

THE
**RESIDENTIAL
LIVING
HAND
BOOK**
2016-17

 West Texas A&M University™
OFFICE *of* RESIDENTIAL LIVING

Important Numbers

Athletics Ticket Office.....	806-651-1414
Buff Hall.....	806-651-8311
Centennial Hall.....	806-651-6700
Conner Hall.....	806-651-6150
Cousins Hall.....	806-651-7200
Cross Hall.....	806-651-6900
Dining Hall.....	806-651-2707
Emergency.....	911
Family Medicine Center of Canyon.....	806-655-2104
Founders Hall.....	806-651-6020
Guenther Hall.....	806-651-6300
Jarrett Hall.....	806-651-6500
Jones Hall.....	806-651-7000
Medical Services.....	806-651-3287
Rape Crisis/Domestic Violence Center.....	806-374-LIFE (5433)
Residential Living Office.....	806-651-3000
Shirley Hall.....	806-651-6600
Stafford Hall.....	806-651-7500
Student Financial Services (Financial Aid).....	806-651-2055
Student Affairs.....	806-651-2050
Suicide and Crisis Center (24 hours).....	806-359-6699
University Police Department.....	806-651-2300
Weather Closing Information.....	806-651-2010



WT.ResidentialLiving

Publication Notice

This *Residential Living Handbook* is a publication of the Office of Residential Living at West Texas A&M University. The purpose of the handbook is to provide students with general information regarding on-campus living.

The rules, regulations, fines, and fees in this handbook are subject to change without prior notice. The provisions of this handbook do not constitute a contract, expressed or implied, between any applicant, student, staff or faculty member, or any other person and West Texas A&M University or the Texas A&M University System.



West Texas A&M
UNIVERSITY™

RESIDENTIAL LIVING

Dear Student,

On behalf of the Office of Residential Living and West Texas A&M University, I extend to you a warm BUFF WELCOME! I hope you feel you are developing a family in your residential community. Our intent is that living on campus will be one of the most exciting and rewarding aspects of your university experience here at West Texas A&M University! The Office of Residential Living staff is here to offer you support both personally and academically to enhance your success as a student and positive member of the campus community.

You are at WT at an exciting time as we have a new president, the student enrollment is growing, and the campus is building! As WTAMU begins our second year as a strengths based campus, it is my hope that you will learn more about your own strengths and the strengths of your roommate, friends, and colleagues. I think you will be enlightened as you delve into learning about your strengths and the strengths of others. You will see that the staff in your hall is looking to help you find ways to continue developing your strengths. I hope that you take the time to understand how working with your strengths can impact your success and enhance all that you do.

The relationships you develop in the residence halls will last a lifetime. Meeting people and connecting face-to-face is the best part of living in the residence halls. You will make friends, see people you know from class, and eat with them in the CAF. As you build your network of friends, I encourage you to create a positive and inclusive community where you respect yourself and each other.

Be a voice in your hall and the campus community by being a part of hall council and the Residence Hall Association. A community is only as strong as its members, so select a way to become involved. I encourage you to participate not only in familiar organizations, events, and areas of interest, but I challenge you to get out of your comfort zone and try something new. Great things happen when a strong sense of civic engagement takes hold!

We want your university experience to be a positive chapter in your life, one where you will learn and grow from your successes and the challenges you will face. But always remember, as you “write” this new chapter, you aren’t alone and the staff of residential living is available and ready to make sure you have the support you need for a fabulous college experience.

GO BUFFS and best wishes for a very successful year!

Sincerely,



Cindy Spencer
Senior Director
Residential Living

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The Residence Hall Bill of Rights

The University has some basic expectations that govern the special nature of interpersonal relationships in residence halls. These are reasonable expectations that students should have for one another while sharing space in residence halls. The Residence Hall Bill of Rights outlines these expectations:

- The right to sleep during the night undisturbed.
- The right to sleep in one's room free of noise and distractions during quiet hours.
- The right of access to one's room and facilities at all times.
- The right to feel secure against physical or emotional harm.
- The right to a clean room and clean common areas.
- The right to have one's belongings respected.
- The right to have guests in the room when they will not disturb your roommate's right to sleep or study.
- The right to privacy.
- The right to redress grievances.

These rights apply to all students living on campus. Violating the rights of other students may result in disciplinary actions and/or reassignment to another location.

Resident Responsibilities

In a group living situation, it is important for you to understand your rights as a student and your responsibilities to others. The rights to study and sleep are considered primary in the residence hall environment. Your major purpose for enrollment is to pursue an education. Excessive noise and distractions inhibit this goal. Therefore, when you choose to exercise a subordinate privilege, such as playing your stereo or entertaining guests, it is your responsibility to make sure that you and your guests are not inhibiting another person's rights to sleep or study.

When you enroll as a student here at West Texas A&M University and you sign your housing agreement, you are agreeing to abide by the rules and regulations of WTAMU as outlined in the *Residential Living Handbook* and the *Code of Student Life*. As a student you are responsible for becoming familiar with the contents of these publications.

Getting Involved in the Residence Halls

Hall Council

Residents in each of the residence halls have the opportunity to participate in their hall council. Through hall council, residents are given the opportunity to participate in the governance of their residence hall. Hall council delegates address various issues which concern the residents and propose changes in hall practices which might better meet the needs of the residents. Hall council delegates are also given the opportunity to participate in the planning and carrying out of various hall programs and events.

Residence Hall Association (RHA)

The residence hall association (RHA) is made up of individual representatives from each of the residence halls. RHA delegates are elected by their peers in their individual residence halls to act as hall representatives in this national campus-wide organization. RHA is one of the most active and visible groups on the WTAMU campus and has been honored several times as the Campus Organization of the Year. RHA offers several programs to the residents and students at WTAMU; please come out and join the fun!

Residence Hall Staff

Resident Assistant

A resident assistant (RA) is a student employed by residential living who lives on campus and acts as a resource for the students on their floor, wing or unit within their residence hall. These individuals are student leaders chosen to assist the residents, serving as a resource, mentor, friend, role model and community leader. Resident assistants assist residents in adjusting to campus life and play a key role in creating an environment for students that is conducive to academic, personal and social growth. RAs develop social, educational and cultural activities for their residents that encourage involvement in the hall and on campus. They also enforce and educate students on University rules and regulations within the residence halls.

Hall Coordinator

A hall coordinator has overall responsibility for the management of their assigned residence hall. The hall coordinator works to establish a supportive and positive learning environment in the hall by guiding the staff and hall council. They are responsible for the supervision of all hall staff and the enforcement of University rules and regulations as well as providing informational gatherings twice a month. Feel free to talk to them about any personal or school problems, as well as ideas or suggestions to improve the hall.

Staff On Duty

At least one RA per hall and one hall coordinator are "on duty" every night of the week, with the exception of some holiday periods. Each residence hall has the hall's duty number posted throughout the hall (also see "Important Numbers" on the inside of the front cover). Contact the RA on duty for any issues that arise outside of hall office hours. For emergencies, contact the University Police Department (UPD) at 806-651-2300 or 911.

Safety In the Residence Hall

Safety within the residence halls begins with the resident. The Office of Residential Living encourages you to keep your door locked at all times. Report suspicious behavior to a staff member and/or the University Police Department (UPD). Never prop outside doors or the fire doors in the hallways. Any resident that does prop doors places all others in the hall at risk and will be subject to disciplinary action.

It is each resident's responsibility to follow the rules and regulations associated with safety procedures in the residence halls. In a community living situation, the safety practices of each individual greatly affect the safety of the other members of the community.

