

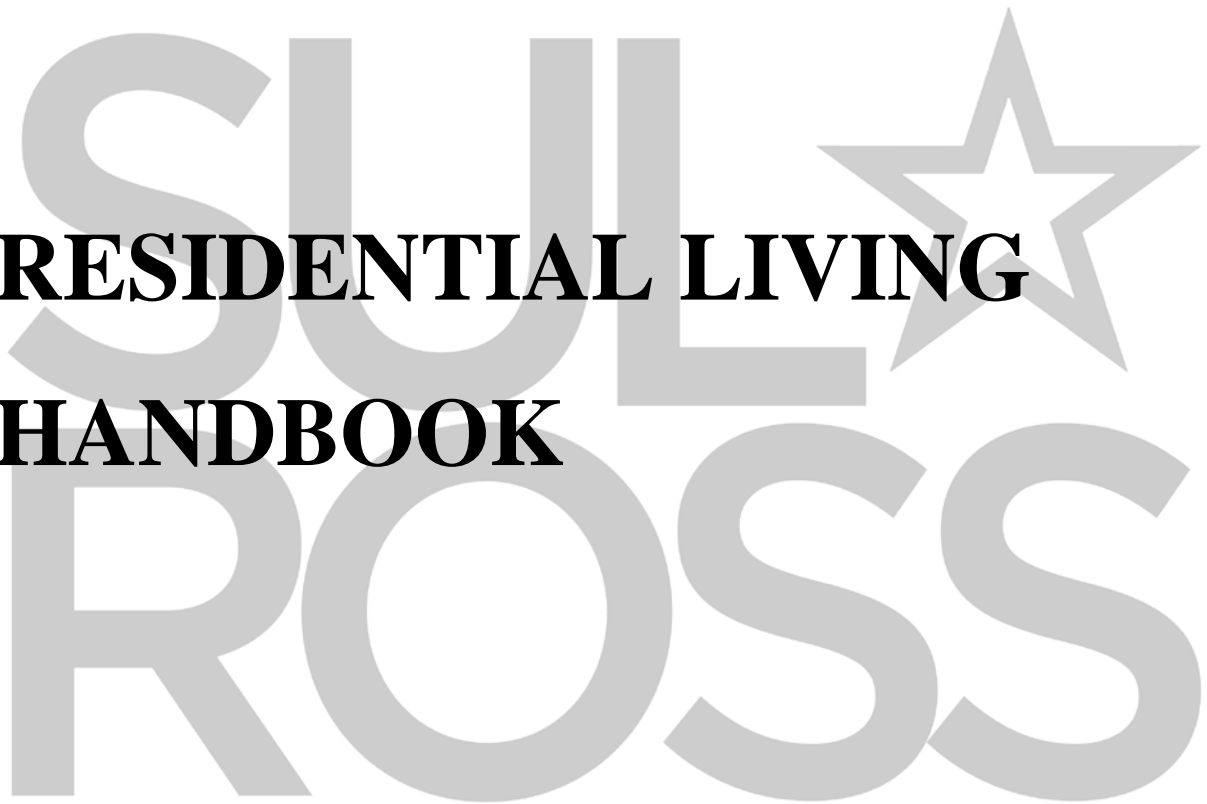
2017-2018

Sul Ross

State

University

Updated August 2, 2017



**RESIDENTIAL LIVING
HANDBOOK**

Currently being Updated for the Fall 2019 Semester

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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 the other persons within the community.

A sense of community includes the feeling of cooperation, commitment to the group welfare, and 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. Take pride in it. Share your ideas for changes or improvements to make it even better for everyone. Remember that you always have a support staff willing to help in whatever way they are able.

RESIDENTIAL LIVING OFFICE

The Office of Residential Living coordinates and facilitates hall assignments, maintenance, and a positive community-living experience. The Director, Assistant Director, and Secretary comprise the main office staff. This office works with 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 Friday during the Fall and Spring Semesters. In the summer semesters the business office hours are from 8am-5pm Monday through Friday. RAs will also work a flexible schedule during the Fall and Spring semesters which will allow the office to be open for students to receive packages and talk to the RA staff on most nights Monday through Friday until 10pm. The Residential Living office is located between Lobo Village residence halls 1&2. The office phone number is (432) 837-8190. The office is closed on weekends and during official university holidays and break periods.

RESIDENTIAL LIVING STAFF

DIRECTOR

The Director is responsible for the day-to-day management and supervision of the Residential Living staff. They will implement the disciplinary process when necessary and ensures 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 also does room assignments as well as consolidation procedures. The Director coordinates efforts with other departments on campus to ensure a healthy and safe environment for all students living in a residence hall or apartment facility and promotes true community spirit among residents. They are also the primary advisor for the Residence Hall Association (RHA).

ASSISTANT DIRECTORS

The Assistant Directors of Residential Living is responsible for the day-to-day management of the residence halls. They assist with the overall departmental functions, advises the Resident Assistants (RAs) and encourages community building and cooperation among residents. The Assistant Directors live in one of the residence halls, enforces policies and procedures, and also implements the disciplinary process when necessary. Two Assistant Director positions exist; broken between the Assistant Director of Operations and Assistant Director of Development.

LOBO IN RESIDENCE

The Lobo in Residence is responsible for providing additional support to the Residential Living Office and is a Full Time employee at Sul Ross State University in another capacity. The LIR will assist the Assistant Directors in enforcing policies and procedures. They will serve in an on call functionality and will assist during peak times of the years for the Residential Living Office. The LIR also lives in one of the residence halls.

ADMINISTRATIVE SECRETARY

The Administrative Secretary keeps all paperwork organized, assists the Director whenever needed, and keeps the office running smoothly. The secretary works with various departments in processing applications, deposits, room/meal charges, and refunds. They are readily available to students, faculty, and staff to answer any questions and provide any support possible. The secretary also helps students with work order requests and provides general assistance to any visitors to the Office of Residential Living.

HALL DIRECTOR

The residence hall director is a part time employee of Residential Living and who is seeking a graduate degree. They assist the Assistant Director of Development in overseeing the RAs. They also serve as an advisor to RHA.

RESIDENT ASSISTANT

Each floor or wing in the residence halls and apartment communities has a Resident Assistant (RA). The Resident Assistants are the primary resource people for the residents. If the RA cannot answer a question or resolve a situation, he/she will refer residents to the person who can help. RAs work with the Assistant Director 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 anytime a problem or question arises. Resident Assistants also provide social, educational and developmental programming for their residents.

