

# CAMPUS LIVING @ TWU QUICK REFERENCE GUIDE



**PLEASE SHARE WITH ROOMMATES**

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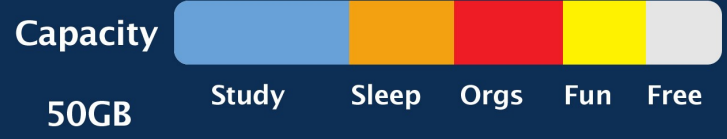
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### Important Phone Numbers

- TWU DOUH: 940-898-3676
- Guinn Hall: 940-898-3696
- Jones Hall: 940-898-3655
- Lowry Woods: 940-898-3785
- Stark Hall: 940-898-3694
- Grove Street: 940-898-3655
- TWU Select: 940-898-3655

This is a reference guide and is not inclusive of all Department of University Housing policies. Students should consult the full Residence Life Handbook online at: <http://www.twu.edu/housing/handbooks-and-newsletters.asp>



What Can You Bring With You?  
Department of University Housing

We at University Housing want you to be comfortable in your room but we also want you to be safe! To ensure your safety and the safety of those around you, please note the following lists of items allowed or not allowed in the residence halls.

**These items are allowed in the residence halls:**

- Thermostatically-controlled coffee pots
- Single Unit Popcorn Poppers
- Closed-coiled hot pots
- Refrigerators 4.6 cu ft. or smaller
- Blenders
- Computers
- Televisions
- Lamps
- Power strips that have an "On/Off" Switch and are UL approved

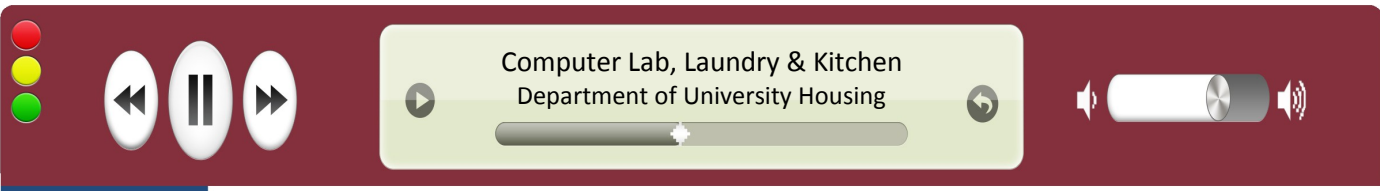
**The following items are NOT allowed:**

- Candles, potpourri burners, incense
- Scentsy or other plug-in air fresheners
- Open-faced or electrical or heating appliances
- Hot Plates
- Broilers
- Toasters
- Deep Fryers
- Microwaves
- Rice Cookers
- George Foreman grills
- Crock Pots/Slow Cookers
- Space Heaters

Capacity 50GB

Study Sleep Orgs Fun Free

Computer Lab, Laundry & Kitchen  
Department of University Housing



## Computer Labs

Computer Labs are available in the residence halls (Guinn, Stark, Jones, Lowry Woods) for you to use. Each lab has a printer connected to the University system and to the internet. Computer labs are kept locked but you may check-out a card from the front desk of each residence hall to gain access to the computer labs. To check out a computer lab card, you will need to leave your student ID card at the front desk. All University and Housing policies apply to the computer labs.

## Laundry

Each residence hall is equipped with washers and dryers for your use. Laundry at TWU is free. You should remain with your belongings during the time period. TWU is not responsible for missing, lost or stolen items from the machines or laundry rooms. You may not use machines for your guests' laundry. You should report any mechanical issues to the front desk of the residential community.

## Kitchen

Guinn Hall, Jones Hall, and Stark Hall each have a kitchen you may use to cook. You can check-out a kitchen key from the front desk area by leaving your student ID. You are responsible for cleaning the kitchen after you are finished. If you leave the kitchen dirty, you may be assessed a cleaning fee and will be required to meet with a professional staff member. The residential communities do not provide cookware; you are encouraged to bring your own cookware for personal use.



Guests and Visitation Policy  
 Department of University Housing

Students may have visitors and guests in their room and/or residential community. Students may not have more than two (2) visitors at any time. No more than six (6) people can be in a room in addition to the assigned residents at any time. Visitors must be escorted at all times by their hosts. Residents may have guests of the same-sex stay the night for a maximum of two (2) consecutive nights.

