



## Table of Contents

I.	Welcome .....	4
II.	Overview of Office of Residential Living .....	4
III.	Residential Living Staff & Duties .....	5
IV.	Residential Living Philosophy, Mission Statement, and Vision .....	7
V.	Residential Living Policy .....	8
VI.	Missing Student Notification Policy .....	8
VII.	Sexual Assault and Misconduct.....	8
VIII.	General Policies .....	9
	a. Housing Application Fee .....	9
	b. Deposit .....	9
	c. Residency (Live-On) Requirement .....	9
IX.	Housing Exemptions & Procedures .....	10
	a. Sanctions .....	11
	b. Rules & Regulations .....	12
X.	General Information .....	13
	a. Abandoned Property .....	13
	b. Housing Application .....	13
	c. Check-In .....	13
	d. Check-Out .....	13
	e. Damages, Vandalism and Community Property .....	14
	f. Deposit .....	15
	g. Building to Building Transfer .....	15
	h. Holiday or Semester Break Closing .....	15
	i. Housing Contract .....	16
	j. Housing Refund Policy .....	16
	k. Intent Forms .....	16
	l. Meal Plan Refund .....	16
	m. Overflow Housing (Triples) .....	16
	n. Past Due Balance .....	17
	o. Room Assignments .....	17
	p. Room Changes .....	17
	q. Room Consolidation .....	17
	r. Room Inventory Forms .....	18
	s. Waiting Lists .....	18
XI.	Residential Living Regulations & Guidelines .....	19
	a. Alcohol .....	19
	b. Appliances and Prohibited Items .....	19
	c. Babysitting .....	20
	d. Bicycles/Roller Blades/Electronic Hover, Self-Balancing Boards .....	20
	e. Cable .....	20
	f. Candles .....	20
	g. Cooking .....	21
	h. Decorations .....	21
	i. Discipline .....	21
	j. Drug Policy .....	23

k.	Firearms and Weapons .....	24
l.	Fire Safety .....	24
m.	Building Evacuations .....	25
n.	Floor Meetings .....	27
o.	Furnishings .....	27
p.	Gambling .....	28
q.	Guests .....	28
r.	Overnight Guests .....	29
s.	Health & Safety Inspections .....	30
t.	Housekeeping .....	31
u.	Internet Usage/Wireless Routers .....	31
v.	Keys .....	31
w.	Lockouts .....	32
x.	Laundry .....	32
y.	Living With A Roommate .....	33
z.	Lobby Use .....	33
aa.	Locked Doors .....	33
bb.	Maintenance .....	33
cc.	Noise Violations and Quiet Hours .....	34
dd.	Parking .....	35
ee.	Pest Control .....	35
ff.	Pets .....	35
i.	Service Animals .....	35
ii.	Assistance Animals .....	36
gg.	Posting Publicity .....	36
hh.	Programming .....	37
ii.	Residence Hall Association (RHA) .....	37
jj.	Room Entry Provisions .....	38
kk.	Safety and Security .....	39
ll.	Smoking/Tobacco Policy .....	40
mm.	Soliciting .....	41
nn.	Subletting .....	41
oo.	Trash .....	41
pp.	Weights .....	41
XII.	Job Opportunities .....	42
XIII.	Dining/Food Services .....	43
XIV.	Campus Services .....	44
XV.	Non-Discrimination Statement .....	47
XVI.	Contact Numbers .....	48
XVII.	Housing Refund Schedule .....	50
XVIII.	Meal Plan Refund .....	51

# **Welcome to Residential Living at Sul Ross State University!**

## **A COMMUNITY LIVING APPROACH**

A community is a group of people sharing a common purpose, who are interdependent for a fulfillment of certain needs. These individuals, who live in close proximity and interact on a regular basis, mutually define expectations for all members of the group and assume responsibility for meeting these expectations. In a community, people must be respectful and considerate of the individuality of other persons within the community.

A sense of community includes the feeling of cooperation, commitment to the overall well-being of the group, and a willingness to communicate openly. Living in a community requires a responsibility to and for others as well as oneself. This is your home away from home, so take pride in it and respectfully share your ideas for changes or improvements to make it better for everyone. Remember that you always have a support staff who is willing to help in whatever way they are able.

## **RESIDENTIAL LIVING OFFICE**

The Office of Residential Living coordinates hall assignments, carries out maintenance, and promotes a positive community-living experience. The Director, Assistant Directors, and Administrative Assistant comprise the main office staff. This office handles all aspects of the Residential Living program, including applications, facilities, budgets, services, appeals/exemptions, cancellations, programming, discipline, and security. The Office of Residential Living maintains an open-door policy and welcomes any opportunity to meet students and parents. Business office hours are from 8am-6pm Monday through Thursday and 8am-5pm Friday during Fall and Spring Semesters. In the summer semesters, the business office hours are from 8am-5pm Monday through Friday (closed for lunch hour). The Office of Residential Living is closed on weekends and during official University holidays and break periods.

The Office of Residential Living is located between Lobo Village Residence Halls 1 and 2. Residential Living staff members can be reached by visiting the office, calling the office phone number (432) 837-8190 or by emailing [reslife@sulross.edu](mailto:reslife@sulross.edu).

## **RESIDENTIAL LIVING STAFF**

### **DIRECTOR**

The Director is responsible for the day-to-day management and supervision of the Residential Living staff. He or she will implement the disciplinary process when necessary and ensure that all University policies and procedures are followed. The Director reviews all appeals and exemptions, oversees the Residential Living budget, works to provide needed services, and will coordinate room assignments as needed for consolidation purposes. The Director coordinates efforts with other departments on campus to ensure a healthy and safe environment for all students living in the residence halls or apartment facilities and promotes genuine community spirit among residents. He or she are also the primary advisor for the Residence Hall Association (RHA) unless another Residential Living staff designee is assigned to this role.

### **ASSISTANT DIRECTORS**

The Assistant Directors of Residential Living (Assistant Director of Development and the Assistant Director of Operations) are responsible for the day-to-day management of the residence halls. They assist with the overall departmental functions, advise the Resident Assistants (RAs) and encourage community building and cooperation among residents. The Assistant Directors reside in the residence halls, enforce policies and procedures, and implement disciplinary processes when necessary.

### **LOBO IN RESIDENCE**

The Lobo in Residence (LIR) is responsible for providing additional support to the Office of Residential Living and is a full-time employee at Sul Ross State University in another capacity. The LIR will assist the Director and Assistant Directors in enforcing policies and procedures. He/she will serve in the on-call rotation and will assist during peak times of the years for the Office of Residential Living. The LIR also resides in one of the residential facilities.

### **HOUSING ADMINISTRATION ASSISTANT**

The Housing Administration Assistant (HAA) aids with organization of office files, assists the Director as needed, and ensures the office is running smoothly. The HAA works with various departments in processing applications, deposits, room/meal charges, and refunds. He/she is readily available to students, faculty, and staff to answer any questions and provide additional support. The assistant also aids students with work order requests and provides general assistance to any visitors to the Office of Residential Living.

## **HALL DIRECTOR**

The Hall Director is a part time employee of Residential Living who is seeking a graduate degree. He or she will assist the Assistant Director of Development in overseeing the RAs or the Assistant Director of Operations in supervising Maintenance Assistants at the discretion of the Director. The Hall Director will also serve as an advisor to RHA.

## **RESIDENT ASSISTANTS**

Each floor or wing in the residence halls and apartment communities has a Resident Assistant (RA). The Resident Assistants are the primary resources for residents. If an RA cannot answer a question or resolve a situation, he/she will refer residents to a staff/faculty member who can help. RAs work with the Assistant Director of Development to create and maintain an environment conducive to academic, personal, and social growth. RAs are responsible for seeing that all Residential Living policies, such as quiet hours, alcohol policy, and visitation are followed. They are there to assist whenever a problem or question arises. In addition, Resident Assistants provide social, educational and developmental programming for their residents.

## **OFFICE ASSISTANTS**

Office Assistants are student (part time) workers who work in the office and assist the Housing Administration Assistant with day-to-day tasks such as filing, answering phone calls, responding to questions from students or parents, and helping students retrieve packages. They also assist with other departmental needs as requested.

## **MAINTENANCE ASSISTANTS**

Maintenance Assistants are student (part time) workers who assist with daily maintenance needs for the Office of Residential Living. They change light bulbs, batteries, complete other basic maintenance work, and move items for the department as required. Maintenance Assistants also assist Physical Plant as needed to ensure that residents live in a secure, safe, and comfortable environment. Maintenance Assistants may also be required to complete other duties at the department's direction.

## **RESIDENTIAL LIVING PHILOSOPHY**

The Residential Living program at Sul Ross State University is designed to be an integral part of each student's education. The residence halls and apartments provide a place for new experiences and friendships. Residential Living facilities are also places that welcome an exchange of ideas, special programs, and community-building activities. Living on campus gives each student a built-in opportunity for involvement.

Goals of Residential Living include:

1. Provide economical housing as well as offer services and conveniences that permit students to make maximum use of their time for educational and personal development.
2. Provide a welcoming atmosphere away from the formal academic environment that will augment intellectual, personal, and social development.
3. Instill a sense of individual responsibility with emphasis on rights, responsibilities and self-discipline.
4. Provide students with resources to aid in seeking solutions to problems and difficulties that arise. Some of these resources include individuals who will serve as role models, while facilitating personal development, and assisting in the development of an educational setting.
5. Offer avenues for input into the policymaking, procedures, and daily operations of the Office of the Residential Living through Residence Hall Association.

### **Residential Living Mission Statement**

“The Department of Residential Living at Sul Ross State University aims to provide a safe, educational, and inclusive environment for all students. Residential Living endeavors to provide a space that is student focused and an environment conducive to learning. Residential Living looks to foster experiences outside of the classroom to further the student experience in accordance with the University's mission.

### **Residential Living Vision**

To create a “home away from home” community environment where all students can feel welcome

## **RESIDENTIAL LIVING POLICY**

Sul Ross State University has a commitment to assist all students in their personal development and academic success while they are participants in our programs and services. Part of that commitment is rooted in the belief that students can maximize their learning experiences by residing in campus housing. Studies have shown that students who live on campus are more likely to be satisfied with their collegiate experience, be more involved in campus life, achieve higher academic standards, have a more positive self-image and are more likely to complete their studies than students who do not live on campus. Living on campus does not guarantee a successful college experience, but the advantages to living on campus are significant. The residential living and meal plan policy requirements are maintained in support of this belief.