OFFICE ASSISTANTS

Office Assistants are students or part time workers who work in the office and assist the Administrative Secretary with everyday tasks such as filing, answering phone calls, answering questions from students or parents, and helping students retrieve packages. They will also be called upon to assist with other department needs as requested.

MAINTENANCE ASSISTANTS

Maintenance Assistants are students or part time workers who assist with everyday maintenance needs for the Residential Living Office. They help change light bulbs, batteries, and move items for the department as required. They also assist physical plant as needed to ensure that our residents live in a secure, safe, and comfortable environment. Maintenance assistants may also be requested to do other duties at the department's request.

HOUSING AMBASSADORS

Housing Ambassadors assist residential Living during move-in, closing, and special events as needed. The housing ambassador is a student that will conduct tours in their own unit and participate in the Residence Hall Association.

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 new friendships. Residential Living facilities are also a place that welcomes an exchange of ideas, special programs, and community-building activities. Living on campus gives each student a built-in opportunity for involvement.

The Residential Living Goals are to:

1. Provide economical housing as well as offer many services and conveniences that will permit students to make maximum use of their time for educational and personal development.
2. Provide an environment 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. These resources include individuals who will serve as role models, facilitate personal development, and assist in the development of an educational atmosphere.
5. Offer avenues for input into the policy making, procedures, and daily operations of the Office of the Residential Living through the Residence Hall Association.

RESIDENTIAL LIVING POLICY

Sul Ross State University has a commitment to assist each student in his/her 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 living on campus in a residence hall. Studies have shown that students who live on campus are more likely to be satisfied with their collegiate experience, will be more involved in campus life, will achieve higher academic standards, will have a more positive self-image and are more likely to complete their degree 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.

Residential Living Mission Statement

Sul Ross State University, Department of Residential Living's shall provide a safe and secure environment for all of its students. We shall provide a space that is centered on its students and that is conducive to learning. We shall foster experiences outside of classroom to enhance a living and learning community environment.

Residential Living Vision

To create a "home away from home" community environment that all students can feel welcomed in and enjoy.

Missing Student Notification Policy

Federal law requires that the University report both to the University Department of Public Safety (UDPS) and to the student's designated contact person when campus residents are determined missing for 24 hours (i.e., no one can identify where they are). If the missing student is less than 18 years of age and not emancipated, the University is also required to notify their parent or guardian. Campus residents have the opportunity to provide a contact person to the Residential Living Department during the application process. This information is confidential and only used in emergencies. UDPS 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 the University Department of Public Safety (UDPS). Students living on-campus may contact the or the Director of Residential Living, Assistant Directors, or Resident Assistant if the assault occurs in the residence halls. Reporting 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 Department 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 they are required to pay a \$50 housing application fee at the time the application is submitted. The \$50 application fee is non-refundable. This application fee reserves the student's room based on the date of the application. This fee needs to be paid before the housing application can be processed. This fee cannot be waived or payment delayed until the first day of class.

DEPOSIT

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

RESIDENCY REQUIREMENT

All undergraduate students attending Sul Ross State University must be 21 years of age or have completed two full academic years (2 spring and 2 fall semesters) by the first class day of a semester or summer session in order to have satisfied the University's residential living policy. Any student, enrolled for 12 or more credit hours in a long semester (fall or spring) or 5 or more credit hours in a summer semester must reside in the residence halls until they have turned 21. Exceptions to this 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. 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;
- have a special circumstance not outlined in this document but at the 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 the first 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 which the University cannot meet may be exempted from the residential living requirement. "Documented medical condition" means the Authorization for Release of Medical Information form must be completed so that 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 licensed medical doctor must provide written documentation stating why this individual has a compelling medical reason to live off-campus. This documentation must be submitted to the Office of Disability Services on campus for this exemption.

II. Employment Conditions.

Students whose employer requires on-site living may be exempted from the residential living 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 Request for an Exemption form is available in the Office of Residential Living in the Lobo Village Community Building or online. Off-campus arrangements must not be made prior to receiving written notification from 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 residential living 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 year until the residential living 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 a residence hall on campus.

If the Director of Residential Living denies the request for an exemption appeals must be filed in writing to the Dean of Students within five class days of the date of the decision by the Director of Residential Living. A request must be approved by the Director of Residential Living-submission of the exemption does not constitute 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 due. 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 in 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 be familiar with the **Sul Ross State University Rules and Regulations**, which can be found on the Student Life and Residential Living Sul Ross webpage. A print copy is also available in the Residential Living main office. 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 room, as well as the 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 ITEMS

There is no provision for storage of personal property in the residence halls or apartments. In those instances where items are left in the residence hall rooms or apartment units after the owner has moved out of the residence hall, to another room, or when items are not marked as to ownership then these items shall be declared abandoned. The Residential Living office shall contact that individual about the abandoned item 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 Director within a timely fashion, not less than 10 days from the date of contact.

APPLICATION

Students can make a housing reservation by completing a housing application, 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 the time of check-in or in the main office. At that time, a unit key will be issued. Students will also receive a Residential Living Agreement to be completed and signed online. Students will also receive a Room Inventory Form, which they must fill out with any damages or discrepancies found in the room at the 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. Student will have 5 days to return the form to their RA or the main office. Failure to turn in this form within the required time frame will result in the room to be determined to be in perfect working order and appearance. Any damages discovered after this time will be the responsibility of the resident(s) of that unit outside of normal wear and tear. The Room Inventory Form process will be made into an automatic process online sometime in the near future.

CHECK-OUT

Before moving out of a room, students must:

1. Schedule an appointment with the Resident Assistant before departure.
2. Clean the room and remove all trash and place it in the provided dumpsters
3. Remove all personal belongings.
4. Have a Resident Assistant perform final check-out
5. Return keys.
6. Sign all necessary paper work.

Any student who does not follow the above procedure will be charged for Improper Check-out (\$75), plus costs for any damages, unnecessary cleaning, and replacing the lock (\$200 for unit and \$60 bedroom respectively). Residents are expected to have their check-out completed by the posted closing times. Students are expected to leave within 24 hours after their last final when the semester ends or the posted date. All residence halls are closed during the academic and holiday breaks. Students who improperly check out or fail to check out altogether waive their right to appeal any charges assessed to them during check out.

