

The University of Texas at Tyler

Housing and Residence Life Handbook

Table of Contents

Welcome to the University of Texas at Tyler	5
Mission Statement	5
Community Commitment	5
Resident Consideration Policy	6
Students Are Responsible for Their Own Lives	7
Important Resources	7
Residence Hall Information	7
Housing and Residence Life Department	7
Important Phone Numbers and Locations	8
Getting Involved	9
Campus Organizations	9
Recreational Sports	9
Campus Activities Board (CAB)	9
Student Government Association (SGA)	9
HOUSING POLICIES AND PROCEDURES	9
1. On-Campus Housing Policy	9
2. Classes	10
3. Contract.....	10
4. Contract Cancellation	10
5. Contract Renewal	12
6. Deposit	12
7. Billing Information	12
8. Renter’s Insurance	12
9. Utilities	12
10. Assignments	13
11. Special Accommodations	13
a Temporary Disabilities	
12. Housing Shortages	13
13. Consolidation Policy/No Roommate	14
14. Suite Vacancy	14
15. Things to Bring with You	15
16. Room and Building Changes	15
17. Break Housing	15
18. Holiday Break Period	16
a Contract Period.....	16
19. Pets	16
20. Advertising	17

RESIDENCE LIFE POLICIES AND PROCEDURES

21. Staff 17
22. Check-Ins 18
23. Keys/Locks/IDs 18
24. Keys 18
25. ID Cards 19
26. Room Condition Reports 19
27. Check-Outs 19
28. Cleaning 20
29. Improper Check-Outs 21
30. Abandoned Property 21
31. Damages 21
32. Community Damages 22
33. Price List 22

GUEST POLICY

34. Guest Policy 22
35. Visitation 23
36. Unauthorized Entry 24
37. Cohabitation 24

ROOMMATE/SUITEMATE RIGHTS AND RESPONSIBILITIES

38. Roommate/Suitemate Rights and Responsibilities 24
39. Noise and Quiet/Courtesy Hours 24
40. Cleanliness of Apartment/Room 25
41. Mandatory Meetings 25
42. Health and Safety Checks 25
43. Furnishings 26
44. Patio 26
45. Windows/Window Screens 26
46. Personal Property 26
47. Bicycles 27
48. Candles, Flammable Material, and Incense 27
49. Hover Boards 27
50. Appliances 27
51. Cooking Guidelines..... 28
52. Decorations 28
 a Interior Decorations 28
 b Exterior Decorations 29
 c Holiday Decorations 29
53. Discipline 29
54. Aiding and Abetting 30
55. Dishonesty 30
56. Failure to Comply 30
57. Trespass 30

MAINTENANCE

58. Work Order Instructions 31
58. Pest Control31
59. Trash31

SAFETY, SECURITY, AND EMERGENCIES

60. Firearms, Ammunition, and Weapons32
61. Missing Persons Policy32
62. Emergency Procedures32
63. Fire Safety33
64. Alcohol33
65. Drug and Drug Paraphernalia34
67. Tobacco Use34
68. Arson34
69. Bomb Threat and/or Placement of Bombs34
70. Combustible Substances34
71. Physical Abuse/Battery35
72. Solicitation35
73. Theft and/or Possession of Stolen Property35
74. Threatening Behavior.....35
75. Vandalism35

ROOM ENTRY

76. Room Entry35
 a Entry into a resident’s room for maintenance purposes.....36
 b Entry into a resident’s room by law enforcement officials 36
77. Room Entry by Staff36

STUDENT SERVICES

78. Dining Services37
79. Campus Assessment Response and Evaluation (CARE)38
80. COVID-19 38

Welcome to UT Tyler

Living on campus offers the chance to make life-long friends, to be involved in enriching activities, and to get a quality education. Like all things in life, residents will get out of living on campus what they put into it. The Housing and Residence Life staff are committed to providing residents with a safe, comfortable, and dynamic living environment.

The purpose of this handbook is to provide on-campus residents with important information regarding the processes, procedures, and policies for our community. These have been established to ensure the safety of our residents, to provide administrative services that are as efficient as possible to minimize inconvenience for students, and to ensure an environment where everyone can learn and socialize is respected. Updated policies take place every year to ensure there are up-to-date procedures and measures taken to keep everyone living on campus safe.

Living on campus means living in a community of different students. Residents will meet and interact with many different types of people from different backgrounds, experiences, and lifestyles. Community living requires consideration and respect on the part of all community members.

Mission Statement

The Housing and Residence Life Department exists as an integral part of the educational experiences and academic support services of The University of Texas at Tyler. The mission of the Housing and Residence Life Department is to provide an environment that is conducive to the academic success and personal development of our students. This will be accomplished by:

- Providing inviting, clean, well-maintained, cost-effective, and secure facilities that adapt to the needs of our residents.
- Creating an environment that encourages lifelong learning and leadership development.
- Committed and caring staff members who assist students to develop life skills, so they are well-rounded citizens able to successfully function in a global society.

Community Commitment

Each on-campus resident has the right to live in an atmosphere of positive encouragement and mutual respect. Residents are entitled to:

- Sleep, study and socialize in your room with minimal to no disturbance.
- Live in a secure, healthy, and clean environment.
- Be an active member of a supportive and stimulating community.
- Gain access to a variety of programs and services.

Your individual responsibilities are to:

- Comply with the policies and procedures as outlined in the Housing and Residence Life contract and Manuals.
- Consider the needs of other residents and balance them with personal needs.
- Provide open communication with other community members and the Housing and Residence Life staff.
- Become involved in the community through participation in activities and student organizations.

- Take care of the residence hall and the environment in which you live.
- Promote individual and community safety.
- Demonstrate dignity and respect for all individuals.
- Respect the opinions of others.

** Adapted from In Search of Community, Ernest Boyer, and Carnegie Foundation for the Advancement of Teaching and Texas Tech Housing and Dining Handbook.*

The Housing and Residence Life staff are available to assist residents in creating a communal environment. They organize floor meetings, educational programs, and individual opportunities to enable student success. The opportunity to find community on campus awaits all residents. The responsibility is upon the resident, but however each resident is not alone. Each community has staff members to help and support residents as they find their place in the community. The Housing and Residence Life staff are available during the day and while on-call and are willing to assist with residential needs. The Housing and Residence Life Department strongly encourages residents to spend time getting to know other residents and making the most of the opportunities for involvement on campus.

Resident Consideration Policy

The members of each community are unique individuals with different perceptions and values, which may lead to conflicting interpretations of resident rights and responsibilities. When a conflict occurs, it is important to address the conflict rather than let it escalate. While resolving conflict is often not easy, it can lead to understanding and respect among community members and help build a positive living environment.