### **Missing Student Notification Policy**

Federal law requires that the University report to both the University Police Department (UPD) and the student's designated contact person when a campus resident is determined missing for 24 hours (e.g. if no one can identify where he/she is). If the missing student is less than 18 years of age and not emancipated, the University is also required to notify his or her parent or guardian. Campus residents have the opportunity to provide a contact person to the Office of Residential Living during the application process. This contact information is confidential and will only be used in emergencies. UPD will always be notified if a campus resident has been determined to be missing for over 24 hours, regardless of whether the student has provided confidential contact information.

### **Sexual Assault and Misconduct**

If you have been sexually assaulted on campus, report the crime to University Police Department (UPD). Students living on-campus may contact the Director of Residential Living, Assistant Directors, or Resident Assistants if the assault occurs in the residence halls. Reporting a sexual assault does not mean you must take legal action (this is a choice you can make later). Victims or witnesses of sexual assault should not hesitate to report, even if the crime occurred simultaneously with another violation, such as alcohol or drug use. A student's medical and physical safety take precedence over other issues and a student will not be punished for otherwise unimportant violations in comparison to sexual assault and medical emergencies. See the Office of Residential Living for the Rights of Sexual Assault Victims and more steps on preventing and reporting sexual assault and other sexually violent crimes.



## **General Policies**

### **HOUSING APPLICATION FEE**

When a student applies for housing at Sul Ross State University he or she is required to pay a \$50 housing application fee at the time of application submission. This non-refundable application fee reserves the student's room based on the date of the application. This fee must be paid **before** the housing application can be processed. This fee cannot be waived nor can payment be delayed until the first day of class.

### **LEASE TERMINATION**

The most common reasons for the University to terminate a lease with a resident are failure to pay rent on time, change in family or student status, and violations of the lease. Lease termination and eviction from University housing will result in forfeiting the \$200 Housing Deposit.

### **DEPOSIT**

A \$200 Housing Deposit will be added to the student's account before the student moves into the residence hall. The student has the option to pay the full amount at the time of application submission or the amount can be applied to the student's account. If the student does not occupy his/her on-campus residence as reserved, any deposit paid will be forfeited. All students must sign a Residential Living Contract for the entire academic year (Fall and Spring semesters/August through May). Students entering in the Spring semester will sign a Residential Living Contract for the Spring semester only. Please see Residential Living Handbook section labeled "Housing Refund Schedule" for the refund schedule.

### **RESIDENCY REQUIREMENT**

All undergraduate students attending Sul Ross State University must be 21 years of age or have lived on-campus two full academic years (2 spring and 2 fall semesters) by the first class day of a semester in order to have satisfied the University's 2 year live-on requirement. Any student enrolled for 12 or more credit hours in a long semester (fall or spring) or 6 or more credit hours in a summer semester must reside in the residence halls until they have met the live-on requirement. Apartment residents must be enrolled in a minimum of 6 credit hours during long semesters and 6 credit hours for summer (combined) sessions. Exceptions to the University's live-on policy may be made for students whom:

- Live at the established residence of a parent, grandparent or legal guardian within a 100 mile radius of the Sul Ross campus. Required supporting documentation must be presented regarding legal guardianship

- Are married. An official marriage license recognized in the state of Texas must be presented to the Office of Residential Living
- Are single parent(s) with dependent(s) living with them full time during the academic year;
- Are veterans and have spent at least twelve months on active duty status
- Have a special circumstance not outlined in this document (approval at discretion of the Director of Residential Living). Financial aid status, housing cost, convenience, pre-arranged rental agreements off-campus, etc. will not be considered as valid reasons for an exemption or appeal

## **EXEMPTIONS**

Exemptions to this policy must be submitted in writing along with all supporting documentation to the Director of Residential Living by completing and submitting the [Residential Living Housing Exemption Request](#). This completed form must be submitted no later than one week **before the 1<sup>st</sup> official class day** in any semester or summer term for which the exemption is sought. The University reserves the right to terminate any off-campus permission. Failure to comply with Residential Living requirements may result in disciplinary action which may include forfeiture of deposits and/or the cancellation of registration for the student.

**Additional reasons for a possible exemption to the University's Residential Living Policy include:**

### **I. MEDICAL EXEMPTION**

Students who have a documented medical condition, which requires special environmental needs that the University cannot meet, **may** be exempted from the live-on requirement. "Documented medical condition" means the Authorization for Release of Medical Information form must be completed so the Office of Residential Living can obtain any needed medical condition information. The University must have the option to develop an alternative living arrangement before such an exemption is granted. A medical doctor licensed to practice in the United States must provide written documentation stating why this individual has a compelling medical reason to live off-campus. This medical documentation must be submitted to Sul Ross' Counseling & Accessibility Services for this exemption to be considered.

### **II. EMPLOYMENT CONDITIONS**

Students whose employer require on-site living **may** be exempted from the live-on requirement. Documentation from the employer must be included and verified on a regular basis.

## **EXEMPTION PROCEDURES**

To request permission to live off campus prior to satisfying the off-campus requirements, a student must submit a request in writing and provide all supporting documentation to the Director of Residential

Living. A [Residential Living Housing Exemption Request](#) form is available in the Office of Residential Living or on the Residential Living webpage through [www.sulross.edu](http://www.sulross.edu). Off-campus arrangements must not be made prior to receiving written notification from the Office of Residential Living that the appeal has been approved. The student filing the request may schedule an appointment prior to the final decision to discuss his/her circumstances with the Director of Residential Living.

Any student who submits a request for an exemption from the University's live-on policy shall comply with the established policies for Residential Living until such time as the exemption may be granted. Any exemption granted will be for no longer than one academic year. Since individual circumstances change, the student must reapply for the exemption each semester until the live-on requirement is met. If the circumstances which merited the exemption change during the semester of the exemption, the student must immediately notify the Director of Residential Living and arrange to move back into an on-campus residence facility.

If the Director of Residential Living denies a request for an exemption, an appeal must be filed in writing to the Dean of Students within five class days of the date of the Director of Residential Living's decision. All requests must be approved by the Director of Residential Living (submission of the exemption does not guarantee approval).

## **SANCTIONS**

A student who gives false information concerning housing will be subject to disciplinary action. A student found to be living off campus without approval will be required to return to on-campus housing. If this does not occur within 10 class days, disciplinary action will be taken and may include cancellation of class registration with no refund given. Loss of a deposit on another Residential Living unit or lack of knowledge of the University's policies will not excuse the requirement to comply with the residential living policy.

Students who move out of Residential Living before the contracted time has lapsed and withdraw from the University will forfeit the \$200 Housing Deposit and will be billed for any additional charges or damage costs to the room. Students who move out of Residential Living without proper authorization and remain enrolled at the University, will not receive a refund of the deposit and all

room, board and damage charges will remain on the student's account. Students who are evicted from Residential Living and remain enrolled in the University will forfeit the \$200 Housing Deposit and will be billed for any additional charges or damage costs to the room.

### **RULES AND REGULATIONS**

Every student should familiarize themselves with the **Sul Ross State University Rules and Regulations**, which can be found on the Student Life and Residential Living Sul Ross webpage. Students are held responsible for knowing and abiding by all University and residence hall rules and regulations. Students are also responsible for any items found in their rooms, as well as behavior of their guests, and must notify a Residential Living staff member if they suspect items in the room may be in violation of any University and/or Residential Living policies.

## **GENERAL INFORMATION**

### **ABANDONED PROPERTY**

There is no provision for storage of personal property in the residence halls or apartments. In instances where items are left in a residence hall room or apartment unit after the owner has moved out of the residence facilities or to another room, then these items shall be declared abandoned. The Office of Residential Living shall contact that individual about the abandoned item(s) and if no action is taken by the resident to remove the item(s) from the unit, then the item(s) will be disposed of by the department within a timely fashion (no less than 10 days from the date of contact). If at semester's end, items may be disposed of without notice.

### **HOUSING APPLICATION**

Students can make a housing reservation by completing a housing application, which is available on the Sul Ross Residential Living webpage. All University housing is assigned on a first-come, first served basis contingent upon the date of the \$50 application fee receipt.

### **CHECK-IN**

Before moving into any residential unit, students must verify their room assignment at time of check-in with Residential Living staff. At time of check-in, a unit key (and bedroom key if applicable) will be issued. Students will also complete and sign a Residential Living Contract and receive a Unit Condition Report (UCR), which they must fill out with any damages or discrepancies found in the room at time of move-in. Residents have the option of going through their residential unit with a Residential Living staff member, who will assist them in completing this form. Students will have 2 days (48 hours) to return the form to their RA or the Office of Residential Living. Failure to turn in this form within the required time frame will result in the room noted to be in perfect working order and appearance. Any damages outside of normal wear and tear discovered after this time will be the responsibility of the resident(s) of assigned unit.

### **CHECK-OUT**

Before moving out of a room, students must:

1. Schedule and be present for an appointment with his/her Resident Assistant **before** departure
2. Clean the room, remove all trash, and place it in the provided dumpsters
3. Remove all personal belongings
4. Be present while Resident Assistant performs final check-out inspection

5. Return all Residential Living keys

6. Sign all necessary paperwork

Any student who does not follow the above procedures, will be charged for Improper Check-out (\$75), plus costs for any damages, unnecessary cleaning, and replacing the lock (\$250 for unit door and \$75 for bedroom door). Residents are expected to have their check-out completed by the posted closing times. Students are required to leave within 24 hours after their last final or by the informed closedown/departure date. All residence halls are closed during Winter Break. Students who improperly check out or fail to check out waive their right to appeal any charges assessed to them during checkout.

### **\*\*Apartments\*\***

Vacating residents must give the Office of Residential Living 30 days written notice as stated in the lease. Graduates must vacate after their commencement or contact the Office of Residential Living if they need to stay for the rest of that month (May or December). Please refer to Check-Out section for more information about move-out procedures.

### **DAMAGES, VANDALISM, AND COMMUNITY PROPERTY**

Each resident is responsible for the condition of his/her room or apartment as well as any items found within his/her room. Residents are responsible for the contents of the room and will be required to reimburse the University for any damages resulting from abnormal wear or tear or loss of University property. This includes windows, doors, screens, flooring, walls, furniture, fixtures, and appliances.

Residents of an individual floor, residence hall, or apartment public area may be required to share the expense of repairing or replacing damaged or vandalized property in common areas if no individual/group party is identified. Charges for all damages will be determined at the University's discretion (post investigation) and must be paid before the end of the semester in which the damages were incurred.