Emergency Procedures

In case of an emergency, contact one of the following:

- University Police Department (UPD) at 806-651-2300
- Resident assistant (RA)
- Your hall-desk or night-duty assistance

Fire Procedures

In the event of an actual fire or a drill, all residents are required to evacuate the building according to the rules established by each residence hall. Evacuation information is available on the back of every residence hall room door. Follow the instructions of residential living staff, UPD officers, and/or fire-fighting personnel. Keep the following items in mind in the event of a fire:

- Exit the building. Walk; don't run. Be particularly careful in staircases. Do not use elevators.
- Proceed directly to a place of safety. Do not attempt to salvage personal belongings.
- Close doors and windows when you leave.
- Before opening a closed door, feel it to see if it is hot. If it is hot, attempt to find another exit route.
- A towel or blanket soaked in water can be helpful in combating smoke inhalation.
- At all times, follow the instructions of personnel authorized to take charge at the scene of the emergency. If you have any questions about the procedures, contact your resident assistant immediately.
- Do not enter the building until given the all-clear by staff or fire professionals. Stand away from the building, and do not block emergency vehicles.

Fire alarm pull stations and fire extinguishers are installed throughout the halls. The fire alarm system in each building will automatically notify University personnel, as well as the local fire department when activated.

Campus Evacuation Procedures

In the event of a campus emergency, emergency responders may choose to evacuate an area or to shelter in place. However, in the event of an actual campus evacuation, follow instructions from emergency personnel and University officials. An evacuation

is an organized withdrawal from a building or area to reach a safe haven. Upon notification to evacuate, quickly:

- Take only essentials with you (i.e. glasses, medication, ID, cash/credit cards).
- Do not take time to pack belongings.
- Turn off unnecessary equipment, computers and appliances.
- Close and lock the door as you exit your room.
- Follow the directions provided for safe routes of evacuation.
- Use your personal vehicle for evacuation unless you are specifically instructed not to.

Up-to-date information will be provided, as available, through campus emergency notification systems and/or the local media.

Tornado Procedures

When a tornado or other severe weather is reported, residents are to follow the procedures of each building and move in an orderly manner to the designated location within the building for shelter (see your RA for hall-specific locations). If a tornado warning is declared, immediately move to the designated area of safety. If there is no time, get under your desk and place your mattress over your desk. Always protect your head and neck. Keep away from windows. Keep the following items in mind in the event of a tornado:

- Close room's door.
- Proceed to the hall's designated safety area. This includes rest rooms and stairwells (away from windows).
- Take a blanket or a pillow if possible.

Buff Alert

Buff Alert is an emergency notification service that gives West Texas A&M University the ability to communicate health and safety emergency information quickly by email and text message. By enrolling in Buff Alert, University officials can quickly pass on safety-related information, regardless of your location. For more information or to sign-up, go to: wtamu.edu/buffalert.

Property/Renters Insurance

Occasionally, incidents such as fire, theft, flood, and other occurrences may cause damage to residents' property stored in campus residence hall rooms. The Office of Residential Living strongly encourages students to either (1) make arrangements with their parent's or guardian's homeowners insurance company to insure coverage for personal belongings, or (2) purchase separate property or renters insurance.

In some instances, a parent's or guardian's homeowners insurance will cover damage to property of a dependent child in a state-owned facility (such as a residence hall), but this is not a universal truth. Consult with your parents or guardians and their insurance agent to decide whether or not personal belongings on campus are already covered, and if there might be any limitations to the coverage. While reviewing coverage, be sure to review any applicable deductible. If not covered, or if coverage cannot be added, ask the insurance agent about purchasing a separate property or renters insurance policy.

West Texas A&M University does not endorse any particular insurance company providing property or renters insurance; however, the three (3) insurance providers listed below have been identified as offering a variety of coverage options from highly rated underwriters.

- National Student Services, Inc. — www.nssi.com
- Haylor, Freyer, and Coon, Inc. — www.haylor-college.com/pp
- CSI Insurance Agency, Inc. — www.collegestudentinsurance.com

Students should review the varied plan options offered by the three (3) insurance providers listed above, and any other insurance provider of their choosing, to determine and choose the coverage that most closely aligns with their needs.

Missing Student Statement

If a member the West Texas A&M University community has reason to believe that a student who resides on campus is missing, he or she should notify the University Police Department (UPD) 806-651-2300 and the Office of Residential Living 806-651-3000 to initiate the Residence Life Missing Student Procedure.

If UPD determines that the student has been missing for more than 24 hours, then UPD will notify the student's missing person contact no later than 24 hours after the student is determined to be missing. If the missing student is under the age of 18 and is not an emancipated (legal independent status) individual, UPD will notify the student's parent or legal guardian immediately after the student has been determined to be missing for more than 24 hours.

In addition to registering an emergency contact, students residing on campus have the option to identify confidentially an individual to be contacted in the event the student is determined to be missing for more than 24 hours. If a student has identified such an individual, UPD will notify that individual no later than 24 hours after the student is determined to be missing. Students who wish to identify a confidential contact can do so through their My Buff Portal through the student planning section of Buff Advisor. The contact information provided will be accessible only to authorized campus officials and law enforcement personnel and may not be disclosed outside of a missing person investigation.

Important Information About Living in a Residence Hall Community

Abandoned Property

WTAMU, the Office of Residential Living, and its staff are not responsible for any student property left in residence hall rooms or public areas of residence halls. In the event that student property is left in residence halls after the housing contract period is over, the property will be removed at the owner's expense. Abandoned property will be stored for 30 days, after which the property will be disposed of, donated, or turned over to UPD. Refer to "Personal Furniture/Items and Clothing" for additional information.

Adhesives

Students may not adhere tape to the walls, doors, or floors in their room. PLASKI-TAK and 3M Command strips are admissible adhesive. Carpet tape may not be used to secure items to the floor. Placing contact paper or any adhesives on the walls, woodwork, or desktops may result in damage charges. Use of nails, screws, hooks, tacks, decals, or adhesives which damage walls, ceilings, furniture, doors, windows, or fixtures is prohibited. Buff Hall residents may hang items in their suite, as long as they use appropriate hanging nails. Heavy items may not be hung (i.e. shelves, large art, TVs, etc.).

Good Samaritan Policy

To promote the safety, health, and well-being of WTAMU students, the University expects its community members and student organizations to immediately contact emergency medical services or law enforcement by calling 911 when they have reason to believe a fellow student is too impaired/intoxicated to seek medical help. Students should not wait for an individual's condition to worsen before calling for help, but should act immediately when they feel another student's life, health or well-being may be in jeopardy.

WTAMU students and organizations who call for assistance and are subsequently reported to the student conduct administrator as having violated the alcohol provisions of this code will not be subject to disciplinary sanctions, nor have a conduct file created for an alcohol violation. However, if other forms of misconduct occur concurrently with the alleged alcohol violation, students will be held accountable for those violations. In other words, this provision does not preclude disciplinary action for other violations of this code (e.g. hazing, property damage, sexual misconduct, etc.).

The student conduct administrator will record the names of students involved in the incident for the purposes of accurate reporting and future evaluation of each student's conduct. In order for this provision to apply, students involved in the incident may be required to participate in an alcohol education program or seek medical treatment for alcohol/drug abuse but these requirements will not be recorded as sanctions. These actions will be taken to address concerns about a student's health and well-being.

This provision will not prevent students from receiving a citation from local and state law enforcement authorities. Repeated reliance on this provision solely for the purpose of avoiding disciplinary action by the University will be considered interference with the orderly operation of the conduct process.

Students who have experienced sexual assault or attempted sexual assault while under the influence of drugs or alcohol may report the incident to University officials or UPD without being held responsible or sanctioned for a drug or alcohol violation of this code.

Bicycles

Bicycle racks are located outside each hall. Bicycles should always be locked to prevent theft (U-Locks are recommended). The University will dispose of or sell unclaimed bicycles.

Break Housing

Residence halls are closed for the winter break and between semesters. Residential living fees do not cover the cost for these break periods. Housing may not be provided during each of the break periods. Residents will be required to make payment for break housing and may have to relocate to a temporary room during the break. Buff Hall residents will be allowed to stay during break periods that fall within their contracted room assignment without additional charges.

