

The ABCs of Living on Campus

Excerpts from The
Residence Life Handbook
www.twuhousing.com



Texas Woman's University
Department of University Housing

The ABCs of Living on Campus

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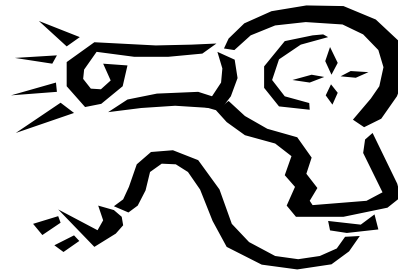
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YOUR ROOM AND BUILDING

APPLIANCES

There are policies outlined in the Cooking and Electrical Appliances Policy sections of the handbook that will more clearly define what is mentioned here because residence halls have definite limits on the capabilities of their electrical systems. Overloading these systems can present fire and safety hazards. Thermostatically controlled coffee makers, single unit popcorn poppers, and closed coiled hot pots (where heat-producing element is enclosed in the appliance) are the only cooking appliances permitted in student rooms. The following electrical appliances, which must be UL approved and in good condition, are permitted in student rooms:

Blenders
Clocks
Computers
Players
Curling Irons
Equipment
Desk Lamps
Hair Dryers
Fans



Radios
Razors
Record
Stereo
Portable
TV's

COMPUTER LABS

Each residence hall is equipped with a computer lab offering PCs and printers connected to the University system and to the Internet. To use the lab, residents must reserve a time period and computer at the front desk of their residence hall. All labs are kept locked and residents will be able to access the lab at their assigned time through the issuance of a lab key or by their ID card.

The service is for residents to assist with their classes. Individuals taking up lab time for non - academic purposes may be asked to leave so that residents who need the computers for class assignments and projects can be sure of their availability. All University and Housing policies apply to the labs.

CUSTODIAL SERVICES

TWU custodians are responsible for cleaning the public areas of each residence hall daily. However, a large part of the hall upkeep is the responsibility of the residents. Custodians are not required to move furniture back to its original place or to clean up any mess that is the result of student negligence. Residents may be assessed the cost of any extra cleaning performed by custodial personnel as a result of unnecessary messes. Residents are responsible for cleaning their own rooms/apartments. Cleaning of the individual's room/apartment is the responsibility of the residents occupying the room/apartment. The custodial staff maintains the cleanliness and upkeep of the lounges, lobbies, hallways, and community bathroom facilities.

DECORATIONS

You are encouraged to decorate your room as long as it does not create a safety hazard or any permanent damage to the room. If materials must be attached to the walls, students are encouraged to use 3 M materials or **white** "Plasti-tak". Transparent tape and masking tape are especially difficult to remove without damaging the surface and are not permitted for use. Pins and tacks should be used on bulletin boards only. When decorating, also refer to the Decorations Policies outlined in the Policies section of this handbook.

ELEVATORS

There are elevators in each of the towers and Jones Hall. All elevators are equipped with timing devices that keep the doors open for a short period of time. This helps to maximize elevator use. Never attempt to manually close or open elevator doors. This is dangerous and can cause serious damage to equipment and only cause additional delays with the doors. The elevator emergency equipment is to be used "for emergencies only".

If you drop an item down the elevator shaft, plumbing fixtures, heating/cooling unit, etc., a repair representative will be called to try to retrieve the items at your expense. The average per hour service charge is \$30 for plumbing or heating/cooling and \$75 for elevators.

ENERGY CONSERVATION

Conservation of energy and resources is a major concern for University Housing. We ask that you contribute by being conscious of your energy consumption. In practical terms, this means turning off lights and electrical appliances when not in use. Cutting off water faucets and reporting "drips" will also save money. These actions alone can help significantly keep our utility costs and your room/apartment rates down.

FIRE PROCEDURES

Fires can destroy property and lives each year. For this reason, it is imperative that all residents know what to do in case a fire strikes the building. Remember: it is usually the smoke, rather than the flames that kill.