### Visitations hours

**Jones Hall**  
 Sunday-Thursday 10:00am- 1:00am  
 Friday & Saturday 10:00am- 2:30am

**Stark Hall**  
 Sunday – Thursday 10:00am – 1:00am  
 Friday & Saturday: 24-hour Visitation beginning at 10am on Friday.

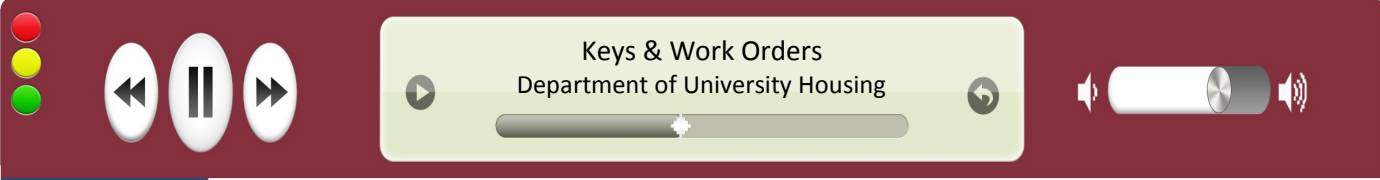
**Guinn, Lowry Woods, TWU Select and Grove Street**  
 24-hour visitation

### Visitation & Guest Procedures

1. All Guests must be registered at the residence hall desk.
2. All guests must be escorted by their host at all times. Guests may not be left in a resident’s room while resident is not present.
3. Guests are also responsible for following all Housing and University policies.
4. Hosts are responsible for the actions of their guest(s).



Keys & Work Orders  
Department of University Housing

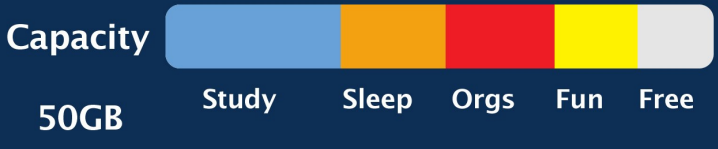


### Lock Outs & Lost Keys

If you are locked out of your room, you may go to the front desk (Stark, Guinn, Jones, Lowry) of your residential community where you can get an extra key to unlock your room/apartment. If you live in a TWU Select property you may go to Jones Hall front desk on the second (2<sup>nd</sup>) floor to obtain a lock-out key. Students are allowed two (2) free lock-outs. Once a student has been locked-out three (3) times, they will be charged \$5 for each lock out. If you lose your key, you should report it immediately to the appropriate front desk. You will receive a temporary key until a new lock can be placed on your door and you will be charged a \$50 lock change fee.

### Maintenance

You should report maintenance requests or issues to your front desk area; TWU Select and Grove Street students should report maintenance concerns to Jones Hall Front Desk. Be prepared to describe the problem and where at in the room. A work order will be submitted for the issue. If a student feels his or her maintenance issue has not been resolved in a timely manner, they should report their concern to their RA or the front desk. Maintenance personnel work Monday-Friday 7am-3pm and will enter rooms for work orders. Students should expect that someone will enter their room, whether they are present or not, to address any work order requests.



Decorating Your Room  
Department of University Housing

The header features a dark red background with a light green title bar. On the left, there are three colored circles (red, yellow, green) and three navigation buttons (back, pause, forward). On the right, there is a volume control slider and a speaker icon.

Your residence hall room is your “Home Away from Home” and we understand you want to make it as cozy as you can and personalize it. We encourage you to decorate your room as long as any decorations do not cause a safety hazard or permanent damage to a room. Please refer to the lists below of what is permitted or not permitted for decorations.

**The following items are not allowed:**

- Tape or Nails
- Candles, Potpourri burners, incense
- Draping fabric on walls or ceiling
- Pins and Tacks

**Students may not do the following while decorating:**

- Block air and heat vents
- Block or prop open any vent doors with decorations
- Hang holiday lights from ceiling tiles or around window frame
- Cover up or remove fire detectors or sprinklers
- Hang items from fire detectors or sprinklers

**Pets**

Only fish in 10 gallon aquariums or less are allowed in the residential communities.