DAMAGES, VANDALISM, AND COMMUNITY PROPERTY

Each resident is responsible for the condition of his/her room as well as any items found within his/her room. Residents are responsible for the accommodations of the room and will be required to reimburse the University for any damages or loss of items. Residents of an individual floor or residence hall will be required to share the expense of repairing or replacing damaged property in common areas. Charges for all damages will be determined by the University at its sole discretion 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. Lists are only used as guidelines. Failure to pay will result in the loss of the housing deposit, and if the damage exceeds this amount, the resident will be placed on financial hold with the University. Residence hall 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 have a \$200 housing deposit paid prior to the start of the semester in order for the student to reside in a residence facility. This amount must remain on file during the time a student resides on campus or is requesting a room assignment. The deposit is forfeited if a student does not check-in by the first day of classes of the semester. If a student moves out of the residence hall during the semester the deposit will be forfeited, unless the student is leaving for student teaching (Documentation must be provided to the Residential Living office). When he/she is no longer required to live in University housing, they may request a refund of the deposit. A student's refund of the deposit is contingent upon his/her successful completion of all Residential Living requirements. This request is 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 balance is refunded. The balance will be applied to any outstanding bills owed to the University. All requests have to be made within one year of a final move-out date. Any deposit left on file after one year will be forfeited to the University.

HALL TO HALL 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 Director before any moving is done. 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. Hall to Hall 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 holiday breaks (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 after the Spring semester and in August after Summer Session II to allow for cleaning and repairs. If 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 arrangements can be made. There will be an additional charge of \$100 per week for housing during this time period. Holiday guest housing is offered on a space available basis.

HOUSING AGREEMENT

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

HOUSING REFUND POLICY

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

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 will lose his/her room assignment for the following semester and will need to reapply for housing. These intent forms should be completed online.

MEAL PLAN REFUND

Meal Plan refunds are handled differently. If the student owes the University money, the refund may be applied. Please see the Director of Residential Dining 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 are 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 their inconvenience. Please see our website for the compensation plan. Students that are over assigned will have 24 hours to relocate once a new space becomes available. While we try to 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 presented 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 will be reason to not be provided housing until the past due balance is paid forward.

ROOM ASSIGNMENTS

Assignments are processed in order based on when each housing application fee was received in 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 designated representative.

ROOM CHANGES

Room changes may be made by contacting the Director. 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 hall staff to prevent being charged for both rooms. No room changes will be allowed during the first 14 days of class to ensure a community environment between roommates. Room changes then will be allowed between days 15-21 at no charge. After the 21st day a \$50 room change fee may apply. All room changes must be completed by the students wishing to trade rooms.

ROOM CONSOLIDATION

It is sometimes 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 resident. 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 will be given the option of:

1. having someone else in consolidation move into the room,
2. moving into another room with a roommate for consolidation,
3. paying the additional private room rate (50% the regular room rate) provided space is available (Option usually available only in the spring semester).

Each of the above options must be completed by the assigned consolidation deadline.

ROOM INVENTORY FORMS

Before 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 provided for residents by the University. The form is completed by the resident after checking-in before moving in and turned in within 5 days of moving in. This form is also used at a resident's check-out by the Residential Living staff. Any damage to University furniture 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, students will automatically be added to a waiting list based on the application fee-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 space 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 Residential Living office. If the applicant cannot be contacted then the available space will go to the next applicant on the list.

*****Residence Halls Only*****

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

Contact information (address, phone number, email, etc.) must be kept current with the Residential Living office. If the applicant cannot be contacted then the available space will go to the next applicant on the list.

RESIDENCE HALL REGULATIONS & GUIDELINES

Alcohol

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 as well as shot glasses, martini glasses, flasks, etc. No alcohol is to be consumed in hallways, parking lots, or yards or on any residential living property not so designated for consumption. Occupants are subject to disciplinary action with sanctions that can range from warnings and work assignments to disciplinary probation or suspension in addition to criminal sanctions. The University Department of Public Safety officers have the power to issue MIP's and DUI's, and to arrest students in violation of state law.

Appliances and Prohibited Items

Any appliance with an exposed heating element for heating or cooking or an open flame, such as a grill, is not allowed in the residence halls. Air conditioners, deep freezes, an additional mini refrigerator and/or freezers, large safes are not permitted without prior written approval from the Director of Residential Living. Proper safety electrical connections must be used. Do not link surge protectors or power strips, “octopus” an electrical outlet, etc. See the Fire **Safety and Security** for more detailed information.

Babysitting

Babysitting is not allowed in the residence halls.

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

Bicycles may be stored in the bicycle racks found outside the residence hall or inside the resident's room not preventing emergency exits. 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... is prohibited on campus, including residence facilities, university buildings, athletic facilities and sidewalks.

Cable TV

Each room will be provided with TV cable service at no additional cost through Apogee. Each student will need to provide the cord to connect the TV to the cable outlet. All questions regarding cable tv should be directed toward Apogee.

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 for safety reasons as outlined by the Fire Marshall. These items are not permitted for use as decorations, even if the wick is cut off or if it is unburned. These items will be confiscated if found and discarded, and fines will be assessed. Light bulb candle warmers (e.g. Scentsy®) and lightbulb candles may be used. Light bulb candle warmers and lightbulb candles should not be left unattended and will be confiscated if found and discarded, 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®), gas and charcoal grills and cooking devices with an exposed or open heating element are not permitted. Please contact the Residential Life office before bringing a questionable appliance into your unit.

Decorations

Students may use curtains (with tension rods), and personal items to decorate their room. Fire retardant material is recommended. Plasti-tak® 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 and to maintain standards will be handled individually through the judicial process.

DISCIPLINE ADMINISTRATION

The details of the University disciplinary process are listed in the *Sul Ross State University Rules and Regulations*. The Assistant Director of Operations for Residential Living is the primary hearing officer for discipline in the Residential Living facilities. The Director of Residential Living is the appeals hearing officer for discipline in the Residential Living facilities. The Dean of Student Life shall have 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, the rules and regulations of the University, or specific orders and instructions issued by an administrative official of the University. For most alleged violations which occur in or around University housing, the Director or Assistant Director of Residential Living handles 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.
- 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 evacuation of a building unnecessarily.
- 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 may be applied to the above mentioned violations.