The following are facts concerning fire prevention that all residents should be acquainted with in order to protect against any possibility of fires:

- Extreme caution should be exercised when smoking. Remember all buildings are smoke free!!
- Defective wiring or appliances, which are shorting out, should be reported to a staff member at once.
- Circuits should not be over-loaded; one item plugged in each outlet; no gang plugs or adapters are to be used. Surge protectors are recommended.
- Cooking is not permitted in student rooms.

Drills

Fire drills are conducted minimally, twice each semester and once each summer term to familiarize the residents with the sound of the building alarms, the emergency exits that are available, and the procedure for evacuating the building. **Residents must evacuate in the event of a fire drill.**

Evacuation

A continuous ring of the fire alarm means that you must leave the building immediately. It is mandatory that students evacuate the building when the alarm rings; failure to do so may result in disciplinary action and a fine of \$50.00. You should become familiar with the evacuation procedure in your hall.

FIRE SPRINKLERS and SMOKE DETECTORS

All of the residence halls (Guinn Hall, Stark Hall, Jones Hall and Lowry Woods Community) are equipped with individual room smoke detectors and are equipped with a fire sprinkler system. Periodically, residence hall staff members will test the smoke detectors to ensure they work properly. If there is a problem with the smoke detector or sprinkler in your room, please notify a residence hall staff member immediately.

Do not tamper with the smoke detector or sprinkler head at any time. Do not obstruct or attempt to relocate the smoke detector. Do not hang items from the sprinkler head at any time. Tampering with ANY fire safety equipment will result in disciplinary action as well as a fine.

LAUNDRY AND VENDING MACHINES

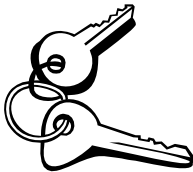
CARD operated washing machines and dryers are located in each residence hall. All mechanical difficulties should be reported immediately to the front desk staff in your residence hall. Residents can use their ID cards to access laundry service in the residence halls. Basic laundry service is covered under the residents rent.

For your convenience, vending machines are located in each residence hall. Money lost in vending machines should also be reported to the Cashier's Office. Change is not kept at the front desk.

LOCK AND KEY POLICY

In an effort to provide greater security for residence hall students, the lock and key policy is as follows:

Residents are issued keys to their assigned residence hall rooms when they check into the residence halls. The key is for the exclusive use of the assigned resident and should remain in her/his possession to ensure the safety and security of the room and personal property. In the event a key is lost, the student should immediately notify the Area Coordinator, Residence Director or Hall Director.



If the key is not found within twenty-four (24) hours, the lock to the room will be changed with new keys issued to the residents in that specific room. The resident losing the key will be charged a \$50 fee to cover the lock change and new keys.

If you lock yourself out of your room, you will be allowed to check a key out at the front desk to unlock your door and then immediately return it to the desk. **The first two times there will be no charge. On the THIRD time, and thereafter, you will be charged \$5.**

PROTECTING YOUR PERSONAL PROPERTY

In most cases, theft of personal property from student rooms/apartments occurs because of failure to lock the room. You should always keep your door(s) locked even when you are in your room/apartment. You are encouraged to insure personal belongings against loss and/or damage either through your parent(s) homeowners' policy or with your own policy. The University is not responsible for loss or damage of students' belongings.

If you are going to be away for an extended period of time, notify your Resident Assistant, Hall Director or Area Coordinator. Do not keep expensive articles in your room/apartment where they can be easily seen or taken. Never keep large amounts of money in your desk or dresser. If you see someone who is acting suspicious, call the front desk and report him or her.

Electric engravers are available at the beginning of each semester to engrave your driver's license number on your valuables. This discourages theft and helps in locating the rightful owner of recovered stolen property. The Department of Public Safety offers a special bicycle registration program.

If you lose personal belongings or your room/apartment keys, you should immediately report your loss to the Area Coordinator, Hall Coordinator or Resident Assistant.

REPAIRS

Trained professionals employed by the Facilities Management and Construction Department of the University make repairs to University property. Reports of necessary repairs should be made to the staff on duty at the front desk of the residence hall. If a repair has not been completed within a reasonable amount of time (24-48 hours excluding weekends), contact the Area Coordinator, Residence Director, Hall Director, or Resident Assistant in your building.

