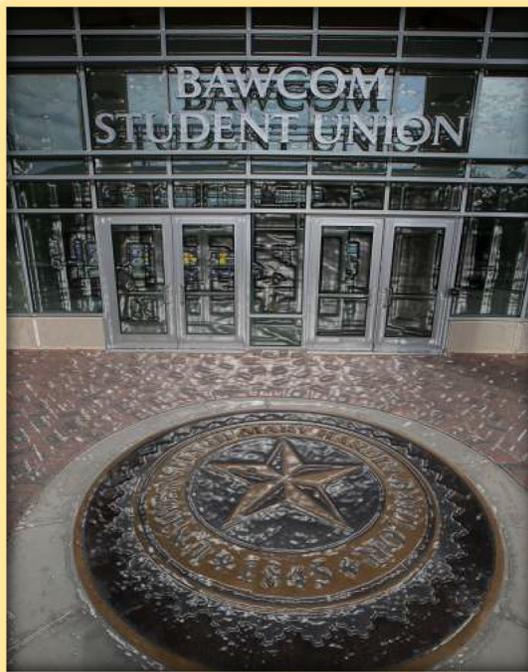


Guide to Campus Housing



Residence Life

UNIVERSITY OF MARY HARDIN-BAYLOR

Table of Contents

Getting Involved

Residence Hall Association	5
Student Organizations	5
Campus Recreation	5
Campus Activities Board (CAB)	5
Notice of Nondiscriminatory Policy as to Students	5
Annual Security and Fire Safety Reports	5
Sexual Assault or Sexual Violence	6

Community Policy & Procedure

Being a Member of the Community	7
Conduct	7
Prohibited Activities and Items	7
Replacing lost, Damaged, or Stolen Items	10
Property Damage, Loss or Destruction	10
Residential Decorating & Posting Policy	10
Policy Violations and Fines	11
Excessive Fines	12
Disputing a Fine	12
Group Billings/Fines	12
Inspections for Health, Safety, and Policy Enforcement	12
Removal of Students from Campus Housing	12
Offensive Odors	12
Animals on Campus	13
Trash	13
Advertising, Solicitation, and Posting	13
Meetings	13
Noise Policy	14
Room Care	15
Yard/Outdoor Areas	16
Window Screens	16
Temperature Control	17
Babysitting	17
Visitors and Guests	17
Guest Specific Policy	20

Housing Information

Housing Selection Process	21
Consolidation	21
Waitlist	21
Occupancy License	22
Room Changes	22
Room Charges	22
Buy Out Policy	23

Cancellations, Withdrawals, and Refunds	23
Check-In and Check-Out	24
Storage Policy	25
Abandoned Property Policy	26
Appliances and Furniture	26
<u>Safety/Emergencies</u>	
UMHB Police Department	27
Evacuations	27
Severe Weather	27
Fire Policies and Evacuation Procedures	28
Door Security and Closing Hours Residential Halls	30
Electrical Safety Guidelines	31
Missing Student Policy	32
<u>Services</u>	
Duty Hours for Staff	33
Maintenance	33
Vacuum Cleaners	33
Study Areas & Computer Labs	33
Recycling	33
Pest Control	34
Internet	34
Telephone Service	34
Cable Service	34
Laundry	34
Campus Mail	34
Vending Machines	35
Health Center	35
Counseling & Testing	35
Career Services	35
<u>Fine & Cost Tables</u>	
Policy Violation Fines	36
Cleaning Costs	37
Damage/Replacement Costs	38

Welcome

The Residence Life Office welcomes you to the University of Mary Hardin-Baylor (UMHB). Our team is dedicated to serving the undergraduate student population as they choose campus housing, move into UMHB's living communities, and finding a place they will call "home" during their time at UMHB. We aim to ensure students have appropriate campus housing options, provide support within housing, and offer services which assist students in making the most of their residential experience at UMHB.

Living in residence at University of Mary Hardin-Baylor carries with it a distinctive set of privileges and responsibilities. Students who reside on campus live in a community with their peers and are entrusted with the responsibility to challenge and support each other in a respectful, cooperative, and communicative fashion. This environment provides Students with enriching experiences, which may help to promote healthy interpersonal relationships.

The application for admissions is the student's affirmation that he/she will comply with all university policies and procedures. The Student is responsible for knowing and following procedures and regulations contained in this guide and the [Student Handbook](#).

The university will revise this guide as needed to provide students current information. UMHB reserves the right to amend provisions to the Guide to Campus Housing at any time.

Residence Life Staff

The Residence Life staff consists of the Director of Residence Life, Resident Directors (RD), and Resident Assistants (RA). The Residence Life Office is located on the second floor of the Bawcom Student Union building. Office hours are:

- 8:00 a.m. to 5:00 p.m., Monday through Friday during the fall and spring semester
- 8:00 a.m. to 4:00 p.m., Monday through Friday during the summer.

The University of Mary Hardin-Baylor operates eight residence halls, three apartment complexes, and campus houses. Each living area is supervised by a Resident Director who lives and works within the designated living area. As an integral part of student development and support to the university, the RD's responsibilities include:

- Overseeing the resident assistant program in the planning, administration, and evaluation of programs within the living areas
- Facilitating the creation and implementation of a needs assessment survey and utilizing the results to plan and coordinate activities based upon developmental program models
- Challenging students to initiate and develop healthy interpersonal relationships with their peers, and support/initiate within their living area
- Initiating efforts associated with academic support, spiritual formation, cultural diversity, emotional wellness, and life development

The RA position is designed to provide a living and learning experience for the student who desires to grow as a leader and develop community on campus. Resident Assistants serve as the main contact for residents and as a resource for residents and a source of information. RAs are primarily upperclassmen selected because of their leadership experience and a desire to serve. Resident advisors are trained to assist with establishing a community environment by presenting and promoting living area programs and activities, resolving conflicts, providing information, maintaining University Policy, and referring Students to appropriate campus resources. Residents are encouraged to collaborate with their respective RA in developing a sense of community within specific living areas. The resident assistant serves as a representative of the university and is therefore expected to practice the utmost in Christian commitment, character, and integrity with residents, faculty, staff, administration, and the outside community.

Statements

Mutual Respect

Residents are expected to be respectful of the individual rights and freedoms of others within the living area. Even if a shared sense of understanding does not exist between community members, residents are still expected to exhibit an outward sensitivity to the diversity inherent within the residential community.

Fines

It is the practice of the University to hold individuals responsible for their actions. If a Residence Life staff member determines that vandalism or damage is due to misuse by residents, the residents of a respective room, wing, floor, or building may be required to share in the cost of repairs. Before group fines are applied, an opportunity will be provided for the individual(s) responsible for vandalism, damage or misuse to identify themselves and assume responsibility.

Annual Security and Fire Safety Reports

In compliance with federal reporting requirements contained in the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act, the University of Mary Hardin-Baylor Police Department publishes statistical summaries of certain crimes occurring on or near campus, campus safety policies, and information about fires occurring on campus.

A copy of the University of Mary Hardin-Baylor Annual Campus Fire and Safety Report is available for your review. You can obtain a copy of this report online at <https://go.umhb.edu/resources/police/policies-reports#1845>.

The university also publishes an Alcohol and Other Dangerous Drugs Biennial Report. The purpose of this report is to comply with the Drug-Free Schools and Campuses Regulation (EDGAR Part 86). Institutions of Higher Education (IHE) receiving federal funds or financial assistance are required to maintain programs which prevent the unlawful possession, use, or distribution of illicit drugs and alcohol by students and employees. To comply with this regulation, IHE, such as the University of Mary Hardin-Baylor, are required to complete biennial reviews of their Alcohol and Other Drug (AOD) program to determine effectiveness and consistency of enforcement of sanctions, along with the number of alcohol and drug violations. An institution's AOD program must include an annual notification to students, faculty, and staff on the availability of the AOD policy; the policy must address the standards of conduct, description of sanctions for violating federal, state and local laws or college policy, health risks associated with use and/or abuse, prevention programs offered, as well as information about various treatment options.

For a printed copy of either report, please contact the UMHB Police Department at (254) 295-5555, or visit in person at 905 Moore Avenue, Belton, Texas, 76513.

In addition, information pertaining to alcohol and drugs may be found in the following documents:

1. UMHB Student Handbook (<http://students.umhb.edu/student-handbook>).
2. Guide to Campus Housing (<http://students.umhb.edu/residence/housingguide>).
3. University Policy SAF 5.50, Drug and Alcohol-Free Workplace (<http://hr.umhb.edu/policies>).
4. UMHB Annual Campus Fire and Safety Report (Clery Report) (<https://go.umhb.edu/resources/police/policies-reports#1845>).

If you have any questions, please contact the UMHB Police Department at (254) 295-5555.

Community Policy and Procedure

Being a Member of UMHB's Residential Community

As a member of a residential community, it is reasonable to expect both certain courtesies and privileges and to extend those same courtesies and privileges to roommate(s) and neighbors.

As a member of the residential community, the resident should be able to:

- ☐ Read, study, and sleep free from undue disturbance from noise and other distractions.
- ☐ Expect that others will respect personal belongings.
- ☐ Have a clean environment in which to live.
- ☐ Have access to the room at all times.
- ☐ Have personal privacy within the limits of the residential setting.
- ☐ Host visitors and guests within the parameters of the university policy.
- ☐ Live in an environment without fear of intimidation or physical and emotional harm.
- ☐ Discuss with RA, RD, or Residence Life office staff any problems or concerns that may arise.