To encourage resolution of conflict by the individuals involved, the Resident Consideration Policy will be utilized. This policy recognizes that every member of the community would want others to be up front and honest with them if they felt their rights were being violated. A resident is expected to be the first person to initiate a resolution when they feel their rights are being violated.

Residents are encouraged to take initiative on resolving their problems by talking to fellow students about issues. If the resident has talked to their neighbor about the violation and no action is taken to correct the problem, then they should consult with a staff member to work out alternatives.

Bullying, harassing, humiliating, demeaning, and other such actions will not be tolerated. This includes but is not limited to inappropriate material about a student in writing or by e-mail, on social media platforms, etc., verbally accosting another student, coercing, intimidating, and/or degrading another student, or any other action that creates a hostile living environment.

No person shall be excluded from participation in, denied the benefits of, or be subject to discrimination under any program or activity sponsored or conducted by The University of Texas System or any of its component institutions on any basis prohibited by applicable law, including, but not limited to, race, color, age, national origin, religion, gender, sexual orientation, or disability.

Students Are Responsible for Their Own Lives

Students learn responsibility when they bear the consequences of their actions, and inactions, in an environment marked by caring and support. The Housing and Residence Life Department and The University of Texas at Tyler are committed to providing students with opportunities to make responsible decisions.

Important Resources

Residence Hall Information (physical locations only)

Residence Hall	Number	Location
Liberty Landing	903.565.5990	3088 Old Omen Road
Ornelas Residence Hall	903.565.6400	3508 Liberty Lane
Patriot Village	903.565.5737	3815 Old Glory Parkway
Victory Village	903.565.4700	2851 County Rd 272
The Foundry	903.566.9506	3400 Varsity Drive
University Pines	903.566.3565	3333 Varsity Drive

Mail and Packages may be sent to one of the following addresses depending upon where the student lives:

Name	Name	Name	Name
Patriot Village/Ornelas Hall	Liberty Landing	University Pines	Victory Village
Room # & Letter	Apartment # & Letter	Apt #	Apartment # & Letter
3900 University Blvd	3088 Old Omen Road	3333 Varsity Drive	2851 County Rd 272
Tyler, TX 75799	Tyler, TX 75701	Tyler, TX 75701	Tyler, TX 75707

Housing and Residence Life Department:

Liberty Landing

903.566.7008

3088 Old Omen Road

Website: www.uttyler.edu/housing/

For all housing and occupancy needs email: housing@uttyler.edu

For all Residence Life and Residence Education needs email: reslife@uttyler.edu

Important Phone Numbers and Locations

Revised 1/9/2023

Office	Number	Location
University Police (emergency)	903.566.7300	3410 Varsity Drive
University Police (general)	903.566.7060	3410 Varsity Drive
Bookstore	903.566.7070	UC, 3900 University Blvd
Herrington Patriot Center (HPC)	903.566.7466	3900 University Blvd
Intramurals/Rec Sports	903.566.7281	HPC, 3900 University Blvd
Mail Services	903.566.7086	Physical Plant
One Stop Shop Office of Admissions	903.566.7203	UC, 3900 University Blvd
Financial Aid	903.566.7180	UC, 3900 University Blvd
Academic Advising Center	903.565.5718	UC 3440, 3900 University Blvd
Student Cashiers Office Enrollment Services Center	903.566.7227	230 Administration, 3900 University Blvd
Robert R. Muntz Library Reference Desk	903.566.7343	3900 University Blvd
Robert R. Muntz Library Circulation Desk	903.566.7342	3900 University Blvd
Student Life & Leadership	903.565.5645	UC 3400, 3900 University Blvd
New Student Programs/Freshman Orientation	903.565.5645	UC 3400, 3900 University Blvd
Greek Life	903.565.5645	UC 3400, 3900 University Blvd
Student Organizations	903.565.5645	UC 3400, 3900 University Blvd
Campus Activities Board	903.565.5645	UC 3400, 3900 University Blvd
Student Government Association	903.566.5557	UC 3400, 3900 University Blvd
Student Services	903.566.7254	UC 310, 3900 University Blvd
Behavioral Intervention Team	903.565.5946	UC 3320, 3900 University Blvd
Career Services	903.565.5862	UC 2140/2150, 3900 University Blvd
Personal Counseling	903.566.7254	UC 3170, 3900 University Blvd
Student Accessibility and Resources	903.566.7079	UC 3150, 3900 University Blvd
Testing Services	903.565.5693	UC 3160, 3900 University Blvd
Veterans Resource Center	903.565.5972	UC 2140, 3900 University Blvd
UT Health Clinic	903.939.7870	3310 Patriot Drive

Getting Involved

Residence Hall Association

The Residence Hall Association is an established organization to which students may come and enjoy experiences, share concerns, and work with students to develop the housing student experience into a positive experience. RHA provides programming initiatives geared towards student life and provides a safe space for students to gain leadership opportunities through a governing body.

Campus Organizations

Getting involved in campus activities is the best way to get the most out of college life. With more than 85 student organizations, the chances are residents will find a few that are a good fit. For more information, contact the Office of Student Life and Leadership in the University Center 3400, call at 903.565.5645 or e-mail getconnected@uttyler.edu.

Recreational Sports

The University of Texas at Tyler Department of Recreational Sports enhances student life and campus wellness through a variety of activities and programs for students, faculty, staff, and alumni. Events include fitness programs, individual, dual and team intramural sports, the Outdoor Adventures program, club sports, and wellness education. Recreational Sports is in the Herrington Patriot Center (HPC) and can be reached at 903.566.7466 or by e-mail at hpc@uttyler.edu.

Patriot Productions

Patriot Productions is dedicated to developing student leaders and promoting involvement and unity among students, faculty, and staff at the University of Texas at Tyler. This mission is achieved by developing and sponsoring entertaining, educational, and recreational programs and activities for the campus community. More information is available at www.uttyler.edu/sll/campusactivities. Patriot Productions can be reached at 903.566.7014.