RESIDENCE HALL BUILDING POLICIES

Living in a community environment will provide you with many wonderful and memorable experiences. Each member of the community has a responsibility for the maintenance and upkeep of their individual living areas as well as the community space in residence hall. This is your home away from home while at the University and you should treat it as such. Listed below is some valuable information on maintaining a comfortable living environment in your residence hall community.

Cleanliness and Sanitation

For the health and safety of all residents and families, it is the responsibility of the residents:

1. To keep the room or apartment clean and free from garbage and trash.
2. To share in the proper care, cleaning, and use of community areas and facilities, including stairs, stairwells and laundry rooms.
3. To dispose of all trash and garbage in the trash rooms or in Lowry Woods the dumpsters provided near each building. Residents shall not sweep trash from inside to outside of the room or apartment or throw trash, garbage, or waste from windows, breezeways, or balconies.
4. In Lowry Woods, to keep children's toys and all bikes off the common areas, grass, sidewalks, and parking lots when not in use.
5. Not to shake rugs and dust mops from balconies, breezeways, or stairwell landings.

Health and Safety Compliance

Residents shall comply with all requests from the Department of University Housing pertaining to the correction of health and safety concerns or violations in their assigned rooms or apartments. A specific amount of time will be given (typically 24 hours) to correct the health and safety concerns or violations. Should the resident fail to correct the violation in the prescribed time period, the Department of University Housing reserves the right to send in maintenance/cleaning staff to correct the concerns or violation and the resident will be responsible for the cost of such.

Health and Life Safety Inspections

Health and Life Safety Inspections will be conducted monthly and will typically be unannounced. Periodically the University Safety Officer and/or the State Fire Marshal may be present for the Health and Life Safety Inspection.

Here are some helpful tips to avoid a health and life safety repair or cleaning charge:

1. Remove all trash and properly dispose of it in the trash containers in the trash room on your floor or in Lowry Woods, the dumpster located near your building.
2. Vacuum or sweep and mop all floors in your room or apartment regularly (we recommend at least weekly).
3. Check your smoke detector to see if it is properly attached and in operational condition.
4. Check electrical outlets, cords, and connections to make sure they are not overloaded and that cords are not run under carpets or around bedding.
5. Check and make sure that beds, other furnishings, and other items are not blocking emergency egress and heating and ventilation units.
6. Note any maintenance problems in your room or apartment and report them to the staff immediately.
7. Do your laundry and properly store your clean clothes when finished.
8. Pick up and organize your personal belongings.
9. In Jones and Lowry Woods, make sure your screen is installed on windows (they are not supposed to be removed).

10. Walls, windows, ceilings, doors and university furnishings should be free of stickers, graffiti, stains and unauthorized paint.
11. Clean up any spills and messes and get rid of any leftover food sitting around the room or apartment.
12. Do a little light dusting.
13. In the kitchen in Lowry Woods or Guinn Studio Suites: dispose of spoiled food, wipe down surfaces, clean up appliances, do the dishes and store them away, and properly store food.
14. In the bathroom in Lowry Woods, Guinn and Stark: clean the toilet, including in and around the bowl, clean the shower/tub, clean the floor, wipe down countertops and clean the sink, and put away and/or organize personal items.
15. Do not have any candles or incense in your room or apartment.

Pest Control

All residents must help by practicing good housekeeping techniques. Since bugs in a room or an apartment can be unbearable, the following practices will help control roaches as well as other insects:

1. Purchase a trash can with a tight-fitting cover and, when possible, use plastic liners in all trashcans.
2. Do not leave dirty dishes or food out overnight because this is when pests feed.
3. Store open food containers (cereal boxes, etc.) in plastic bags or in the refrigerator.
4. Do not use contact paper in cabinets or drawers. Roaches like to feed on the sticky backing.
5. Do not leave paper bags or newspapers sitting in your apartment. Pests like to nest in these areas.
6. Keep all floors clean and free of food crumbs.
7. Do not store damp rags or sponges in dark closets. Store brooms and mops with the handle down.
8. In Lowry Woods, do not allow grease to build up on the stovetops and burners or in the oven.
9. Do not leave articles of clothing on closet floors, in corners, etc. Pests nest in dirty closets.
10. Spray door jams and under sinks for spiders, ants and other miscellaneous bugs. If you see even one roach, please submit a work order.