The resident has the responsibility to:

- ☐ Verbally express views to the person(s) involved should feelings arise that freedoms have been infringed upon.
- ☐ Treat roommate and other residents with respect and consideration.
- ☐ Respond to all reasonable requests of roommate and of fellow residents.
- ☐ Be accountable for personal and community safety.
- ☐ Discuss expectations regarding guests and visitors during visitation, and respect roommate's expectations regarding their own visitors or guests.
- ☐ Inform guests and visitors of visitation policies, UMHB behavioral standards, and the expectations of the roommate.
- ☐ Protect the privileges and freedoms that the roommate and fellow residents are entitled to expect.

Conduct

At UMHB, we foster a Christian-oriented community of students who are competent, sincere and committed learners. Language, behavior, and possessions inconsistent with the ethical and moral values promoted by the university are not acceptable. A student's attire must comply with the university's student dress code. See the UMHB [Student Handbook](#) for more information regarding student conduct and other rules.

Prohibited Activities and Items

Due to the potential for injury and damage to property, the activities and items in this section are prohibited. If a resident is found in possession of an illegal or dangerous item, it will be immediately confiscated and will result in disciplinary action. The resident will also be referred to the Dean of Students. In some cases, such as those involving pets, the resident may be allowed to remove the item personally. This must be done within the time limits set forth by the RD or the RA. See Inspection for Health, Safety, and Policy Enforcement section on pg. 12.

Residents may be held equally responsible for any prohibited items found in their room, apartment, or house and are also responsible for the behavior of their invited guests or visitors. Residents are encouraged to ask questions of staff members if necessary.

Prohibited Activities

- ❑ Fighting, Smoking, Vaping (E-Cigarettes), Profanity - please refer to [Student Handbook](#)
- ❑ Athletic activities in apartments, houses, parking lots, and residence halls
 - Including, but not limited to: wrestling or “roughhousing”, running, throwing/bouncing/kicking of objects, the use of golf clubs, and the use of dart boards.
- ❑ Ceiling alterations
 - Including, but not limited to: mounting ceiling fans, mounting light fixtures, and the removal of ceiling tiles. Any object hung from the ceiling that requires removal of ceiling tiles is prohibited. An example would be hanging hammocks from the ceiling. Placing objects in the ceiling is also prohibited and can result in disciplinary action.
- ❑ Climbing
 - On or over apartment fences, out of apartment or residence hall windows, onto the roofs of the buildings, and over second floor railings in the apartments or in residence halls.
- ❑ Construction in rooms
 - Including, but not limited to: construction of shelves, lofts, and elevating furniture on blocks or on other pieces of furniture. There is an approved method of elevating beds using risers, and loft kits are available for lease through an approved company. To learn more about leasing a bed loft, click here: [Collegiate Bed Loft, Inc.](#) Consult the RD for questions on the correct type of bed risers to use.
- ❑ Fire
 - Lighting a fire on any material or surface in a residential space is prohibited. This includes the use or possession of fireworks. See the Safety/Emergency section in this guide pg.28-33.
- ❑ Hover Boards
 - Hover boards cannot be plugged into any outlet in a residential facility for the purpose of being charged. This includes all common areas in residential buildings (offices, lobbies, common rooms, media rooms, computer labs, study rooms, etc.)
 - Hover boards can be used on campus and can be kept in a resident student’s assigned space. Boards should not be ridden inside any campus building.
 - If a staff member finds a board plugged into an outlet in a residential building, the board will be confiscated and taken to the Dean of Students. The student will have to meet with the Dean of Students or his designee in order to recover the board. Failure to follow this policy can result in a code of conduct violation.
- ❑ Throwing, dropping or hanging objects from windows
 - Screens should be locked at all times. Damages will be assessed for misuse or damage of screens. See the Fine & Cost Table, pg. 37.

Prohibited Items

- ❑ Drugs, synthetic drugs, and drug paraphernalia – refer to [Student Handbook](#)
 - Only prescription drugs, prescribed by a physician for use by that individual, should be in the possession of the resident. It is the responsibility of the resident to secure the prescribed medication.
 - **HOOKAHS** and water pipes are prohibited.
- ❑ Alcoholic beverages and containers – refer to [Student Handbook](#)
 - Residents are expected to comply with UMHB’s alcohol and drug policy.

- o Also prohibited are products or items that display liquor or drug logos, and alcohol or drug images. Examples are posters or t-shirt designs.
- ☒ Obscene Material – refer to [Student Handbook](#)
- ☒ Firearms, ammunition, and other weapons- refer to [Student Handbook](#)
- ☒ Possession of stolen property
 - o The possession of stolen property can result in criminal charges as well as university disciplinary action. Example would be items belonging to the university dining hall, such as silverware, cups and order numbers from Whataburger or other items used for business purposes.
- ☒ Traffic, street, highway signs, cones, flags, lights, barricades, and other equipment
 - o Possession of such equipment usually constitutes theft, which also violates state and local laws.
- ☒ Appliances & Furniture
 - o Unacceptable cooking appliances are usually those items with any kind of open heating element. Some examples are hot plates, and toaster ovens. All appliances should be UL approved and UL recommends that all appliances have an automatic shut-off. Indoor grills, such as George Foreman type grills, are prohibited in all residence halls but are allowed in Beall Hall, apartments and houses. Items such as coffee pots, irons, or any device that has a heating element must have an automatic shut off.
 - o Portable space heaters.
 - o Halogen lamps, oil lamps, or other fuel burning lamps.
 - o Waterbeds
 - o Bed lofts other than the approved loft kits through Collegiate Bed Loft Company.
- ☒ Pets
 - o All pets, other than fish, are prohibited. See Animals on Campus, pg. 12.
- ☒ Candles, Incense, & Candle Warmers
 - o Candles are prohibited in any residential building, including electric candles. The only exception is for the temporary possession of “ceremonial” candles used for UMHB sponsored events. These candles must be removed immediately following the event for which they were intended.
 - o Burning of incense is also prohibited.
 - o Candle warmers that are the type, that sit on a surface are allowed but only the wax product sold for the warmer can be used.
 - o Plug in style wax melt warmers are prohibited.
 - o Room freshener wall plug ins are allowed as well as essential oil diffusers.
- ☒ Barbecue grills
 - o Residents assigned to an apartment or residence hall space are not allowed to bring their own barbecue grills. Grills cannot be stored either inside or outside rooms or apartments because of the potential fire hazard. Stationary grills are provided in apartment complexes and the university will supply a grill for an event if requested. The RD must approve the request for the use of the grill from the Physical Plant Department.
 - o Residents assigned to campus houses are allowed to have a grill with the following provisions:
 - Must be a charcoal grill only.
 - Must be kept a minimum of 10 feet from buildings.
 - Must have a portable fire extinguisher on hand during use.
- ☒ Combustible Solutions
 - o Propane, gasoline, charcoal starter fluid, self-starting charcoal, paint thinner, solvents, lamp oil or camping fuel cannot be stored in a residential building, including storage areas within or on the outside of the building.

📌 Web Cameras

- o Web cameras are permitted, but residents must be aware that the inappropriate use of a web camera will result in removal of the device and disciplinary action. Inappropriate use includes, but is not limited to: invasion of privacy in regards to the roommate or guests; or broadcast of inappropriate images and material.

Replacing Lost, Damaged, or Stolen Items

The university assumes no financial responsibility for the damage, loss or theft of student-owned property and strongly recommends that all residents have comprehensive personal property insurance coverage.

Property Damage, Loss or Destruction

If a resident damages UMHB property, damage charges will be assessed. See the Damage Cost Table, pgs. 38. In addition to being charged for repairs, residents who intentionally cause damage to university property will face disciplinary sanctions and possible removal from campus housing.

Residential Decorating and Posting Policy

Fire safety is a high priority at the University of Mary Hardin-Baylor. The following guidelines apply to all residential buildings.

📌 General Decorations:

- o Residents are allowed to hang a dry erase board or cork board no larger than 2'X2' in size next to the room door leading into a corridor. These boards are to be hung following the guidelines for each individual building on how to hang items.
- o Pictures, or any paper hung on these boards, are not to exceed the limits of the board. No paper/pictures, etc. can be hung on the wall surrounding the door and must be kept on the board itself.
- o Lights are not to be hung from windows, bed frames, around the ceilings of rooms, around doorways, or on balconies.
- o Residence hall lobbies or common rooms may be decorated with permission from the Resident Director.
 - Decorations should be fire retardant rated or sprayed with a flame retardant product.
 - The primary escape path should be kept clear and unobstructed.
- o Open flames, i.e. candles or other flame or heat producing devices, are strictly prohibited.

📌 Blocking Emergency Exits:

- o Emergency egress, including doors, corridors, stairways, etc., must never be blocked or the pathway restricted.
- o Decorations may not be placed on the floors in exit corridors, including alcoves located in exit corridors.
- o UMHB observes a 10% rule in respect to number of bulletin boards in exit corridors. Bulletin boards exceeding the 10% rule must be fully enclosed.
- o Bulletin boards cannot be located on or within 3 feet of fire exit doors or directly opposite one another in corridors.
- o Combustibles (i.e. fliers, notices, etc.) are limited to authorized locations only (i.e. bulletin boards and notice holders). Such items may not be posted in other locations (i.e. walls, doors, etc.).