Damage charges can vary depending on the severity and details of said damage (pricing lists are only used as guidelines). Failure to pay damage charges will result in the loss of the housing deposit. In the event that the damage exceeds this amount, the resident will be placed on financial hold with the University. Residence Living property is not to be removed or dismantled. This includes furniture and other property in common areas. Violations will result in disciplinary sanctions and/or charges for damage and removal.

**YOU ARE RESPONSIBLE AND LIABLE FOR INSURING YOUR PERSONAL BELONGINGS, INCLUDING LOSSES DUE TO FIRE, SMOKE, WATER AND THEFT. SUL ROSS SHALL NOT BE HELD RESPONSIBLE OR LIABLE FOR ANY LOSS OR DAMAGE OF YOUR PERSONAL BELONGINGS, AND DOES NOT PROVIDE ANY INSURANCE COVERAGE FOR YOUR BENEFIT.**

### **DEPOSIT**

Each student must pay a \$200 housing deposit prior to the start of the semester in order for the student to reside in a residence facility. This deposit must remain on file during the time a student resides on campus or when requesting a room assignment for current or upcoming term. This deposit is forfeited if a student does not check-in by the first day of classes at the onset of the semester. If a student moves out of the residence hall during the semester, his/her housing deposit will be forfeited. An exception to this is if the student is leaving for student teaching (documentation must be provided to the Office of Residential Living). When he/she is no longer required to live in University housing, he or she may request a refund of the deposit. A student's refund is contingent upon his/her successful completion of all Residential Living requirements. Requests for refund of housing deposit are to be made in writing either during or after the check-out process is complete. Any damage or cleaning charges incurred may be deducted before the deposit balance is refunded. The remaining balance will be applied to any outstanding bills owed to the University. All requests must be made within one year of a final move-out date. Any deposit left on file after one year will be forfeited.

### **BUILDING TO BUILDING TRANSFER**

If space is available, students are permitted to transfer to another residence hall floor or building. All requests for hall changes must be made to the Office of Residential Living before any moving occurs. Paperwork must be completed in both buildings and the keys to the vacated room returned within three days or charges may be added at the discretion of the Director or another professional Residential Living staff member. Building to Building Transfer must follow the same guidelines as a room change. Please see room changes below.

### **HOLIDAY OR SEMESTER BREAK CLOSING**

The residence halls are closed during Winter Break, between the Spring semester and Summer Session I, and between Summer Session II and the Fall semester. During these times, students may not reside in their residence hall room. All items must be removed from the room in May at the completion of the Spring semester and in August after Summer Session II to allow for cleaning and repairs. If at the completion of the Fall semester a student does not plan to be in the residence hall for the Spring semester, all items must be removed from the room within 24 hours of their last final examination. Students who need housing during the breaks should contact the Office of Residential Living at least 2 weeks in

advance so that appropriate arrangements can be made. There will be an additional charge of \$100 per week for housing during this time period (or a pro-rated amount as set further by the Office of Residential Living). Holiday guest housing is offered as space is available.

### **HOUSING CONTRACT**

All students assigned housing in a residence hall or apartments are required to sign a Residential Living Contract online. The terms of this contract is for one full academic year (Fall & Spring semester/August through May). Please refer to the contract for detailed information concerning the terms and conditions of occupancy.

### **HOUSING REFUND POLICY**

Any student who has paid housing fees, officially withdraws and checks out of the residence hall or, if permitted, moves out of the residence hall to live off-campus, may be entitled to a refund of housing based on a pro-rated rate. Please see the Student Accounts Office or Office of Residential Living for more information. (See refund schedule, page 50)

### **INTENT FORMS**

Before the end of each semester, students will be asked to fill out a form indicating their intentions concerning housing for the following semester. It is important that students complete and return intent forms by the due date. If it is not returned, the student may lose his/her room assignment for the following semester and may need to reapply for housing. These intent forms should be completed online.

### **MEAL PLAN REFUND**

In the event a student owes the University money, the meal plan refund may be applied to the student's balance. Please see the Food Services Director for information on meal plan refunds.

### **OVERFLOW HOUSING (TRIPLES)**

Over assignments have a "C" room designation. If your room number has a "C" designation (e.g. 1-110C) then you have been placed in a triple assignment. Residents that are over assigned will be in the "B" bedroom with another person for a total of 3 people per unit. All 3 students will be financially compensated for the tripled assignment. Please see the Residential Living website for the [compensation plan](#). Students who are in the "C" room assignment will have 24 hours to relocate once a new space becomes available. While we make every effort to accommodate our student's wishes, students in over assigned status do not have a choice of building, room number and roommate when they are reassigned to a permanent assignment.



## **PAST DUE BALANCE**

Any residents that are present on the contract agreement between the Office of Residential Living and them or their family, must have no past due balance owed to the University. Having a past due balance may lead to the University not approving a housing unit until the past due balance is paid forward.

## **ROOM ASSIGNMENTS**

Assignments are processed based on (date/time) each housing application fee was received by the Office of Residential Living. Current residents are assigned first if all of their paperwork is in order. Mutual requests for roommates and special living arrangements are honored whenever possible but not guaranteed. The room assignment process is under the sole discretion of the Director of Residential Dining or his/her designated representative. Unauthorized occupancy of unassigned bed space is prohibited and may result in additional housing charges.

## **ROOM CHANGES**

Room changes may be made by completing and submitting a Room Change Request form to the Office of Residential Living. To avoid unnecessary charges, do NOT move before approval has been obtained and the necessary paperwork has been completed. When changing rooms, the move must be completed within three days and the keys to the vacated room must be returned to Residential Living staff to avoid being charged for occupying both rooms. No room changes will be allowed during the first 14 days of class to ensure a positive community environment between roommates. Between days 15-21, room changes will be permitted at no charge. After the 21<sup>st</sup> class day, a \$50 room change fee may apply. All room changes must be completed by the students wishing to trade rooms.

## **ROOM CONSOLIDATION**

At times it is necessary to consolidate students living within a residence hall when several students have no roommates. This helps keep operating costs down and provides the best residential living experience to the residents. All room changes during consolidation are left to the Director's or Assistant Director's discretion. If only one student is left residing in a double room or unit, the student may be given the option of:

1. Having another resident who needs to be consolidated move into the room
2. Moving into another room with a roommate who also needs to be consolidated
3. Paying an additional rate to have a private room (50% the regular room rate in addition to regular assignment fee) provided space is available.

\*Please note, the option of having a private room is typically only available in the spring semester. Each of the above options must be completed by the assigned consolidation deadline.

## **ROOM INVENTORY FORMS**

When a resident moves into any on-campus facility, a detailed room inventory form must be completed. Room inventory forms are used by the student and Residential Living Staff as a means to inventory and document any damage to furniture and room provided to residents by the University. The form is to be completed by the resident after checking in and submitted within 2 days of moving in date. This form is also used at a resident's check-out by the Residential Living staff. Any damage to University furniture or property documented at check-out which was not present before a resident's check-in will be the responsibility of the resident. Please see the "CHECK-IN" section of this document for more detailed information.

## **WAITING LISTS**

### **\*\*\*Apartments Only\*\*\***

If space is not available in the desired apartment facility, eligible students will automatically be added to a waiting list based on the application submitted date. A housing application is not complete until the \$50 non-refundable application fee is on file. If space becomes available, the student at the top of the waiting list will be notified of the vacancy. A student must accept or decline the offer in writing within 48 hours of notification. If there is no response from the student, Residential Living will assume the student has declined and offer the space to the next student on the waiting list. Contact information (address, phone number, email, etc.) must be kept current with the Office of Residential Living. If the student cannot be contacted due to outdated contact information, the available space will be offered to the next applicant on the waiting list.

### **\*\*\*Residence Halls Only\*\*\***

Student living in overflow housing or in tripled rooms do not have the option to decline an available space and must move into the new room within the specified time period.

# **RESIDENTIAL LIVING REGULATIONS & GUIDELINES**

## **Alcohol**

### **\*\*Residence Halls\*\***

The possession, consumption, manufacture, sale, or donation of alcoholic beverages in the residence halls is prohibited. Alcoholic beverage containers may not be used as decoration including shot glasses, wine tumblers or glasses, liquor bags, beer mugs or steins, martini or margarita glasses, flasks, etc. No alcohol is to be consumed in hallways, parking lots, yards or on any Residential Living property not designated as an area for consumption. Occupants are subject to disciplinary action with sanctions that can range from warnings and community (work) hours to disciplinary probation or suspension in addition to criminal sanctions. University Police Department officers have the power to issue MIPs and DUIs, as well as arrest students in violation of state law.

### **\*\* Apartments\*\***

The possession, sale, manufacture or consumption of alcoholic beverages by persons under the legal age is prohibited. The legal age for possession and/or consumption of alcoholic beverages in the state of Texas is 21. The possession and/or consumption of alcoholic beverages on any property owned or controlled by Sul Ross State University is limited to inside University-owned apartments and family housing units. Kegs or other containers that hold large volumes (exceed personal consumption) are not allowed. Alcohol cannot be consumed in public areas, hallways, parking lots, residence halls or yards. All federal, state and local laws are upheld on campus.

## **Appliances and Prohibited Items**

Any appliance with an exposed heating element for heating, cooking or an open flame, such as a grill, is not allowed in the residence halls. Other prohibited cooking appliances include (but is not inclusive) includes: griddles, air fryers, pressure cookers, toasters, and waffle makers. Air conditioners, deep freezes, an additional mini refrigerator and/or freezers, space heaters, and large safes are not permitted without prior written approval from the Director of Residential Living. In regards to safe electrical connections, do not link surge protectors or power strips, “octopus” an electrical outlet, etc. See the Fire **Safety and Security** section for more detailed information.

### **\*\*Apartments\*\***

Apartment residents are permitted to have all cooking appliances (with the exception of outdoor grills). When cooking, do not leave the oven or stove on unattended.

Air conditioners, deep freezes, an additional mini refrigerator and/or freezers, space heaters, and large safes are not permitted without prior written approval from the Director of Residential Living. In regards to safe electrical connections, do not link surge protectors or power strips, “octopus” an electrical outlet, etc. See the Fire **Safety and Security** section for more detailed information.

### **Babysitting**

Babysitting or provision of childcare for profit is not allowed in the residence halls.