Capacity 50GB

Study Sleep Orgs Fun Free

The footer contains a dark blue bar with a white capacity bar on the left. The bar is divided into five segments: Study (blue), Sleep (orange), Orgs (red), Fun (yellow), and Free (grey). Below the bar, the text 'Capacity 50GB' is on the left, and the five categories are listed below their respective segments. On the right is the TWU University Housing logo, which features a house icon and the text 'TWU UNIVERSITY HOUSING'.

Smoking & Fire Safety  
Department of University Housing



## Fire Safety

### Drills

Each semester, fire drills are conducted to ensure residents are aware of the alarms and exit strategies in their buildings. Residents must evacuate during a drill.

### Evacuation

A continuous ring of the fire alarm means you must leave the building immediately. It is mandatory that students evacuate the building when the alarm rings; failure to do so will result in disciplinary action and a fine. Students should not use elevators during an evacuation.

### Sprinklers & Smoke Detectors

All rooms are equipped with smoke detectors and a sprinkler system. Throughout the year, smoke detectors and sprinklers will be checked to ensure they are working properly. If there is a problem with your smoke detector sprinkler, notify a residence hall staff member immediately.

Students may not tamper with smoke detectors or sprinklers. Students may not remove or hang items from the detectors or sprinklers for decoration purposes.

## Smoking

Students are not allowed to smoke in the residence hall or on the balconies in the halls. Each residential area has a designated smoking area. Students should ask the front desk about the designated smoking area for their community.

\*\*A map of designated smoking areas on campus can be located at the back of this booklet.

Capacity



50GB

Study

Sleep

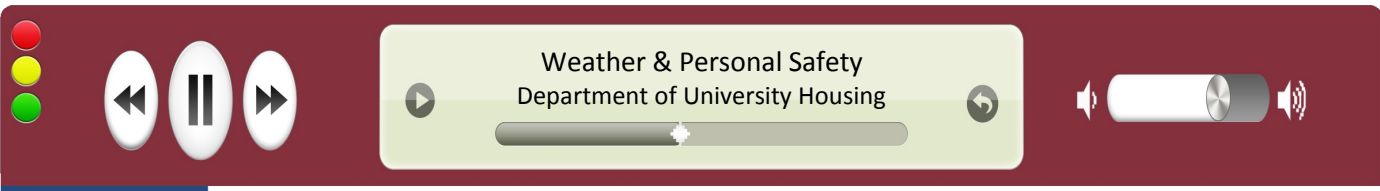
Orgs

Fun

Free



Weather & Personal Safety  
Department of University Housing



### Severe Weather

Students are advised to pay attention to weather warnings throughout the year. TWU DPS will send out any important information regarding severe weather through the Pioneer Alert system. Students are encouraged to sign up for the Pioneer Alert system to receive alerts regarding severe weather and other important information related to campus.

In the event of a tornado warning, you should get to a safe place in the residential community. Lower level floors and inner hallways are recommended places in the event of a tornado warning. You should not take elevators during a tornado warning in case the residential community loses power.

### Recommended Places Include:

- Guinn/Stark:** Basement, laundry area or interior hallways
- Jones Hall:** Interior Hallways
- Lowry Woods/ TWU Select/Grove Street:** Bathroom areas in individual apartments

### Personal and Property Safety

Most cases of theft in residence halls are because students fail to lock their room. Always lock the door to your room and carry your key with you. You should never keep large amounts of cash in your room or leave expensive or valuable items out in the open.



Mail & Packages  
Department of University Housing

## Mail

Students may not receive mail at the residence hall. Post Office boxes are available for rent from the United States Postal Service office on campus, located in the Student Union.

## Packages

Students may receive packages from UPS, FedEx, or another shipping company at the residence hall. Packages delivered to the residence hall will be accepted and kept at the Front Desk. Students should keep track of their packages and pick them up the same day they are delivered. If a package is at the front desk for several days, the student will receive a notification. When a student picks up her/his package, s/he will need to bring an ID to the front desk and will have to present ID and sign for the package.