📌 Holiday Decorations:

- o Live trees are prohibited.

- o Strands of lights can be used to decorate personal Christmas trees, but must be FM or UL labeled electrical decorations. No more than three strands of lights should be strung together and the number of lights per strand should not exceed 100. Use either power strips or medium gauge, grounded extension cords.
- o Lights are not to be hung from windows, bed frames, around the ceilings of rooms, around doorways, or on balconies.
- o Christmas tree lights should be removed following the Christmas season and should not be in place any longer than a two week time period. Follow the directions of your RD.
- o Decorations on the exit corridor side of hall/apartment doors must be:
 - Made with fire retardant materials or treated with a flame retardant product.
 - Approved by the RD.
 - Kept in place for no longer than 2 weeks.

Residence Life Policy Violations: Fines and Other Sanctions

Monetary fines are issued by the UMHB Residence Life staff, and the amount is based on the violation. Some violations will result in a referral to the Dean of Students for disciplinary action.

Procedure for Issuing a Fine

- ☐ An attempt will be made by RD to deliver the fine to the student.
- ☐ If the fine notice cannot be delivered, the staff member will e-mail and text the resident giving instructions to pick up the fine in the office during duty hours.

Paying a Fine

- ☐ Fines are due and payable when notice of the violation is given to the student.
- ☐ All fines will be paid directly to the RD and a receipt will be issued by the staff member.

For fine amounts, see the Policy Violation Fine Table, pg. 36.

Overdue Fines

Fines are considered past due fourteen calendar days after they are issued and the amount owed will double if not paid within this time frame. If a resident is experiencing difficulty in paying a fine, arrangements may be made with the RD for payment terms. All fines must be paid in full before the end of the semester.

Outstanding fine amounts remaining at the end of a semester will be handled as follows:

- Fine amount is \$10 or less
 - Hold is placed on the student's account and removed once the fine is paid in full.
- Fine amount is greater than \$10
 - The outstanding amount owed is deducted from the housing deposit.
 - A letter will be sent instructing the returning resident to bring the housing deposit back to the original amount of \$150 prior to check-in.

Excessive Fines

If fines accumulate and the amount owed exceeds \$50:

- ☐ The resident will meet with the RD first to resolve the issue.
- ☐ If the resident does not comply with the request to meet with the RD, or does not comply with terms or other instructions provided by the RD regarding the matter, the RD will refer the resident to the Director of Residence Life.

Disputing a Fine

If a resident disagrees with a fine as issued, they must contact the RD within 24 hours from the date the fine was issued.

Group Billings/Fines

When no one is willing to accept responsibility for conduct that has affected residential property, a decision may be made to charge the cost of cleaning or repairs to several individuals. This may include everyone within the apartment complex or residence hall, the occupants of a particular floor or wing, or everyone living within the house, room, or apartment where the damage occurred. Before a specific group is billed, there will be an opportunity for the responsible person(s) to identify themselves and take responsibility for their actions.

Inspections for Health, Safety, and Policy Enforcement

Refer to Student Handbook

Removal of Students from Campus Housing

Conduct which results in disciplinary action or is considered unacceptable may also result in the removal of the resident from campus housing without a refund of rent or deposit paid. Residents who are suspended from campus housing must remove all personal belongings within a specified time frame and must follow standard check-out procedures. In addition, all privileges in campus housing are forfeited for the duration of this suspension.

Some of the causes for removal of a resident from the campus housing system include, but are not limited to:

- ☐ Unable to settle accounts in the Bursar's office.
- ☐ Student conduct which creates a risk of harm to other members of the university community
- ☐ Dismissal from the University for any cause
- ☐ A display of conduct or behavior which is unacceptable in housing or in any other location

Failure to vacate the assigned space upon receipt of notice from the Dean of Students will be documented and will be considered with other factors if the resident subsequently applies for readmission to campus housing.

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: heavy use of perfume or air freshening spray, cooking odors, excessive body odor, large amounts of trash, or large amounts of dirty laundry. Staff members 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.

Animals on Campus

Fish are the only type of pet allowed and must be maintained in an aquarium. Only one aquarium per room/house/apartment is allowed. The maximum size of the aquarium is 10 gallons. Residents are expected to keep these aquariums neat and clean.

Other than fish or approved service or support animals, no other type of animal is allowed on campus, including all mammals, birds, rodents, reptiles, or insects. Students must seek approval prior to bringing a service or support animal to campus.

If an unauthorized animal is found within campus housing, every attempt will be made to determine the identity of the owner and give notice to remove the animal immediately. If the identity of the owner cannot be determined or if there are repeated offenses by one individual, the RD can order the immediate removal of the animal. In some cases, the animal may be brought to the Residence Life Office until such time as it is claimed and removed by the owner or removed by Animal Control authorities. A fine may be assessed or disciplinary action may be taken. The Residence Life Office reserves the right to remove any pet at any time from campus housing without prior notice to the owner.

Trash

Dumpsters are provided for the removal of trash outside some traditional halls and in apartment complexes. Burt, Gettys, Johnson, Lord, McLane, Remschel, and Stribling are traditional residence halls that do not provide dumpsters. These buildings do have an allocated large receptacle for trash disposal in the building as well as a scheduled time for housekeeping staff to remove the trash each week. Campus house residents should place their trash on the curb on the evening before or day of scheduled pick up by the [City of Belton](#). The following guidelines should be followed by all residents in regards to proper disposal of trash. Failure to follow these guidelines will result in a fine issued by the RD.

- ☐ Each resident is responsible for disposal of his/her personal trash. Trash is not to be placed outside the room or apartment for pick-up unless the building has been set up for trash pickup. If that is the case, then trash can be placed outside the door on the morning of trash pickup.
- ☐ Common areas such as residence hall lobbies, apartment building common rooms, study rooms, computer labs, laundry rooms, and community baths will be cleaned by housekeeping staff. It is also the responsibility of each resident to help maintain these areas.
- ☐ Residents should not place trash from their room/apartment in the trash receptacles found in common areas.

Advertising, Solicitation, and Posting

Solicitation is strictly prohibited. Residents should report all solicitors to their RD. Campus organizations, or individuals desiring to post notices or place advertisements, must take those items to the Student Organizations Office for approval.

Meetings

Residents are required to attend all mandatory community meetings. Meetings are primarily called to discuss, promote, and educate residents regarding events, community issues, and concerns. Residents who have schedule conflicts with a community meeting should inform the respective Residence Director a minimum of twenty-four (24) hours in advance of the meeting to request an exemption.

Noise Policy

- Residents are required to remain courteous in noise levels 24-hours a day. It should be remembered that in a community living environment, the right to participate in or enjoy a particular activity ends when that activity infringes on the rights of others, particularly the right to sleep or study.
- A period known as “Quiet Hours” has been established in all living areas. The time period exist to ensure residents have the opportunity to exercise their primary rights to sleep and study. Each resident is responsible for knowing and respectfully observing these times .
- Noise, which is audible beyond the confines of one’s room/apartment, is prohibited. Students are free to have radios, stereos, televisions, etc. in their rooms, but the amplification should be controlled so that neighbors both inside and outside of the building are not disturbed.
- Speakers must not face or be placed in windows or doorways. Failure to keep sound equipment at a reasonable level may result in loss of the privilege to maintain such equipment on campus.
- The Resident Assistant or Resident Director reserves the right to confront and address what they deem to be excessive, disruptive behavior that is disrespectful to others in the immediate outside vicinity of the living area (e.g., courtyards, sidewalks, entryways). Individuals and groups may be asked to leave the area.
- Residents are expected to respectfully address issues that are related to the violation of “24 Hour Courtesy” on a personal level. If this fails, residents should consult a residence life staff member.
- Students who desire to play musical instruments that may disturb other residents should seek locations outside of the residential areas to practice or use practice rooms available throughout the campus.
- Only non-amplified instruments, which do not disturb others, may be played in the residence halls or apartments.
- **Courtesy Hours:**
 - The right to study and sleep supersedes the privilege to entertain oneself or others. A “24-Hour Courtesy” Policy upholds the University’s commitment to providing an environment where Students may experience academic success.
- **Quiet Hours: (10:00 p.m. to 10:00 a.m.)**
 - Persons gathering in the lobbies must maintain reasonable volume and noise levels.
 - Persons gathering outside an apartment building or in the parking lot areas should keep noise at a level which does not disturb residents in the apartments.

During final exam periods, an extended period of Quiet Hours will be observed.

For residents living in campus houses, the expectation is that they will be “good neighbors” since the location of the house is within a residential area. Maintaining reasonable noise levels 24 hours a day, including noise from an alarm system, is expected.

The following are sanctions that may be imposed when the noise policy is violated:

- First offense: verbal warning
- Second offense: fine for noise violation
- Third offense: loss of privileges or removal of item from living area (stereo, car alarm, etc.)