Prevention of Mildew

Residents can help prevent the start of mildew by following these suggestions:

1. In Lowry Woods, turn on your exhaust fan over your stove while cooking.
2. After you shower or bathe leave the exhaust fan on in the bathroom until all steam has dissipated. If you do not have an exhaust fan leave your bathroom door open after you have completed your shower and turn on the fan in your room.
3. Do not over-pack a closet. Allow clothes to hang freely. This will help the air to circulate and lessen the possibility for moisture to accumulate.
4. Wipe the area where mildew is first discovered. If mildew persists, please submit a work order.

ROOM ENTRY

The University reserves the right to enter student rooms/apartments for purposes of room inspection, fire and safety inspection, maintenance improvements, possible policy violation, suspicion of an accident, or in the event of epidemic or emergency which jeopardizes the well-being of the occupant or other students in the hall. Student rooms/apartments may be searched for cause only by authorized civil authorities. In case of suspected criminal violations, a search warrant issued by a magistrate will be used to authorize the search.

SEVERE WEATHER AND TORNADOES



In the event a tornado is reported or sighted, all persons within the University community should move to a safe area. Action should be taken to prevent personal injury from falling objects or flying debris. Building basements, inner-

hallways, enclosed stairwells or lobbies (without glass) are suggested areas of safety. Persons living in residence halls are instructed to go to the following areas:

Guinn/Stark:

Basement, laundry area or interior hallways.

Lowry Woods Community:

Bath area in individual apartments.

Jones Hall:

Interior Hallways

In The Event of Severe Weather, Do Not Pull The Fire Alarm

Tampering with emergency equipment is prohibited.

The Department of Public Safety will be in constant communication with the University community for information, evacuation to areas of safety and for notification of "all clear" announcement. If you have any questions or concerns about approaching severe weather, contact the front desk of your residence hall.

SMOKING AND TOBACCO

Cigarette and tobacco use (snuff, chewing tobacco, etc.) are prohibited from all areas of the residence halls. All residence halls are non-smoking buildings.

TELEPHONE POLICY

Collect calls are not to be accepted and reverse charges are not to be made by a resident or guest. In the event this occurs, a \$20 charge, in addition to the cost of each call, will be automatically assessed to the student's account. The cost of the charges will be divided equally between the assigned occupants of a room if responsibility cannot be determined. All charges will remain against the account until the bill is settled in full and the responsible party makes full payment.

Any student wishing to be unlisted in the University phone listing must complete an "Information Withheld" form and submit it to the Coordinator/Director of her/his residence hall. (These forms may be obtained at the front desk of all residence halls.) Students making such a request must understand that information will be withheld from **all** persons making inquiries (**including parents and other family**). The **only** exception will be for inquiries made by the Department of University Housing and the University Police. All requests will be valid for one academic year (fall /spring semesters) if the student remains in the same room. Whenever a room change is made, a new request must be completed. Separate forms must be completed for summer terms.

Any student wishing to be unlisted in the University phone directory, which is printed in large quantities and distributed to all faculty, staff and students, can do so by indicating the appropriate responses on the advising forms during the registration process.

ROOMMATES, RESIDENT'S RIGHTS, AND VISITATION

RESIDENT'S RIGHTS AND RESPONSIBILITIES

Each resident possesses certain individual rights and responsibilities, which must be held in high regard. However, these rights carry with them a reciprocal responsibility on the part of the individual to insure those same rights for other residents.