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

CONDUCT IN THE RESIDENCE HALLS

Students are personally responsible for knowing and abiding by the rules and regulations pertaining to the residence halls and the University. All students 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).

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, shall be suspended for a period of not 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 not 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 System university shall submit a written report quarterly to the chairman 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

(UDPS) Public Safety ext. 8100 or 911

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

Campus Information ext. 0

Firearms and Weapons

THESE ITEMS ARE NOT ALLOWED IN APARTMENTS OR RESIDENCE HALLS.

- Firearms in which their owners are not LTC holders
- Weapons
- Any device powered by CO2 cartridges
- Large knives and blades longer than 5.5 inches (excluding kitchen knives)
- Sling shot devices
- Fireworks
- Explosives and ammunition of any kind

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.

FIRE / EMERGENCY ALARMS

All persons are required to evacuate the building when an emergency alarm is activated, characterized by air horns, bull horn or hall staff notifying residents. If an alarm sounds, students must leave their room and proceed to the nearest clear exit in a calm and orderly manner. Those who do not adhere to the policy will face disciplinary action. If the smoke detector in a student's room sounds, they should immediately contact the Assistant Directors or Resident Assistant about the emergency or the necessary repairs. For safety reasons, do NOT 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 EXTINGUISHER

A fire extinguisher is installed in each suite in Fletcher. Encased extinguishers are installed throughout Lobo Village hallways. If 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 Department of Public Safety at (432) 837-8100.
- (2) When the alarm sounds, check the door to see if it is warm before opening it.
- (3) If unable to leave the room, use towels to block the cracks around the door to prevent the smoke from entering the room and hang a sheet out the window to signal rescuers.
- (4) If the hallway is clear of smoke and flames, close the room door and walk quickly to the nearest exit.
- (5) When smoke is present, stay low while moving through the area.
- (6) After leaving the building, gather in the designated place to meet with the hall staff for further instructions.
- (7) Stay away from the building, out of the way of the fire fighters and away from flying debris.
- (8) Wait for an official clearance to re-enter the building

BUILDING EVACUATIONS:

Designated evacuation gathering locations are as follows:

Lobo Village 1- Meet with you 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 Grass area in front of Lawrence Hall near the Sullivan Statue.



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
(Espino Conference Center) | 14. Art Annex |
| 4. Briscoe Administration Building | 15. Physical Plant |
| 5. Morelock Academic Building
(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
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 19.
- B. Appliances with exposed heating elements (heating or cooking).
- C. Use or possession of fireworks or explosives.
- D. Live Christmas trees and other materials of a flammable nature.
- E. Improper use and size of extension cords (plugging multiple cords in series, etc.).
- F. Octopus or cube electrical plugs or outlets.
- G. Improper use of decorations (over lights, doors, exits).
- H. Excessive use/overloading of electrical outlets.
- I. Decorations which cover the entire exterior door

Floor Meetings

Each semester meetings are called by the Resident Assistant during the first week of classes, periodically throughout the semester, and at the end of the semester. Attendance at these meetings is mandatory because information concerning safety and security, regulations and services is distributed. 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

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, alarm clock, personal items, etc., to make the room more comfortable. Room furniture must remain in the designated area. Lobby furniture may not be removed from public areas for personal use.

Gambling

Gambling is not permitted in the residence halls.

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 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 other guests. **Every resident is responsible for the conduct of his or her guests at all times, in and around the residence halls.**

GUEST POLICIES

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.

All visitors must be escorted at all times by a resident of the building. A resident will be held responsible for the conduct of his/her guest, for providing his/her escort in and out of the building, and for abiding promptly by the hours of visitation. A guest is never to be left in a student room without the host being present. If a guest fails to follow the rules and regulations, he/she may be asked to leave and both the guest and host may face disciplinary procedures. Violation of visitation hours will result in disciplinary action.

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

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.

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. 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 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.). The closet will be opened for a plain sight search only and closed. Cabinet doors and drawers will not be opened unless there is reasonable suspicion of a policy violation.

Reasonable suspicion means there is reason to believe that a safety or maintenance problem exists or that

a violation of University or residence hall rules has occurred. When a problem or violation does exist, a written notice will provide instructions.

Housekeeping

The 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. 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 attractive. Residents may be charged the cleanup costs if custodians do additional cleaning due to personal trash left in public areas. Please keep the facilities clean and well-maintained.

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 may not be used in any of the Lobo Village buildings. Servers or other high data volume devices are not permitted. Internet service is provided by Apogee. For technical support call the Apogee Help Desk.

Job Opportunities

Resident Assistant

Students may be eligible to work in the residence halls as a Resident Assistant. Applications are available in 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.
- 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
- No major current or pending disciplinary sanctions
- Good standing with the University, Dean of Student Life, University Police and Residential Living
- Eligible for work in the United States

Other Residential Living Job Opportunities

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

- Office Assistants
- Maintenance Assistants

Keys

Room keys are issued at the residential facility upon check in. When a key is lost, report it immediately to the Residential Living Office. A fee is 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. 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.

Carry your keys at all times. Residents should contact a Resident Assistant if accidentally locked out of their room. Residents must report any lock and key problems to a Resident Assistant immediately. The resident of the room should be the only person to have possession of the key to that room. Do not lend keys to anyone. If a room key is found in another person's possession, the key will be confiscated from them. Possession or making use of University keys for unauthorized purposes is not allowed and can result in disciplinary sanctions. See the chart below for key replacement fees and lockout fees.

Key Charges Chart

<u>Lost Key</u>	<u>Fee</u>
Front Door	\$200.00
Bedroom Key	\$60.00
Broken Key (all parts must be returned)	\$5.00
1 st Lockout	Free
2 nd Lockout	\$5
Each Consecutive Lockout	\$5 More than the previous charge (\$50 Max)

Laundry

Laundry facilities are located on campus on each floor of Lobo Villages 1 & 2 and the east end of Fletcher residence hall. Laundry left unattended in idle machines is subject to removal and discard after 24 hours. The University is not responsible for lost or damaged laundry. These machines are free only for Sul Ross on-campus students in the building you reside in. Vandalism of these machines or tampering with control mechanisms will result in disciplinary action. Please report problems to the Resident Assistants or the Office of Residential Living.