Room Care

Room checks accomplish three objectives: reduction of wear and tear on the facility, control of pests, and facilitation of good roommate relationships. Residents are expected to maintain the assigned space in a reasonable manner, excluding normal wear and tear. Room care guidelines are as follows:

Facilities Check:

- Conducted once a month by RA staff.
- No set list of cleaning expectations. If extreme conditions are found in the space that can affect the facility, introduce pests, or place an undue burden on roommates, resident(s) will be asked to take corrective steps as instructed by the RD.
- RA will look for damages, safety issues, and maintenance needs. RA will inspect inside closets, refrigerators, microwaves, and kitchen and bathroom cabinets as well as other areas within the space.
- The reporting of damage and maintenance needs is the responsibility of the resident. If damage results from failure to report a problem, the resident can be charged for the damage

Room Check:

- Conducted once a month by RA staff.
- Basic cleaning expectations are listed below in the section titled “**Room Check Guidelines**”.
- The RD may conduct an inspection without prior notice to ensure that room care standards are being upheld.
- Food Items are allowed in rooms and apartments but must be stored appropriately. Food should not be stored on window sills. Raw meat is not allowed in the refrigerator units in residence hall rooms.
- The display of personal items must be kept within the confines of the room.
- Decorating is permitted and should follow specific guidelines. A complete list of instructions on how to hang items on walls and the type of materials which can be used is found in the check-in paperwork and also available by asking for a copy from the RD or RA. Damage caused by using inappropriate methods to hang items will result in a damage charge.

Room Check Guidelines

The following are the basics that must be addressed to comply with room check.

Bathroom:

- Toilet is cleaned.
- Shower/tub is cleaned.
- Sink is cleaned.
- Vanity is wiped off.

Floors:

- Cleared of clothing and trash.
- Carpet is vacuumed.
- Tile floors are swept and mopped.

Trash:

- ☒ Trash receptacle is not overflowing.
- ☒ Bags of trash are not sitting in room/hallway/or on porch or balcony areas.
- ☒ No trash is lying on the floor or on top of the furniture.
- ☒ Burt, Gettys, Johnson, Lord, McLane, Remschel, and Stribling residents must use trashcan liners and trash cans provided by the university. Liners will be available from UMHB Housekeeping staff, and hall staff.

Food:

- ☐ Food is properly disposed of and contained.

Appliances:

- ☐ Refrigerator is wiped out.
- ☐ Microwave is wiped out.
- ☐ Stove is cleaned.

Kitchens:

- ☐ Countertops are wiped off.
- ☐ Dishes are washed.

Violations and Fines:

- Facility and Room checks are on a pass/fail system of grading.
 - Students will receive a second attempt after first failed inspection.
 - A second failed inspection may result in a \$25.00 fine.
- ☐ If there was no attempt in initial inspection, or room is in very poor condition:
 - The RD may issue a “No Attempt” fine which will be an automatic \$25.00 fine.
 - Resident will be given 24 hours to clean the room for re-inspection by the RD.
 - If the room is still not clean, a referral will be made to the Director of Residence Life.

Yard/Outdoor Areas

Residents in apartments and campus houses are expected to maintain the stairwells, front porches/balconies, and yards using the following guidelines:

- ☐ Trash is kept picked up and disposed of properly.
- ☐ Beautification items that are appropriate such as bird feeders, hanging baskets, potted plants, and wind chimes are permitted.
- ☐ Outdoor furniture stacked on the front or back porch should not obstruct doorways or egress.
- ☐ Personal property should not be left unattended or at any time block the apartment complex sidewalks. Ample room should be left to walk and to enter/exit the apartment. Property left unattended may be considered abandoned.

Window Screens

For security purposes and to avoid damage to the screen, window screens should be kept locked at all times. If a screen is found open, the resident of the room will be asked to close and lock the screen. Failure to comply will result in a fine. If screens are used improperly and are damaged, a damage charge will be assessed to one or more residents of the space. If a screen in a room does not latch, the resident should report this on the maintenance log or to a staff member.

Temperature Control

Thermostats in apartments and houses will have pre-set temperature ranges that should allow for comfortable conditions in all seasons. Thermostat settings cannot be changed and any damage to a thermostat will result in a charge up to \$100.00 to the residents of that space. Doors and windows should remain closed any time the heating or cooling system is being used.

Babysitting

Residents are not permitted to perform babysitting services in residential buildings. Guests under the age of 12 years old are prohibited without special permission by the RD.

Visitors and Guests:

Definitions:

A VISITOR is a person who is of the opposite sex to the residents assigned to that campus living space (room, apartment, or house).

A GUEST is a person who is of the same sex as the residents assigned to that living space (room, apartment, or house).

University employees who are in residential spaces for the purpose of fulfilling job responsibilities are not considered visitors or guests.

COHABITATION is defined as occupation of a campus housing space by a student or non-student, unless expressly assigned to that housing by the Dean of Students or his designee.

General Rules Applicable to Both Visitors and Guests:

1. Visitors and guests are only allowed in campus housing
 - A. with the expressed consent of the resident, and
 - B. in accordance with all university policies and rules.
2. Residents are responsible for the behavior and conduct of any visitors or guests. Residents are to inform visitors and guests of policies and student code of conduct as outlined in this **Guide** and the **Student Handbook**.
3. Residents will be held responsible and will be subject to disciplinary action for any violation of policy by visitors or guests.
4. Visitors and guests are expected to comply with UMHB's alcohol and drug policy which also prohibits being on the campus while intoxicated or impaired by alcohol or drugs. Residents will be held responsible for anyone bringing alcohol or drugs into their room, apartment, or house, or for a visitor who reasonably appears to be intoxicated or impaired by alcohol or drugs.
5. Sexual misconduct is defined in the **Student Handbook**. All students, including students who reside in campus housing, and their visitors and guests must comply with this policy.
6. Cohabitation is not allowed in campus housing facilities. Residents may not allow or invite someone not assigned to campus housing to occupy their assigned space. A resident who allows an unassigned person to occupy his/her space can be subject to disciplinary action which may also include removal of housing privileges.
7. A roommate should not be asked to vacate the room because of visitors or guests. Visitation and guest situations should be discussed between roommates so everyone has a clear understanding of preferences, expectations, and need for privacy.
8. RDs and RAs will monitor for policy compliance (including but not limited to policies regarding visitors and guests) and may need to enter a room, apartment, or house. If a staff member or RA needs entry, he/she will knock and announce themselves. Residents must open the door and allow the staff member or RA to enter. If the resident does not respond, the RD may initiate entry. Failure to respond to the request of a staff member to enter will constitute a violation of university policy. Residents and visitors are expected to be courteous to the RA and RD as they perform their duties.
9. The university reserves the right to immediately remove any visitor or guest from campus premises and/or to require that the visitor or guest shorten their visit, whether or not the typical length of visitation or overnight stays has been reached.

Guest-Specific Policy

Residents of the halls, apartments, and campus houses are allowed to have guests on a daily basis.

The rights of the roommate should be a high priority with regard to guests, whether short term or overnight. The roommate should not be compelled to leave in order to accommodate a guest, nor should he/she be placed in a situation that may cause embarrassment or inconvenience. Conversely, the university requests that roommates be reasonable and fair in accommodating the appropriate presence of guests and making any concerns about guests known immediately to the RD or RA.

Guidelines:

- All overnight guests **MUST BE REGISTERED** when staying at any time, including summer housing terms.
 - An overnight guest may not stay more than two consecutive nights and cannot stay more than two nights in any week. Guests may not stay more than 6 nights total per semester.
 - Overnight guests are not allowed to stay before the first day of class, finals week, or after the last class day of each semester.
- Guests under the age of 12 years old are not allowed to stay with residents unless special permission is gained from the RD.

NOTE: Occupancy for special programs or gatherings should not exceed twenty-five (25) in Independence Village, Farris four person units, and in campus houses. The limits for, Independence Village two person units, Farris two and three person units, and College View units is fifteen (15).

Visitation

Visitation Dates and Hours:

- Apartments & houses: 12:00 p.m. to 12:00 a.m. – 7 days a week
- Residence Halls: 7pm – 10pm. Tuesday and Thursday

Visitation Policy:

- Each living area has visitation privileges for its residents that enable Students to interact with one another for academic or social purposes.
- Visitation privilege permits guests of the opposite sex in one's room or apartment during specified times.
- Visitation and guest privileges may be revoked at any time to any and all parts of a living area.
- Resident Directors reserve the right to terminate an open-night visitation in apartments or residence halls due to excessive, disruptive behavior, disrespect for others, or any other circumstance deemed a hindrance.
- Main lounges in residence halls and community rooms are open to give Students a common area in which to interact

Listed below are the parameter for visitation in each of the living areas:

- Traditional Undergraduate Freshman Living Areas:
 - During each semester (as defined in the Student Handbook), visitation dates and hours for Freshmen living areas are determined by the Residence Life staff.
 - Visitors of the opposite sex are permitted in Freshmen living areas only during visitation hours.
 - Rooms must be well lit; a minimum of one (1) permanent light fixture must be on while visitors are present.
 - Members of the opposite sex may not use hall bathrooms. Public bathrooms are located in the lobby or in an adjacent building.

- Students entering and exiting bathrooms and public areas (i.e. hallways, lounges) in the hallway should be dressed appropriately during open hall hours.
- Visitors will be allowed to sit on the bed with consent of the resident. Laying on the bed is prohibited. Beall hall residents are not allowed to have visitors in their bedrooms.
- Students are expected to conduct themselves in an appropriate manner during open halls.
- Upperclassmen Student Living Areas (Apartments)
 - Throughout each semester (as defined in the Student Handbook), Students who reside in apartments may entertain visitors of the opposite sex, providing all occupants of the respective living apartment agree that visitation is permissible.
 - Visitation hours of individual apartments may be modified by the respective residents, providing the hours do not exceed the times indicated above. It is the responsibility of residents to abide by and monitor modified hours.
 - Visitors of the opposite sex must remain in the living room/kitchen area at all times.
 - When visitors of the opposite sex are present, the view into the apartment must remain unobstructed.
 - Window blinds and coverings should remain open allowing a clear view into the apartment. Areas in which visitation is taking place must be well lit.

