Housing are allowed to park at The Village at Fort Brown (Student Housing) All spaces in front and on the sides of all housing facilities are designated as parking for the residents of Student Housing that have a valid Village parking permit.. Village parking permits are not valid for parking on the main campus. A separate parking permit must be purchased if desired.

Permits - Parking permits can be picked up from the Campus Police Department, 24 hrs a day 7 days a week. The cost is \$20 per semester.

Get your parking permit soon. Otherwise you may be ticketed.

Visitor Parking

Visitors' may park in the area in front of the Body Shop (old Resaca Club)

Overnight Visitors must go to Campus Police to receive a temporary permit. Failure to get a temporary permit may result in the visitor's vehicle receiving a ticket.

Tickets will be given to all vehicles without Village permits parked any were else on property.

Safety and Security

Fire Safety

University of Texas at Brownsville and Texas Southmost College considers fire safety extremely important and students have an obligation to follow University regulations as well as city and state statutes.

Preparation:

Be sure to locate the exit nearest to your room. Locate the next closest exit in the opposite direction in the event that the exit closest to you is blocked.

Be sure to know the location of fire alarm pull stations in your hallway/living area.

Be sure to know the location of fire fighting equipment, such as fire extinguishers

Fire Alarm Evacuation

All fire alarms are to be considered real. NEVER hesitate to evacuate the building when an alarm sounds.

Whenever a fire alarm sounds, normal evacuation procedures must be followed. Students must leave the building and may not return unless instructed to do so by campus police, fire officials, or University officials. A complete floor-by-floor and room-by-room check of the building will be conducted by campus police and/or fire officials whenever possible. Students must remain outside the building during these checks.

Evacuation of the building should take no longer than four (4) minutes.

When leaving your room, be sure to feel the door for heat before exiting into the hallway.

Upon exiting your room, be sure that your door and windows are shut and the lights left on.

When leaving the residence hall, be sure to knock on doors as you go so as to alert others in the residence hall of the alarm.

Alert the Residential Life staff if you know of anyone who is unaccounted for

Failure to evacuate a building after a fire alarm has sounded will result in appropriate disciplinary action.

All students must report to the Ramada parking lot for a head count.

Fire Safety Evacuation Drills will be conducted throughout the semester.

Note: If you are in the shower when the fire alarm rings, you also need to evacuate. DO NOT take time to rinse off, etc. Simply get out of the shower carefully, get dressed and exit the building.

Emergency Exits / Fire Safety Equipment

The side doors of Building 1 and Building 3 along with the back door of Building 3 are alarmed and are only for emergency exits. Students that are caught exiting these doors will be adjudicated for tampering with fire safety equipment.

Anyone caught vandalizing any fire safety equipment (smoke alarms in your rooms, pull stations, fire extinguishers and including exiting the side doors in building 1 and 3) will be adjudicated appropriately.

Sprinkler System

Do not cover or hang anything on the fire sprinkler heads or pipes

The sprinklers are very sensitive and will go off causing major damage for which, you will be held personally and financially accountable.

Any malfunction of fire safety equipment, including room smoke detectors or fire sprinkler equipment, should be immediately reported to the front office or RA On Duty.

Misuse of Fire Safety Equipment

Any individual who misuses or tampers with any fire safety equipment will be subject to appropriate disciplinary action. The individual may be charged a fine plus the cost of repair or replacement of misused or damaged equipment, cleaning of the facility, and damage to other property. Besides being subject to University penalties, any student who starts a fire, damages or tampers with the evacuation alarm, or misuses fire safety equipment may be subject to prosecution in criminal court by the Brownsville Fire Department.

Remember: Fire equipment is there for the safety of all of our residents. Tampering with this equipment needlessly endangers everyone!

False Fire Alarms - Sanctions

A false fire alarm is committed when an individual knowingly initiates, communicates, or circulates a report of a fire or other emergency that they know is baseless. Every effort will be made to identify the individual(s) responsible for a false fire alarm. When such persons are

identified, they will be referred to the Dean of Students for disciplinary action that may include suspension from the University and immediate loss of housing.

Initiating a false fire alarm is a criminal offense. An individual who violates this law is guilty of a Class A misdemeanor and, upon conviction, is punishable by a fine and/or confinement in the county jail.

Video Camera

University Housing has video cameras to cover the parking lots, hallways and all public areas of the Village at Fort Brown. These cameras were installed as a deterrent to crime and to help increase the security and comfort of all our residents. If an incident occurs in the cameras' view, we will be glad to assist campus police in reviewing the footage if possible.

The university can not guarantee the safety or security of property or person while residing, visiting or passing through property owned and operated by the University of Texas at Brownsville and Texas Southmost College.