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 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 the Resident Assistant. The Resident Assistant may also consult with the Assistant Director. After 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. There are areas in the lobbies 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 so that a variety of resident needs may be met. If there is a disturbance, the hall staff has the right to request 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 your Resident Assistant, the Resident Assistant on that floor, or by calling the Resident Assistant On Duty. You will be responsible for any damaged/not returned items. Lobby furniture should not be removed from the designated lobby area.

Lock Doors

Keep 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

Any maintenance problem should be reported immediately to the Office of Residential Living or staff. These problems may also be reported online. Residential Living staff will prepare a work order and submit it to the Physical Plant in a timely manner. Typical problems include carpentry, plumbing and electrical malfunctions. Residents are expected to cooperate with all maintenance personnel so that the repairs can be made as quickly as possible.

Noise Violations and Quiet Hours

Students living in a residence hall 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 your surrounding community. Everyone needs some time to study and sleep. Therefore, 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, TV's, and other devices that make noise must not be heard in the hallways, and visiting should be done in the rooms. Residents must always be aware of the noise generated in their room. This also applies to areas immediately around the outside of residential buildings.

If there is a problem with noise disturbances, the first step is to notify the people causing the noise and request that they keep the noise down. If they do not respond, contact the Resident Assistant for assistance.

Parking

Permits are required and can be obtained from UDPS. 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. Campus housing is no exception. To eliminate pests, all residence halls are treated regularly. Contact the Office of Residential Living as soon as possible if evidence of pests is found. 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 the residence halls or any University housing. 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.

Assistance Animals

Requests for Assistance Animals must be made before the animal is in on-campus housing. Approval can only be given with a completed application process 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 Disability Services, then contact the Office of Residential Living. A application can be found online.

Having a comfort animal on campus is a privilege, not a right. All comfort animal owners will be held liable and responsible for their comfort animal at all times. Failure to follow the comfort animal policy, which is obtained when starting the process, on the application that needs to be agreed upon and signed, available online, and in the residential living office, will violate the owner's privilege to having a comfort animal on campus. They 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. Such items are not to be posted on glass, sheet rock, handrails of stairways or brick of buildings or other areas that may cause damage to property or cause a safety hazard is not permitted. 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 posted in Housing. Use of the departmental or special boards is permitted only with the permission of the office to which it is assigned. Such bulletin boards will display a statement indicating to which office it is assigned. Bulletin boards, which do not display a statement of assignment, are available for general posting items being posted must be no larger than 4' x 4' long in size and must not cover air vents when hung. All posters, flyers, announcements, etc. may be posted for a maximum of two weeks and must 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 other disciplinary action. Off campus groups may post items on the Sul Ross State University campus at the discretion of the Campus Activities Coordinator. Off campus groups must follow the above policies.

All University property has policies about posting publicity. Check for details with Campus Activities.

Programming

The Residential Living staff, along with the Residence Hall Association, encourages four pillars of programming. These pillars include: Social, Academia, Diversity, and Service growth. Residents Assistants and RHA plan and promote programs and activities throughout the year. Residence hall events are free to residents living in that building. We encourage all students to get involved by either helping to plan or by attending these events. The Residence Hall Association welcomes any ideas for programs and help. Contact a Resident Assistant or RHA member for information on upcoming programs.

Residence Hall Association (RHA)

The residence halls are governed by the 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 by 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 and events for the residence halls. The degree to which students get involved in the hall's activities or the RHA depends on their interests and the time available to contribute. This is a great opportunity to get involved and to contribute to the residence hall community. Students have the opportunity to make a difference in their Residential Living experience and how it affects those around them.

REVISION OF POLICIES

1. Any proposal for visitation recommendations must be submitted to the Director of Residential Living by the 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 the 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 student 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 Director 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 the residence hall staff. The University reserves the right to enter any room to make damage inspections, necessary maintenance repairs, complete an inventory, and conduct safety inspections.

Safety and Security

The University Department of Public Safety provides the police service on campus. The office is located in BAB 100, phone – (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. 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. is 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 building staff.
- G. Window screens must remain secured. Windows 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. At night stay in well-lit areas. 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 UDPS.
- K. Report thefts, threats, and assaults immediately to the University Department of Public Safety and building staff.
- L. Health-related emergencies should be reported to the University Department of Public Safety (phone 8100) as well as the Assistant Director, Hall Director, and Resident Assistant.

EMERGENCIES

During an emergency, whether it is an earthquake, a bomb threat, grassfire, accident or injury, please follow the instructions of the hall staff, University Department of Public Safety officers, 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 help to make things work smoothly for everyone's benefit.

Smoking/Tobacco Policy

Sul Ross State University is a tobacco free campus. Use of any tobacco products is not allowed on-campus.

Soliciting

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

Telephone

VOIP lines can be obtained by contacting our internet and cable provider Appogee.

Trash

Trash and garbage from a resident's room is to be emptied into the dumpsters outside the Residence Hall - NOT in the hallways 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. 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 work assignment. Please let the 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.

Wildlife

All non-domesticated animals on campus are to be considered wild and should be treated as potentially dangerous. Any wildlife spotted on campus are not to be touched, harassed or harmed in any manner. This includes but not limited to swallows and their active nests, deer, javalina pigs, skunks, bobcats, etc. Please report any sightings of wildlife to a residence life staff member or UDPS, especially if you have any concerns regarding personal safety.

APARTMENTS & FAMILY HOUSING REGULATIONS AND **GUIDELINES**

Air Conditioners

Lobo Village comes equipped with central air conditioning thus, window units are not allowed in the Apartments or Family Housing. Residents should not adjust the power supply or window structure in any way. Removing window screens will result in a fine.

Alcohol

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.

Animals

Parents need to be especially mindful of their children where animals are concerned. Animals, except for fish in a 10 gallon aquarium and service animals are not allowed in University housing. Stray animals and wild animals may carry diseases such as rabies. Please contact the Police Department's Animal Control Officer to handle the animals that come onto University property. Visiting pets are not allowed.

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 hall or inside the resident's room not preventing emergency exits. 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... is prohibited on campus, including residence facilities, university buildings, athletic facilities and sidewalks.

Cable Television

Each apartment is equipped with cable TV service and HBO/Cinemax at no additional cost. The resident will have to provide the cable to connect the TV to the cable outlet. For maintenance problems with cable reception, contact the Apogee Help Desk. There are no additional options available for purchase for the University cable service. Satellite dishes are not allowed.