Bulletin Boards

Only campus organizations or University departments may post information on hall bulletin boards. All items to be posted should be approved by the Office of Residential Living or the hall coordinator.

Cable Television

All residence halls receive basic cable television in each room. Any cable service problems should be reported to the hall desk. Residents are required to provide their own cable to connect their television.

Card Access System

Residents are required to use their University ID card to enter those halls with card access systems. Non-residents will not be given access to a hall. Convenience phones are located at the main entrance of each hall for guest use.

Cleaning

Residents are expected to keep their assigned room reasonably neat and clean at all times. The staff reserves the right to ask residents to clean their room for safety, health, or roommate concerns. Custodial services are not provided after a resident has moved into their room. Residents should report common area cleaning concerns to a staff member. Buff Hall residents are responsible for maintaining a reasonably neat and clean bathroom. Residents of Centennial Hall and Founders Hall are responsible for keeping their sinks reasonably clean. Remember: food and trash attract insects. Students who discover insect problems should report the problem to the front desk so that their rooms may be treated.

Cooking

Cooking in residence halls is allowed with approved cooking appliances only. Residents are responsible for ensuring that proper sanitation, ventilation, and fire safety precautions are taken. Any damage resulting from improper food disposal will be billed to the individuals responsible. No food or waste should be disposed of in sinks. Use of unapproved cooking appliances will result in disciplinary action. Kitchens are available for use in some halls. Residents are responsible for cleaning the kitchen when cooking is completed.

Delivery of Packages

Only packages mailed through the U.S. Postal Service will be delivered to your mailbox number. Any package shipped by some other means should be addressed to:

Residents Name
West Texas A&M University
2403 Russell Long Blvd.
Name of Residence Hall and Room Number
Canyon, Texas 79015

Packages will be delivered to the Office of Residential Living.

Elevators

In order to keep campus elevators in safe working condition, the following actions are prohibited and result in disciplinary action:

- Intentional damage and/or vandalism to the elevators, such as prying elevator doors open, jumping, etc.
- Overloading the elevator
- Use of emergency alarms and emergency stops in non-emergency situations
- Evacuating people from the elevator without trained personnel

If you are trapped in an elevator, sound the alarm and wait for help to arrive before attempting evacuation. You may also contact the University Police Department at 806-651-2300.

Emergencies

Emergencies should be reported to the University Police Department at 911 and to a residence hall staff member.

Extermination of Pests

Exterminators provide preventative treatment in each hall on a regular basis throughout the year. Contact a staff member should you have questions related to this service. (See also "Bed Bugs" in appendix.)

Final Exams

All students are expected to check out of the halls within 24 hours of the completion of their last final exam or prior to the hall closing time, whichever comes first.

Fire Doors

It is absolutely essential that corridor and stairwell doors be kept closed at all times. Closed doors retard the travel of smoke, heat, toxic gases, and fire from the area of origin. Propping of doors may result in disciplinary sanctions and fines. Nothing should be attached to a fire door.

Group Billing

Financial charges relating to the cleaning of, damage to, or theft of University property are billed to the specific individual(s) responsible whenever such individuals can be identified. However, when damage or theft cannot be assigned to a specific individual(s), the charges may be divided equally among the residents of a floor, unit, building, or area.

Residents will be given every opportunity to identify individual(s) responsible for the damage before a group billing is finalized. Damage charges will be posted in the living area of those individuals that are charged through the group billing process. Your active involvement in reducing damages within your community is encouraged. You can assist by following these guidelines:

- Report any damages to your RA immediately.
- Treat University property with as much respect as you would your personal property.
- Discourage others from behaving irresponsibly in your hall.

Health and Safety Checks

The University recognizes residents' desire for privacy, particularly in the context of their group living situation, and will do what it can to protect and guarantee their privacy. However, the University, through a residence hall staff member, reserves the right to enter a resident's room to determine compliance with health and safety regulations. Health and safety checks will occur a minimum of two times each semester and residents will receive posted notification of the check 48 hours in advance.

Keys

Residents are encouraged to lock their doors at all times and carry their room keys. Students who are locked out of their room should go to the front desk or contact an RA. When the desk is closed, students should contact an RA. Excessive lockouts may result in disciplinary action or fines.

Laundry Rooms/ Vending Machines

Please report machine malfunctions to the hall desk. Only residents of the hall are permitted to use laundry machines. Laundry machines are for resident's personal use only.

Liability

The University assumes no liability for loss, injury, or damage to personal property incidental to the occupancy or use of residence halls, and each resident accepts full responsibility for the safety and security of his or her own personal property. The student agrees to hold the University harmless and indemnify it from any and all liability resulting from the use of the residence hall by the student.

Lobby Use

The lobbies in each hall are for the use of residents and their guests. Appropriate public behavior and dress are expected in the lobby and individuals may be asked to leave the lobby should they not meet this requirement. Residential living staff members and the Residence Hall Association may reserve a lobby for programs.

Recognized student organizations may request use of residence hall lobbies. The Office of Residential Living and/or hall coordinators may grant permission for this use or they may require that the hall council approve the request. The Office of Residential Living reserves the right to approve or deny any request.

Mail

All on-campus residents are assigned a post office box in the JBK Student Center. Residents are responsible for leaving forwarding addresses with the post office during break periods.

Maintenance/Repair Request

Maintenance requests or other room concerns should be reported to the hall desk or to an RA in a timely manner. For emergency repairs, contact a staff member immediately. If repairs are not completed to your satisfaction (within one week for regular repairs or within a day for emergencies), notify your hall coordinator or the Office of Residential Living, 806-651-3000. It is helpful if you report maintenance problems early and with as much detail as possible.

Maintenance personnel work between 8 a.m. and 5 p.m. on weekdays and may not always be able to arrive at hours most convenient to students.

Mandatory Meetings

Each semester on the first day of class, mandatory meetings are held in each living area. Attendance at these meetings is mandatory because information concerning safety and security, as well as other important information, is distributed. Residents are responsible for all of the information distributed at these meetings.

Personal Furniture/Items and Clothing

Students are welcome to bring personal items from home for their rooms. However, all of these items should be kept in their room and should not be stored in any other location. Personal property left in any common area, such as bathrooms, hallways, or lobbies may be discarded by the University after 72 hours. Furniture/items left behind after a student has checked out of the halls may be discarded immediately and the student will be responsible for the costs associated with removal. Residential Living is not responsible for mailing/shipping personal property to residents.

Please keep personal items at least a foot from the front of your room's heating and/or cooling unit to provide maintenance staff with adequate room to work on the unit.

Profanity/Obscenity

The use of rude, vulgar, indecent, or obscene verbal or written expressions, while protected by the First Amendment, are considered detrimental to the community residence hall environment and are certainly not condoned. Students have the responsibility to recognize the University's obligation to provide an environment for learning and to conduct themselves in a manner compatible with the functions and purposes of West Texas A&M University. The residence hall staff reserves the right to refuse postings which contain rude, vulgar, indecent, or obscene expressions.

Room Entry

The University recognizes residents' desire for privacy, particularly in the context of

their group living situation, and will do what it can to protect and guarantee their privacy. However, the University, through a residence hall staff member or University official, reserves the right to enter a resident's room at any time for the following purposes:

- To determine compliance with all relevant health and safety regulations.
- Health and safety checks will occur throughout each semester, and prior notification will be posted.
- To provide cleaning and/or maintenance.
- To conduct an inventory of University property.
- If there is an indication of imminent danger to life, health, and/or property.
- Reasonable belief that a violation of rules or regulations is or has occurred.
- To search for missing property.
- To insure that proper break period closing procedures have been followed.

Items that violate University or departmental regulations will be confiscated. Examples of items that will be confiscated include candles and unapproved appliances. UPD will be contacted to confiscate alcohol, alcohol containers, drugs, and drug paraphernalia.