### **\*\*Apartments\*\*\***

Babysitting Children are to be supervised at ALL times. Texas state law states that no child under the age of 14 should be left alone. The parent and/or babysitter will be held responsible for the behavior of the children under their supervision. For their safety, children should not be left unattended. Baby sitting (not for profit) is only allowed in the apartment of the babysitter. Babysitting must be documented and approved with the Office of Residential Living. If there is a problem with a babysitter's supervision, the privilege of babysitting may be withdrawn.

### **Bicycles/Roller Blades/Electronic Hover, Self-Balancing Boards**

Bicycles may be stored in the bicycle racks found outside the residence halls, apartments, or inside the resident’s room provided the pathway or exits are not blocked. Bicycles may not be stored under stairwells or attached to handrails. The use of roller skates, in-line blades, skate/long boards, electronic hover boards/self-balancing boards etc. are prohibited on campus. This includes Residential Living facilities, University buildings, athletic facilities, and sidewalks.

### **Cable TV**

No cable is offered (or cable installation permitted) at Sul Ross State University.

### **Candles**

The use of burning candles, candle warmers, incense, and/or any type of open flame or open coil appliance are not permitted in residence halls or apartments for safety reasons as outlined by the Fire Marshall. In addition, these items may not be used as decorations, even if a candle’s wick is cut off or if incense is unburned. If found, these items will be confiscated and fines or other sanctions will be assessed. Students may request to take confiscated items home during major breaks or released to visiting parent/grandparent(s). Light bulb wax warmers (e.g. Scentsy®) and lightbulb candles may be used. Light candle warmers and lightbulb candles should not be left unattended and may be confiscated if found. Hot plate wax warmers are prohibited and if found will be confiscated and fines will be assessed.

## **Cooking**

Cooking is not allowed in student rooms. Cooking appliances, other than the university-provided microwave, found in a student room will be confiscated. Fines may be assessed at the sole discretion of the Office of Residential Living. Devices that may be used are submerged coil coffee pots (e.g. Keurig®), blenders, and non-open coil crockpots/rice cookers. Electric grills (e.g. George Foreman®), air fryers, gas and charcoal grills and cooking devices with an exposed or open heating element are not permitted. Please contact the Office of Residential Living before bringing any non-listed, approved appliance into your unit.

## **\*\*Apartments\*\***

Apartment residents are permitted to have all cooking appliances (with the exception of outdoor grills).

## **Decorations**

Residents may use curtains (with tension rods), and personal items to decorate their residential units/apartments. Fire retardant material is recommended. Plasti-tak®, command strips, and non-marking wall poster tape are the only acceptable materials for securing posters, pictures, etc. on walls. Use of tacks, nails, screws, permanent adhesives, paint, etc., which damage or alter the surface of University property are not allowed, and will result in a damage assessment and charges.

## **Discipline**

### *JUDICIAL PROCEDURES*

Discipline at Sul Ross State University is considered part of the educational mission. The discipline process is designed to encourage self-discipline, accountability, and community responsibility. A respect for the basic rights and privileges of others is the primary assumption of the philosophy. Expectations of students are stated in the Residential Living handbook and in the *Sul Ross State University Rules and Regulations*. This information is available on the Sul Ross web page. Failure to respect the rights and privileges of others as well as maintain standards will be handled individually through the judicial process.

### *DISCIPLINE ADMINISTRATION*

Details of the University disciplinary process are listed in the *Sul Ross State University Rules and Regulations*. The Director of Residential Living is the primary hearing officer for discipline in the Residential Living facilities. He/she along with the Assistant Director of Operations and the Assistant Director of Development adjudicate cases for Residential Living policy violations. The Dean of

Student is the appeals hearing officer for discipline in the Residential Living facilities. The Dean of Student Life also has primary authority and responsibility for the administration of student discipline. It shall be his/her or a designated appointee's duty to investigate all allegations that a student has violated the Regent's Rules and Regulations, rules and regulations of the University or Residential Living, or specific orders and instructions issued by an administrative official of the University. For most alleged violations that occur in or around University housing, the Director or Assistant Directors of Residential Living will handle the discipline concerns.

### *CODE OF STUDENT CONDUCT*

This is listed in the publication *Sul Ross State University Rules & Regulations*. All students are bound by the Code of Student Conduct, and are responsible for knowing and following the University policies.

### *DISCIPLINE VIOLATIONS*

The following, although not a comprehensive list, are considered violations of policy as well as violations of the rights of residents. They are considered detrimental to the development of a positive community atmosphere.

- A. Failure to observe quiet hours.
- B. Failure to follow emergency procedures.
- C. Removal of furniture from common areas.
- D. Theft of University property or property of other residents.
- E. Incense, candles, or any other open flame or smoldering item.
- F. Cooking in the residence halls rooms utilizing prohibited appliances.
  - a. **\*\*Apartments\*\*** Utilizing electrical, gas, charcoal, or wood burning grills (inside or outside).
- G. Violations of the alcohol policy and laws regarding alcohol.
- H. Disorderly conduct.
- I. Harassment or verbal abuse of any degree toward another student or staff member.
- J. Failure to comply with University staff directions.
- K. Violation of the illegal substance policy.
- L. Possession of firearms or weapons of any kind.
- M. Shooting of fireworks or explosives.
- N. Noise violations.
- O. Causing the unnecessary evacuation of a building.
- P. Any violation of *Sul Ross State University's Rules and Regulations*
- Q. Violation of any local, state or federal law.

### *DISCIPLINE SANCTIONS*

The following sanctions may be issued in the event of the above-mentioned violations.

- A. Official Residential Letter of Warning.
- B. Work (community service) Hours Assignments.
- C. Restitution for Damaged Property.
- D. Educational Sanctions. – Judicial Online Modules or essays
- E. Suspension of Visitation Privileges.
- F. Official Verbal or Written Warning.
- G. Monetary sanctions.
- H. Disciplinary Probation.
- I. Removal from the Residence Hall
- J. Referral to the Dean of Student Life
- K. Suspension from the University.
- L. Dismissal from the University.

### *CONDUCT IN THE RESIDENCE LIVING FACILITIES*

Residents are personally responsible for knowing and abiding by the rules and regulations pertaining to the residence halls and the University. All residents must respect the rights and privileges of others. Conduct which is offensive to others, such as loud noise, abusive language, etc., may be in violation of University Rules and Regulations. Students are also responsible for the conduct of their guest(s).

### *SUPERVISION OF CHILDREN*

Parents are responsible for the supervision of their children. Children under the age of 14 years must be under the supervision of a responsible adult at all times in accordance with state law. Should a child be found unsupervised, Residential Living staff is required to contact UPD. Families are subject to be reported to Child Protective Services (CPS), through UPD, for negligent supervision of their children. Circumstances requiring an initial CPS referral will result in mandatory family counseling. A second CPS referral may result in termination of the housing contract.

### **Drug Policy**

The University is subject to a Regent's Rule referred to as the "**zero tolerance**" policy. Possession or use of illegal drugs on campus is prohibited by state law and University policy. A student who, by a preponderance of the evidence, under these *Rules and Regulations* is found to have illegally possessed, used, sold or distributed any drug, narcotic, or controlled substance, whether the infraction is found to have occurred on or off campus, may be suspended for a period of no less than the remainder of the semester in which the infraction occurred plus the following long semester. In the event the semester in

which the infraction occurred has ended by the time a student is found guilty, the student shall be suspended for a period of no less than the following two long semesters. With the approval of the President or the President's designee, suspension may be probated and sanctions may then include required counseling and/or rehabilitation along with other appropriate penalties. The President of each institution in the Texas State University System shall submit a written report quarterly to the chair of the local committee, which report details all cases in which a suspension has been probated. A second infraction for a drug-related offense shall result in permanent expulsion from the University and from all other institutions in The Texas State University System.

### **Emergency Numbers**

(UPD) University Police Department: (432)837-8100 or 911

Family Crisis Center of the Big Bend 432-837-7254

Campus Information: Ext. 0 from a University phone or  
(432)837-8011

### **Firearms and Weapons**

#### **THE ITEMS ARE NOT PERMITTED IN APARTMENTS OR RESIDENCE HALLS**

- Firearms in which the owners are not LTC
- Weapons (these include faux weapons such as water, paintball, pellet, nerf guns)
- Dart boards with metal darts and cork board
- Any device powered by CO2 cartridges
- Slingshot devices
- Fireworks
- Explosives and ammunition of any kind
- Large knives and blades greater than 5.5. inches (excluding kitchen knives)

If there is a concern about the possession or use of a weapon (prohibited or LTC holder), call the University Police Department at (432)837-8100.

### **Fire Safety**

It is the responsibility of each resident to be familiar with policies and procedures designed to provide for the safety of the residents. Fire drills are held periodically during which students are to follow the evacuation procedures and/or the directions of the Residential Living staff.

Residents are not to permit conditions in their room or apartment that will in any way create either a risk of fire or a fire itself, or conflict with the rules and ordinances of the local fire department. No motor vehicles or gas/propane equipment will be permitted inside Residential Living facilities. The purposeful activation of a false fire alarm or tampering with fire equipment is not permitted. Apartment residents



should avoid storing items around the heating units or hot water heaters for fire safety and ventilation purposes.

Because of the obvious fire hazard, highly flammable materials such as chemicals, gasoline, camping stove fuel, charcoal starter fuel, candles, and incense are prohibited in Residential Living facilities. Residents are to avoid having large quantities of paper, rags, or other trash in any room. Fire prevention ordinances and housing policy prohibit the manufacture, sale, use, and possession of all fireworks, including sparklers, anywhere on University property.

### **FIRE/EMERGENCY ALARMS**

All persons are required to evacuate the building when an emergency alarm is activated, characterized by air horns, bull horn or Residential Living staff notifying residents. If an alarm sounds, students must leave their rooms, proceed to the nearest clear exit in a calm and orderly manner, and go to the pre-designated evacuation location. Students who do not adhere to the policy will face disciplinary action. If a smoke detector in a student's room sounds, he/she should immediately contact the Office of Residential Living or Resident Assistant about the emergency or for necessary repairs. For safety reasons, all smoke alarms/detectors should be kept in working order at all times. Residents are **NOT** to remove smoke detector batteries or cover the green lights. Any student who unnecessarily pulls a fire alarm will face severe disciplinary or legal repercussions.

### *FIRE EXTINGUISHERS*

A fire extinguisher is installed in each suite in Fletcher and encased extinguishers are installed throughout Lobo Village and apartment hallways. If a fire extinguisher is missing or needs to be recharged, report this to a Resident Assistant or the Office of Residential Living immediately. In the event an extinguisher is discharged without an apparent need, a fee for refilling or replacing the extinguisher and for clean-up will be assessed and disciplinary action will be taken.