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 for safety reasons as outlined by the Fire Marshall. These items are not permitted for use as decorations, even if the wick is cut off or if it is unburned. These items will be confiscated if found and discarded, and fines will be assessed. Light bulb candle warmers (e.g. Scentsy[®]) and lightbulb candles may be used. Light bulb candle warmers and lightbulb candles should not be left unattended and will be confiscated if found and discarded, and fines will be assessed.

Curfew

The family housing units do 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.

Damages

Residents are responsible for damages resulting from abnormal wear and tear to their apartment and its furnishings. This includes such items as windows, doors, screens, flooring, walls, furniture, fixtures, and appliances. Residents will be charged for any damages caused to public areas, as well as for any damages caused by guests. Vandalism by unidentified sources may be assessed to the residents of that area. The University is not responsible for any damage to the apartment or personal belongings as a result of theft, vandalism and/or natural disaster. It is recommended that residents consider insuring property through a renter's insurance policy, and take precautions to secure valuable items.

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.

Decorations

Residents may use curtains (with tension rods only) and personal items to decorate their residential units. Fire retardant material is recommended. Decorations which alter or damage University property (ex: paint or nails) are not allowed and will result in a damage assessment. Non-marking adhesive products, such as those by 3M®, can be used.

Discipline

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

The details of the University disciplinary process are listed in the *Sul Ross State University Rules and Regulations*. The Dean of Student Life shall have 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, the rules and regulations of the University or Residential Living, and instructions issued by an administrative official of the University. For most alleged violations which occur in or around University housing, the Director or Assistant Director of Residential Living handles disciplinary concerns.

See the Residence Hall section for a list of major policy violations and their sanctions.

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, shall be suspended for a period of not 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 not 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 System university shall submit a written report quarterly to the chairman 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.

Firearms and Weapons

THESE ITEMS ARE NOT ALLOWED IN APARTMENTS. All firearms, weapons, any device powered by CO2 cartridges, large knives and blades greater than 5.5 inches (excluding kitchen knives), sling shot devices, fireworks, explosives and ammunition of any type are prohibited in the residence halls and apartments. The exception is a handgun and ammunition of a License to Carry holder. The resident is responsible for their handgun and to follow the state law regarding the security of the gun. The phone number to the University Department of Public Safety if concerned is (432) 837-8100.

Fire Safety

Residents are not to permit conditions in their 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 the apartments. The purposeful activation of a false fire alarm or tampering with fire equipment is not permitted.

Because of the obvious fire hazard, highly flammable materials such as chemicals, gasoline, camping stove fuel, and charcoal starter fuel, candles, and incense are prohibited in family housing apartments; do not keep 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 Alarms

All persons are required to evacuate the building when an emergency alarm is activated, characterized by an air horn, bull horn or University staff notifying residents. When an alarm sounds, residents should leave their apartment, proceeding to the nearest clear exit, and going to the evacuation location designated by University staff members. For safety reasons, all fire alarms/smoke detectors should be kept in working order at all times. Do not remove or disconnect the smoke alarm. If a smoke detector needs repairs or when it sounds an emergency, report it to the Resident Assistant, Assistant Director of Director of Residential Living. Following this policy may prevent serious damage to University and personal property.

Fire Safety

A. Fire Extinguishers are installed in each apartment hallway for residents' safety. If a fire extinguisher is missing or needs to be recharged, report it to the Resident Assistant or the Office of Residential Living as soon as possible. If one is maliciously discharged, a fee for refilling and for clean-up will be assessed and disciplinary action will be taken.

B. Maintain the smoke detector in working order at all times. Do not remove for personal use and keep it clean and dust free.

C. NO SMOKING (Sul Ross is a Tobacco free campus); fireworks, explosives, flammable substances, open flames, burning candles, live Christmas trees, etc. are not allowed.

D. Nothing is to be stored around the heating units or hot water heaters for fire safety and ventilation purposes.

E. When cooking, do not leave the oven or stove on unattended.

F. Overloading outlets, extension cords that are not Underwriters Laboratories UL approved or are the inappropriate size are not allowed.

G. Extension cords should be heavy duty, checked for wear and tear, and not placed in hazardous positions.

H. All exit routes should remain clear of furniture and debris. Windows and doors should be in working order to provide the maximum number of exits possible.

I. Make sure children are aware of all exits, evacuation plans, fire safety practices, and what to do in case of an emergency.

In Case of Fire:

- (1) If smoke or flames are visible, notify the hall staff immediately. If a staff member is not available, call the University Department of Public Safety at (432) 837-8100.
- (2) When the alarm sounds, check the door to see if it is warm before opening it.
- (3) If unable to leave the room, use towels to block the cracks around the door to prevent the smoke from entering the room and hang a sheet out the window to signal rescuers.
- (4) If the area is clear of smoke and flames, close the door and walk quickly to the nearest exit.
- (5) When smoke is present, stay low while moving through the area.
- (6) After leaving the building, gather in the designated place to meet with the hall staff for further instructions.
 - a. Buildings 3 & 4 – space by LV8
 - b. Buildings 5, 6, & 7 – parking circle by building 7
- (7) Stay away from the building, out of the way of the fire fighters and away from flying debris.
- (8) Do not leave the designated area or enter the building until a clearance has been given by a University official.

Furniture

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 and refrigerator are also provided and must stay in the room. In the 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, 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 set furniture outside where damage or theft may occur.

Gambling

Gambling is not permitted in University housing according to state law.

Guests

Students who reside in efficiency apartments or 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. 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. 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 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.

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 the Family apartments the total number of occupants plus guests must be no more than 8 as per fire safety codes.

Health & Safety Inspections

Routine health and safety checks are conducted at least once a month in the apartments by the Residential Living staff. The staff is only checking for the purpose of maintaining a safe and healthy environment. Residents can also discuss any problems they have found in the units so that the appropriate maintenance reports can be filed. Policy violations that are identified during these visits will be addressed as well.

Keys

Apartment keys are issued by Residential Living at the time of check-in. Report lock and key problems to the Resident Assistant or the Office of Residential Living. When a key is lost, immediately report it so that the lock can be replaced and keys exchanged. The cost for a lock change is \$200. Personal safety and security are a serious concern so keep doors locked, and carry keys at all times.