A room search by a designated residential living staff member is possible for any of the above listed purposes. A room search by law enforcement officials must be accomplished through the use of valid search warrant, or the student may sign a release to be searched at his or her own approval.

Room Use

Students are not permitted to sublet, assign their rooms, or use their rooms for commercial purposes. Residents are not permitted to remove equipment or furnishings from their room.

Rule Changes

In order to change a current residence hall rule, a proposal must be submitted to the director of residential living in written form, including all of the following:

- Clearly stated change requested and detailed explanation why the change should occur
- Several options listed for the proposed change

The proposal will be considered based on any or all of the following: survey results, need, cost, national trends, or research on the area of change. Not only does residential living need to approve all changes, they may require the approval of the vice president for student affairs, the president, or possibly the Texas A&M University System Board of Regents.

Service or Emotional Support Animals

Residents who require a service or emotional support animal are required to meet with the director of residential living to register the animal with the Office of Residential Living prior to the resident's move in. During this meeting, you will be asked to sign and acknowledge policies that directly affect you and the care for your animal. Please plan to bring a picture of the animal and a copy of current vaccination records.

Storage

Storage is not available. All furniture must remain in the room. No space is available for students who wish to store belongings over the summer or while they are not enrolled.

Syringe Disposal

All individuals using hypodermic needles are required to properly dispose of them to prevent students, visitors, and University staff members from accidental needle exposure or injury. This means placing needles in a red biohazard sharps container, available through the Office of Student Medical Services upon request. Biohazard containers should be returned to student medical services for disposal – do not attempt to personally dispose of these items. Please contact the Office of Student Medical Services, 806-651-3287, for additional information.

Telephone Service

Phone service is not provided in residence hall rooms. Should you desire service, please contact IT services, 806-651-4357, for information related to the service and cost.

Thefts and Assaults

Thefts and assaults should be reported immediately to UPD, 806-651-2300, as well as to the residence hall staff. As a precaution, students should keep their doors locked at all times. The University is not responsible for items lost to theft or vandalism, and students are encouraged to carry personal property insurance. In addition, the University Police Department's "Operation Lock-Out Theft" program allows students to register their personal belongings with UPD to assist with recovery in the event of property theft; see your hall staff for more details or go to www.wtamu.edu/lockout.

Trash

Trash totes are provided either inside or outside each building for residents' trash disposal. Personal trash left in halls or in restrooms will be considered improper trash disposal and subject to disciplinary action and/or fines. Please deposit personal trash in the totes.

Vacuum Cleaners

Vacuum cleaners may be checked out from the front desk of each hall. Residents are required to leave some form of ID at the desk to use a vacuum. Due to the limited number of vacuums available, students are asked to return vacuum cleaners in a timely manner. Please notify hall staff if a vacuum is not working properly.

Vehicles

Vehicles (i.e. cars, motorcycles) parked on campus require a parking permit and should be parked in designated parking areas. Motorcycles are prohibited in buildings and courtyard areas.

Vending Machines

Vending machines are located in all halls. Abuse of vending, laundry, or ice machines may aggravate whatever problem the machine may have and is prohibited. Please report machine malfunctions to the hall desk.

Video Copyright Guidelines

Due to federal copyright laws, the Office of Residential Living does not permit the showing of copyrighted material in lobbies or public areas without prior approval.

Expectations of Resident's Behavior and Conduct: Rules and Regulations for Residents

Student Conduct

Each student in the residence halls is expected to exercise self-discipline and to respect the rights of other students. Each resident must realize that in a group-living experience, certain rules should be observed by all in order to maintain a safe and educational environment.

Each residence hall has the ability to institute rules, according to parameters specifically related to the goals of the Office of Residential Living, provided that these rules do not conflict with the rules of the University and are approved by the director of residential living.

Individuals in violation or in the presence of a violation of the rules established by the residence halls, University, or state and/or federal government will be subject to the disciplinary process outlined in the *Code of Student Life*. Students who witness violations should report them to residence hall staff and/or UPD. Questions related to appropriate and inappropriate behavior should be addressed to the residence hall staff or the *Code of Student Life*.

Disciplinary Process

Residents and their guests are required to abide by the rules in the *Residential Living Handbook* and the *Code of Student Life*. When residents or guests violate a rule or procedure, a staff member will report the event on a departmental incident report. This incident report will be submitted to the hall coordinator and may lead to a disciplinary hearing and/or a disciplinary sanction. Please refer to the *Code of Student Life* for further explanation of the disciplinary process.

Incident Reports

Incidents requiring the attention or intervention of staff members are regularly reported to the Office of Residential Living. Violations of rules, medical and emergency situations, and instances of property loss or damage are documented on incident report forms and forwarded to the hall coordinator for informational purposes or disciplinary hearings.

1. Alcohol Beverages

The University prohibits possession and/or consumption of alcohol by any student or guest (regardless of age) in all campus residence halls and public areas. State and federal statutes concerning alcohol beverages will be strictly enforced on campus. Please refer to the *Code of Student Life* for information related to disciplinary sanctions associated with possession or consumption of alcoholic beverages.

When alcohol consumption or possession occurs on campus and/or when consumption causes disruptive behavior, UPD will be contacted. Students may face University sanctions as well as criminal charges.

1.a. Alcohol Containers

The possession of any alcohol container on campus is prohibited. This includes any alcohol containers used for decorative purposes.

2. Balconies

No item should be thrown, pushed, dropped, or allowed to fall from any balcony. Residents should not spit, pour, or drop any liquids from a balcony. Residents are not permitted to climb in or out of balconies. Residents must use doors to gain access to the balconies. No items can be stored on balconies (bicycles, chairs, grills, etc.)

3. Business Operations

Babysitting, or running any other type of business, is not allowed in residence halls.

4. Candles and Incense

All wax objects, including candles, as well as all types of incense are prohibited in residence hall rooms, lobbies, and storerooms due to possible fire hazards. This rule includes decorative candles with burned or unburned wicks. Residents found with wax objects will face disciplinary action and these objects will be confiscated. Confiscated items will be disposed of at the end of each semester. Candle warmers, scentsy candles, and potpourri pots are also not allowed.

5. Chalking

The use of chalk on any buildings is prohibited. Groups may be approved by the hall coordinator to chalk on specific sidewalk locations around the residence hall. Clean-up charges may be assessed.

6. Damages or Losses

Residents are responsible for keeping the premises (room/hall) and its contents in good order and free from damage, both by themselves and their guests. Residents will be held accountable for any damages they cause in common areas, university property, and resident rooms. In situations where no individuals can be held accountable for damages, the Office of Residential Living reserves the right to "group bill" all residents that may have been associated with damages. Each resident understands and agrees that he/she is responsible for the replacement cost for any damages that may occur to the room and/or its contents. Students are encouraged to seek property insurance for loss or theft of personal items.

7. Decorations

Pictures, posters, and other items used to decorate a student's room are encouraged as long as they do not create a health or fire hazard or damage the room. Residents may not nail or drill into the walls. Door decorations must be limited and should not be offensive in nature. All decorations are subject to the approval of roommates. All decorations visible through the window or on the door should be in good taste. Pictures and other materials that may be considered objectionable are not to be displayed in areas that may be visible outside the student's room. Holiday lights may be used on a limited basis. Refer to "Holiday Decorations."

7.a. Holiday Decorations

If students decorate their rooms for the holidays, these guidelines must be followed:

- Trees and other greenery must be artificial and must have proof of flame resistance.
- Lights must be UL-approved and of low wattage – only miniatures. Lights may not be hung until after Thanksgiving.
- All decorations, including string lights, are to be removed within two days following the holiday or before leaving during a University break.
- Fire alarm pull stations, fire extinguisher cabinets, smoke detectors, sprinkler heads, and exit signs must not be covered, and exits must not be blocked.
- No candles or any open flame may be used.