Student Government Association (SGA)

The Student Government Association serves as a recognized forum for student opinion at The University of Texas at Tyler. Comprised of all students enrolled at UT Tyler, SGA assists the university in identifying and communicating to the university community the interests, programs, and goals of the majority of students. The association also assists in providing students with programs to meet their needs. The student body elects SGA officers and representatives annually. In addition, UT Tyler students have opportunities to participate in SGA by serving on one or more standing committees including Student Life, Communications, and Rules committees. Any student may join a committee by speaking to the committee chair. Through SGA, students also serve on university committees. The association maintains student seats on several university committees, including the Academic Affairs Committee, Student Affairs Advisory Committee, and Arts and Performance Complex Advisory Committee. SGA may be reached in UC 3400 by calling 903.565.5557 or by emailing sga@patriots.uttyler.edu

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HOUSING POLICIES AND PROCEDURES

1.On-Campus Housing Policy

Students who have completed fewer than 60 credit hours at any junior college or university, including UT Tyler, are required to live on campus if facilities are available. Dual-credit or Advanced Placement (AP) credit or credit-by-exam tests do not count toward this total for first-time full-time students.

Students who are required to live on campus may reside in University Pines, Patriot Village, Ornelas Hall, Liberty Landing, Victory Village, or The Foundry. These are the only facilities that satisfy the residency requirement. Exceptions may be made for students who meet at least one approved waiver requirement.

A waiver request form may be obtained from the Department of Housing and Residence Life or online on the student Housing Portal. A waiver will be granted for the following reasons:

- Students who currently live within 50 miles of Tyler with a parent or legal guardian (as evidenced by a current tax return).
- Students who are married.
- Students who are 21 or over, or who will be before the 12th class day.
- Students with a medical disability which cannot be accommodated on campus.
- Students with custody of a child and who can provide the Housing and Residence Life department with an original birth certificate of the child or custody documentation.
- Students who are enrolled for eight or fewer semester credit hours during the fall and/or spring semesters.

Students who meet one of the exemptions listed above and who wish to live off campus must submit in writing to Housing and Residence Life a request for a waiver to the policy. Housing and Residence Life must approve the waiver, even if it is a waiver for which the student automatically qualifies.

2.Classes

All on-campus residents must be enrolled in 9 or more undergraduate (6 or more graduate) credit hours each semester to maintain eligible to reside in on-campus housing. Any exceptions must be approved by the Director of Housing and Residence Life and the Associate Vice President for Financial Management.

3.Contract

All residents must complete a housing contract for the period of time they reside on campus. The housing contract is for an entire academic year (Fall **and** Spring semester) or Spring only. Returning residents must renew contracts each contract period. Residents who want to cancel their contract must do so (online) by the dates specified in the housing contract, and stated on the Housing and Residence Life website, to break their contract without penalties. If a cancellation is made after the appropriate deadline the resident may be charged a contract cancellation fee.

4.Contract Cancellation

The housing contract is for an entire academic year (Fall **and** Spring semester) or Spring only. Canceling the housing contract may result in significant financial consequences. Residents are responsible for the full amount of all charges for the contract period unless the contract is canceled in compliance with one of the provisions outlined in section IV of the contract. All cancellations must be submitted through the resident's myUTTyler student account.

- a Cancellation of contract before the start of the contract period:
 - a. This contract may be terminated by contacting the Housing and Residence Life Department in writing no later than June 1 for the fall semester, November 1 for the Spring semester, and May 1 for any summer semester. Any resident failing to cancel by the above dates who enrolls at the University forfeits their entire deposit and will be charged \$500 in liquidated damages. If the resident does not meet the criteria for the Housing Waiver, the resident will be assessed charges for housing and a meal plan.
- b Cancellation of contract during the contract period:
 - a. Before taking occupancy:
 - i. If the assignment is cancelled to a unit in on-campus housing after the beginning of the contract period and *before resident takes occupancy and before the first day of classes*, the resident will be charged \$500 in liquidated damages and will forfeit the deposit.
 - ii. If the assignment is cancelled after the first day of class, the resident will be charged the cancellation penalties stated in the contract.
 - b. After taking occupancy:
 - i. If the assignment is canceled to a unit in on-campus housing after the beginning of the contract period and *after taking occupancy*, the resident will be charged \$1000 in liquidated damages and will forfeit the deposit. Unit charges will be prorated through the official date of check-out.
 - ii. If the resident withdraws from the university or fails to register with the university during the semester in which the cancellation occurs, the resident must notify the Department of Housing and Residence Life in person within hours of withdrawal or by the 12th class day for failure to register. When the resident's withdrawal or non-registration is confirmed by the Registrar's office, the resident will be required to pay \$1000 in liquidated damages and will forfeit the deposit in addition to all charges accrued under the contract through the date of check-out.
 - iii. If the resident graduates from the university at the end of the fall semester, the resident must notify the Department of Housing and Residence Life on or before December 1. When the Registrar's office confirms graduation, the resident will be required to pay all charges accrued under the contract through the end of the fall semester. Failure to notify the Department of Housing and Residence Life about graduation by December 1 will result in forfeiting of the deposit and \$1000 in liquidated damage charges.
- c Judicial/University Contract Termination:
 - a. If the university terminates the contract due to disciplinary action or the failure of the resident to abide by the conditions of the contract, the resident must immediately check out and withdraw from on-campus housing. In such a case, the resident is not entitled to any refund of the deposit and is liable for all charges for through the official date of check-out plus \$1000 in liquidated

damages. Residents are required to complete the check-out process properly and may be required to do so immediately upon notice.

- d Withdrawal from the university during contract period:
 - a. If you desire to withdraw from The University of Texas at Tyler, you must:
 - i. Contact the Registrar's Office and withdraw from classes.
 - ii. Contact the Financial Aid Office (if any financial aid is being used).
 - iii. Complete contract cancellation/deposit request with the Housing and Residence Life Office.
 - iv. Move out of space within 24 hours of withdrawal date.
 - e A contract cancellation/deposit request form must be on file in the Housing and Residence Life Office. Students are required to officially check out of University Housing **within 24 hours of their withdrawal date**. Any unused portion of room payment the resident has paid, minus liquidation fees, will be credited to the resident's account and will be based on the date the resident officially checks out of on-campus housing with the Housing and Residence Life Office (see contract cancellation fees).

5.Contract Renewal

Contract renewal will take place in the spring semester. This is the time when current residents can reserve a room for the next academic year contingent upon availability. There will be no deposit refund for students signing contracts during the renewal process unless the contract is canceled through the housing portal prior to June 1.