Visitation Procedures for Traditional Undergraduate Freshman Living Areas

- A desk sign-in and sign-out procedure is required for visitors and resident host.
 - The resident host and visitors must sign-in and out and both must leave an ID with the RA on duty.
 - When the visitor leaves, the resident host must escort him/her back to the registration desk to sign-out and collect IDs.
 - If the resident host leaves during visitation hours, the visitor must either transfer to a new resident host or leave the building.
 - Anytime a change in resident host occurs, the new resident host must sign-in and leave an ID. This includes a change to the roommate as resident host or if the visitor wants to move to another room in the building. The sign-out procedure must be followed with the first resident host and sign-in must occur with the new resident host. Visitors found in an area other than the resident host's room will be escorted from the building.
- Visitors must be escorted in and out of the building at all times by the resident host.

Visitation Policy Violations for Halls, Apartments, and Houses

In cases of minor visitation violations (as defined by the Dean of Students), a behavioral warning may be issued by the RD or other actions may be taken based on the violation. Continual violation of the visitation policy will result in further judicial action.

Code of Conduct information can be found in the [Student Handbook](#).

Housing Information

[Housing Selection Process](#)

The Housing Selection Process is conducted each semester so that residents currently living on campus may select a desired space for the following semester. The selection process is conducted for fall and spring assignments only. Summer reservations must be made separately and a summer housing application is available through the myHousing portal. Information about the process can be found by going to [Housing Selection Process](#) . Information is also distributed to residents prior to the process by building staff.

[Campus House Assignments](#)

Students wishing to live in a campus house must fill out an application available on the Residence Life web page. Information about applying and selection criteria is also found on the web page. House assignments are based on various factors, including, but not limited to: GPA, composition of living group, classification, and standing with the university.

[Consolidation](#)

Vacated, or open spaces, will be made available for use by the Residence Life Office and residents may be consolidated. If rooms are in short supply, the university reserves the right to assign double and triple occupancy (whenever practical) in all residential areas.

[Off Campus Students](#)

The only people allowed to participate in the Housing Selection Process are residents who are currently living on campus. Off campus students must submit a housing application and a housing deposit and will be assigned along with other new applicants at the end of each semester.

[New Transfer Students](#)

- The transfer student who is younger than 21 and has never lived on a college campus, or has been a resident somewhere for one semester but is still classified as a freshman, is still going through the first year experience and can be placed in a traditional residence hall.
- The transfer student who is older than 21, or has lived more than one semester on another college campus, or is transferring in hours that rank him/her as a sophomore or above, will be placed in upper- class housing.
- Exceptions may be made by the Residence Life Office in cases of housing overflow.

[Wait List](#)

Residents will have access to a wait list on the [myHousing](#) portal during the selection process and can list their preferred building and/or roommate if unable to select a desired space.

[Assignment E-Mail](#)

Following the selection process, each returning resident will receive an assignment e-mail. If information is incorrect, the resident must contact the Residence Life Office to make corrections. Each resident will also be required to sign an occupancy license which will be part of the on-line process. The Residence Life Office may still need to make changes to floor plans in special situations, but the resident involved in any change or consolidation will be notified.

Occupancy License

All new applicants and returning residents must sign a nine-month occupancy license for any campus housing space. Students entering campus housing for the spring semester will sign a license for that semester only. The occupancy license is a part of the housing application and selection process.

Room Changes

Resident Initiated Changes

After housing reservations open in the fall and spring, residents may agree to exchange room assignments or “swap” spaces, provided the change is properly coordinated through the RD and/or through the Residence Life Office. Residents must be fully eligible for the space they are swapping into (example: campus houses or apartments), and changes that result in a difference in room cost will be billed at the new rate for the space.

The following are guidelines for a change:

Moving Within a Living Area

- If a resident is moving within his/her own hall or complex, he/she must receive permission to make the move from the RD. No resident is authorized to move until approval from the RD has been received. The Residence Life Office reserves the right to deny change requests.
- Resident initiated changes to exchange or “swap” space with other residents within the same hall or apartment building requires the consent of all the parties involved. The individuals wishing to relocate must work out the details of the move with anyone who would be affected. It is not up to the RD or RA to make arrangements for these kinds of moves, however, the swap or change of space must be approved by the Residence Life Office. The residents who are seeking a swap must notify the Residence Life Office.

Residence Life Office Initiated Changes

- The Residence Life Office reserves the right to make administrative room changes if a change is deemed necessary due to existing circumstances. The Residence Life Office will also fill vacancies as they occur by assigning space. Residents may be able to opt for a “buy-out” of vacant space in their room or unit (see “Buy-Out Policy”, pg. 23). If a resident has not chosen this option or if it is not available, then he/she is required to accept a new roommate as assigned by the Residence Life Office. Refusing to accept a roommate, attempting to dissuade/discourage roommates from moving in, or impeding the ability of the Residence Life Office to affect an assignment into a vacant space, is a violation of policy that can lead to termination of housing without release from the financial obligation of the occupancy license.
- Residents must insure that the space and furnishings allocated to a new resident are in a condition ready for occupancy prior to the arrival of the new resident. If the university has to clear the space for a new occupant, the current resident may be assessed cleaning and moving charges and the university will not be responsible for damage or loss.

Room Charges

Charges may differ from one type of space to another. Room and board charges cover a period of one semester.

Freshman Living Areas/Traditional Residence Halls

A resident may not occupy his/her assigned space until the official opening date for campus housing. The period of occupancy includes traditional school holidays, during which the school dining hall is open. Long holidays, such as Thanksgiving, Christmas, and spring break, are excluded from the occupancy contract. The dining hall is closed during such periods. The university reserves the right to use residence hall facilities during periods of non-student occupancy for conferences or conventions.

Upper Classmen Living Areas/Apartments and Campus Houses

- Rental rates are based upon occupancy during the academic semester. A student may not occupy the assigned apartment or house until the official opening date for campus housing. The period of occupancy includes ordinary school holidays, including the Christmas break and spring break.
- The rental period for the fall and spring ends on the date housing officially closes for each semester (noted on the university calendar). Grace periods can be given so that students can move furniture and belongings. These grace periods are to be determined by the Residence Life Office.

Buy-Out Policy

If a space exists within a residence hall room and the Residence Life Office does not anticipate assigning a new roommate, the resident occupying the room may choose one of the following options:

- Continue to live in the room without paying any additional fee. The Residence Life Office can use the unoccupied space for assignment at any time without prior notice.
- Move into another vacant space authorized by the Residence Life Office.
- Pay a “buy-out” rate for the vacant space in the room. This option is not available when housing demand is high.
- The current buy-out rate is an additional \$300 per semester. Buy-outs would be done on a semester- by-semester basis and the option would only be available if there is sufficient space.

Buy-Out for Apartments and Campus Houses

Apartment space is normally at a premium and an opportunity for a buy-out is very limited and more expensive than buying-out a residence hall space. Buy-outs in apartments may be permitted if housing demand is not high and there is no one on the waiting list. A resident interested in a buy-out for an apartment must make a request to the Residence Life Office and a decision will be made on the availability of the buy-out option. An apartment buy-out has to take into account the cost of running an apartment with a single individual as resident. The cost for an apartment buy-out will be determined by the Residence Life Office.

Buy-outs for campus houses is not permitted.

Cancellations, Withdrawals and Refunds

All cancellations must be made in writing directly to the Residence Life Office. Refund of rent will not be given if a resident cancels, withdraws, or vacates for any reason after the first day of class of either semester.

Students who have submitted a housing application or participated in the housing selection process and have signed an occupancy license, will be held financially liable for the payment of rents owed as outlined in the occupancy license. Students enrolled and living off campus must meet criteria for living off campus or have permission to do so (see Residence Living Exceptions in the [Student Handbook](#), pg. 29).

Room Deposit Refunds for New Applicants

If a prospective student chooses not to enroll, the \$150.00 room deposit portion of the enrollment deposit can be refunded. Deposit refunds will be made according to the following schedule:

- **requests received by May 1st will be given a full refund;**
- **May 1–June 1, 50% refund;**
- **after June 1, entire deposit is forfeited.**

Room Deposit Refunds for Returning Residents

Returning residents must apply for their deposit prior to June 1 in order to receive a refund. **After June 1, the entire \$150.00 deposit will be forfeited.** Residents who do not return for a subsequent semester may either leave the deposit on account or request a refund by completing the refund form available in the Student Development Office.

Deadlines can be waived for room deposit refunds under the following conditions:

- The applicant is denied admission to the university.
- The applicant becomes physically incapacitated and is thereby prevented from enrolling.
- The applicant receives a call to be inducted into the U.S. Armed Forces.

Meal Plan Refunds

Meal Plan refunds are determined by the Bursar's Office. Refunds are made by check only and are made within approximately 45 days from the date of the official withdrawal.

Blocked Rooms

Certain rooms within residence halls or apartments may be blocked for a specific use by the Residence Life Office. An example are the spaces assigned to RAs. Any resident who is the roommate of an RA must understand that they are living in a blocked space. If the individual serving as an RA no longer holds that position, the resident who is his/her roommate will be expected to vacate that space for the new RA and his/her preferred roommate.