Students may use the following addresses for packages:

**Guinn Hall:** 420 University Dr.

**Jones Hall:** 604 Administration Dr.

**Lowry Woods:** 1600 Oakland Ave.

**Stark Hall:** 1719 N Bell Ave.

\*All Addresses are **Denton, TX 76204**

\*\*\* TWU Select and Grove Street Apartments may have their packages sent to Jones Hall\*\*\*



**Student Rights and Responsibilities**

Texas Woman's University is a community of scholars in which the ideals of freedom of inquiry, freedom of thought, freedom of expression and freedom of the individual are sustained. TWU is committed to preserving the exercise of any right guaranteed to individuals by the constitution. However, the exercise and preservation of these freedoms and rights require a respect for the rights of all people in the community to enjoy them to the same extent. In a community of learning, willful disruption of the educational process, destruction of property, and interference with the orderly process of the university or with the rights of other members of the university cannot be tolerated.

Students enrolling in Texas Woman's University and registered student organizations assume an obligation to conduct themselves in a manner compatible with the University's function as an educational community. The act of registering for classes or registering as a TWU organization is considered an explicit acceptance of TWU's regulations as outlined in the most recent issue of the [Student Handbook](#), the [University General Catalog](#), the [Graduate Catalog](#), and other official University publications. To fulfill its functions of imparting and gaining knowledge, TWU retains the authority to maintain order within the university and to exclude those who are disruptive of the educational process or who represent a threat to the community.

**Students and student organizations enjoy the following rights:**

- The right to an environment in the residence halls, academic buildings, and other areas on campus which will be as conducive as possible to study and serious inquiry;
- The right to inquire about and to recommend improvements in policies, regulations, and procedures affecting the welfare of students through appropriate channels such as student government, administrative offices, and various comities;
- The right to a fair hearing (procedure described below) when charged with violation of University regulations.

Students and student organizations must assume the following responsibilities:

The responsibility for being fully acquainted with published regulations and for complying with these regulations in the interest of an orderly and productive community;

The responsibility for respecting the rights and property of other persons in the University community.

The responsibility for knowing that each student's conduct reflects not only upon the student but also upon the institution and the members of the community and that conduct must be judged accordingly.

**Section I: Statement of Community Respect**

Texas Woman's University is committed to providing equal educational opportunities to all students and to fostering an educational environment free from intimidation and harassment. While upholding the principles of free intellectual inquiry and freedom of expression, the University condemns any form of intimidation or harassment, including intimidation or harassment which arises from sexual harassment and forms of discrimination including racism. Racism can be defined as behavior or a pattern of conduct that humiliates, harms, or places individuals at a disadvantage on the basis of race, color, ethnicity, or national origin.

The pursuit of community respect requires tolerance of intellectual positions and the expression of ideas that are different from, and contrary to, one's own beliefs and values. The TWU community expects that the expression of these ideas will be exercised in ways that are consistent with norms of civility toward all people and that demonstrate respect for the cultural traditions of the diverse racial, religious, ethnic and national groups that comprise the University community.

**Sections II: Code of Conduct**

The Code of Conduct includes a list of violations, incidents other than academic dishonesty, for which disciplinary action may be imposed on students and student organizations. Violations of the Code of Conduct fall into the following categories:

- Falsification, forgery, alteration, unauthorized possession, or misuse of university documents, records, or identification, or knowingly furnishing false information to the university or to a university official.



## Student Rights & Responsibilities

- Destruction, damage, unauthorized possession of or misuse of private or university property.
- Being in unauthorized places including campus or faculty offices and buildings after hours, without proper authority.
- Obstruction or disruption of teaching or any other lawful function or mission of the university.
- Willfully refusing or failing to leave any property owned, operated, or controlled by the university upon being requested to do so by an authorized university official.
- Verbal, physical, or psychological abuse, including detention or threat of bodily harm to self or another person or persons in the university community.
- Possession, use, sale, or delivery of controlled substances or dangerous drugs or other narcotics or illicit drugs wherein the possession, use, or delivery thereof is a violation of local, state, or federal laws.
- Manufacturing, sale, or delivery of alcoholic beverages on university properties or violation of the university alcohol policy (see Drug and Alcohol Policy on page 162).
- Being under the influence of alcohol or drugs in a public place.
- Sexual harassment, or sexual assault, including rape, or acquaintance rape, forcible or nonforcible.
- Intimidation or harassment of TWU students or employees.
- Theft of property or damage, other than accidental, to property of the university, members of the TWU community, or campus visitors.
- Violation of rules relating to the use of campus buildings and other university facilities or services.
- Malfeasance or misuse of elective or appointed office in a student organization which is injurious to the organization, its members, or the welfare of the university community
- Hazing of any kind including acts directed against a TWU student by another student, or by a group of students, if the intent is to or the effects of such acts would intimidate or subject the student to indignity or humiliation including any violation of the TWU Hazing Policy. (See Hazing Policy on page 169)
- Failure to answer an official summons or to comply with lawful directions of university officials acting in the performance of their duties.
- Denial of or interference with any person's lawful right of access to, use of, or exit from any university facility or with any other lawful right of any person on the campus.
- Possession or use of firearms, illegal knife, dangerous weapons, explosives, and/or dangerous chemicals outside of the classrooms. To possess a weapon means to have that weapon under your control while on campus. The appropriate use of chemicals in class is exempt from this policy.
- Violations of city, state or federal laws.
- Smoking in "no smoking" areas.
- Unauthorized tampering with any fire **Student Conduct Policies** 159 alarm or fire safety system.
- Violation of the TWU Information Technology Use Policy which governs acceptable and ethical conduct.
- Other violations determined by university authorities to warrant disciplinary action.
- Failure to report behavior that threatens the public safety of the community.
- Stalking: following or harassing a person over an extended period of time.