6.Deposit

Residents must deliver a security deposit payment to the university as stated in the contract, before the resident will be able to select a specific assignment in Liberty Landing, Ornelas Hall, Patriot Village, Victory Village, or The Foundry. The purposes of the deposit are to 1) guarantee that the resident will occupy the unit to which they are assigned and fulfill their obligations under the housing contract, and 2) create a fund to defray charges for damages to the resident's unit or other university property and any other charges authorized under the resident's housing contract. At the end of the contract period and upon final departure from university housing, if the resident has complied with the contract, paid all sums owed to the university, surrendered the unit in good condition (excepting only ordinary wear and tear), and provided a written forwarding address to the university for refund of the deposit, then the university will refund the deposit on or before the 45th day after the resident's check-out as required by Section VII. **IT IS THE RESIDENT'S RESPONSIBILITY TO PROVIDE THE UNIVERSITY A WRITTEN FORWARDING ADDRESS FOR THE RETURN OF THE DEPOSIT.**

Residents will forfeit their security deposit if they breach the contract terms and conditions, or to the extent of any unpaid sums due to the university or any damages for which the resident is responsible under the contract. Residents are also subject to charges for sums due to the university or for damages in excess of the amount of the deposit.

7.Billing Information

All billing is handled through the UT Tyler Office of Student Business Services. Students can pay the university for all charges online through their myUTTyler student account. Students will not be permitted to register for classes, re-enroll, or receive transcripts if any university charge is unpaid. For refund information,

visit the Student Business Services website: www.uttyler.edu/sbs or call 903.566.7227. Any questions about the billing process should be directed to the Cashier's Office at 903.566.7227.

8.Renter's Insurance

The University of Texas at Tyler strongly advises that students living in university housing purchase personal renter's insurance. UT Tyler shall not be directly or indirectly liable for loss or theft of personal property, or for damage or destruction of such property by fire, water, or other causes. We recommend that residents check their family's homeowner's insurance policy as college students may be covered.

9.Utilities

All costs for utilities (electricity, water, basic cable, Wi-Fi, and trash removal) are included in student housing rates. Housing and Residence Life pays for these utilities for the students. It is important to note that no additional cable television services are available from Housing and Residence Life.

Students are encouraged to be environmentally responsible in their use of electricity. Typical electrical usage is included in the price of the unit. In the event of a unit exceeding the allotted amount by using excessive amounts of electricity, students in the unit may be held responsible for the overage amount.

10.Assignments

Assignments will be made to residents who have been accepted for academic admission to the university. Priority for assignments is given to residents who have resided on campus during the preceding contract period. Second priority for assignments is given to new applicants based on the date the housing application is completed and application and deposit fees are paid in full. Please note, registered sex offenders are not permitted to reside on campus. Every attempt is made to accommodate residents' building and roommate requests but cannot be guaranteed. Housing and Residence Life reserves the right to assign and re-assign spaces, including temporary housing spaces, when deemed necessary for the benefit of the individual resident, the group, or the university. Residents may change rooms/buildings only with the approval of the Housing and Residence Life Department. Any resident whose actions are found to be detrimental to the welfare of the resident's living group may be required to move into another room/building, and/or may be subject to disciplinary action.

11.Special Accommodations

Students who require special accommodation in a residence hall facility may request one through the Student Accessibility and Resources Office. The Student Accessibility and Resources Office will advise the Housing and Residence Life Department of provisions of reasonable accommodations needed as they relate to student housing. The Housing and Residence Life Department will consult with Student Accessibility and Resources Office and/or the Housing and Residence Life Accommodations Assessment Committee regarding documentation of a disability and provision of accommodations. Once a student has been given special accommodations, these accommodations will be maintained each semester that they live on campus. If a student requests to transfer to another residence hall, they must contact the Housing and Residence Life Department to see if an accessible room is available. The student may be assessed a fee to transfer their accommodation in some buildings. The Housing and Residence Life Department attempts to accommodate all students on campus.

- a. **Temporary Disabilities:** The ADA does not cover temporary disabilities except under certain circumstances. The law does not provide accommodations for a student with a broken bone, recent

Revised 1/9/2023

surgery, someone on crutches, etc. The Housing and Residence Life Department will attempt to work with a student with a temporary disability to move to another room upon request, if the space is available, just as any student would be allowed to move. If the student needs assistance that cannot be provided by a normal move, they should contact the Housing and Residence Life Department for more information.

IMPORTANT: Students should refer to their housing contract and/or the Housing and Residence Life website for important dates and information regarding housing deadlines, move-in, move-out, etc.

12.Housing Shortages

In the event of a housing shortage, Housing and Residence Life reserves the right to allot temporary assignments and place an additional student in any unit, providing bed and storage space for each resident. As housing becomes available, the last resident assigned must move to regular accommodation.

13.Consolidation Policy/No Roommate

The Housing and Residence Life Department reserves the right to consolidate any resident who, for whatever reason, is left with an empty space in the unit during the year or after the priority sign-up process for the upcoming semester.

If a resident has a space open in the unit, the resident will be expected to accept one of the following options:

- Choose to move to another half-occupied room in the same facility.
- Find another resident willing to move into the room. All room changes are made at the discretion of the Residence Coordinator. This policy does not require a resident to move to another facility. It is the resident's responsibility to find a roommate when consolidation is necessary, and the Housing and Residence Life Staff will facilitate meeting other residents in a similar situation.
- If a resident is the only resident in the facility who has an open space for a roommate, the resident must:
 - Keep the unoccupied portion of the unit in such a condition that it would allow someone to move into the unit at any time.
 - Display an attitude of cooperation and acceptance toward any resident who may examine the unit prior to considering occupancy.
 - Agree the unit may be shown to prospective occupants without prior notification and in their absence.
 - Agree to accept a roommate assigned by the Residence Coordinator.

Residents living in single occupancy bedrooms (Ornelas Triples, Patriot Village, Liberty Landing, and Victory Village) may have the empty bedrooms assigned by the Housing and Residence Life Department.

The Housing and Residence Life Department reserves the right to require residents without roommates to acquire roommates in order to: 1) better meet the demand for residents requesting to room together, 2) allow for maintenance repairs, 3) make space available for the housing of special groups, 4) reduce the cost of utilities, or 5) facilitate cleaning. The Housing and Residence Life Department guarantees residents a space (not a particular room or building) on campus.

In general, the process used is as follows:

1. Consolidation assignments made by Housing and Residence Life Staff.

Revised 1/9/2023

2. Notification and explanation of room transfers, and the process sent to residents affected.
3. Moving process begins.
4. Reduce heating/air conditioning and follow the cleaning process for check-out.
5. Check out with staff of former assignment and check in with staff of updated assignment. (Check-out and Check-in procedures apply).

14. Suite Vacancy

If there is a vacancy in a suite at the time of move-in or at any time during the year, another student may be assigned to that unoccupied space. Residents are responsible for keeping the space clear for a newly assigned student to occupy. Each resident with a vacancy in their suite may occupy or keep in use only one closet and one set of furniture. Please be aware that, while Housing and Residence Life will try to let residents know in advance, there is a chance that a student will move in without prior notification. Any violation of this policy may result in charges of up to the semester rent for the vacant space.