### *IN CASE OF FIRE:*

- (1) If smoke or flames are visible, pull fire pull stations and/or notify the hall staff immediately. If a staff member is not available, call the University Police Department at (432) 837-8100.

- (2) Apartment residents who have minors in their care should ensure children are aware of all exits, evacuation plans, fire safety practices, and what to do in case of an emergency.

**BUILDING EVACUATIONS:**

Designated evacuation gathering locations are as follows:

Lobo Village 1- Meet with your RA in the Green Space between LV8 and Warnock Science Building.

Lobo Village 2- Meet with your RA in the amphitheater between LV8 and Warnock Science Building.

Fletcher - Meet with your RA in the grassy area in front of Lawrence Hall near the Sullivan Statue.

Lobo Villages 3, 4-Meet with your RA at the LVCR patio.

Lobo Villages 5,6,7-Meet with your RA near the Sul Ross pool house.



**Sul Ross State University**  
*A Member of the Texas State University System*

- |   |   |
|---|---|
| 1. President's Home                                       | 12. Fletcher Hall                                       |
| 2. Wildenthal Memorial Library                            | 13. Industrial Technology Building                      |
| 3. Morgan University Center<br>(Espino Conference Center) | 14. Art Annex   |
| 4. Briscoe Administration Building                        | 15. Physical Plant                                      |
| 5. Morelock Academic Building<br>(Marshall Auditorium)    | 16. Lobo Village Housing Complex                        |
| 6. Academic Computer Resource Center                      | 17. Residential Living Office                           |
| 7. Lawrence Hall  | 18. Graves-Pierce Complex                               |
| 7A. Cactus Garden   | 19. Pete P. Gallego Center                              |
| 8. McCoy Building (Museum of the Big Bend)                | 20. Tennis Courts                                       |
| 9. Francois Fine Arts Building (Studio Theatre)           | 21. Turner Range Animal Science Agricultural<br>Complex |
| 10. Warnock Science Building                              | (P) Parking Lot   |
| 11. Ferguson Hall   | (E) Entrance  |

### *FIRE EQUIPMENT REGULATIONS*

Because it is imperative that fire and safety equipment functions properly when it is needed, the following are prohibited:

1. Tampering or playing with fire extinguishers, smoke detectors, or exit lights/signs.
2. Tampering with, or initiating under false pretenses, a fire alarm.
3. Propping open stairwell fire doors or blocking exit routes.

### *FIRE PREVENTION REGULATIONS*

The following are prohibited because of their serious potential as fire hazards:

- A. Open flame items such as candles and incense. (see Candle Policy on page 20).
- B. Lava lamps
- C. Appliances with exposed heating elements (heating or cooking).
- D. Use or possession of fireworks or explosives.
- E. Live Christmas trees and other materials of a flammable nature.
- F. Use or possession of extension cords or outlet extenders.
- G. Octopus or cube electrical plugs or outlets.
- H. Improper use of decorations (over lights, doors, exits).
- I. Possession or use of electrical Christmas lights.
- J. Excessive use/overloading of electrical outlets.
- K. Decorations which cover the entire exterior door.

### **Floor Meetings**

Each semester, floor meetings are called by the Resident Assistants during the first week of classes, held periodically throughout the semester as needed, and at the end of the semester. Attendance at these meetings is mandatory due to information dispensed concerning safety and security, regulations and services. Students are responsible for the information given at all such meetings. If a conflict with scheduled floor meetings arises, contact the RA to obtain the necessary information.

### **Furnishings**

#### **\*\*RESIDENCE HALLS\*\***

The University furnishes each unit and provides the following: bed, mattress, desk, desk chair, nightstand, file cabinet, and dresser. Furniture pieces will vary in Fletcher. Living rooms in Lobo Village are furnished with a loveseat, oversized chair, entertainment center, end table, coffee table, microwave, and small refrigerator. The student should bring a phone, rug, curtains, bed and bath linens, shower curtain, alarm clock, personal items, etc., to make the room more comfortable. Room furniture must remain in the designated area and lobby furniture may not be removed from public areas

for personal use. Individuals who are found removing furniture from designated locations may be subject to disciplinary measures.

### **\*\*APARTMENTS\*\***

In the efficiency apartments, the basic furniture (bed, dresser, desk, table, chair, nightstand, entertainment stand, etc.) is provided and must remain in the apartment. The stove, microwave and refrigerator are also provided and must stay in the room. In the Doubles and Family housing units, the basic furniture (beds, dressers, desk, table, chairs, nightstands, couch, entertainment stand, etc.) is provided and must remain in the unit. A stove, microwave, refrigerator, dishwasher, and washer and dryer are provided. Residents may bring additional personal items that do not present a fire hazard, block means of egress, overcrowd the room or are large appliances such as freezers. Residents are responsible for University furniture in their unit. Do not place unit furniture outside or in public areas where damage or theft may occur.

### **Gambling**

Gambling is not permitted in Residential Living facilities per state law.

### **Guests**

The purpose of a guest and visitation program is to create a desirable living experience and to provide opportunities for academic and social interaction of students. The responsibility of maintaining University standards and perpetuating the academic purpose of the University through a guest and visitation program rests upon the individual. All residents must maintain personal conduct in a manner that is considerate of roommates, other residents, and guests. **Every resident is responsible for the conduct of his or her guests at all times, in and around the residence halls.**

### *GUEST POLICIES*

#### **\*\*Residence Halls\*\***

Each hall has specific guest policies. A guest is one who visits in a residence hall at the invitation of a specific resident. Each resident may have no more than two guests in his/her room at any time (for a total of 6 occupants in the room ...2 residents and 4 guests in Lobo Village 1 & 2). This includes other residents currently living in the same residence hall.

## **\*\*Apartments\*\***

Each apartment facility has specific guest policies. A guest is one who visits in an apartment at the invitation of a specific resident. Residents who reside in efficiency apartments may have no more than 3 guests at a time (for a total of 4 occupants). For residents who reside in doubles or family housing, the total number of occupants plus guests must be no more than 8 as per fire safety codes (this includes occupants of the unit).

### *HOURS OF VISITATION*

#### Lobo Village Residence Halls 1 & 2

10 a.m. until 12 a.m. Sunday-Thursday

10 a.m. until 2 a.m. Friday & Saturday

#### Fletcher

10 a.m. until 12 a.m. Sunday-Thursday

10 a.m. until 2 a.m. Friday & Saturday

### **Curfew**

Family housing units have a curfew of 10 p.m. for children under the age of 18. It is in the best interests of the community that all children are inside by a reasonable time.

## **OVER-NIGHT GUESTS**

Opposite-sex, non-student guests of residence hall residents may be accommodated within the residence halls for limited periods of time, if rooms are available. Reservations must be made in advance through the Residential Living Office. A charge of \$30.00 per person will be assessed for each night the guest stays, and is to be paid at the time of check-in by all guests. Each guest must provide linens, pillows, towels, blankets, etc.

Residence hall students may house same-sex non-student guests in their residence hall rooms at no charge for limited periods (no more than three consecutive nights) if approved by the Director or designee. Residents may host one over-night guest at a time and must be present during the entire time of the visit. In order to host an over-night guest, the resident must fill out an Overnight Guest Agreement form and must have either the Director or designee approve of the guest's stay. Failure to abide by this policy may result in a removal of the guest from the facility as well as disciplinary sanctions for both the guest and host.

Non-student guests in the residence halls are expected to abide by all rules and regulations of the University. The resident host will be responsible for his/her guest's conduct. The resident must register

his/her guest with the Assistant Director or Resident Assistant at the time of arrival. The University reserves the right to withdraw guest privileges.

### **\*\*Apartments\*\***

Students who reside in the Efficiency or Doubles apartments, as well as family housing may house same-sex non-student guests in their unit at no charge for limited periods (no more than three consecutive nights) if approved by the Director or designee. If there is any extenuating circumstances that a resident feels justifies an extended stay, resident must receive written approval from the Director or designee for extended stay. Residents must be present during the entire time of the visit. In order to host an over-night guest, the resident must fill out an Overnight Guest Agreement form and must have either the Director or designee approve of the guest's stay and register his/her guest with the Office of Residential Living or Resident Assistant On-Call at time of arrival. Failure to abide by this policy may result in a removal of the guest from the facility as well as disciplinary sanctions for both the guest and host. Non-student guests in the efficiency apartments or family housing are expected to abide by all rules and regulations of the University. The resident host will be responsible for his/her guest's conduct. The University reserves the right to withdraw guest privileges. Non-student guests in both the efficiency and family housing apartments are expected to abide by all rules and regulations of the University. The resident host will be responsible for his/her guest's conduct. The resident must register his/her guest with the Assistant Director or Resident Assistant at the time of arrival. The University reserves the right to withdraw guest privileges. If problems arise with guest behavior, the discipline process may include that the guest be asked to leave and the resident be asked to move out of University housing. Total number of occupants in the efficiency apartment at any time is 4. For Doubles or Family apartments, the total number of occupants plus guests must be no more than 8 as per fire safety codes.

### **Health & Safety Inspections**

The purpose of health and safety inspections is to identify safety and maintenance problems in order to correct them for the benefit of the residents. Obvious violations of University and residence hall regulations will also be addressed at this time. Facility checks will occur at least once per month throughout the semester, and provide residents with an opportunity to get to know their Resident Assistants. Other health and safety inspections may occur when determined necessary by the Residential Living staff.

Hall and apartment staff should knock, identify themselves and pause before opening the door. Staff will be checking the room, the bathroom, windows, fire extinguisher, etc. to observe the general

condition of the room and the furnishings. The refrigerator and microwave will be opened to check for health hazards (mold, expired food, noxious odors, etc.). Dishwasher, bathroom and kitchen cabinet (that hold plumbing ONLY), and the laundry closet will be opened to check for plumbing issues and closed. Cabinet doors (that do not hold plumbing) and drawers will not be opened unless there is reasonable suspicion of a policy violation and only with an administrative staff member present.

Reasonable suspicion means there is reason to believe that a safety or maintenance problem exists or that a violation of University or Residential Living rules has occurred. When a problem or violation does exist, a written notice will provide instructions or information to a violating resident.