Severe Weather

During severe weather, especially when hurricanes are forecasted, residence hall rooms along with the entire campus will be evacuated. Due to the time element involved in moving large groups of people, residence hall rooms may be evacuated earlier if the Director of Housing and Residence Life decides that conditions are such that imminent danger exists. All students housed during the hurricane season will be required to fill out a "Hurricane Evacuation" form indicating that the resident has a plan in place. When evacuation of the residence halls occurs, Housing personnel will direct residents as to what to do next. In most cases residents will be required to evacuate the campus. In rare circumstances the university may help to make arrangements for those students that are not able to evacuate on their own.

Emergency Medical Care

Emergency medical care is available for University of Texas at Brownsville and Texas Southmost College students at Valley Regional Medical Center and Brownsville Medical Center. You should be aware of the following procedures regarding emergency care:

1. An outpatient (OP) is one who requires routine (elective) outpatient procedures as prescribed by the patient's physician. These patients are required to pay for services at the time of registration. Sufficient documentation to bill an insurance company will be given to the patient at the time of registration.
2. An Emergency Room (ER) patient is one who presents him/herself for treatment in the hospital's emergency room. Even if the patient has insurance, he/she will be asked to pay for the visit. As with outpatient services, he/she will be given sufficient information to bill the insurance company.
3. For inpatient admissions, verified insurance will be accepted.
4. It should be understood that the inability of the patient to pay for services shall not delay emergency treatment. The best arrangements possible will be made for those patients who are unable to pay.
5. The university does not cover student medical bills, (some acceptations may apply). It is the responsibility of the student/residents to make proper arrangements to cover all medical expenses.

Escort Service

The campus police department provides an escort service to and from any the main campus to the university housing. The service operates daily but only when officers are available. Campus Police can be contacted at 882-8232

Keys

Keys issued to students - Each student is issued a key to his/her room at the time he/she checks into University Housing. Students are expected to carry their room key with them at all times. keys are the property of University Housing and are not to be lent to anyone else. A key replacement form must be filled out before any actions regarding a key will be taken. All keys (ex. Mailbox, room key, etc) must be returned to the housing office at the end of the semester when check out is done. If keys are not returned they will charged to the student's account. If key is found after the charge was entered, charges will stay on the account, but keys must be returned. After a new key has been issued charges will remain as well. Any lost keys are to be returned upon request. Failure to return may result in disciplinary action.

ALL KEYS ARE UTB/TSC PROPERTY.

Lost keys or Lockouts - LOST KEYS OR LOCKOUTS MUST BE REPORTED TO THE HOUSING OFFICE IMMEDIATELY. A charge of \$10 will be assessed for replacing a lost room key or on the residents 4th lockout of the semester.

Damaged keys, broken keys, or key reprogramming.- NO CHARGE WILL BE INCURRED to the student as long as the damaged, broken or non valid key is presented at the time of request. A \$10 charge will be assessed for all defaced or otherwise unusable keys.

Lock your door! To help maintain the security of your room, students are encouraged to remember to always lock their doors, even if just visiting down the hallway, at all times.

Propped doors - To insure the safety and security of the buildings and residents, exterior, stairway, and room doors are not to be propped open. Students found responsible for propping doors open will be subject to disciplinary action.

Identification of Personal Property

Students are encouraged to engrave their Texas Drivers' License number on their valuables, if possible.

Solicitation

1. Individuals or groups are not permitted to make door-to-door solicitations. Individuals wishing to approach students in University Housing for the purpose of soliciting sales or memberships must have approval from the Director of Housing and Residence Life, The Director of Student Life and the Assistant Vice President for Student Development. Students should notify the Housing Office immediately if approached by solicitors within the residence halls.

2. All individuals and groups wishing to post/distribute informational materials in University Housing must have the permission to do so from the Director of Residential Life and Housing and Housing Coordinator.

Sports in the Halls

Practicing or playing any physical sports in the residence halls is prohibited. This includes but not limited to football, Frisbee, golf, hackey sack, running, wrestling, etc. Please utilize spaces outside of the facilities as well as the sports recreation facilities for these activities.

Services - Residence Halls

Maintenance Concerns

Students are expected to report maintenance problems in their room to their RA or to the Residential Life Office. A member of the Housing staff will contact the Housing maintenance personnel and repairs will be made as soon as possible.

For emergency needs immediately call the RA ON DUTY @ 551-3859 or the Front office @ 548-8794

Cable Television Basic satellite cable service is available in each room and the cost of this service is included in the room charge. Cable outlets and/or lines may not be tampered with in any way. If you are having problems with the cable service in your room report it to the Housing Office immediately. Residents MAY NOT install their own cable or satellite service.