15. Things to Bring with You:

Each unit is considered fully furnished. Residents must provide their own linens.

- Patriot Village, Ornelas Hall, and The Foundry mattresses are 80 in L X 36 in wide (Twin XL).
- Liberty Landing and Victory Village mattresses are standard full-size.

If there is a question about a specific item, please contact the Housing and Residence Life office at 903.566.7008. Residents should contact their suite mates and roommates to avoid duplicating items everyone in the unit will be using (i.e., microwave, vacuum cleaner, living area TV, etc.).

Here are some other items to bring:

- | | |
|--------------------------------|---------------------------------------|
| • Linens & comforter | • Alarm clock |
| • Mattress cover | • Toilet paper |
| • Surge protector power strips | • Cleaning supplies |
| • Pillow | • Shower curtain/shower curtain rings |
| • Towels/washcloths/toiletries | (Ornelas – “stall length”) |
| • Trash can/trash bags | |
| • Desk lamp | |

Patriot Village, Liberty Landing, Victory Village, or The Foundry residents will also want to bring items for the kitchen, such as:

- | | |
|------------------------|--------------------|
| • Pots & pans | • Kitchen supplies |
| • Dishes | |
| • Microwave (optional) | • Garbage can |

16. Room and Building Changes

Residents who wish to make a room change due to a roommate conflict within the building must contact their Resident Assistant for roommate mediation prior to requesting a room change. Any resident requesting a new roommate will usually be required to change rooms. Should a Residence Coordinator determine a room change can be approved, students should contact a staff member to complete the paperwork for changing rooms and

checking in or out of their room. Students who transfer rooms or suites without written approval from the Housing and Residence Life Department will be charged \$150, be required to move back to their assigned space, and may face disciplinary action. Room transfers typically are not granted until after the 12th class day of each semester.

17. Break Housing

The residence halls are closed for Thanksgiving, winter break, and spring break. Resident housing fees do not cover break periods. Break housing is temporary housing offered to residence hall students who need a place to stay when the facilities are not open. Rooms are offered as space permits and may be available in a different building. Residents must sign up and pay for the time they reserve a space during the break. Residents needing break housing should make their request through the Housing Portal.

18. Holiday Break Period

In the interest of safety and security and because the university is officially closed during the Christmas and New Year holiday period, Housing and Residence Life facilities will be on reduced staff during the break period. The front desks will be closed, and mail service is held during the break. Housing and Residence Life will not be able to forward student mail over the break. Residents are required to check out with a Housing and Residence Life staff member before leaving for the break, though they will not be required to move all their possessions out if they are returning for the spring semester.

a. Contract Period

- i. The housing contract is for the period stated. The contract period for students moving on campus after the beginning of the contract period will be for the remainder of the stated contract period. All residents remaining on campus between contract periods are covered under the contract terms and conditions of the previously signed contract.
- ii. The university grants students a license to use the unit assigned to them as a temporary residence during the contract period, subject to the following terms and conditions and excluding break periods. Students in need of winter break housing must submit a winter break stay request form on their housing portal no later than the Friday before Thanksgiving Break. During the break periods, students may not have overnight guests. If the conduct of any student staying over break becomes a concern, they will be required to immediately depart. Please understand that a break stay request is only a request and can be denied.
- iii. All residents must do the following prior to the Saturday after finals:
 1. Clean their apartment/suite/room thoroughly.
 2. Turn the air-conditioning system to “heat” and fan setting to “auto”. Adjust the temperature setting to 60 degrees. Turn heater to the lowest setting (if the space will be fully vacant).
 3. Unplug all personal electrical devices and appliances and remove all food items from refrigerators and freezers (personal and university-owned). In addition, please defrost any personal refrigerators 24 hours before departing. If the space will be fully vacant, remove all perishable food items, clean stove, and empty all trash.
 4. Remove any belongings from vacant spaces so new assignments may move in for the spring semester.

5. Remove holiday decorations from apartment/room windows and doors.
6. All communities will be closed over the winter break between fall and spring semesters, as there is no food service during the break. Residents are required to attend a mandatory meeting regarding break housing and closing before leaving for the break, though they will not be required to move all their possessions out if they are returning for the spring semester. Students who are discovered living on campus without authorization will face disciplinary action.

19 Animals: Animals in University-Owned Housing:

Fish are the only animals permitted in on-campus housing without approval, provided they are well maintained in aquariums holding no more than 1 gallon of water. A resident found in violation of this policy will be fined \$100 and required to remove the animal immediately or the animal will be confiscated and removed to the local shelter or humane society. If the animal remains, an additional \$100 will be assessed per day that the animal remains. All costs for cleaning, extermination, and floor or furniture repair or replacement will be posted to the resident's account. Residents may be subject to contract termination if found responsible. Visiting animals are not allowed.

Support Animals and Service Animals

Residents may have 1 approved Support or Service Animal (dog or cat, unless otherwise approved by the Student Accessibility Resource Office). Animals must have lived with the resident or resident's family for at least 1 year prior to campus residency. All animals (besides fish) on property must be registered with the Housing and Residence Life Office and approved by the SAR Office before they are brought into university-managed residence halls/apartments. Animal owners must also ensure they are taking proper care of the animals and cleaning up after them. Residents found in violation will be fined \$100, will have to follow the judicial process, and be required to remove the animal immediately or the animal will be confiscated and removed to the local shelter or humane society. If the animal remains, an additional \$100 will be assessed per day that the animal remains. Staff do have the right to have the animal removed for resident failure to follow animal guidelines or if the animal displays aggression toward people or other animals.

20. Advertising:

Any non-Housing and Residence Life advertisement must be approved by the Student Engagement Office, and all Housing and Residence Life advertisements must be approved by the Residence Coordinator before displaying them throughout any residence hall. Banners are not permitted to be displayed outside the facilities unless special arrangements have been made. Residence Coordinators and the Office of Student Engagement control advertising throughout the residence halls to maintain the physical condition of each building.

HOUSING AND RESIDENCE LIFE POLICIES AND PROCEDURES

21. Staff

The Assistant Director of Housing Operations provides leadership to the housing operations program and the maintenance program. They plan, facilitate, and assess prospective student/resident campus events as well as management of re-contracting processes for current university students. The Assistant Director of Housing

Revised 1/9/2023

Operations directly reports to the Executive Director of Housing and Residence Life and serves in the place of the Executive Director when necessary, and on university or divisional committees.