### **Housekeeping**

University custodial staff does routine cleaning of public areas in the residence halls. Custodial problems should be reported in writing to the Office of Residential Living or by completing a [Maintenance Request Form](#). It is the responsibility of residents to dispose of trash in the provided dumpsters and to keep hallways, rooms, bathrooms, and all public areas neat and appealing. Residents may be charged cleanup costs if custodians are required to complete additional cleaning due to personal trash left in public areas.

### **Internet Usage/Wireless Routers**

The primary purpose of internet access is for academic purposes. Usage may be restricted or eliminated due to inappropriate or excessive usage. Wireless routers, servers, or other high data volume are not permitted or to be used in Fletcher Hall or any of the Lobo Village buildings. Internet service is provided by Apogee. For technical support, call the Apogee Help Desk at 855-813-7027, text “ResNet” to 84700 or obtain assistance through chat at MyResNet.com.

### **Keys**

Room keys are issued by Residential Living staff at time of check in. If a room or unit key is lost, it should be reported immediately to the Office of Residential Living. A fee will be assessed for lost keys and lock changes (see below). The lock change will occur at the expense of the student who misplaced his/her original key. As personal safety and security are a serious matter, keep room doors locked at all times, even after becoming familiar with the other residents living in the building.

Your keys should remain on your person at all times. If a resident is accidentally locked out of his/her room, he/she should contact a Resident Assistant. Residents must report any lock and key problems to a Resident Assistant immediately. The resident of the assigned room should be the only person to have possession of key(s) to that room. Do not lend keys to anyone. If a room key is found in another person's possession, the key(s) will be confiscated from him/her. Possession or making use of

University keys for unauthorized purposes is not allowed and can result in disciplinary sanctions. Please see chart below for key replacement fees and lockout fees.

*Key Charges Chart*

<u>Lost Key</u>	<u>Fee</u>
Front Door	\$210.00 (LV1-4), \$210-\$215 (LV5-7)
Bedroom Key	\$60.00
Broken Key (all parts must be returned)	\$5.00
1 <sup>st</sup> Lockout	Free
2 <sup>nd</sup> Lockout	\$5
Each Consecutive Lockout	\$5 More than the previous charge (\$50 Max)

**Lock Outs**

In the event of a lock out, contact the Resident Assistant or the Office of Residential Living for assistance. For family housing, children under 14 years of age are not allowed into an apartment without adult supervision. Only individuals listed on the residents' lease will be given access into the apartment. Please see "Key Charges Chart" for lockout fees.

**Laundry**

Campus laundry facilities are located on each floor of Lobo Villages 1 & 2 and the east end of Fletcher Hall. For Lobo Villages 3&4, laundry machines are located in Lobo Villages 3 & 4 on the second floors. Laundry left unattended in idle machines is subject to removal and will be discarded after

24 hours (the University is not responsible for lost or damaged laundry). These machines are free only for Sul Ross on-campus students only in the building in which you reside. Vandalism of these machines or tampering with control mechanisms will result in disciplinary action. Please report machine problems to a Resident Assistant or the Office of Residential Living.

For Doubles and Family Housing, laundry facilities are located inside each unit. Please refer to paragraph above for further details.



## **Living With A Roommate**

### *RESIDENTS' RIGHTS*

Each resident has specific rights and responsibilities which include but are not limited to:

1. The right to read and study free from undue interference in one's unit.
2. The right to live in a clean environment in which to live.
3. The right to petition for redress of grievances.
4. The right to be free from fear of intimidation, physical, and/or emotional harm.  
**Inherent in these rights is the student's responsibility to respect the rights of others.**

### *CONCERNS*

Most problems that arise in the residence halls can be solved in the hall of origin. If a problem arises, first speak with the resident with whom the problem originated. If the problem persists, contact your Resident Assistant (the Resident Assistant may also consult with the Assistant Director of Development). If these steps have been followed, and if the problem persists or the solution proposed is not suitable, contact the Director or Assistant Director. Any situation that arises in which the Resident Assistant is perceived as being part of the problem may be taken directly to the Director or Assistant Director.

### **Lobby Use**

The residence hall lobbies are primarily for the use of the residents and their guests. Residents are responsible for their guests' behavior. The public areas are to serve a multipurpose use including for watching television, visiting, studying, and playing games. These activities are to be carried on in a cooperative manner with consideration and respect for others. If there is a disturbance, hall or apartment staff has the right to instruct that the activity be stopped and that the students leave the lobby. If you wish to borrow equipment to use in our lobbies, please contact a Resident Assistant, the Office of Residential Living, or by calling the Resident Assistant On Duty. You will be responsible for any items that are damaged or not returned. Lobby furniture should not be removed from the designated lobby area.

### **Lock Doors**

Keep exterior and interior doors locked for safety and protection at all times. Do not prop doors as this constitutes a security risk and can also let in unwanted vermin. The University is not responsible for theft or damage of personal property.

### **Maintenance**

All maintenance problems should be reported immediately to the Office of Residential Living or Residential Living staff. These problems may also be reported online. Residential Living staff will

prepare a work order and either assign it to student maintenance staff or submit it to Physical Plant in a timely manner. Examples of problems include carpentry, plumbing and electrical malfunctions. Sul Ross' Physical Plant is the only party approved to complete major repairs or painting in Residential Living properties. Physical Plant does not enter occupied units for repairs without a Residential Living staff member being present. If painting or other repairs are extensive, residents may be instructed to relocate so Physical Plant can complete repairs in a timely and productive manner.

The University reserves the right to enter any Resident Living unit or apartment to make damage inspections, necessary maintenance repairs, and inventory and safety inspections. Residents are expected to cooperate with all maintenance personnel so that repairs can be made as quickly as possible.

Residents who reside in the residence halls are expected to keep common areas and surrounding courtyards tidy. The appearance of the apartments and family housing is important and the Office of Residential Living requests cooperation in keeping the apartments and surrounding area safe, neat, and clean. Residents are responsible for keeping the immediate area around their apartment clean and free of litter. The grounds, shrubs, and lawns will be maintained by Physical Plant. Objects that will interfere with mowing lawns should not be left in the yards. Occupants may be assessed a fee for articles left around an apartment that University employees have to pick up for cleaning or mowing purposes. This fee is dependent on the size of the article and the process involved in removing it.

### **Noise Violations and Quiet Hours**

Students living in a residence hall or on-campus apartment facility are not expected to be as quiet during the day as they would be in a library. However, the noise level must always be at a reasonable level for the consideration of those in the surrounding community. As students require time to study and sleep, quiet hours are enforced from 10:00 p.m. to 10:00 a.m. daily. **COURTESY HOURS ARE IN EFFECT AT ALL TIMES.** Please be considerate of others so they may be successful in achieving their academic goals.

During quiet hours all residence doors must be closed and hallways and stairwells must remain quiet. All stereos, TVs, and other noise making devices must not be heard in the hallways, and visiting should be done in the rooms (see visitation hours). Residents must always be aware of the noise generated in their room. Quiet and courtesy hours also applies to areas immediately outside of Residential Living facilities.

If there is an issue with noise disturbances in surrounding rooms, apartments, or nearby public areas, the first step is to notify the people causing the noise and request that they keep the volume down. If they do not respond, contact the Office of Residential Living during standard office hours or the Resident Assistant On-Call after hours for assistance. Only if Residential Living staff is unavailable should residents contact the University Police Department for assistance with volume control.

### **Parking**

Permits are required for parking and can be obtained from UPD. Remember to ALWAYS set the brake on inclined areas. Reserved parking spaces for visitors, handicapped, short-term (30 minute), and loading should be respected at all times. Tickets may be issued for violations of parking guidelines or restrictions. Do not leave your car running unattended on the side of the street or park in any “No Parking” or “Not An Unloading Zone” areas.

### **Pest Control**

The potential for pests exists everywhere and campus housing is no exception. To eliminate pests, all Residential Living facilities are treated regularly. Contact the Office of Residential Living as soon as possible if evidence of pests is found in or near Residential Living facilities. Residents may be asked to empty closets, cabinets, etc. for the most effective pest control treatment. Keep in mind that the pesticides used are only effective when combined with good housekeeping practices. Follow these guidelines to prevent unnecessary pest problems:

1. Store all food in sealed containers.
2. Do not leave food or dirty dishes lying about.
3. Empty cans and bottles in the sink before throwing them in the trash.
4. Empty trash cans before leaving for the weekend or holiday.
5. Remove all perishable items from the room and refrigerator when leaving for extended periods.
6. Clean up all spills when they occur.

### **Pets**

For health and safety reasons only fish in a 10 gallon aquarium and service animals are allowed in Residential Living facilities. Non-service animals are not allowed on campus, including visiting pets. If you have a pet on campus or in the residence halls that has not been approved, you will be asked to remove it and be charged a \$400 fine.

## **Animals**

Parents need to be mindful of their children where animals are concerned. All non-domesticated, stray and wild animals are to be considered, may carry diseases such as rabies, and should be treated as potentially dangerous. This includes but is not limited to swallows and their active nests, cats, deer, javelina (pigs), skunks, bobcats, etc. If there is a safety concern, contact Residential Living staff or University Police Department who can assist with dispatching an Animal Control Officer who can handle animals that come onto University Property. Visiting pets are not allowed and if found with a pet in unit, you will be asked to remove it and be charged a \$400 fine.

### *Assistance Animals*

Requests for Assistance Animals must be made before the animal is in on-campus housing. Approval can only be granted with a completed Assistance Animal application and email approval from the Director of Residential Living. Persons found with an animal in campus housing prior to completing the application process will be fined \$400 for every incident. To start this process please contact the Office of Counseling and Accessibility Services, then contact the Office of Residential Living. The [Assistance Animal Application](#) can be found on the Sul Ross Residential Living website. Having an assistance animal on campus is a privilege, not a right. All assistance animal owners will be held liable and responsible for their assistance animal at all times. Failure to follow the Assistance Animal policy, which is obtained when starting the process, on the application that needs to be agreed upon and signed, may result in the owner losing privileges of having an assistance animal on campus. Residents who violation the Assistance Animal policy will also be subject to any fines or restitution due.

### **Posting Publicity**

All signs posted in the residence halls must be approved by the Director, Assistant Director, and/or the Office of Residential Living. The posting of signs is limited to specific bulletin boards and are to **ONLY** be posted by Residential Living staff. Distribution of flyers, leaflets or other printed material on automobiles in parking lots on campus is prohibited. All posters, flyers, announcements, etc., must be approved, dated, and stamped by Campus Activities office before being submitted to Residential Living for approval/posting. Use of departmental or special boards is permitted only with the permission of the office to which it is assigned. All posters, flyers, announcements, etc. may be posted for a maximum of two weeks and will be removed the day after the event. All posters, flyers, announcements, etc., must include the organization sponsoring the event. Any student or student organization failing to comply with this policy may lose the privilege to use University facilities, in addition to facing other disciplinary action. Off- campus groups may post items on the Sul Ross State University campus at the discretion of the Campus Activities Coordinator and must follow the above

policies. For additional details regarding posting publicity, please contact Campus Activities at (432)837-8191.