8. Drugs and Paraphernalia

The possession, distribution, consumption, and/or use of illicit drugs, narcotics, or any hallucinatory agent (i.e. Salvia) or other substance not prescribed to the person by a licensed physician on University property or property under the control of West Texas A&M University or at any event sponsored by the University or any University student organization, whether or not conducted on University property, including student travel on behalf of the University, is prohibited. This rule applies to all paraphernalia utilized in conjunction with the consumption and/or use of the prohibited substances.

The following items are also prohibited within the residence halls: hookahs, pipes, bongos, or any paraphernalia which may be used to inhale or ingest prohibited drugs, whether or not it is being used in such a manner.

9. Escorting of Guests

Their host must escort guests at all times. Guests are required to wait for their escort before proceeding to their host's room. Guests should be escorted completely out of the host's residence hall. Escorting must also take place in hall courtyards. Never escort anyone who is not your guest. Violating this policy may result in disciplinary sanctions or fines.

10. Exterior Door Locking

The exterior doors with card access are locked at all times. Residents are expected to carry their keys or University ID card to gain access to locked halls. Propping of exterior doors and/or tampering with locks are considered serious security violations. Residents are expected to aid in maintaining the security of their hall. ID cards are never to be given to another person to gain entry into the hall. Violating this policy may result in disciplinary sanctions or fines.

Tailgating (allowing another student or individual to enter the building ahead of or behind you without swiping their University ID) is prohibited. The card access system is in place for the safety of residents of each building; allowing individuals to enter without swiping their ID puts the safety of the community at risk. Additionally, residents providing their ID card to a guest will be subject to disciplinary action.

11. Failure to Comply with University Officials

Failure to comply with oral and/or written directions of University officials is

prohibited. These officials include faculty members, administrators, staff members, UPD officers, and elected or appointed student officers or representatives.

12. Fighting, Threatening, or Acts of Violence

The use or threat, force, violence, or terrorist activities against students, guests, or property of the University is prohibited. Any student found in violation will be referred to the disciplinary procedure and sanctions found in the *Code of Student Life*.

13. Fire Safety

Residents who jeopardize the security or safety of any resident will be subject to severe disciplinary action. Tampering with fire equipment or acts of arson can result in civil prosecution, disciplinary measures, and/or possible fines. Failing to evacuate a building any time a fire alarm is sounded will be subject to disciplinary sanctions.

Additionally, causing the fire alarm to sound due to repeated negligence or by tampering with equipment will result in disciplinary action and may result in remuneration of fees assessed by local authorities.

13.a. Fire Drills

The University will hold fire drills to acquaint the residents with fire evacuation procedures. All residents and guests should follow directions during the drills. Failure to evacuate the building may result in disciplinary action, a monetary fine, and possibly suspension.

13.b. Fire Equipment

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

- Tampering or playing with fire extinguishers, smoke detectors, exit lights, or emergency lights
- Tampering with or pulling a fire alarm under false pretense
- Removing smoke detector batteries or otherwise rendering a smoke detector inoperable
- Propping open fire doors
- Obstructing halls and stairwells with furniture, debris, and other materials
- Hanging objects from smoke detectors
- Presence on fire escapes in non-emergency situations

13.c. Smoke Detectors

All student rooms are equipped with smoke detectors. Residents that detect a problem with their smoke detector should contact the hall staff immediately. Disciplinary action will result if a student removes or otherwise renders the detector inoperative and the student will be billed for restitution and repair. Disciplinary action could also result for residents who cause potential fire hazards through unsafe practices (i.e. overloading circuits, use of inappropriate extension cords, use of unauthorized cooking appliances, etc.)

13.d. Sprinkler Systems

Sprinkler systems are very sensitive. Please be aware of the following:

- Never cover a sprinkler head.
- Do not hang items from the sprinkler head or piping.

- Sprinkler heads may never be obstructed or altered.
- Nothing may be stored within 18 inches of the sprinkler head.
- Any item that hits the sprinkler head may cause it to activate.

The sprinkler system is activated by contact or heat, not smoke. The University is not responsible for any damage caused by the sprinkler system. Residents who cause the system to activate will be held accountable for any damages caused to their personal property, other residents' property, and to University property. Residents tampering with the system may be fined based on state regulations and will face disciplinary and possible legal action.

14. Firearms, Ammunition, Weapons, Explosives, and Fireworks

Firearms*, ammunition*, weapons, explosives, and fireworks are strictly prohibited in residence halls. The possession, use, or threatened use of these items is strictly prohibited on University property or at University functions. This includes, but is not limited to: pistols, rifles, shotguns, paint ball guns, water balloon launchers, taser/stun guns, bows and arrows, nunchuks, sling shots, pellet guns, blow guns, air-powered guns (airsoft), projectiles, axes, swords, machetes, illegal knives (as defined by the Texas state penal code, chapter 46), etc. Weapons, explosives, and fireworks should not be stored in a vehicle parked on campus. Please refer to the *Code of Student Life* for information related to disciplinary sanctions.

*In accordance with Texas SB 11 (Texas Government Code § 411.2031), the “Campus Carry” law and WTAMU Rule 34.06.02W1, any student who has a license to carry a concealed handgun will be permitted to have their handgun and ammunition in their residence hall room. The aforementioned law allows WTAMU to establish rules, regulations, or other provisions concerning the storage of handguns in the residence halls. Any student who has a license to carry a concealed handgun, and will store the weapon in the residence halls, must rent a university owned safe. The use of personal safes for this reason is not permitted.

15. Furniture

Furniture must remain in its designated space. Common area furniture that is removed by a student for their private use will be considered stolen and disciplinary action may be taken. Room furnishings are to remain in the rooms at all times. No University furniture should be moved to an outside or balcony location, as outdoor elements can damage the furniture. Furthermore, university furniture is not to be altered or lofted. Students may be responsible for repair or replacement costs to damaged furniture. Students may not leave any type of furnishings or property outside of their room or in the hallway. No University property may be moved or taken from the hall without written authorization from the hall coordinator.

16. Guests

A guest is defined as a person who is not assigned to the room they are visiting. Residence hall students are allowed to host guests in their rooms according to the rules outlined below. However, violating a roommate’s right of entry into the room or hindering a roommate’s ability to study and/or sleep within their room is considered a violation of guest privileges. Roommates have the right to deny overnight guests. Any guest who is not currently enrolled in classes at WTAMU and is younger than 18 years of age is required to check in with a hall staff member if the guest is going to

remain in or enter the building after 7 p.m. Children under 14 years of age are not allowed in residence halls as overnight guests.

- Host responsibilities – Hosts are responsible for the behavior of their guest at all times and are obligated to inform the guest of all University and residence hall rules and regulations. Any violation of rules or regulations by a guest may result in disciplinary action being taken against both the host and the guest.
- Escorting guests – Guests must be escorted at all times. Guests left unattended or found to be unescorted may be documented and escorted out of the building. Residents should never agree to escort a person they do not know.
- Overnight guests – Overnight guests of the same gender are allowed to spend the night but only with the permission of the roommate. Overnight guests may not stay in a room for more than three consecutive nights. Guest stays of more than six total nights in one semester are subject to coordinator approval. A maximum of two guests are allowed in a room on a given night. Residents may be billed for their guests if they exceed the nightly limit. Residents are required to notify their hall desks when they are hosting an overnight guest. Overnight guests must be the same gender as their host, and the roommates must consent to guests staying overnight.

Buff Hall residents will follow the same guest policy as all other halls except:

- Guests may be of any gender.
- Residents may be billed guest fees for any guest who exceeds the maximum number of nights.
- Suitemates must consent to guests staying overnight.

17. Hall Sports

“Hall sports” is defined as unauthorized activities involving projectiles, sticks, rackets, and/or miscellaneous sports equipment inside the residence halls.