The Assistant Director of Residence Education provides leadership and management to the residential education program and provides departmental leadership to summer conference programs. They manage the student behavior process for Housing and Residence Life, including the processing of violations of Housing and Residence Life policies, UT Tyler Student Code of Conduct, and CARE concerns. The Assistant Director of Residence Education directly reports to the Executive Director of Housing and Residence Life and serves in place of the Executive Director when necessary, and on university or divisional committees.

The Residence Coordinator (RC) is a professional employee responsible for an entire individual facility. They directly supervise Resident Assistants and Housing Assistants and serve as a resource and facilitator for the community to enhance the educational, social, intellectual of on-campus residents. Housing and Residence Life staff members report to the Assistant Directors of Housing and Residence Life as well as the Executive Director of University Communities. The maintenance staff are full-time UT Tyler staff members. The maintenance staff responds to maintenance and repair issues within UT Tyler housing and are the on-call respondents for most after-hours maintenance emergencies. The maintenance staff reports to the Assistant Director of Housing Operations.

The Resident Assistant (RA) is a paraprofessional staff member who has direct and constant contact with residents. RAs are assigned to floors/areas in the residence halls to act as facilitators for the community and enhance the social, educational, intellectual development of each student. They provide programming opportunities to enhance student development. The RA articulates to students the philosophy and policies of the Housing and Residence Life Department and UT Tyler, while representing the department as a role model in all facets of university life.

The Housing Assistant (HA) has the primary responsibility of acting as a communication link between the staff and residents. The HA is responsible for individual desk shifts at the facility to which they are assigned. They help answer student questions, direct phone calls, provide information, and complete various administrative tasks.

22. Check-ins

Residents will receive check-in information with their assignment letter. Assignments will be placed on the resident's student account after they complete the online application and contract. Check-in dates will be listed on the Housing and Residence Life Department's website. Requests for earlier arrival dates cannot be accepted due to limited staff availability.

Residents begin the check-in process by reporting to the front desk of their assigned facility before moving into their room. Residents may check in between scheduled and/or communicated check-in times. The resident must be the person who checks into the room; a parent or friend may not complete the paperwork portion of this process for the resident. During check-in, residents complete an inventory form on which they list all damage, missing furniture, and any other irregularities in the room they could be charged for later. The resident is responsible for ensuring all damage is recorded. Failure to do so may result in damage charge assessments at check-out. Residents will be held financially responsible for damage that occurs within their room not documented prior to moving in.

Late Check In: Room assignments will be held no later than 4:00 p.m. on the first day of class. If a student anticipates arriving after classes, they must submit a written request to the Housing and Residence Life Office and receive approval by move-in day. If a student schedules a late arrival and fails to check in on the appointed date, their contract will be cancelled, and they will be charged \$1,000 in liquidated damages. Residents who have

Revised 1/9/2023

not planned for a late check-in will be considered to have cancelled their housing contract, charged \$1,000 in liquidated damages, and forfeit their deposit.

23.Keys/Locks/IDs

For certain housing assignments, keys may be issued during the check-in process. Students may not loan their key or ID to anyone. Students should report lost keys and IDs to the front desk immediately. A fee will be assessed to change the lock and make new keys each time a key is lost. Locks are changed on front doors and closets (if applicable) only. Residents are not allowed to install additional equipment (deadbolts, chain guards, locks, etc.) on the doors. It is a violation of university policy to duplicate any university-issued key.

24.Keys:

Residents may not lend their ID (physical card or mobile) card or keys to anyone. Residents who violate this policy will be subject to disciplinary action. For Ornelas Hall and Patriot Village, lost mail keys will result in a charge. For Liberty Landing and Victory Village, lost mail keys are flat rate. Lost temporary cards will result in a \$25 charge. Students who lock themselves out of their room and must be let in by staff will receive one free lock-out and then will be charged for each lock-out thereafter.

25.ID Cards

The student ID card and mobile ID credentials serve as the primary form of student identification. As such, it is the student's responsibility to carry their ID card with them **at all times**. Residents may need to have their ID card activated at the front desk of their facility to gain access to their rooms. Students who lock themselves out of their room and must be let in by staff will receive one free lock-out and then will be charged for each lock-out thereafter. If a student is to reach an 11th lock out, they will be charged \$50 and \$50 more for each additional lock-out. If a resident loses their ID card, they should immediately visit the OneStop Service Center and speak with the Cashier's Office to purchase a new ID card.

26.Room Inspection

Students checking in and out of on-campus housing are required to complete the check-in room inspection confirming the present inventory and condition of their assigned rooms. This inspection must be completed on the Housing Portal within 48 hours of their check-in to avoid charges for losses or damages. Residence Coordinators maintain these records. Failure to complete this form will result in the resident's acceptance of all charges for damages. Once the form has been submitted online, no additional changes are permitted.

27.Check-Outs

Residents who are leaving UT Tyler housing before the end of the academic year *must go to their myUTTyler account to cancel their contract*. Vacating without notifying the Housing and Residence Life Department may result in continuation of residence hall fees, forfeiture of deposit, and breaking contract penalty fees. Residents who have cancelled their contract or are leaving UT Tyler housing at the end of the contract period must officially check out of their room with a staff member.

To prepare for their departure, residents should complete the following procedures:

1. Leave the room clean.
2. Accompany the staff member during the room inspection.
3. Return keys (if applicable).

Revised 1/9/2023

Failure to follow these procedures may result in the resident being assessed an improper checkout fee, a cleaning fee, a key replacement fee, and a continuation of the room fees.

Residents who are leaving UT Tyler housing at the end of a semester must check out within 24 hours of their last final and no later than noon on the Saturday after finals for both the fall and spring semesters. Check-out extensions may be considered for any resident who provides a compelling reason for a late checkout, such as graduation. Requests must be made by the Monday prior to finals week via email to the Housing and Residence Life Department. The university reserves the right to require residents to move out of housing 24 hours after their last final. The following procedures must be followed to avoid an improper checkout fee.

- Notify the Housing and Residence Life Department and the Residence Coordinator of the facility and fill out a contract cancellation form (if moving out mid-semester or at the end of the fall semester).
- Make an appointment through the front desk by the Friday prior to finals week to check out with your Resident Assistant.
- Remove all your belongings, trash, etc. from the unit.
- Clean the area. Sweep and mop/vacuum all floors. Dust all counters and drawers, base boards, and windowsills. Clean and sanitize the kitchens and bathrooms.
- Patriot Village, Liberty Landing, and Victory Village residents: Defrost and dry the freezer, empty ice bucket and clean refrigerator. Deep clean oven and stove top.
- Meet your Resident Assistant at the appointed time and location and bring your keys with you.
- Your room inspection form will be reviewed, and charges will be assessed for damages and/or missing items by the Resident Assistant.