Check-In and Check-Out

An official move-in date for each semester is designated on the school calendar. The staff will be available on that day to assist residents with check-in procedures. If a resident is not able to move in on this date, he/she should report immediately to the RD upon arrival for assistance.

Room Inventory

At check-in, each resident will be asked to review and sign within 72 hours, the inventory form for the assigned space. This process will serve to verify inventories of items in the space and to list any damaged or missing furnishings found during inspection by the resident. It should be noted that when a resident is assigned a space, he/she is "issued" the furniture and fixtures for his/her use and must assume responsibility for the care of the space and the contents. Prior to check-in, the RD or RA will look for previous damage or loss of property. Documentation on the inventory form will insure that the responsible person is charged. The same procedure will be followed during check-out at which time, if damage or loss of property is noted, the cost of the item(s) in need of replacement/repair will be assessed. The determination of cost may be based on the Damage Costs Table (pg. 38), or the RD may obtain a cost estimate for items or damages. This figure will be furnished to the Residence Life Office and the resident will be billed for repairs or replacement of lost items.

Check-Out Procedures

Anyone who fails to follow the proper procedures for check-out will have a financial obligation. Costs for improper check-in or check-out starts at \$100 and will increase depending on the circumstances and condition of the unit. The applicable amounts can be found in the Fine and Cost Table (pg. 36). The RD will review the circumstances and, working with the Residence Life Office, assess any costs and fines. Those amounts will be deducted from the initial housing deposit or paid outright to the RD or Bursars Office. If the cost exceeds the amount available through the housing deposit, a hold will be placed on the resident's record. Anyone with a hold cannot receive a transcript or register for classes at UMHB until the hold is cleared.

Improper check-out will be defined by the RD, but can include one or more of the following:

- Failure to leave by the designated check-out time unless the resident has gained an extension from the RD or Residence Life Office.
- Failure to clean the space as directed by the building staff and dispose of all trash.
- Failure to remove all possessions (this includes bicycles). The staff is not obligated to throw away trash or discarded items left by the resident and any item of value left behind will be considered abandoned property (See Abandoned Property Policy, pg. 25).
- Failure to turn in issued keys.

Fall Check-Out

Residents returning for the next semester who are making a change in housing should refer to the following:

Making Moves from one location to another:

- Contact the current resident still occupying the space and arrange a time for moving possessions.
- Make the move during the week of finals or designated check-in/out times.
- Box or pack belongings and place them in the apartment or room in such a way as to allow the current resident to continue living within the space and to have access to their own belongings and furniture.
- New residents cannot take up occupancy until check-in day.

PLEASE NOTE: Residents who are coming into a space must remember that the current occupants are allowed to remain until the final day and time of check-out. The belongings of the new occupant cannot create an obstacle for the current resident during the check-out process. Anyone who does not comply with this can be given a fine or improper check-out. All residents must make every effort to cooperate with one another in making these moves.

Abandoned Property Policy

At the end of each living period (fall and spring semesters and summer sessions) residents must clear their room of all personal property by the posted closing date as part of the check-out procedure. The Residence Life Office or Dean of Students may also specify other dates for removal of property as necessary for maintenance, construction, etc. Property which is left behind in any campus housing facility following the posted closing date will be considered abandoned by the resident and will be handled according to the following guidelines:

- It is the resident's responsibility to contact the RD and make arrangements to identify and claim any abandoned property. The university may, at its option, attempt to contact the resident who occupied the room in which the property was abandoned.
- The RD will box any property which, in the RD's sole opinion, appears to have value and create a specific inventory list. This information will be sent to the Residence Life Office. Any other property will be disposed of at the discretion of the Residence Life Office.
- Property which is boxed and inventoried will be stored and available to be claimed by the owner for at least 30 days. If stored property is claimed, the owner may be required to pay a reasonable storage fee.
- Property not claimed within this time will be disposed of at the discretion of the Residence Life Office.

Appliances and Furniture

Residential spaces are equipped with a standard set of furniture. Furniture, fixtures, and appliances are listed on room inventories and are expected to remain in the room, house, or apartment. A microwave and refrigerator are part of the furnishings in every residence hall room. A full-size refrigerator is standard in every apartment and house. Residents should not bring an additional refrigerator or a freezer unit into the space without permission from the Residence Life Office. Permission to bring in additional units is typically not allowed and would be based on factors such as medical necessity. If permission is given because of a medical need, the resident would be required to request an accommodation through the Counseling, Testing, and Health Services Office. Approved personal appliances are subject to inspection by residence life staff in accordance with room check guidelines.

Any personal appliance that has a heating element must have an automatic shut off. Personal appliances that are approved will include the following: blenders, coffee makers, tea kettles, bread makers, rice cookers, crock pots, toasters, and sandwich grills.

Microwave ovens and refrigerators should be kept clean and free of food spills in order to help inhibit the presence of pests. Microwaves, refrigerators, washers and dryers will be checked as part of room check.

NOTE: Any appliance brought into the room should not exceed a voltage requirement of 1200 watts of electricity.

See the section in this Guide for more information about restrictions on appliances and furniture.

Safety/Emergencies

UMHB Police Department

The University of Mary Hardin-Baylor Police Department provides all law enforcement, traffic enforcement, and security services for the university. Additional information regarding services provided by the department is available in the Student Handbook or at umhb.edu/police.

All victims of a crime or individuals, who have information regarding an emergency (criminal activity, fire, medical emergency) should immediately contact the UMHB Police Department by dialing 911 for an emergency and (254)295-5555 for non-emergencies.

Evacuations

If an evacuation order is issued for a residential building, residents in that building are asked to fully cooperate with emergency personnel and residence hall staff. Recommendations during an evacuation are as follows:

- Take keys, purses, wallets, coats, medications, and other essential personal items only if it is safe to do so.
- Do not use elevators.
- Close, but do not lock doors.
- Turn off all electronics if it is safe to do so.
- Evacuate in groups to ensure that all individuals are able to exit safely.
- Provide assistance for those with physical disabilities.
- Do not leave the evacuation assembly point without first notifying a member of the residence hall staff.
- If you are unable to evacuate or need assistance dial 911 or signal emergency responders

Additional information pertaining to assembly areas is available on line at [Emergency Assembly Points and Shelters](#).

Campus Police are the only officials authorized to issue the order to return to a building.

Severe Weather

During severe weather alerts (watches and warnings), residents are encouraged to monitor changing weather conditions and are expected to take reasonable precautions. Windows should be closed during severe weather and each resident should have a flashlight available in case of power failure.

Tornado Watch

- A tornado watch is issued when conditions are favorable for tornados.
- In the event of a tornado watch, normal activities can continue, but changing weather conditions should be monitored and preparations made to move to shelter with little or no advance warning.
- Maintain a higher degree of situational awareness.

Tornado Warning

- A tornado warning is issued when a tornado has been sighted nearby.
- When a tornado warning is issued, the university will activate the outdoor siren system.
- Move to the center of the lowest floor of the building. Avoid exterior walls, hallways, windows and doors. Listen to any instructions given. If outside, seek shelter immediately. If no shelter is available and the threat of danger is imminent, getting in the closest ditch, lying flat, and covering the head is the best option.

Shelter in Place

Upon activation of the outdoor siren system or upon receiving instructions to do so, individuals should immediately move indoors to a secure location. Once inside, all doors and windows should be closed and locked. It is the responsibility of each member of the UMHB community to identify potential shelter points on campus.

Fire Policies and Evacuation Procedures

Reporting a Fire

If signs of a fire are observed, such as smoke, flame, or smell, immediately dial 911.

If you observe signs of a past fire and you are not sure it has been reported contact the University Police Department by dialing 254-295-5555.

Fire Alarm Evacuation Procedures

When an alarm is activated, the warning should be heeded immediately and evacuation of the building begun. Use the nearest stairwell and/or exit to leave the building. Students should become familiar with the exits in each building.

Evacuation of the building should take place quickly and calmly. Stairs, not elevators should be used. When a fire alarm is activated, the elevators in most buildings will be recalled to the first floor and stop automatically. If caught in the elevator, push the emergency phone button. The emergency elevator phones typically ring to the UMHB Police Department.

Fire Safety Tips:

- Feel a door for heat before opening. If it is hot, find an alternate route.
- If smoke is encountered, “stay low and go”. The most dangerous smoke and hot air will be overhead.
- Once outside the building, move to the designated assembly area for the building. Follow the procedures taught during the first planned fire drill. Keep access roads clear for emergency vehicles.
- Do not return to the building until it has been declared safe by officials.
- If necessary, injured or handicapped residents may evacuate to “areas of safe refuge” in buildings that are equipped with these spaces. The RD will know if such an area exists within the building.

Response to Fire Alarms on Campus

All alarm activations are investigated and documented by the UMHB Police Department and the City of Belton Fire Department.

Fire Protection Equipment Systems

Each residence hall and most academic facilities are equipped with a fire alarm system capable of being activated by one or more of the following means:

- Heat detector
- Smoke detector
- Sprinkler system
- Standpipe system

Upon activation of the fire alarm system, an audio/visual warning device will alert the building occupants of a potential hazard. Some of the university's apartments and houses are equipped with single-station automatic smoke detectors. These devices sound an alarm when smoke is detected.