17.a. Bicycles

Students may store their bicycles in their rooms, with roommates' consent, as long as the bicycle is cleaned before entering the hall. Bicycles cannot block the room exit if stored in a room. Under no circumstances is anyone allowed to ride or store a bicycle in the lobby or hallway of a residence hall. Bicycles are not to be left in the courtyard or chained to bike racks after a resident checks out of the hall.

17.b. Darts/Dartboards

Because of the potential danger to both persons and property, darts and dartboards are prohibited in the residence halls.

17.c. Projectiles

For reasons of health and safety, propelling devices such as rockets, paint guns, water balloons/launchers, catapults, slingshots, or any homemade device for the purpose of launching an object are prohibited.

17.d. Rappelling

Rappelling off of any University building is prohibited.

17.e. Running/Roughhousing

Residents must refrain from running, rollerblading, skateboarding, skating, roughhousing, scuffling, use of water guns, use of scooters, use of motorized vehicles/cycles, throwing, bouncing, or kicking of objects in halls, stairwells, and other common areas.

18. Harassment

Harassment includes physical abuse, verbal abuse, threats, intimidation, coercion, and/or other conduct which threatens or endangers the health or safety of any person. Refer to the *Code of Student Life* for additional information.

Telephone harassment includes annoying, abusive, or obscene phone calls designed to irritate, anger, or threaten a listener. If a resident should receive harassing phone calls, they should notify their hall staff and the University Police Department. Residents will be encouraged to file a report with UPD.

19. Identification

For the safety and welfare of all students, and to protect the property of residence halls, members of the staff may request proof of identity of any person in residence halls. Failure to identify yourself to a University staff member upon request may result in disciplinary action. Your cooperation is appreciated should such an occasion arise. Individuals who are unable to provide identification may be asked to leave and UPD may be contacted to assist with the situation.

20. Keys

Room keys and outside door keys will be issued to each resident at check in. Outside door keys will not be issued to residents in halls with card access systems. Report lost or broken keys to a staff member as soon as possible. Students will be charged \$100 for a lost outside door key and \$100 for each room/suite key. The room key charge will cover the cost of keys and the replacement cost for the lock core. Residents failing to return their keys at the time of check-out or during vacation periods will be charged the replacement fee. Excessive lockouts may result in disciplinary action or fines. Duplication of University keys is prohibited. Possession of University keys other than those assigned is not permitted.

21. Laundry, Ice or Vending Machines

Abuse of laundry, ice or vending machines only aggravates whatever problem the machine may have and is prohibited. Only residents of the hall are permitted to use laundry machines. Laundry machines are for resident's personal use only. Residents using machines for non-personal use may face disciplinary sanctions and have their laundry privilege removed.

22. Offensive Odors

An offensive odor is any odor or aroma of such intensity that it becomes apparent and is offensive to others. Any odor can become offensive when it is too strong. Some examples are: perfume, air freshening spray, or large amounts of dirty laundry. Hall staff will address offensive odors when complaints are received. Residents identified as being responsible for the offensive odor will be asked to eliminate the cause of the odor.

23. Open Flame

No items that have open flames, flammable fuels, or open coils may be used in a residence hall. This includes, but is not limited to candles, lanterns, heaters, and incense. Violation of this rule may result in immediate relocation and disciplinary action. These items will be confiscated immediately.

24. Painting of Rooms

Residents are not permitted to paint their individual rooms. Students may be charged for painting any portion of their room and/or charged the cost of repainting.

25. Pets

With the exception of fish and those trained for work or emotional support, residents are not allowed to keep animals and/or pets in the residence halls. Aquariums are limited to 20 gallons in size and must be unplugged during semester breaks along with all other electrical appliances. Emotional support animals must be approved through the Office of Student Disability Services. Service and emotional support animals must be registered with the Office of Residential Living.

26. Pranks

Pranks which result in disturbances or distress to others, or cause damage to University or personal property, are prohibited.

27. Prohibited Items

The following items are not allowed in our residence halls.

27.a. Air Conditioners

For safety and electrical concerns, no student may install an air conditioner or water cooler in their room; this includes portable air conditioning systems. Fans are permitted.

27.b. Appliances

Electrical appliances that are not allowed include, but are not limited to: camping stoves, ceiling fans, electric skillets or woks, griddles, any halogen torchiere lamp or lamps that use halogen bulbs, potpourri pots, hot oil popcorn poppers, hot plates, oven broilers, power tools, any appliance with an open coil, space heaters, toasters or toaster ovens, or chest freezers. The hall staff will confiscate unauthorized or misused appliances and the individuals responsible will be subject to disciplinary action and possible fees. It is the resident's responsibility to seek approval for any appliance in question.

Allowed appliances include: coffee pots, hot pots, microwave/refrigerator (university-issued only), rice cookers, George Forman-type grills, blenders, and crock pots.

Buff Hall residents may use cooking appliances that have no open flame and are UL approved. The hall staff reserves the right to remove any cooking appliances deemed to be unsafe in order to limit damages to the hall or the hall community.

27.c. Extension Cords/Surge Protectors

Extension cords may be used on a limited basis in a residence hall room. Only

cords with an American Wire Gauge (AWG) rating of 14 or lower, which are 25' or less, may be used. Regular household extension cords are not to be used. Extension cords may be plugged into circuit breaker protected power strips but power strips should not be plugged into extension cords. Extension cords and power strips should never be placed above the ceiling tiles, underneath carpet, or stapled or pinched in any way. Only power strips and multi-plugs with built in circuit breakers (surge protectors) may be used in rooms. Improper use of extension cords or multi-plugs may result in disciplinary action.

27.d. Heaters

For safety and electrical concerns, no portable heating units may be used in a residence hall.

27.e. Waterbeds

Waterbeds are not permitted in any student rooms due to safety and maintenance concerns.

28. Quiet/Courtesy Hours

Quiet hours are maintained to help provide an atmosphere that is conducive to academic success and to promote an environment where individuals can learn from the experience of group living. The enforcement of quiet hours is the responsibility of each resident, with the assistance of the staff as needed.

Each living area must observe quiet hours from:

Sunday through Thursday.....10 p.m.–8 a.m.

Friday and Saturday.....Midnight–8 a.m.

Each living area may vote to extend these hours. The Office of Residential Living reserves the right of final approval for such hours.

Courtesy hours are in effect throughout the halls 24 hours a day. Therefore, noise (stereo, radio, TV, musical instruments, and voices) must be maintained at levels that will not interfere with the study or sleep of other residents. If you encounter excessive noise, first request that the offenders reduce their noise level. If they persist, contact your RA or the staff member on duty.

To help promote an intense study period, there will be 24-hour quiet hours in effect during final exams in all halls.

29. Restrooms

Use of restrooms not in accordance with your gender identity is prohibited. Guest rest rooms are provided in most halls; ask an RA for guest rest room locations. Abuse of rest room facilities may result in disciplinary sanctions.

30. Smoking

All residence hall common areas and rooms are tobacco free. No tobacco products (cigars, cigarettes, chewing tobacco, etc.) to include shisha (flavored tobacco) can be used in any university buildings. Products that simulate tobacco use (e-cigarettes) or use water to vaporize tobacco/nicotine, like hookahs, are also prohibited. The following items are also prohibited within residence halls: hookahs, pipes, bong, or any paraphernalia which may be used to inhale or ingest prohibited drugs. While

smoking outside near entryways, windows, and doors, please be considerate of others and be responsible for your cigarette remains.

31. Solicitation

Solicitation of commercial products or services within residence halls is prohibited. This includes, but is not limited to: solicitation/sales within student rooms, common areas, and entry areas (inside or outside) of halls. Students and campus organizations desiring special consideration should contact the Office of Residential Living. If sales personnel approach you, do not allow them to enter your room and inform UPD or your hall staff immediately.