28.Cleaning

Residents are always expected to keep their room neat and clean and to immediately correct any problem area pointed out by a university representative. Residents in suite and private bath facilities are responsible for cleaning their bathrooms throughout the year. Residents are expected to maintain a safe and healthy living environment for their safety, as well as the safety of others in the living community. Housing and Residence Life staff members reserve the right to ask a resident to clean the room at the staff member's discretion. Violations of this policy will be directed through the disciplinary process and may be referred to the university Department of Environmental Health, Safety, and Risk Management. Custodial services are not provided after the resident has officially moved into the room. Residents should report any cleanliness concerns to the Residence Coordinator. A cleaning charge will be assessed if the resident does not thoroughly clean the room prior to vacating. The university aims to provide a clean and healthy environment for all residents.

The Housing and Residence Life Department aims to provide residents with a few handy cleaning tips so they can leave their room in good shape prior to checking out for the semester. This list of cleaning tips was created so residents can clean early and have their rooms pass inspections when they check out with a staff member. Residents should refer to the Damage section for minimum cleaning charges.

Cleaning Tips:

Adhesives - Remove all tape, sticky tack, thumb tacks, decals, etc. from walls, furniture, and the ceiling. Follow manufacture directions on the adhesive so it is completely removed without damaging the furniture or walls. Improper removal of adhesives may cause damage to the property which may result in damage charges.

Bathroom - Residents may purchase commercial cleaning products to thoroughly clean the sink, mirrors, toilet, and bathtub/shower (remove all soap scum from walls).

- Toilet cleaning tip – pour two cups of vinegar in the toilet and let it sit for one hour, scrub to remove water ring. White vinegar may also help remove rust spots.

Floors - Residents will need to sweep and mop tile/wood floors and vacuum all carpeted floors. Do not use any wax products on the floors; clean with a mop, water, and appropriate cleaning agent. Wax products and carpet freshener products can damage the floors in the rooms. Please do not sweep trash into the hallway. To spot clean carpets, use warm water and blot the area, or purchase a can of spot cleaner and follow directions on the container.

Furniture - Clean the furniture with commercial products (including ceiling fan, bed, mattress, chairs, and inside and outside of desks and dressers).

Refrigerator - Residents should clean inside and outside, empty the ice bucket, clean the drawers and shelves, and remove all food items. Commercial products may be purchased to clean the refrigerator.

Stove - Residents should clean the inside and outside of their stove, including the burner pans and racks. Degrease and clean the oven, broiler pan, drip pan, cook top, and knobs. Commercial oven cleaning products may be purchased to thoroughly clean the stove. Replacement pans may be purchased locally, if necessary.

Trash - Remove all trash from the room/unit.

Windows/Blinds - Clean windows, windowsills, and blinds using warm water or a commercial window cleaning product.

29.Improper Checkout

Failure to properly check out results in an improper checkout charge of \$150. Students not prepared to checkout at the scheduled time may be assessed an improper checkout fee. Additional charges for damages, losses, cleaning, and room/board may be assessed to the student account or withheld from the student's deposit. Failure to properly check out with staff may result in the student's inability to dispute charges or damages.

30.Abandoned Property

If there has been abandonment of personal property in connection with the abandonment of the unit, the university may remove and/or store all property remaining in the unit for a period of 30 days with the exception of personal property that is perishable (food, medicine, or plants) or without monetary value in the university's reasonable judgment. These items will be discarded, the unit's locks will be changed, and the unit will be reassigned. The resident may be billed for the removal and/or storage of the property. This property may be discarded through sales, donation, or in such manner as the university, at its sole discretion, may determine.

31.Damages

Students are responsible for completing a room inspection documenting all existing damage to the room when they check in. Students will be charged for any damage to their room and/or furnishings that were not present and/or noted when they moved in. This includes the window, window screen, and both sides of the front door. Housing and Residence Life staff members will assess damage charges to individual accounts throughout the academic year for any damaged or vandalized property. Resident Assistants will do a preliminary check with residents on the day of their check-out. Final charges will be determined by a walk-through by professional staff. If a resident checks out during the academic year, Housing and Residence Life staff will check the suite. All residents are expected to care for university property and report damages immediately. Residents may report damages to their unit by completing an online work order on their housing portal. If a resident fails to report a significant maintenance issue (i.e., leaking water, constantly flushing toilet, mildew, etc.), the resident could be fined for the assessed damages if not reported in a timely manner. Damages, either intentional or accidental, may result in the student(s) responsible being billed. The university is not responsible for any damage to a student's room or a student's personal belongings as a result of theft, vandalism, fire, sprinkler system activation, or maintenance failure. Maintenance problems do not constitute a reason for a refund. Students are responsible for providing their own property insurance for personal possessions. Below is a list of the most common cleaning and damage charges. Damage charges may be appealed via email to the Residence Life email (reslife@uttyler.edu) two weeks after the charge is applied. Students are responsible for any damage caused to their living area during the time they are assigned to that space.

Air-conditioning/heating units are required to be maintained at set temperatures in order to ensure they continue functioning appropriately. When outside temperatures rise, especially during the summer months, thermostats should not be set lower than 70 degrees. If any window in the unit is open, the A/C or heat should be shut off completely. Failure to do so may result in damage to the heating/air unit for which the residents will be billed.

32.Community Damages

Damages that are unable to be attributed to an individual may be prorated among the residents of the unit, floor, or building where the damage occurred. These charges will be assessed to students' accounts. Students are encouraged to report acts of vandalism so that the person(s) responsible will be charged. Housing and Residence Life asks that residents assist in keeping their housing in the best condition possible.