### **Programming**

Residential Living staff, along with the Residence Hall Association, encourages programming which reflect SRSU's Mission statement and core values. Residents Assistants and RHA plan and promote programs and activities throughout the year, which are free to on-campus residents. These categories include: Social, Alcohol and Other Drugs (AOD), Ethics, Growth and Exploration, Diversity, and Leadership & Service. Residential Living encourages all students to get involved by either helping plan or by attending these events. Residence Hall Association welcomes any ideas for programs and assistance. Please contact a Resident Assistant or RHA member for information regarding upcoming programs.

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

The residence halls are governed by Residence Hall Association (RHA), which helps establish the community environment for each residence hall. RHA makes recommendations to the Office of Residential Living concerning housing policies and sends a delegate to the student Food Service Committee meetings with ARAMARK. RHA officers are elected via popular vote by residents in the halls. All students living in the residence halls have membership in the RHA and are encouraged to attend and participate in scheduled meetings. RHA also plans social and educational programs for the residence halls. The degree to which students get involved in the hall's activities or RHA depends on their interests and the time available to contribute. RHA is a great opportunity to get involved and to contribute to the residence hall community. Residents who participate in RHA have the opportunity to make a difference in the Residential Living community experience.

### *REVISION OF POLICIES*

1. Any proposal for visitation recommendations must be submitted to the Director of Residential Living by Residence Hall Association.
2. The proposal must have a positive vote of 66 2/3 % of all students residing in an individual residence hall in order to affirm a visitation option for recommendation.
3. The Residence Hall Association will supervise and administer the voting process.
4. Each resident wishing to vote will present his/her University student identification card and will be marked off on an official residence hall roster.
5. Voting results are recommendations only and must have administrative approval.

### *Officers for RHA*

1. President
2. Vice President
3. Secretary
4. Treasurer
5. Parliamentarian
6. Historian
7. NCC
8. NCC-IT

### **Room Entry Provisions**

The privacy of residents' rooms in University housing will be respected. The University and its officials will abide by the following procedure pursuant to entering and/or searching a room, with the understanding that this procedure in no way limits bona fide law enforcement officers' lawful search. No room shall be entered without knocking. Rooms will be entered only by authorized University personnel.

1. Room Search - All room entries and/or searches by Residence Hall staff will be cleared with the Director or Assistant Directors of Residential Living unless an emergency precludes such a delay. Rooms will be searched only with "reasonable suspicion" and the occupants will be notified of the reason for any search. There are two general situations which might precipitate a room search:
  - a. A clear indication that established rules of conduct, health standards, or safety regulations are being violated.
  - b. Emergency situations occasionally occur which make it necessary for a staff member to search a room for a particular telephone number or address, medication, information, etc.
2. Maintenance – Health & Safety checks are conducted at least once per month by Residential Living staff. The University reserves the right to enter any room to make damage inspections, necessary maintenance repairs, complete an inventory, and conduct safety inspections.

### **Safes and Locked Containers**

The safety and security of the residents is a primary concern for Residential Living. Safes, lockboxes, chests and other lockable containers are permitted in Residential Living facilities. If Residential Living staff or UPD have reasonable cause to believe the contents of a locked container (e.g. illegal drugs, handgun, explosives etc.) are in violation of Residential Living policies, *University Rules and Regulations*, or any law (state, local or federal), after search protocol is initiated, said container(s) will be confiscated and stored in a secure location. Residents are then expected to comply

with a University official if asked to open that locked container, chest or safe. A locked container, chest or safe is defined as any container made of wood, metal or plastic with a locking mechanism such as a dial or key lock. If the opening device (combination, key, fingerprint, etc.) is not provided by the resident in a timely fashion, University staff and/or UPD have permission to forcibly open that locked container and examine the contents. Both UPD and/or Residential Living will not be held liable for any damage to the locked container or its contents.

### **Safety and Security**

The University Police Department provides police service on campus. The UPD office is located in BAB 100 and can be reached by calling (432)837-8100. Safety and security regulations are listed in the University Rules and Regulations. Students are responsible for knowing and abiding by these policies. *Safety and Security Guidelines and Regulations:*

- A. Halls and stairwells must be kept free of furniture, debris, trash, and other materials.
- B. Horseplay, roughhousing, and throwing of objects in halls and stairwells is strictly prohibited.
- C. Throwing or hanging objects from the windows is prohibited.
- D. Unauthorized entry to restricted areas, such as building mechanical rooms and custodial closets, is prohibited, as is venturing onto roofs or into private rooms.
- E. Forced entry into Residential Living Facilities (e.g breaking into or "popping" doors) is prohibited and can result in disciplinary sanctions and possible criminal charges.
- F. Use or possession of firearms (rifles, guns, pistols) or ammunition, weapons, large knives and blades greater than 5.5 inches (excluding kitchen knives), swords, blades, explosives, etc. are prohibited.
  - a. LTC (License to Carry) Holders are permitted to have handguns on campus, provided they abide by all state laws, guns are concealed, and the proper safety measures are in place at all times.
- F. Keep doors locked at ALL times. Report lost keys and broken locks to Residential Living staff.
- G. Window screens must remain secured and are not to be used as a means of entry to the building or room. Removal of screens will result in a \$25.00 fine.
- H. Do not lend out keys, ID card, phone, or credit cards to anyone.

- I. Remain in well-lit areas at night and avoid deserted areas when alone. When visiting new places go with familiar people.
- J. Report persons who behave in a suspicious or threatening manner to UPD.
- K. Report thefts, threats, and assaults immediately to the University Police Department and Residential Living staff.
- L. Health-related emergencies should be reported to the University Police Department (phone 8100) as well as to Residential Living staff (Director, Assistant Director, Hall Director, and Resident Assistant.)

### *EMERGENCIES*

During an emergency, whether it is an earthquake, tornado, fire, bomb threat, grassfire, accident or injury, please follow the instructions of the hall staff, University Police Department, or other University officials. It is important to remain in a safe location, away from the building or away from the incident location, until University personnel provide clearance. Resident cooperation will assist in making things work smoothly for everyone's benefit.

### **Smoking/Tobacco Policy**

Sul Ross is a tobacco free campus. According to the University policy regarding the use of tobacco products, it is strictly prohibited inside University buildings, including residence halls and apartments. This includes all cigars, cigarettes, snuff, chew, smokeless tobacco, etc. All smoking accessories are also prohibited in the buildings including:

- Cigar or cigarette rolling papers, bands, “blunts”, etc.
- Herb grinders
- Pipes, cigarette holders,
- Hookah pipes, water pipes, glass pipes, hand pipes, vaporizers
- Improvised smoking accessories
- Incense holders and ash trays
- Tobacco storage items

Nicotine treatment patches to encourage smoking cessation are allowed. However, vaping or use of cigarettes in Residential Living facilities is **NOT** allowed.



**Soliciting**

No soliciting or selling is allowed in the residence halls or apartments except as noted in the Rules and Regulations.

**Subletting**

Subletting is NOT allowed. Any evidence of this type of activity calls for termination of the lease and possible disciplinary action being taken against the resident who sublet his/her unit or apartment.

**Lost & Found**

To inquire about lost items or turn in found items, contact the University Police Department in BAB 100 or by calling (432) 837-8100.

**Trash**

Trash and garbage from a resident's room is to be emptied into the dumpsters outside the Residence Living facilities and NOT in the hallways, breezeways, or public area trash cans. A minimum fine of \$25.00 will be charged to any student whose trash is found in the hallway or public areas. Community (work) assignment hours will also be assessed. It is not the responsibility of housekeeping to clean unnecessary trash in hallways or public areas. If the identity of the individual(s) who caused the special cleaning needs cannot be determined, the entire group of residents assigned to that area may be required to reimburse the University through communal charges or community (work) assignment. Please let Residential Living staff know if an area needs custodial attention.

**Weights**

Students are allowed to have free weights but are responsible for any damage caused to the floor or furniture. Barbells and larger exercise equipment are not allowed.

## **Job Opportunities**

### *Resident Assistant*

Students may be eligible to work in the residence halls as a Resident Assistant. Applications are available through the Office of Residential Living. RAs are provided with a room as well as a monthly stipend. These benefits are considered resources that will be included as income by Financial Aid to calculate awards granted. To qualify as an RA you must meet the follow requirements:

- Be enrolled as a full-time undergraduate or graduate student.
- Possess an overall GPA of 2.5 or higher and must maintain a 2.25 while employed.
- Minimum of one long semester of on-campus living experience by time of hire
- Have no major current or pending disciplinary sanctions
- Be in good standing with the University, Dean of Student Life, University Police and Residential Living
- Be eligible to work in the United States

### *Other Residential Living Job Opportunities*

The Office of Residential Living also has a limited number of other work-study positions for students. These positions include:

- Office Assistants
- Maintenance Assistants

## **DINING/FOOD SERVICES**

ARAMARK Food Services operates the Dining Hall in the University Center. The student Food Service Committee meets regularly with the Food Service management to discuss menus and service in the Dining Hall. If students are in participating in this committee, contact the Office of Residential Living for more information. ARAMARK Food Services Office is located in the University Center (UC). They can be reached by calling (432)837-8670.

Regular Semester Dining Hall Hours:

### **Monday-Friday**

Breakfast	Lunch	Dinner
7:00-9:00am	11:00am-1:30pm	5:00-8:00pm

### **Saturday**

Breakfast	Lunch	Dinner
9:00-10:00am	11:30am-1:00pm	5:30-7pm

### **Sunday**

Breakfast	Brunch*	Dinner
No service	11:30am-1pm	5:00-7:30pm

\*Brunch is a combination of a late breakfast and early lunch. All posted hours are subject to change. All dining facilities are closed when the University is closed for academic breaks and holidays.

## **CAMPUS SERVICES**

### **DIETS**

If a special diet is needed, consult with the Director of ARAMARK Food Services. The office is located in the University Center. The phone number is (432) 837-8670. Please note that some diets, due to the dietary or religious nature of their restrictions, cannot be reasonably accommodated.