32. Street/Road Signs

Street/Road signs are considered the property of the respective government agencies where located and any inappropriate removal or possession by unauthorized individuals may result in judicial or legal action. Individuals possessing street/road signs may be requested to provide proof of ownership.

33. Unauthorized Areas

Students found in, or having been in, unauthorized areas are subject to disciplinary action. Unauthorized areas include, but are not limited to, mechanical rooms, rooftops, and tunnels/crawl spaces.

34. Vandalism

Residents who remove, destroy, or deface any property or area related to the University or residential living (including vandalism of the elevators, ceilings, and grounds surrounding the buildings) are subject to disciplinary action and will be required to pay for any damages.

35. Verbal Abuse

Frequently, staff members must confront residents and/or their guests in order to remind them of various rules. Any response from a resident or guest that includes rude, vulgar, or threatening language or gestures and occurs within earshot of the staff member will be considered verbal abuse and could lead to additional disciplinary sanctions.

36. Visitation

Guests and hosts are responsible for knowing and observing the visitation hours established for the residence halls. Guests should not be present in a room or suite of any residence hall (except Buff) unless it is during the following visitation hours:

Sunday through Thursday..... 10 a.m.–Midnight
Friday and Saturday..... 10 a.m.–2 a.m.

24-hour visitation is permitted in the main lobbies and floor/unit lobbies of each residence hall. Quiet hours should still be observed in these areas. All guests must be escorted at all times. Please refer to “Escorting of Guests” for additional information related to visitation rules. Guests are not to enter or be present in a room, suite, or lobby area without the host being present. Violating this policy will result in disciplinary sanctions.

37. Wallpaper and Border

Wallpaper and border may not be used in rooms unless approved adhesives are used.

38. Windows/Window Screens

Windows are not to be used as a room exit unless residents do so for emergency reasons. Window screens should not be removed. Residents will be charged for damages to screens and for the reinstallation of any removed screens. Throwing, hanging, or spitting objects from windows or balconies is prohibited. Excessive window coverings are not allowed (including paper or foil).

Housing and Meal Plan Requirements and Agreements

The following area covers departmental practices and rules, which are associated with your housing and meal plan agreements.

Residence Hall Requirement

West Texas A&M University is committed to the success of each student. The University believes that living on campus plays a significant role in the success of students and so requires all students to live in University housing if they:

- Are under 21 years of age
- OR**
- Have accumulated less than 60 credit hours (post-high school)
- OR**
- Are enrolled in twelve or more semester credit hours

The housing agreement is valid for one full academic year (fall/spring). Students that fall under the above requirement on the first class day of the semester of initial enrollment/re-enrollment (for each academic year) are required to fulfill their housing agreement for the current academic year. Any exception to this requirement must be requested and approved through the Office of Residential Living.

Meal Plan Requirement

The University requires all students residing on campus to purchase a meal plan, unless the student meets one of the following criteria:

- Has reached the age of 21 prior to the first day of class each long semester (fall/spring)
- OR**
- Has accumulated 45 or more credit hours (post-high school) by the first day of class each long semester (fall/spring)

Meal plans may be changed without an exemption form prior to the first class day of each semester. Meal plans may be changed with an approved exemption request up to the twelfth class day of each semester. Exemption requests for meal plans made after the twelfth class day will not be accepted.

Checking In to the Hall

Check-in is supervised by the residential living staff and is conducted according to a specific schedule of dates and times. When you check in, you will be given keys, a room inventory sheet (to check the condition of your room), and a personal data form to complete.

Checking Out of the Hall

Residents are expected to vacate their rooms by the day, time, and procedures posted. Each resident must check out with an RA. Rooms are to be clean and in the same general condition as they were at the beginning of occupancy. Residents should contact their hall staff prior to the deadline should they need special check-out arrangements.

Residents who, for any reason, wish to check out during the semester must contact the hall coordinator and the Office of Residential Living to process the necessary paperwork. Unless officially released from the housing and meal plan agreements, students will be held responsible for the full amount of their room and board charges.

Failure to follow these steps may result in the assessment of fees for cleaning, key replacement, and improper check-out charges. Students withdrawing from the University will be given 48-hour notice to check out of the hall. Students should contact the Office of Residential Living immediately after withdrawing to coordinate the checkout process.

Consolidation

The Office of Residential Living reserves the right to require single occupants of rooms, except those who have paid for a private room, to move together when to do so will:

- Make room for students housed in temporary assignments,
- Facilitate cleaning,
- Reduce the cost of utilities, or
- Support the private room practice.

If you are in a room without a roommate and all temporarily assigned residents have been placed, your residence hall staff will notify you when consolidation will be required. You will have the option to either rent your room at the private room rate, request a specific student be consolidated into your room, or move in with another resident who does not currently have a roommate. Be aware that you may receive a new roommate at any time during the semester if you have not paid for a private room assignment. If a student is assigned to your room and cannot move in because of lack of space, you will automatically be billed for a private room from the first day of the semester.

Housing Deposit

A one-time room deposit must accompany the student's housing application. This deposit may be refundable if the student fulfills the agreement and properly checks out of the residence hall. Upon cancellation in writing, deposits will be returned by mail provided the student has paid all bills, officially checked out of the residence hall, has no further indebtedness to the University, and has cancelled prior to June 1 for the fall semester, Dec. 15 for the spring semester, May 15 for summer session I and June 15 for summer session II.

Occupancy

Students may occupy their rooms according to the schedule published by residential living. No student will be allowed to occupy their room in advance of the official

opening of the halls or between semesters/sessions unless arrangements are made with the Office of Residential Living ahead of time. There will be a charge for such accommodations when they are available.

Reassignment

Residential living reserves the right to assign a second student to a double room in which only one student is living. The right is also reserved to assign or reassign rooms in any way that will best utilize the facilities available. For this purpose, or for other reasonable cause, residential living may change room assignments or require a student to move to different accommodations.

Refunds

When a resident has been officially released from his or her housing agreement and/or meal plan agreement during a semester and has checked out properly from his or her room, the student will forfeit their room deposit and will be responsible for the charges as outlined in the official housing agreement. Please contact the Office of Residential Living for more information regarding refunds.

Required Hours

To be eligible to live on campus, a student must be enrolled in a minimum of nine undergraduate and/or six graduate hours. Exceptions may be requested by students enrolled in an internship, student teaching, co-op or other similar situation. Prior to dropping below the required number of hours, a student should request in writing for approval to continue to live in the residence halls. Failure to do this could result in the student being required to move out of the residence halls. Education On Demand courses and/or correspondence course enrollment do not allow an individual to be classified as a “regular” WTAMU student; therefore, these courses do not count toward the hour requirement. Students enrolled in ESLI are exempt from the minimum hour requirement and are permitted to live on campus.

Room and Hall Changes

Students may submit a room or hall change request form online at <http://www.wtamu.edu/housingchange>. After the first class day, residential living will review submitted requests. Requests will be approved, if space is available. The requests will be approved by date of completed housing application and where space is available.

Roommate Conflicts

The Office of Residential Living strongly encourages roommates to work to resolve any conflict themselves. Roommates are encouraged to communicate and compromise with one another by establishing mutually-agreed upon rules for their living space at the beginning of the year. Discuss and resolve any potential personality and lifestyle conflicts. If needed, assistance can be given by the residence hall staff.

Generally, it is the responsibility of the student, if conflicts cannot be resolved between roommates, to contact a staff member to issue a formal complaint for additional staff follow-up and intervention to occur. In situations where roommates are unable or unwilling to resolve conflicts, it is the discretion of the hall coordinator

to relocate one or both residents to other available residence hall spaces. This alternative is considered only after residents have tried to resolve the conflict themselves.

You Are Your Roommate's Roommate

In the event that you have a problem with your roommate or a guest during your time as a resident, please follow the procedures as outlined below to resolve your concern.