The resident of the apartment is the only person to have possession of the key to that apartment. Do not lend keys to anyone. If an apartment key is found in another person's possession, the key will be confiscated from them. Possession or making use of University keys for unauthorized purposes is not allowed.

Laundry

Free, coin-less laundry machines are located in Lobo Village Buildings 3 and 4 on the second floors. Laundry left unattended in idle machines is subject to removal. The University is not responsible for lost or damaged laundry. These machines are for Sul Ross students only so carry a current SRSU ID at all times. Vandalism of these machines will result in disciplinary action. Please report problems to the Resident Assistants or the Office of Residential Living. Washers and dryers are provided in the family housing units.

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.

Lock Outs

In the event of a lock out, contact the Resident Assistant or the Office of Residential Living for assistance. 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. Also, there will be a \$5.00 charge for lock out assistance on the 2nd offense, \$10 charge for the 3rd offense, and an increase of \$5.00 for each consecutive offense.

Lost & Found

To inquire about lost items or turn in found items, contact the University Department of Public Safety in BAB 100. The phone number is (432) 837-8100.

Lock Doors

This is for personal safety and protection. The University is not responsible for theft or damage of personal property.

Maintenance and Repairs

Requests for maintenance are processed through the Office of Residential Living. The University's Physical Plant is the only one approved to do any repairs or painting in University housing. Major repairs, such as painting and flooring, are not done while the apartment is occupied without a staff member of resident of the room present

The University reserves the right to enter any apartment to make damage inspections, necessary maintenance repairs, and inventory and safety inspections.

The resident reports the damage to the Resident Assistant or Office of Residential Living immediately;

- (1) The resident is not delinquent in payment of apartment charges at the time of the report;
- (2) The condition materially affects the physical health or safety of a resident;
- (3) The condition is a result of normal wear and tear. Normal wear and tear means deterioration resulting from the intended use or breakage due to age or deteriorated condition. The term does not include deterioration that results from negligence, carelessness, accident, or abuse of University property.

The appearance of the apartments and family housing is important and the Office of Residential Living requests cooperation in keeping them neat, safe, 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 in order to keep it clean or to mow. This fee is dependent on the size of the article and the process involved in removing it.

Noise Disturbances

When there is a noise disturbance from people in nearby public areas or apartments, the resident should first let the people know by asking them to keep the noise down. If there is no response and the noise continues, contact the Resident Assistant or on-call phone number for assistance. Only if Residential Living staff is unavailable should residents contact the University Department of Public Safety.

Parking

Permits are required and can be obtained from UDPS. Remember to ALWAYS set the brake. 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.

Pest Control

The potential for pests exists everywhere. Campus housing is no exception. To eliminate pests, all apartments are treated regularly. Contact the Office of Residential Living as soon as possible if evidence of pests is found. Residents are asked to empty closets, cabinets, and 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.

Pets

For health and safety reasons only fish in a 10 gallon aquarium and service animals are allowed in the residence halls or any University housing. 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.

Assistance Animals

Requests for Assistance Animals must be made before the animal is in on-campus housing. Approval can only be given with a completed application process 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 Disability Services, then contact the Office of Residential Living. A application can be found online.

Having a comfort animal on campus is a privilege, not a right. All comfort animal owners will be held liable and responsible for their comfort animal at all times. Failure to follow the comfort animal policy, which is obtained when starting the process, on the application that needs to be agreed upon and signed, available online, and in the residential living office, will violate the owner's privilege to having a comfort animal on campus. They 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. Such items are not to be posted on glass, sheet rock, handrails of stairways or brick of buildings or other areas that may cause damage to property or cause a safety hazard is not permitted. 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 posted in Housing. Use of the departmental or special boards is permitted only with the permission of the office to which it is assigned. Such bulletin boards will display a statement indicating to which office it is assigned. Bulletin boards, which do not display a statement of assignment, are available for general posting items being posted must be no larger than 4' x 4' long in size and must not cover air vents when hung. All posters, flyers, announcements, etc. may be posted for a maximum of two weeks and must 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 other disciplinary action. Off campus groups may post items on the Sul Ross State University campus at the discretion of the Campus Activities Coordinator. Off campus groups must follow the above policies.

All University property has policies about posting publicity. Check for details with Campus Activities.

Programming

The Residential Living staff, along with the Residence Hall Association, encourages four pillars of programming. These pillars include: Social, Academia, Diversity, and Service growth. Residents Assistants and RHA plan and promote programs and activities throughout the year. Residence hall events are free to residents living in that building. We encourage all students to get involved by either helping to plan or by attending these events. The Residence Hall Association welcomes any ideas for programs and help. Contact a Resident Assistant or RHA member for information on upcoming programs.

Quiet Hours

The noise level needs to be kept at a reasonable level. All residents must be able to sleep or study as needed. Courtesy hours are always in effect so please be considerate of your neighbors. Quiet hours are from 10 p.m. to 10 a.m. daily. Residents need to be aware of possible noise disturbances from within or around their residence.

Residence Hall Association (RHA)

The residence halls are governed by the 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 by 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 and events for the residence halls. The degree to which students get involved in the hall's activities or the RHA depends on their interests and the time available to contribute. This is a great opportunity to get involved and to contribute to the residence hall community. Students have the opportunity to make a difference in their Residential Living experience and how it affects those around them.

REVISION OF POLICIES

1. Any proposal for visitation recommendations must be submitted to the Director of Residential Living by the 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 the 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 student 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 staff will be cleared with the Director or Assistant Director 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 the residence hall 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 UDPS have reasonable cause to believe that a violation of either the *University Rules and Regulations*,

the Residential Living Handbook rules or any law (state, local or federal) are being violated by the contents of a locked container (e.g. illegal drugs, handgun, explosives etc.) then that item 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 then university staff and/or UDPS have permission to forcibly open that locked container and examine the contents. Both UDPS and/or Residential Living will not be held liable for any damage to the locked container or its contents.

Safety and Security

The University Department of Public Safety provides the police service on campus. The office is located in BAB 100, phone – 432-837-8100. Safety and security regulations are listed in the *University Rules and Regulations*. Students are responsible for knowing and following these policies. Emergency 911 services are available.