### **DISABILITY SERVICES**

The University is committed to equal access in compliance with the Americans with Disabilities Act of 1990 (ADA) and Section 504 of the Rehabilitation Act of 1973. The Director of Career Services assists students with disabilities in providing academic programming accommodations. The Career Center is located in University Center Room 211C.

### **COUNSELING SERVICES**

Counseling Services are available at no cost to all students and students' dependents to assist students with a variety of problems and concerns. Counseling offices are located in FH 112. The office hours are 8 a.m. - 5 p.m. Monday – Friday with the office being closed from 12 p.m. – 1 p.m. for lunch. For assistance please call (432) 837-8203.

### **HEALTH SERVICES**

The Health Services Office is located in University Center, room 211. Common non-prescription medications are dispensed at Health Services at no charge during scheduled hours. To contact the Coordinator of Health Services, please call (432) 837-8102. The University also contracts with a local clinic. Contact the Health Services Office for more information and hours.

### **HEALTH INSURANCE**

It is highly recommended that each student have a form of health insurance to cover emergency care. Students may be covered on their parents' insurance policy or may desire to purchase separate insurance. Information is available on student health insurance in the Student Life Office or the Health Services Office.

### **LOST & FOUND**

To inquire about lost items or turn in found items, contact the University Police Department in BAB 100 or by calling (432) 837-8100.

## **MEAL PLAN**

All students residing in the residence halls are required to purchase one of the available meal plan options. **A valid ID card must be presented at each meal.** Improper use of the meal plan such as giving a card to another individual to use, entering the cafeteria more than once per meal, removing food from the premises unless approved, etc. is considered theft of services and subject to disciplinary action.

### **MEAL PLAN EXEMPTION POLICY**

Sul Ross State University Residential Living supports all residents in having a positive residential experience. Part of the residential experience is participation in the dining services provided by Aramark. Therefore, all residents living in the Residence Halls at Sul Ross State University are required to have a meal plan. Aramark is committed to offering students varied menus that fit their dietary needs. Under extreme circumstances, a student may be exempted from the meal plan within the first 12 days of class. Any request for exemption after the first 12 class days will not be accepted unless a life changing experience has occurred. All exemption forms must be submitted with the proper documentation and approved by the Director of Residential Living. These are usually completed within 3 business days after being submitted. All appeals should be directed to the Dean of Students within 10 class days of a denied meal plan exemption. A meal plan exemption form can be found online or in the Office of Residential Living. (See refund schedule page 51)

### **MEAL PLAN CANCELLATION & REFUND**

When a student checks out of housing or withdraws, the student needs to present his/her student ID card to the Cashier's office and request a refund of the remaining balance of the meal plan (if applicable). A refund can then be prorated and processed. This refund will be applied to any outstanding balanced the student owes the University.

### **MEALS MISSED DUE TO ILLNESS**

Residents unable to come to the dining hall due to illness or injury may arrange to have a meal brought to them by a friend or their Resident Assistant in rare circumstances. For assistance, please contact the Office of Residential Living prior to making any arrangements. The Office of Residential Living will contact ARAMARK Food Services to provide documentation of the need for this service and will notify the ill or injured student of how to proceed. The meal may be picked up at the cafeteria during regular meal times. The ill or injured student's ID must be presented at that time.

### **POST OFFICE**

The University Post Office is located on campus in the lower level of the University Center. Hours: M-F 8:00 a.m. to 4:30 p.m. Students receive their campus address upon registration. All students living on campus must have an on-campus post office box. To reach the Post Office, please call (432)837-8193.

## **RENTAL INSURANCE**

The University does not assume any responsibility for loss or damage of personal property as a result of theft, vandalism, and/or natural disaster. It is highly recommended that each resident have a form of insurance to cover personal belongings while living in a Residential Living facility. Residents may be covered on their parent's homeowner insurance policy or can purchase separate insurance if desired.

**YOU ARE RESPONSIBLE AND LIABLE FOR INSURING YOUR PERSONAL BELONGINGS, INCLUDING LOSSES DUE TO FIRE, SMOKE, WATER, AND THEFT. SUL ROSS SHALL NOT BE HELD RESPONSIBLE OR LIABLE FOR ANY LOSS OR DAMAGE OF YOUR PERSONAL BELONGINGS, AND DOES NOT PROVIDE ANY INSURANCE COVERAGE FOR YOUR BENEFIT.**

## **UNIVERSITY POLICE DEPARTMENT (UPD)**

UPD is located in BAB 100. Officers are on call 24 hours a day. If residents need assistance or in case of an emergency, call UPD at (432) 837-8100. During late nights and weekends, Brewster County Sheriff's Department serves as the dispatcher for the University Police.

## **Non-Discrimination Statement**

Sul Ross State University-A Member of the Texas State University System

“No person shall be excluded from participation in, denied the benefits of, or be subject to discrimination under any program or activity sponsored by Sul Ross State University or any basis prohibited by applicable law, including, but not limited to; race, sexual orientation, color, national origin, religion, sex, age, or disability

## **Contact Numbers**

### **STUDENT SERVICES**

Academic Affairs, BAB 203 .....	(432)837-8036
Arts & Sciences, FH 108A .....	(432)837-8368
Behavioral & Social Sciences, LH 208 .....	(432)837-8157
Biology, WSB 200 .....	(432)837-8112
Business, BAB 316 .....	(432)837-8066
Computer Science & Math, ACR 107 .....	(432)837-8106
Criminal Justice, MAB 109 .....	(432)837-8166
Education, MAB 305 .....	(432)837-8170
Fine Arts & Communications, FAB 106 ...	(432)837-8218
Geology & Chemistry, WSB 213 .....	(432)837-8259
Industrial Technology, ITB 100 .....	(432)837-8138
Languages & Literature, MAB 114 .....	(432)837-8151
Physical Education, PPGC 100 .....	(432)837-8226
Professional Studies, MAB 203 .....	(432)837-8134
RAS Department, RAS .....	(432)837-8200
Title IV, MAB 104 .....	(432)837-8301
Vocational Nursing, FH 106 .....	(432)837-8171

### **ACADEMIC OFFICES**

Athletic Department, Gallego Center.....	(432)837-8226
Bookstore, UC.....	(432)837-8194
Campus Activities, UC 108.....	(432)837-8191
Career Services/Testing, UC 211.....	(432)837-8178
Cashier's, BAB 205.....	(432)837-8129
Counseling & Accessibility Services, FH 112	(432)837 8203
Enrollment Management & Student Services BAB 203	(432)837-8432
Financial Assistance, BAB 104 .....	(432)837-8055
Food Service – ARAMARK.....	(432)837-8670
Game Room, UC.....	(432)837-8197
Health Services, UC 211.....	(432)837-8102
Library .....	(432)837-8124
Post Office, UC.....	(432)837-8193
Monday – Friday, 8:00 a.m. to 4:30 p.m.	
Recreational Sports Program, Graves Pierce	(432)837-8299
Registrar's Office, BAB 202.....	(432)837-8048



**Residence Halls:**

Residential Living Office, LVCC (432)837- 8190  
LV1 & Fletcher RA On-Call.....(432)294-0464  
LV2-LV7 RA On-Call.....(432)294-0520

**Residential Living Office Hours:**

**Fall & Spring Hours**

Monday-Thursday  
8am-6pm  
Friday  
8am-5pm

**Summer Hours**

Monday-Friday  
8am-5pm (Closed for the lunch hour)

**Package Mailing Address:**

UPS, FedEx, DHL

**Mailing Address:**

USPS (PO Box obtained at the SRSU Post Office)

Resident Name  
C/O Residential Living  
Alpine, TX 79832

Resident Name  
PO Box \_\_\_\_\_  
Alpine, TX 79832

## HOUSING REFUND SCHEDULE

**Refund of Fees:** Any student who has paid the housing fees and either officially withdraws or has a completed and approved “Housing Exemption Request” from the Office of Residential Living is entitled to a refund for fees as follows:

**Session length 10 weeks or greater (e.g. “long semester”)**

Prior to the first regularly scheduled class day.....	100%
During the first five class days.....	80%
During the second five class days.....	70%
During the third five class days.....	50%
During the fourth five class days.....	25%
After the fourth five class days.....	None

**Session length greater than 5 weeks and less than 10 weeks**

Prior to the first regularly scheduled class day .....	100%
During the first, second, or third class day.....	80%
During the fourth, fifth, or sixth class day.....	50%
Seventh day of class and thereafter.....	None

**Session length less than 5 weeks**

Prior to the first regularly scheduled class day.....	100%
During the first class day.....	80%
During the second class day.....	50%
Third day of class and thereafter.....	None

**Please note the following:**

**Any "Housing Policy Exemption Request" forms submitted after the 12th day of class will not be considered.** If a student has not paid the entire housing fee (including deposit(s)) by the date the student withdraws from the University, Sul Ross State University will credit the amount toward the payment of any outstanding tuition, mandatory fees, damages, or missing Residential Living property owed by the student. If any portion of the amount to be refunded remains after the outstanding tuition and mandatory fees have been paid, a refund will be issued in that amount.

## MEAL PLAN REFUNDS

**Refund of Fees:** Any student who has paid the meal plan charges and either officially withdraws or has a completed and approved “Meal Plan Exemption Request” from the Office of Residential Living is entitled to a refund for fees as follows:

**Session length 10 weeks or greater (e.g. “long semester”)**

Prior to the first regularly scheduled class day.....	100%
During the first five class days.....	80%
During the second five class days.....	70%
During the third five class days.....	50%
During the fourth five class days.....	25%
After the fourth five class days.....	None

**Session length greater than 5 weeks and less than 10 weeks**

Prior to the first regularly scheduled class day .....	100%
During the first, second, or third class day.....	80%
During the fourth, fifth, or sixth class day.....	50%
Seventh day of class and thereafter.....	None

**Session length less than 5 weeks**

Prior to the first regularly scheduled class day.....	100%
During the first class day.....	80%
During the second class day.....	50%
Third day of class and thereafter.....	None

**Please note the following:**

Any “Meal Plan Exemption” forms submitted after the 12th day of class will **not** be considered. If a student has not paid the entire meal plan charge (including deposit(s)) by the date the student withdraws from the University, Sul Ross State University will credit the amount toward the payment of any outstanding tuition, mandatory fees, damages, or missing Residential Living property owed by the student. If any portion of the amount to be refunded remains after the outstanding tuition and mandatory fees have been paid, a refund will be issued in that amount.