- **Step 1** – Address your concern directly with the individual(s) involved. Be specific about what you want to happen or change as a result of your concern and your expectations for the future.
- **Step 2** – If you do not get the results you want or the change that you desire, take your concern to your RA. Explain the steps you have taken to resolve your concern. Be specific about what action you want your RA to take. Please know that RAs have a variety of tools at their disposal to help you.
- **Step 3** – If you are still not satisfied, take your concern to your hall coordinator. Be specific about what action you want your Coordinator to take.

Acceptable Use for Network Connections in the Residence Halls

Network Usage Policies

When utilizing the network infrastructure at West Texas A&M University, you are subject to local, state, and federal laws. Any violation of these laws will be taken seriously, and you may be prosecuted to the fullest extent of these laws. In addition to these laws, WTAMU has policies concerning network usage. Please refer to the *Code of Student Life* for the full Network Usage Policy.

Limiting Bandwidth

There is a finite amount of bandwidth that the WT network can provide. As such, if a device on the network is unfairly utilizing this bandwidth that device may be terminated or throttled down to acceptable bandwidth utilization. This will include both wireless and wired connections.

Respect Copyright

WTAMU, and specifically the Office of Information Technology, is committed to protecting copyrighted material. The unauthorized distribution of copyrighted material, including unauthorized peer-to-peer file sharing may subject you to civil and/or criminal liabilities. The Office of Information Technology has developed plans to effectively combat the unauthorized distribution of copyrighted material via technology-based deterrents. There are many alternatives to illegal distribution of intellectual property. For more information about these alternatives, please visit <http://resnet.wtamu.edu/alternatives.aspx>. For more information on copyright laws and how they may affect you, please visit <http://www.wtamu.edu/p2p>.

Technologies In Use

WTAMU uses a variety of tools to maintain a delicate balance between security and performance. Some of these tools include but are not limited to:

- Copysense – A network appliance that automatically detects peer-to-peer traffic on the network and effectively identifies the source of the network connection.
- Packet-shaping devices that reside between university networks and commodity internet connections, including wireless networks.
- Net Scout – traffic analysis appliance that provides always-on intelligent network packet inspection, high-speed traffic capture for storage, back-in-time forensic analysis, as well as real-time monitoring, reporting, and alerting.

Violations

- The first violation involving copyrighted material will include 15 minutes of blocked Internet access.
- The second violation involving copyrighted material will include 60 minutes of blocked Internet access.
- The third violation involving copyrighted material will include 120 minutes of blocked Internet access.
- A fourth violation would include a complete loss of all network access and notification to student judicial affairs. Network access would continue to be disabled until clearance has been granted by the Office of Student Affairs and the University’s information security officer.

Troubleshooting Guide

Cable

For problems with cable, contact a residence hall staff member.

Difficult Personal Situation

Contact a residence hall staff member or the Office of Counseling Services, 806-651-2340.

Extermination

Contact a residence hall staff member.

Fire

Pull the nearest fire alarm and evacuate the building.

Hall or Room Changes

Students may submit a room or hall change request form online at <http://www.wtamu.edu/housing>. After the first class day, residential living will review submitted requests. Requests will be approved, if space is available. The requests will be approved by date of completed housing application and where space is available.

Housing Cancellation

Contact the Office of Residential Living in writing via housing@wtamu.edu or by coming into the residential living office.

Intramural Information

Contact the Office of Recreational Sports, 806-651-2400.

Internet/Ethernet/Cable Modem

Contact your hall staff. If you still have trouble, call the HELP desk, 806-651-4357.

Important Student Dates

Please visit our website for a current listing of important housing dates, <http://wtamu.edu/student-life/important-dates.aspx>

Locked Out of Your Room

Call an RA in your hall.

Lost Key

Contact your hall staff.

Microfridge Units

Contact your hall staff.

Room Changes

See your hall staff.

Room Maintenance

Contact an RA and they will fill out a work order.

Roommate Conflicts

Talk to your roommate. If the conflict remains unsolved, talk to your RA.

Sexual Assault/Rape

Contact the University Police Department (UPD) Victim Assistance at 806-651-2306 or Amarillo Rape Crisis at 806-374-5433. During the day you can contact the Office of Student Medical Services at 806-651-3287 or the Office of Student Counseling Services at 806-651-2340.

Student Escort

If you feel uncomfortable walking alone at night, please call 806-651-2300 to request an escort from a UPD officer.

Theft

Contact your hall staff and UPD, 806-651-2300

Bedbugs

In recent years, bedbugs have made a resurgence in this country. The following information is being provided to calm any fears about bedbugs and to instruct residents about what to do if bedbugs are suspected in your room.

What is a bedbug?

Adult bedbugs are slightly smaller than a lady bug or about 3/8 of an inch long. They are reddish-brown in color with flat oval-shaped bodies. Bedbugs feed on the blood of people and other warm blooded animals. They are nocturnal feeders who, unlike lice or fleas, don't live on hosts but rather in the "nests" of hosts. Bedbugs do not fly or leap but rather hide in dark crevices close to food sources. The average lifespan for a bedbug is 12 to 18 months. Bedbugs can live for months without feeding. Bedbugs are spread by hitchhiking from areas of infestation on clothes, furniture, bedding, and suitcases.

Are bedbugs a concern here?

Bedbugs were scarce during the latter part of the last century, but their populations have surged in recent years. Changes in the types of pesticides and their usage, as well as an increase in international travel, have contributed to the rise of the bedbug. Bedbugs are most common in places where many people sleep. These places include hotels, motels, apartments, cruise ships and residence halls. Bedbugs can easily travel on clothing, linens and furniture. Infestations of bedbugs do not necessarily indicate poor hygiene.

Can bedbugs hurt me?

Although bites can cause severe itching, they are relatively harmless. When a bedbug bites, it releases a salivary fluid which can irritate skin and cause allergic reactions over time. Scratching the bites can cause secondary infections and scarring. Washing the bite area with soap and water and applying an anti-itch/antihistamine cream is recommended. If infection occurs, seek medical attention. Bedbugs are not known to transmit any blood borne diseases such as HIV or AIDS.

Do I have bedbugs?

Bedbug bites are identified by small welts similar to mosquito bites. Often these welts occur in rows of three or more and cause itching and discomfort. These bites show up in the morning or middle of the night. If bedbugs are present, tiny dark excrement stains will be on the sheets, pillowcases, and mattresses. Molted skins and egg shells may also be present, but look for the crawling or dead adults as well. In cases of severe infestation, a musty sweet smell may be detected.

Examine areas around the bed and sleeping quarters for signs of bedbug activity. Bedbugs prefer areas around fabric, wood, and paper. Check the folds or seams in bedding and linens. Check around the headboard and footboard, paying special attention to corners and crevices. Check baseboards, moldings, and carpet seams near and around the bed. Bedbugs often travel up, so check areas above the level where you sleep. Check artwork and wall hangings, curtains, and walls. Look for any excrement spots, skin casings, or live bugs.

What if I have bedbugs?

Please contact your RA or hall coordinator as soon as possible. They will contact the proper entity to evaluate and, if needed, treat your room. Bedbugs CAN be controlled with vigilance and constant inspection and treatment by professional pest control technicians.

How do I prevent getting bedbugs?

- Do not bring infested items into your room. Thoroughly inspect any “freebie” or secondhand furniture or accessories before you bring them in.
- Check luggage, clothing, and bedding after trips, especially after trips abroad.
- Clean up and reduce clutter to eliminate some of their favorite hiding spots.
- Keep rooms clean and tidy. Vacuum crevices and upholstery regularly.
- Vacuum mattresses frequently or permanently encase a mattress in a mattress bag.
- Pull bed away from wall or other furniture. Tuck in sheets and blankets to avoid contact with the floors or walls.

If you should have any other questions or concerns, do not hesitate to ask your RA, hall coordinator, or call the Office of Residential Living at 806-651-3000.