1. Primary rights of the hall resident include:
 - A. The right to read and study free of undue interference in one's room/apartment. Unreasonable noise and other distractions inhibit the exercise of this right.
 - B. The right to sleep, the right to one's personal belongings, the right to free access to one's room/apartment and suite facilities and the right to a clean environment in which to live.
 - C. The right to have grievances heard. A student has the right to initiate referrals to residence hall staff and/or to the disciplinary process regarding a person's behavior that infringes on her/his rights and the rights of others. The student further holds the right to be free from fear, intimidation, physical and/or emotional harm.
2. Additional rights of the hall resident that should be protected but should not infringe upon the reasonable exercise of primary rights defined above:
 - A. The right to personal privacy. All persons should have freedom from interference with their personal activities and should be able to maintain privacy.
 - B. The right to host guests. All students should have the opportunity to maintain personal contacts and friendships with other persons to fulfill their needs for socialization. Guests are expected to respect the above-stated rights of the roommate of the host (ess) and of other hall residents.

Any violation of these rights is subject to review and action by the Residence Life Conduct Review Board or Area Coordinator, Residence Director, Hall Director, or both; the violation may be referred to the University Student Conduct Board for further action.

ROOM CHANGE GUIDELINES

We hope that you will be happy in your current room assignment, but if you find it necessary to request a room change, you will need to do the following:

1. Talk with your RA about your concerns. Sometimes you can work out conflicts or other problems without having to move. **THIS IS ALWAYS THE FIRST STEP BEFORE REQUESTING A ROOM CHANGE OR HALL TRANSFER.**
2. If you still want to move, complete a change request form at your residence hall front desk. All room changes are submitted to your Area Coordinator for approval before the change can take place. NOTE: Be sure that you want to definitely make the move before completing a form. If you change your mind, you may be affecting other residents who have requested to move into your vacated space.
3. At the beginning of each semester a number of rooms change requests are submitted and it could take two or three days to process your request. At the beginning of each semester room changes cannot begin until after the first week of class when we are able to identify those spaces where people have not returned. Students in temporary housing spaces will then be moved into permanent spaces before other room changes can be considered.

4. If we are able to approve your request, you will receive an approval notice indicating that you will have a 24-hour period to make your move. In the event that you are transferring to another residence hall, you will have 48 hours. Remember: others may be involved with your move so please abide by these parameters.
5. All residents have the opportunity of making one room change request at no charge within a given semester. There will be a \$15 processing charge for each additional room change request an individual makes.
6. If you change rooms without receiving approval, you will be automatically charged for two rooms for the period of time you reside in the new room prior to receiving official approval and will be billed a \$50 lock change charge. There may be reasons that we cannot approve the room change. If this occurs, you will then have to move back to your original assigned room.

WE NEED TO KNOW WHERE OUR RESIDENTS ARE RESIDING FOR THEIR SECURITY AND COMFORT, SO PLEASE WORK WITH US WHEN YOU DESIRE TO CHANGE ROOMS.

ROOMMATES WHO NO-SHOW OR MOVE OUT

At the beginning of each semester each residence hall will hold two or three "Roommate Parties". All students who need a roommate are encouraged to participate. Signs will be posted in each hall identifying when the Roommate Parties will be held. These functions provide an opportunity for students who need a roommate to meet other students in the same situation. A majority of the students who attend these functions find a roommate and a room change is processed. During the semester the Area Coordinator will keep a list of residents who need a roommate and will assist students in finding a new roommate. To obtain a roommate, you should do the following:

1. If you meet someone you would like to room with at the Roommate Party, or through the list of names you get from the front desk staff, you should inform your Area Coordinator so that the necessary paperwork can be completed to process the move. In the event that neither you nor your desired roommate wants to be the one to move, the Housing staff would make the decision based on the date your original housing application was received. The person having submitted her/his application the earliest will be allowed to remain in her/his assigned room and the other person will have to move.
2. If you did not find a roommate at one of the Roommate Parties or through the list of people kept at the front desk, you will then be assigned a roommate if one is available. As in #1, the date your housing application was received will determine who moves unless you or your assigned roommate has already indicated a willingness to move.
3. Please be aware that you will be charged the private room rate for the entire period of time you do not have a roommate. However, the Department of University Housing provides you with a grace period of one week from the date your roommate moves out or is identified as a "no show" to obtain a new roommate. If you select a roommate (through Roommate Parties or the roommate list) or have one assigned by the Housing Staff and have completed the move within the grace period, you will not be charged for the period of time you occupied a single room.
4. If your roommate has moved out and you want a roommate but there are no other individuals on campus needing roommates, you will not be charged for the room alone. However, the first person needing a roommate will be assigned to you. NOTE: There could never be more than one person of the same sex in a building (at any given time) that would fall into this situation.
5. Please be aware that you also have the opportunity, if space is available to elect to officially stay in a private room. You would then be billed accordingly.