Laundry Rooms Laundry facilities are available for all residence hall students. Residents are advised to make sure that their laundry is removed promptly from the machines at the conclusion of the wash/drying cycle.

Telephone Service Students are encouraged to have cellular phone services. Each residence hall room is equipped with a permanent telephone outlet. Residents are responsible for providing their own telephone service. All telephone services provided to the student by an outside telephone service company is a contract between that student and the telephone company. The installation of a telephone line does not guarantee that a resident will be continuously assigned to a particular room as residents may be required to move at semester breaks. Any charges that would result from a change in room will be at the sole cost of the resident. The University can not repair, transfer, or adjust a student's phone line in any way shape or form. The responsible student must contact the telephone service provider to arrange repair, transfers, ETC...

When having a telephone installed in a room the student should ask for an inside install. This means that the telephone company, not the university will connect the phone line past the demarcation point into the student's room. The housing office will not open your room to allow the telephone technician in. You must be present to do so.

Lounge Lounges are a great place for residents to gather when they need more space for socializing than a room can accommodate. Housing staff also use the lounges for programs and activities for residents. A television has been placed in the lounges of building 1 for your enjoyment and convenience. While using the lounge, please treat the furniture appropriately and use trash containers. Majority vote decides the television program when necessary. PLEASE PICK UP YOUR TRASH....

Refrigerators Microfridges (refrigerator-freezer-microwave combinations) are available in every room. Residents will be responsible for maintaining microfridges in full operational condition and will be responsible for cleaning and defrosting the appliances at the end of each semester.

Outdoor Cooking Areas

A large Bar-B-Que pit available for use by all students who reside in University-owned housing but charcoal is not provided. Students are expected to dispose of all trash generated by outdoor cooking activities and assist in keeping areas clean.

Do not store lighting fluid in your residence.

All barbequing must be done in the big barbeque pit located at student housing.

The pit must be reserved ahead of time in the front office.

There is no charge for the use of the pit.

Small pits/smokers and any flammable material that you may own can not be stored in your room or in your vehicle while it is on property.

Side note

Lincoln Park is located just blocks from the Village and has pits available for use, with no prior reserves needed.

Postings Nothing can be posted on your windows. **Offensive material can not be posted anywhere on property. If you are unsure as to if something you want to post could be considered offensive stop by the front office or ask a RA for advice.**

Swimming Pool

The rules for the swimming pool are located on the gate of the swimming pool.

Pool Hours

Monday - Sunday 8:00am - 12:00am

SAFETY EQUIPMENT: All pool safety equipment, such as the large hook and life ring, are intended for emergency use only. Any person found using the equipment for any other purpose will be referred to the judicial process.

NO LIFEGUARD ON DUTY - SWIM AT YOUR OWN RISK

Campus Curfew There is a **1:00 a.m. complete campus curfew**. This curfew includes the Village at Fort Brown.

What does this mean for you at student housing?

1. You can not congregate in any public areas after 1am or on the basketball courts after 10:30 pm everyday.
2. If you are outside with a purpose (i.e. going to your car to leave campus or outside to smoke etc.) you are not in violation of this curfew.

Mailboxes

To get a mailbox come by the office to get assigned a box, bring 2 forms of picture ID to the front office with you from 8am to 5pm Monday – Friday. Mailbox keys are to be returned at the same time as check out.

We will keep your mail for 2 weeks after the last day of residency, we give you time to have your address changed, after 2 weeks all mail will be sent to sender.

For lost keys see the section on “Keys”

Mailing Address will appear as follows:

(Your Name)

1915 University Blvd # (your room number)

Brownsville, Texas 78520

Note: Mail sent “In care of” the box holder will be returned to sender.

Cooking in the Residence Halls

The only cooking that may take place in the residence hall is that which is done in the microwaves provided by UTB/TSC Student Housing Department. You can not have any cooking appliances that have heating elements.

Programming

Getting involved with your fellow residents is a great benefit offered to our residents and is key in developing our community. One of the ways this gets accomplished is through programs and activities that will be offered throughout the year by Residential Life. Social, physical, recreational, cultural, intellectual and educational programs planned and implemented by RAs and the department of Residential Life are offered to address the interests and needs of students. Students are encouraged to take part in the programs as well as providing us with suggestions for these activities.

Residence Hall Association

Residence Hall Government (RHA) is an important group of residential students dedicated to improving the policies and activities within the halls. RHA is the voice for the students in the residence halls. RHA meets once a week to address a variety of topics. NO MEMBERSHIP DUES – ALL RESIDENTS ARE ALREADY MEMBERS

Let your voice be heard. Come get involved.

If you have any questions or something is not cleared on the handbook email:

housing@utb.edu