Security Guidelines and Regulations:

- (1) Keep doors locked at all times. Report lost keys and broken locks to building staff.
- (2) Window screens need to remain secured. Windows are not to be used as a means of entry into a room or building.
- (3) Do not lend keys, ID card, or credit/phone cards to anyone.
- (4) Report persons who behave in a suspicious or threatening manner.
- (5) Do not leave children unattended.
- (6) Make sure all children are familiar with rules and regulations as well as safety and emergency procedures.
- (7) At night, stay in well lit areas. Avoid deserted areas when alone.
- (8) Report thefts, threats, assaults, and health related emergencies immediately to the Apartment Manager or the Office of Residential Living.

Soliciting

No soliciting or selling is allowed in the residence halls or apartment areas except as noted in the University rules.

Subletting

Subletting is NOT allowed. Any evidence of this type of activity calls for termination of the lease.

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, Residence Life staff is required to contact the UDPS. Families are subject to be reported to Child Protective Services (CPS), through the UDPS, for negligent supervision of their children. Circumstances requiring an initial CPS referral will result in mandatory family counseling. A second CPS referral will result in termination of the housing contract.

Telephones

Apartment residents are responsible for setting up their own landline telephone service.

Tobacco/Smoking 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

Smokeless cigarettes without tobacco, nicotine treatment patches, water vapor electronic cigarettes and other devices to encourage smoking cessation are allowed.

Trash

Dumpsters are provided near the apartments for the disposal of trash and garbage. If it becomes necessary to have University employees pick up litter and loose articles around an apartment, the occupants may be assessed a clean-up fee.

Vacating Residents

A vacating resident must give the Residence Life office 30 days written notice as stated in the lease.

Graduates must vacate after their commencement or contact the Residential Living Office if they need to stay for the rest of that month.

Visitation Hours for Efficiency and Family Apartments

Visitation hours are from 10 a.m. until 12 a.m. Sunday-Thursday and from 10 a.m. until 2 a.m. Friday & Saturday. Please see the previous section on visitation policies for the residence halls for more detailed information.

Wildlife

All non-domesticated animals on campus are to be considered wild and should be treated as potentially dangerous. Any wildlife spotted on campus are not to be touched, harassed or harmed in any manner. This includes but not limited to swallows and their active nests, cats (all kinds), deer, javelina pigs, skunks, bobcats, etc. Please report any sightings of wildlife to a residence life staff member or UDPS, especially if you have any concerns regarding personal safety.

Yards, Gardens, & Flowers at Housing Units

Physical Plant is responsible for mowing and general yard care around the housing units. Residents are asked to keep the immediate area around the apartment clean and free of litter. Objects that will interfere with mowing lawns should not be left in the yards. If it becomes necessary for University employees to pick up litter and loose articles around an apartment then the occupants will be assessed a clean up fee.

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 interested in participating on this committee, contact the Office of Residential Living for more information. ARAMARK Food Service Office is located in the University Center. The phone number is (432) 837-8670.

Regular Semester Dining Hall Hours:

Monday-Friday

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

Saturday

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

Sunday

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

*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 Career Life Center Coordinator assists students with disabilities in providing academic programming accommodations. The Center is located in University Center Room 211C.

COUNSELING

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, and the office is 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 the University Center, room 211. Common non-prescription medications are dispensed there at no charge during scheduled hours. The phone number is (432) 837-8102. The University contracts with a local physician. Contact the Health Services Office for more information and hours.

HEALTH INSURANCE

It is highly recommended that each student have some type of insurance to cover emergency care. Students may be covered on their parents' insurance policy or may want 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, the University Department of Public Safety (in BAB 100). The phone number is (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.

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 Controller'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 balance the student owes the University.

MEALS MISSED DUE TO ILLNESS

Students 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. For assistance 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 at registration. The zip code for campus mail is Alpine, TX 79832. The phone number for the Post Office is (432) 837-8193. All students living on campus must have an on-campus post office box.

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 student have some type of insurance to cover personal belongings while living in a Residential Living facility. Students may be covered on their parent's homeowner insurance policy or may want to purchase separate insurance.

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 DEPARTMENT OF PUBLIC SAFETY (UDPS)

UDPS is located in BAB 100. Officers are on call 24 hours a day. If residents need assistance or if there is an emergency, call UDPS at (432) 837-8100. During late nights and weekends, the Alpine Police Dept. serves as the dispatcher for the University Police.

Handbook Validation

2017-2018

This information is provided by the Office of Residential Living for internal use at the University. The Residence Living Handbook serves as a supplement to the *Sul Ross State University Student Handbook and Rules & Regulations*. This handbook may change with written documentation posted by the Director of Residential Living.

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

ACADEMIC OFFICES

Athletic Department, Gallego Center.....	8226
Bookstore, UC.....	8194
Campus Activities, UC 108.....	8191
Career Services/Testing, UC 211.....	8178
Cashier's, BAB 205.....	8129
Counseling & Prevention Services (CAPS)	
FH 112	8203
Enrollment Management & Student Services	
BAB 203.....	8432
Financial Assistance, BAB 104	8055
Food Service – ARAMARK.....	8670
Game Room, UC.....	8197
Health Services, UC 211.....	8102

Library8124
 Post Office, UC.....8193
 Monday – Friday, 8:00 a.m. to 4:30 p.m.
 Recreational Sports Program, GP.....8299
 Registrar’s Office, BAB 202.....8048

DIRECTORY

Residence Halls:

Residential Living Office, LVCC..... 8190

Residential Living Staff:

Lobo Village #1, On-Call RA.....294-0520
 Fletcher Hall, On-Call RA.....294-0520
 Lobo Village #2, On-Call RA.....294-0464
 Apartments, On-Call RA.....294-2576
 Student Government Assoc., UC 201.....8198
 Student Life Office, UC 211.....8037
 UDPS, BAB 100.....8100



Res Life Office Hours:

Fall & Spring Hours

8 a.m. to 10 p.m.
Monday-Wednesday
 8 a.m. to 8 p.m.
Thursday
 8 a.m. to 6 p.m.
Friday

Summer Hours

8 a.m. to 5 p.m.
Monday-Friday

Package Mailing Address:

(UPS, Fedex, DHL)

Resident Name
 c/o Residential Living
 Lobo Village Drive
 Alpine, TX 79830

Mailing Address:

(USPS)

**** (Obtained at the SRSU Post Office) ****

Resident Name
 PO BOX ###
 Apline, Texas 79832