VISITATION AND GUEST POLICY

The responsibility of this policy rests upon the individual who must maintain her or his conduct in a manner, which takes into consideration roommates or other concerned parties and acts in accordance

with all University policies. Violations of these responsibilities shall be subject to disciplinary action, which includes the removal of the privilege to participate in visitation or to host guests; repeated violations may be grounds for removing the individual or individuals from that living area.

A. Visitation Policy

1. Visitors are defined as any individual who visits a student room/apartment for a limited period of time in a TWU residence hall. A maximum of two visitors per person can be checked in at any time. No more than six 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 out-of-town guests of the same sex stay in their room for a maximum of two consecutive weekend nights.
2. The maximum hour parameters for visitation within Stark and Jones Halls are:

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

Halls in which 24 hour visitation may be established are:
Lowry Woods Community
Guinn Hall

Residents of a residence hall or residential living unit may vote to have the maximum hours or fewer hours within the specified time frame noted previously.

B. Overnight Guest Policy

1. Overnight guests are defined as any individual of the same sex or immediate family members (male or female) who, with permission, stay overnight in a TWU residence hall room/apartment at the invitation of one of the assigned room/apartment residents. Only female family guests will be allowed overnight privileges in Stark and Jones Hall.
2. The overnight guest's stay in residence hall facilities will be limited to no more than two continuous days during any given week. The Area Coordinator must approve any additional days.

C. Visitation and Guest Procedures

1. Responsibilities of Host(ess):
 - A. All guests must be registered at the residence hall desk, following the procedure established by the hall government and approved by the Area Coordinator, Residence Director, Hall Director or the Director of University Housing or her designee. A resident of the building and sign in at the residence hall front desk must accompany the visitor or guest if she/he is visiting the resident in the resident's room.
 - B. Guests and visitors must enter through the main doors of the residence hall near the front desk.
 - C. Guests and visitors of the opposite sex must be escorted at all times while in the residence hall and proper identification must be carried. They should not be left in the resident's room while the resident is not present.
 - D. Guests and visitors must comply with all Residence Hall and/or University regulations, which include residence hall quiet hours.
 - E. Each resident host(ess) is responsible for the actions and behavior of her/his visitor(s) or guest(s). [see Section 2, a and b].
 - F. Proper concern for the rights of roommates as provided for in the Resident's Rights and Responsibilities listed under Section D must be honored.

2. Special Considerations

- A. Guests and visitors who are TWU students as well as their host(ess) are responsible for compliance with University and hall policies and may be subject to disciplinary action if violation occurs. Should circumstances and/or incidents arise in which a non-student guest or visitor is in violation of laws or University ordinances; this person can be held liable civil action. Should the host(ess) not make every reasonable effort to assure guest or visitor compliance with University and/or hall policies and regulations, the host(ess) may be subject to disciplinary action.
- B. A visitor or a guest is not only being sponsored by the host(ess) but is in actuality also being sponsored through the courtesy of the roommate of the host(ess), when applicable, and other residents of that floor or wing. Visitors and guests should recognize this courtesy and respect the rights of residents.
- C. Residents should be alert to uninvited persons on their floors or in their buildings. If a resident student does not host these persons, they do not have legitimate reasons for being in the hall or building. For reasons of safety and security, all residents should be aware of this jeopardy to security and are encouraged to notify immediately a residence hall staff member or, if circumstances warrant, the University police.

Texas Woman's University
Department of University Housing

Department Directory

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Guinn Hall	898.3636
Jones Hall	898.3655
Lowry Woods Community	898.3785
Stark Hall	898.3694

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