Capacity

50GB

Study

Sleep

Orgs

Fun

Free



## Student Rights & Responsibilities

### Section III: Code of Conduct Review Process

- Individuals are encouraged to file complaints when they believe there has been a violation of the Texas Woman's University Code of Conduct. The formal mechanisms of this Code are designed to afford fairness to the individuals involved, safety to the community, and to resolve cases in a timely manner. Those filing complaints under these standards should contact the Office of Student Life, in room 206 in the Student Union. Incidents occurring in one of the residence halls involving resident student(s) will, upon the request of the Office of Student Life, follow the residence hall conduct review process. The Student Code of Conduct review process applies to all TWU students and student organizations.
- Authority to administer a fair and just disciplinary program has been delegated by the President and Chancellor to the Vice President for Student Life and/or his/her designee. The Vice President for Student Life or his/her designee may take any immediate interim disciplinary action when, in the opinion of the official, such action is necessary to protect life or property or the well-being of members of the TWU community. This policy applies to student violations by graduate and undergraduate students.
- When an incident complaint is filed, the student or organization named in the complaint will be asked to meet with the university administrator charged with review of violations of the university's Code of Conduct to discuss the alleged violation(s). The university administrator, to be designated by the Vice President for Student Life, is usually the Dean of Students on the Denton campus and the Student Life Coordinator in Houston and Dallas. Incidents that occur in a TWU residence hall and involve resident students will typically be handled through the residence hall conduct review process; however, cases involving physical violence, firearms, drugs and/or violations of city, state, or federal laws may be referred directly to the Code of Conduct review process. Incidents involving commuter students or occurring outside of the residence halls will be handled through the Code of Conduct review process by personnel in the Office of Student Life on the campus where the incident occurred. If, as a result of the initial meeting, the allegation(s) is not contested, the Review Officer will either determine the appropriate sanction(s) within ten days and communicate the decision to the student or appoint an Administrative committee to hear and review the case. The student may obtain a hearing before the Student Code of Conduct Review Committee ("Review Committee") concerning the sanction imposed by the Review Officer by delivering a written notice to the Review Officer within 72 hours of notification of the decision.
- If, at the initial meeting, the matter is contested, the student alleged to have violated the Code of Conduct will be notified, in writing, of the specific section(s) of the Code of Conduct involved and the procedures available for a hearing before the Review Committee. Written notice of violation(s) may be hand delivered to students in classes and elsewhere or sent by certified mail.
- A hearing will be held by the Review Committee within 15 class days following the initial meeting with the Review Officer. Texas Woman's University Student Code of Conduct policy does not include the right to have legal representation at Review Committee hearings; however, students may have a TWU adviser/friend present for consultation purposes during the hearing. The adviser/friend may not address the Review Committee members or any witnesses present. After consideration, the Review Committee will make a recommendation to the Dean of Students who will make a post-hearing decision. The student may appeal the decision of the Dean of Students by delivering a written notice of appeal to the Vice President for Student Life within 72 hours following the receipt of the Dean of Students' post-hearing determination. An appeal should contain information relevant to the hearing and should not be an appeal of the sanction. The decision of the Vice President for Student Life is final.
- As an alternate procedure, the student named in the complaint may elect in writing, at the initial meeting with the Review Officer, to have an administrative hearing rather than a hearing before the Review Committee. Administrative hearings may also be used during summer sessions, semester breaks, and/or other times where the review officer determines it to be appropriate due to the nature of the alleged offense. Administrative hearings will be conducted by the university Review Officer who will hear the case and render a decision or by a committee of three faculty and/or staff members. For cases which are contested, the hearing will involve all pertinent issues, and where the case is not contested, the administrative hearing will involve only the appropriate sanction(s).
- The Code of Conduct Review Committee is comprised of faculty, staff, and students who hear cases for conduct issues and academic dishonesty. In all cases the committee hears a case and renders a decision.