Fire Drills

Each residence hall will conduct two fire drills during the semester. The first fire drill will be announced before time. The second one will be unannounced. Prior to this drill, residents will receive information concerning exit routes and other procedures. This training is provided by residence hall staff.

Evacuation drills are used to provide information to residents pertaining to evacuation issues specific to each building. During an evacuation drill, building occupants will practice drill procedures and familiarize themselves with the location of exits. This process also provides the university an opportunity to test the operation of the fire alarm system's components.

Emergency evacuation maps are posted on each residence hall floor to direct residents to exits. Evacuation drills in residential facilities are coordinated by Residence Life staff and the UMHB Police Department.

Fire drill guidelines

- Do not open any door before feeling it to see if the surface of the door is hot. If it is hot to the touch, seek an alternate exit route.
- Remember to walk and not run.
- If not in the room, exit the building immediately. Do not return to the room to gather any belongings.
- After exiting, proceed to the designated assembly point. At this location Residence Life staff will seek to account for all occupants.
- If on an upper floor and all exits are blocked by fire, go to a window and attract attention. Jumping from a window should be avoided.

Inspections for Fire Safety

The primary goal of UMHB's Fire Safety Program is to identify hazardous conditions and take appropriate action to reduce the chance for fire to occur. This goal is accomplished by conducting periodic safety inspections of all university buildings and increasing the fire safety awareness of employees and students.

The university conducts an annual inspection of residence halls. Inspections are conducted to help identify prohibited items and identify safety violations. An inspection includes, but is not limited to: visual examination of electrical cords, sprinkler heads, smoke detectors, fire extinguishers, and other life safety systems.

Members of the Residence Life staff conduct checks every two weeks and will look for sources of open flames, candles, non-surge protected extension cords, halogen lamps, and portable cooking appliances. Staff members will also look for signs of smoking in the room, tampering with life safety equipment, and possession of pets. If a prohibited item is found, it will be removed or instructions will be given for removal (see the sections in this guide: Prohibited Items, Prohibited Activities, and Room Checks). Students are required to comply with fire safety directives from university employees, which may include compliance with all applicable standards of the International Fire Code (IFC) and the local Authority Having Jurisdiction (AHJ). Individuals who are aware of fire safety or potential code violations should report the violation to their Residence Hall Director.

Fire Prevention

Residents play an important role in our fire prevention efforts and are asked to work with the university to ensure all buildings are free of potential fire hazards. Please make sure all fire equipment, fire doors, and fire exits remain unobstructed.

To minimize the potential for fires to occur, it is the policy of the university to limit cooking in residence hall rooms. Accordingly, most cooking devices/equipment, other than the microwaves provided by the university, are prohibited in residence hall rooms. Appliances such as toaster ovens, griddles, grills, electric skillets, deep fryers and other open coil appliances are prohibited.

All decorations used on campus must be fire-resistant or non-combustible. Decorative lights and extension cords must be UL rated and not used so as to present a fire hazard or trip-hazard. Live trees or greens are also prohibited decoration.

Instructions for Individuals with Disabilities.

Before Emergency:

- Meet with the RD and Campus Police to talk about needs and discuss any special emergency response accommodations.
- Find one or two other residents who would be able and willing to help during an evacuation.
- Develop two escape plans. One assuming that help is available and one assuming it is not.

During Emergency

- Call on residents identified to help.
- Call Campus Police (254) 295-5555.

Door Security and Closing Hours for Residence Halls

Door Locking

In residence halls, and Farris Hall, all exterior doors are locked 24 hours a day.

All apartment doors are equipped with a card access device.

Living areas with card access on front, side, and back doors also use a camera system to view these doorways. Residents who bring in a guest after hours (12:00 a.m.) are required to remove any head covering and their guest(s) are required to do the same.

Card Access

Authorized residents in buildings using card access, are given access to their residence hall or apartment through use of the ID card. If an CRU card is lost or stolen, the resident must go to the Cru Card Office to obtain a replacement.

A resident may allow residents, or guests (same sex only in residence halls) to enter the building with them until closing at 1:00 a.m. After 12:00 a.m., everyone entering the building in which they reside must use their own access card for entry. No resident may scan their card and hold the door open for additional people to enter the building after this time.

If a student CRU card is not working or the resident does not have their card with them, the resident can use their "Mobile ID" or contact the UMHB Police Department to open the door (call 5555). Prior to midnight residents should contact hall staff for assistance. For security reasons, residents will be asked by the officer to show their student ID card. RAs will not be able to open the doors after closing hours. When the building closes, residents should not contact another resident to have them open the door. This practice will result in disciplinary action. Care should be used in the handling of keys and access cards. Residents are not allowed to duplicate keys or give their access card to another person for use in entering a building. These actions will result in referral to the Residence Life Office.

Records created through the use of access cards, cameras, and other security devices may be retained by the university and used for security purposes, investigations and other legitimate educational interests.

Keys

Residents assigned to buildings where keys are used will be issued a key at check-in. Mailbox keys are also issued if applicable. Residents are responsible for the key and for replacement costs. If a key is lost, stolen, or if a resident fails to return a key at check-out, the lock will be changed and a charge for the lock and key change will be assessed to the resident.

Alarms and Closed Circuit Cameras

Alarms and other security devices, such as cameras, are for the safety of the resident student. No action should be taken by any individual to circumvent or disable these systems. Every effort will be made to identify individuals who take such action and they will be referred to the Dean of Students for disciplinary action.

Propping and Locking of Doors, Windows, and Screens

At no time should the outside doors of a residence hall be propped open. This practice will put the entire residence hall population at risk for danger and can result in disciplinary action for the responsible student. Apartment doors should be locked at all times, especially when the apartment is left unattended. This puts the property of roommates at risk.

The first floor windows of McLane Hall are not to be opened at any time other than in case of fire emergency when the window is used to exit the building. A seal is in place on the windows. If a seal is broken, an amount will be assessed for damage.

Open screens, especially on the first floor of any hall, house, or apartment, represents a risk to the occupant of the space. Open screens are prohibited and a fine can be assessed. Except in an emergency situation, a resident should not use a window as means of gaining entry/exit into a space.

It is always a preferred safety practice for residents to lock the door to their assigned space, even if the intention is to be gone for a short period of time.

Electrical Safety Guidelines

- Use UL electrical power strips with built-in circuitbreakers if additional electrical outlets are needed.
- Use a medium or heavy gauge grounded extension cords only. Small gauge, inexpensive cords are prohibited.
- Do not overload power strips or outlets.
- Do not use multiple plug adapters as these are prohibited.
- Use a power strip with an over-current protector which will shut off power automatically if there is too much current being drawn.
- Be wary of electrical outlets that get too hot to touch. If it feels warm, unplug all appliances and enter a maintenance request immediately.
- Do not connect multiple power strips together.
- Do not route cords under doors, carpet, or ceiling tiles; this could cause them to overheat or ignite.
- Do not staple cords, this could damage the insulation and expose wire.
- Look for the UL (Underwriters Laboratories) label on electrical products that you use. This UL mark tells you that it meets UL rigorous safety requirements.
- Use light bulbs with correct wattage for lamps. If the wattage is not noted on the lamp, do not use a bulb with more than 60 watts.
- Do not use Halogen lights/lamps on campus as these are prohibited.
- Never plug more than one high-wattage appliance into a single outlet.
- Check all appliances for frayed or cracked cords and make sure to replace them.
- Report any power outage in your room, house, or apartment immediately to the RD or RA.

Services

Duty Hours for Staff

Staff members are on duty in the residence halls and apartment complexes on a regular basis. In all living areas, RAs are on duty 7 days a week from 7:00 p.m. until 12:00 a.m.

Maintenance

Residents who need assistance with a maintenance issue in their room, house, or apartment can either convey this request to the RD or RA or use the method of logging this request that is specific to their building. The building staff will give information on submitting maintenance work requests. Work orders are transmitted to the Physical Plant staff for their review and action.

If there is a problem constituting an emergency such as broken pipes, water leaks, etc., and the RD or RA cannot be reached, the resident should contact the Residence Life Office (295-4590) directly. After hours, contact the Campus Police (295-5555). If there is a smell of gas, residents should follow these instructions:

- Leave the area immediately
- Call Campus Police at 295-5555
- Leave doors open
- Do not turn on anything electric
- Do not use a cell phone

Employees, agents, and contractors authorized by the university may enter residential spaces without prior notice for custodial or maintenance work, to handle emergencies, to check for health or fire hazards, or to ensure compliance with university rules and regulations. Residents are expected to cooperate so that repairs or inspections can be completed as quickly as possible.

Vacuum Cleaners

Each residential facility has several vacuum cleaners available for use by residents for room care purposes. These vacuums can be checked out through the RA or RD.

Study Areas/Computer Labs

All residential facilities, with the exception of College View, and the campus houses, have a computer lab and a study area within the building for use by the residents of that building. College View is equipped with a computer station and printer in the complex office. Study areas in residential buildings are equipped with tables and chairs, and in some cases, marker boards for tutoring or group study. Residents from other buildings are welcome to use the study rooms in buildings outside of their own, but the computer labs are primarily reserved for the residents of the building or complex. All computer labs are equipped with printers but students must supply their own paper.

Recycling

At the end of each semester, the staff will post information about a building-wide recycling project. Residents are encouraged to drop off canned goods and packages of unopened food, gently worn clothing items, unwanted supplies, etc. These items are donated to Goodwill or to area ministries and food pantries.