Capacity

50GB

Study

Sleep

Orgs

Fun

Free



## Student Rights & Responsibilities

- Each Code of Conduct Review Committee will utilize four students, four faculty, and one staff person selected from a pool to hear the case. All cases will be heard on a common day set by the committee (docket) at the start of each semester. In the event there are not enough members available, the Vice President for Student Life or Provost may appoint additional members to the committee.
- Denton Campus: The Denton Campus Code of Conduct Review Committee is comprised of fourteen students appointed by the Student Government President and six students appointed by the Vice President for Student Life. Twenty Faculty Members will be appointed to hear a case by the Provost and Vice President for Academic Affairs. Staff members will be appointed by the Vice President for Student Life.
- Dallas and Houston Center: Each review committee will utilize three students, three faculty, and one staff person to hear the case. The Student Life Coordinator for each center shall have the authority to call an ad hoc review committee for the purpose of conducting hearings for their center. The ad hoc review committee can be comprised of two students and two faculty appointed by Student Government President and the Student Life Coordinator.

### Section IV: Disciplinary Sanctions

Authority to administer a fair and just disciplinary program has been delegated by the President and Chancellor to the Vice President for Student Life and/or his/her designee. The Vice President for Student Life or his/her designee may take any immediate interim disciplinary action when, in the opinion of the official, such action is necessary to protect life or property or the well-being of members of the TWU community. This policy applies to student violations by graduate and undergraduate students. Penalties may be imposed singly or in combination upon individuals, groups, or organizations. The following sanctions may be imposed by the university:

- **Warning:** A warning is a written notice to the student or organization that the conduct in question violates university regulations. A warning becomes part of a student's or organization's disciplinary record in the Office of Student Life. For organizations, a warning may include notification to the organization's president or adviser and to the chapter's national headquarters, if any.
- **Loss of Privileges:** The university may deem it appropriate to take away certain privileges from an individual or organization. This sanction may include removal from an elective or appointed office of a registered campus organization, removal of recognition, and ineligibility to represent the university.
- **Imposition of special conditions:** The student may be required to participate in works of service on the university campus or in the community as deemed appropriate. Additionally, the student(s) may be asked to perform certain tasks, or make restitution, whether monetary or by specific duties, or comply with a behavioral contract.
- **Disciplinary Probation:** Disciplinary Probation is levied for a specific time based on the seriousness of the circumstances of the case. Disciplinary Probation constitutes a loss of good standing at the university, automatic loss of privileges, and serves as a warning that any further violation of university regulations may result in more serious consequences, including suspension or expulsion. Disciplinary Probation is a sanction which remains a permanent part of the student's confidential record in the Office of Student Life.
- **Interim Suspension:** Interim suspension is a sanction levied by the Vice President for Student Life or a designee when she/he is satisfied that the continued presence of the student on the campus constitutes a threat to the security or emotional safety and well-being of members of the university community, guests, or university property.
- **Suspension:** Suspension is the separation of the student or organization from the university for a definite or indefinite period of time or until written specified conditions are met. Conditions may include a ban that prohibits visitation on the campus, during the suspension, without prior written approval from the Vice President for Student Life.
- **Expulsion:** Expulsion is the permanent separation of the student or organization from the university. A student expelled from the university is not eligible for re-admission.
- Other sanctions which are deemed appropriate by the university.

Capacity

50GB



Study

Sleep

Orgs

Fun

Free



UNIVERSITY DRIVE (U.S. 380)

**Map of Designated Smoking Areas**  
Smoking areas are designated by this symbol: 