Residents can also recycle paper products and cans by dropping these items in containers located in their building.

[Pest Control](#)

All residential buildings are on a regular schedule of pest control maintenance. If a resident experiences any problems with pests between treatments, this information must be turned in appropriately. Staff members will instruct residents on how to turn in this information during mandatory meetings. Residents are encouraged to assist in the control of pests by keeping food in closed containers and disposing of trash properly.

[Internet](#)

All UMHB students are issued an e-mail account through the Information Technology Department. These accounts are the primary method of communication to students by many university offices, including Residence Life. Each student is responsible for checking and responding to university e-mail messages on a regular basis. The Residence Life Office will use this e-mail account to correspond with resident students regarding housing issues. See the [Student Handbook](#) for the UMHB Internet Usage Policy.

[Telephone Service](#)

Telephone service is not provided. Land lines are located in RD apartments.

[Cable Service](#)

Cable service is provided in each residential facility operated by the university. Cable outlets are located within each apartment or room and cable TV channels can be viewed on lobby TVs. Go to [Information Technology](#) to view information about television capability guidelines.

[Laundry](#)

Laundry service on campus is free to all resident students. All residence halls, and College View apartments have laundry rooms with enough machines for the population of the building/complex. Washers and dryers are provided in each of the apartments at Independence Village and Farris, and in the campushouses.

Students are urged to read instructions carefully to prevent malfunction through operator error. In case of malfunction, a report should be made to the RD or to the RA. The hours for laundry rooms are posted in each individual building.

The use of the laundry facilities within each hall and apartment complex is restricted to use by the residents of that location only. Because of the location of some the laundry facilities, some halls have posted policies concerning hours of operation.

[Campus Mail](#)

[Residence Halls](#)

Each resident will be issued a campus post office box. The box number and combination will be given to residents during registration. Residents may also go by the Post Office to get their box number and combination. Mail is picked up and delivered on campus daily. The UMHB Post Office is located in the Mabee Student Success Center. The Post Office is closed on Saturdays and Sundays and most holidays.

Mail should be addressed to residents in the following way:

Student Name
UMHB Box _____
900 College St.
Belton, TX 76513-2599

Notice: all mail sent through the UMHB Post Office is subject to all laws and regulations which apply to the United States Postal System.

Apartments and Houses

Residents of College View, Farris, Independence Village, and the campus houses receive mail delivered by the Belton Post Office. Residents in the apartment complexes are given a combination or key for their mailbox located in the complex. House residents receive mail at the house and the address is the address of the house.

Addresses for College View, Farris, and Independence Village are:

College View	600 West MLK Jr Blvd, Belton, TX 76513
Farris	904 University Drive, Apt. #, Belton, TX 76513
Independence Village Grover, Ferguson, Clark, Provence Taylor James, Tryon, Wilson, Hobby and Tyson	1601 Vickery Circle, Apt. #, Belton, TX 76513
Garner Building 14	1402 Parker, Apt. #, Belton, TX 76513
Garner Building 15	1404 Parker, Apt. #, Belton, TX 76513

Vending Machines

Coin-operated vending machines are located within the residence halls and apartment complexes. Removal, or attempted removal, of the contents of any vending machine by improper or illegal methods constitutes theft and will be treated accordingly.

refer to umhb.edu/health

Health Insurance

Brochures from companies who offer low cost plans designed specifically for students and their families are available in the Health Center located in the Mabee Student Success Center.

Other resources:

www.healthcare.gov 800-318-2596

Texas Department of Insurance www.tdi.state.tx.us

Consumer Helpline: 800-252-3439

Click for "Individual Health Contract"

National Association of Health Underwriters www.nahu.org/consumer/healthcare or

<http://www.ahrq.gov/consumer/hlthpln1.htm>

www.texcarepartnership.com 800-647-6559 or Lone Star Circle of Care 1-877-800-5722 www.lscctx.org

Counseling & Testing Office – refer to umhb.edu/counseling and umhb.edu/testing home [Career Services](#)

Office – refer to umhb.edu/careerservices

Fine and Cost Tables

<u>Policy Violation Fines</u>	
Improper check-in/check-out	\$50-\$150 – see below for more information
Failure to evacuate/participate during fire alarm	\$100
Tobacco use or vaping in residential facility	\$50 or cost of treating unit
Tabacco use or vaping in residential facility that triggered fire alarm	\$100
Changing assigned space without permission	\$50
Prohibited Items/Prohibited Activity	\$50 and/or Referral to Dean of Students – based on item/activity
Unapproved Animal	\$150 and referral to Director of Residence Life
Flagrant disobedience	\$50 and/or Referral to Dean of Students – RD decision
Failure to register overnight guests	\$50
Unexcused absence from mandatory meeting	\$25
Inappropriate use of doors, windows, fire escape. Includes: not having card for entry after hours and misuse of mobile ID app.	\$25
Failure to follow security camera procedures	warning first offense \$25 continued offense
Fighting/Altercation	Referral to Dean of Students – RD decision based on situation
Tampering with screens	\$25
Improper disposal of trash	\$25
Unauthorized use of furniture/moving furniture without permission	\$25

Repeated quiet hours violation	Warning for first offense. Referral to RD based on situation.
Late to mandatory meeting based on facility: Traditional Hall - Apartments-	\$25
Profanity	Conference with the RD
Room check: Not complete- No attempt-	RA follow up \$25/RD follow-up
Repeated Staff opening door/not having key or Cru Card.	\$10 per episode, after second courtesy key-in
<u>Cleaning Costs</u>	See note at bottom of chart concerning circumstances that would lead to a cleaning charge.
Packing and storing residents belongings left at check out – abandoned property	Amount to be determined by RD and Director of Residence Life.
No attempt made to clean	Cost of cleaning unit.
Staff removes carpet left by resident	\$25
Space not swept	\$25
Space not mopped	\$25
Bathroom not cleaned	\$50
Kitchen not cleaned	\$50
Removal of trash by staff – per bag charge	\$25
Staff returns furniture to designated room	\$25
Removal of carpet tape	\$50
Removal of stickers/double-sided tape	\$25
Key charges:	
Failure to turn in key/stolen/lost key	\$75 - door will be re-cored
Key replacement -Broken or bent key	\$10 – original key is available to turn in
Postal Box Key	\$10 – original key is available to turn in \$50 – key is lost
Damages:	Amount Assessed by RD – see Damage Fee Table

Visitation Violation Fines	
Visitor in building/apt/house past visitation hours	Referral to Dean
Engaged in sexual activity	Referral to Dean
Visitor In bedroom of apartment/suite, or house	Referral to Dean
Visitor or host unclothed in room/apt/house	Referral to Dean
Failure to sign in/out properly	\$50
Failure to remain with or escort visitor	\$50
Inappropriate use of bathroom	\$50
Host and visitor lying on bed	\$25 for flagrant

Assessment of cleaning charges: if resident leaves and does not follow check-out guidelines for cleaning and room/apartment must be cleaned by Housekeeping, then charges will be taken from the housing deposit. Staff members might also find extreme conditions within a room or apartment during the semester caused by the resident's neglect that require the cleaning services of Housekeeping. The resident can be charged for these cleaning services.

<u>Damage/Replacement Costs:</u>	
Bed frame	Actual cost
Bookshelf	Actual cost
Bulletin Boards	Actual cost
Chairs	Actual cost or repair cost
Chest of Drawers	Actual cost or repair cost
Blinds (replacement cost)	\$35
Medicine cabinet	Actual cost
Ceiling Tiles	\$5 per tile
Mirror	Actual cost
Tub/shower	Actual cost or repair cost
Sink	Actual cost or repair cost
Sink light	\$50
Windows (broken pane)	\$50
Towel racks	\$30
Driving on grass areas of campus	\$3 per square foot repaired
Closet/Room/Entry Doors:	
Damaged or permanently defaced	Actual cost
Door vents	Actual cost
Desk light	Actual cost
Desk	Actual cost or repair cost
Holes in wall	Repair cost determined by PP staff
Paint walls	Actual cost
Cleaning of marker or other defacement (1 side)	\$25
Dismantling of university furnishings	\$10
Painting/refinish door due to carvings or other defacement	\$10
Electrical outlets:	
Replace GFI outlet	\$15
Replace cover plate	\$5
Light switch:	
Replace switch	\$15
Replace cover plate	\$5
Floor/Carpet:	
Repair/replace vinyl floor tile (student room)	Actual cost
Repair/replace vinyl planks (apartments)	Actual cost
Repair/replace carpet	Actual cost

Mattresses:	
Missing mattress	Actual cost
Damaged mattress	\$10
Overhead Lights:	
Replace light cover	Actual cost
Replace missing/broken fluorescent light bulb	No charge
Residential/Technology:	
Wireless array	Actual cost
Smoke detector: missing or damaged	\$25/Referral to Dean of Students
Damaged phone/internet jack	\$15
Damaged coaxial	\$12
Missing cover & bracket	\$10
Missing HDMI cable	\$25

DirectTV receiver with activation card \$140.00 (actual cost)

DirectTV remote control \$12.00 (actual cost)

DirectTV receiver power inserter \$13.00 (actual cost)

Spectrum cable modem \$ 130.00 (actual cost)

Some cost will vary by building due to not all buildings having identical furnishings or hardware.