GUEST POLICY

34.Guest Policy

A guest is defined as any person who is not a resident of the building and unit they are visiting. Guests must be at least 16 years of age. The maximum capacity of any four-bedroom apartment is eight people including both residents and guests. The maximum capacity of any double occupancy or three-bedroom suite is six persons including both residents and guests. These numbers have been established for fire safety reasons. All residents are responsible for the behavior of their guests, and will be charged for any and all violations caused by their guests. Any nonresident on university housing property will be required to leave and may be deemed a trespasser on university property. Registered Sex Offenders are not permitted in the living areas of any residence hall. Roommates should not feel compelled to leave the unit or be placed in situations that may cause embarrassment or inconvenience in order to accommodate guests. Residents are responsible for ensuring guests are familiar with

Revised 1/9/2023

and observe all university and Housing and Residence Life policies and procedures. An overnight guest is permitted only with the consent of the roommate(s). An overnight guest may stay no more than three nights up to three times per semester. *Guests are prohibited from staying in the apartments or residence halls without the resident. Guests will be asked to leave by University Police or Housing and Residence Life staff if found unescorted in or around university housing property and may be issued a trespass warning from the police. Residents who leave a guest unattended will be held judicially responsible.*

a **Guest policy for pools:** *Each resident is allowed **one** visitor in the pool area until the maximum pool capacity is met. Any guest at the pool must be accompanied by the resident of the property and check in at the front desk prior to accessing the pool area.*

b **Guest Registry:** Any guests staying overnight in university housing must be registered with the facility office. Unregistered guests will be asked to leave university housing.

c **Harassment:** Harassment is defined as conduct that is sufficiently severe, pervasive, or persistent to create an objectively hostile environment that interferes with or diminishes the ability of an individual to participate in or benefit from the services, activities, or privileges provided by the University. Harassment may consist of, but is not limited to, threats, insults, epithets, ridicule, and personal attacks, and is often based on the victim's appearance, personal characteristics, or group membership, including but not limited to race, color, religion, national origin, gender, age, disability, citizenship, veteran status, sexual orientation, ideology, political views, or political affiliation. Violators may be prosecuted. Residents found responsible may be subject to contract termination. For more information or assistance contact the Title IX office.

35. Visitation:

Each residence hall is open to residents assigned to that facility, university officials, and guests who have legitimate reasons for being in the unit. Visitation to any residence hall is a privilege and is not open to the public. The rights of roommates to study, sleep, and have privacy take precedence over visitation privileges. Unregistered guests will be asked to leave university housing (see Guest Policy).

- Overnight guests are permitted a maximum of three consecutive nights, three times a semester with roommates' approval. (see Guest Policy). Guests staying overnight must register at the front desk of the complex and receive a visitor's parking sticker from the police station.

36. Unauthorized Entry:

Entry into apartments or suites other than your own, or into offices, meeting rooms, or other restricted areas in university housing is prohibited. Individuals violating this policy will be subject to disciplinary action and a \$50 charge.

37. Cohabitation:

Cohabitation is not permitted. Cohabitation is defined as a person staying as a guest for an extended period of time, or giving the impression they are sleeping, showering, or living with their guest. Residents may not have a guest stay more than three (3) consecutive nights. In addition, the guest may not stay more than three (3) times within a semester. A resident who has a person cohabitating with them may have their housing privileges terminated. The resident's financial obligation of the cancellation fee will apply if the housing contract is terminated. Students found cohabiting will be charged a minimum fee of \$525 for use of the facility. Residents who allow unauthorized occupancy of their apartment will be charged a \$100 fine and may be subject to contract termination. Non-UT Tyler students found cohabiting will be banned from university housing and charges will be posted to the account of the resident who allowed the unauthorized occupancy.

ROOMMATE/SUITEMATES RIGHTS AND RESPONSIBILITIES

38. Roommate/Suitemate Rights and Responsibilities

The roommate/suitemate rights must be given high priority regarding visitation and respect. The roommate should neither be compelled to leave to accommodate a guest, nor should they be placed in situations that might cause them embarrassment or inconvenience. Roommates are required to complete their roommate agreement within the first two weeks of living in the assignment. Roommates are encouraged to attempt to resolve conflicts before involving a Resident Assistant. If the RA is unable to assist roommates in resolving problems, residents should contact the Residence Coordinator.

- a **Sexual Assault:** Physical contact of a sexual nature with another party that is against the other party's will or without the other party's consent is prohibited. Residents found responsible may be subject to contract termination. For more information or assistance contact the Title IX office.

39.Noise and Quiet/Courtesy Hours:

In keeping with the academic goals and standards of students residing on campus, quiet hours are Sunday–Thursday, 10 pm – 8 am and Friday – Saturday, midnight – 8 am in all on-campus housing. 24-hour quiet hours are observed beginning the Friday before final exams are administered. Courtesy hours are observed 24 hours per day. This means even when quiet hours are not in effect, residents are always expected to maintain reasonable volume levels, such as minimal hallway noise and no slamming doors. Residents should also keep in mind that their actions may be disturbing the people who live below them (i.e., walking, stomping, jumping, etc.). Public address systems are prohibited in university-managed residence halls/apartments. People playing automobile stereos loudly on university property will be asked to turn down the volume. If the problem persists, the person may be restricted from driving on university property and their parking privileges may be revoked. NOTE: Residents' equipment (stereos, televisions, musical instruments, alarms, etc.) that continues to be a noise problem will be removed or confiscated. Items will be stored for 30 business days. Unclaimed items will be disposed of by Housing and Residence Life. A storage fee and a \$50 fine will be added to the resident's student account and the incident will be forwarded to the Director of Student Conduct for disciplinary action.

40.Cleanliness of Apartment/Room:

Upon receiving a complaint of an unclean living environment, Housing and Residence Life staff will inspect the unit/room. Each time the staff determines that the resident(s) have failed to maintain a clean environment, they may be subject to disciplinary action and/or a \$50 charge. Housing and Residence Life staff will also inspect rooms for general cleanliness during the monthly Health and Safety Inspections.

A clean suite/room entails:

- Clean floors (swept and/or vacuumed) and free of unnecessary clutter.
- Dust-free furniture, windowsills, baseboards, and mini blinds.
- Dust-free air vents.
- Clean bathroom, including sink and vanity area, mirror, toilet, tub, and/or shower.

For residents of Patriot Village, Liberty Landing, Victory Village, and The Foundry the kitchen should also be addressed:

Revised 1/9/2023

- Clean sink (free of excessive dirty dishes).
- Clean stove/oven (including drip pans).
- Wall/floor area around trash can should also be clean and free of any food or spills.
- Refrigerators should be clean of spills and outdated food, as well as mold/dirt-free seals.
- Garbage disposal should be free of any food.
- The dishwasher should be clean inside and out.
- Patio areas at Liberty Landing and Victory Village should be free of debris and trash.

41.Mandatory Meetings:

Residents are required to attend periodic mandatory meetings throughout the year. Meetings include, but are not limited to, beginning of the year welcome meetings, holiday break meetings, move-out meetings, RA meetings, and more. Each meeting will be held on multiple days and times so that if residents encounter conflicts with their classes, they will be able to attend another session. Meeting times will be announced at least 48 hours in advance. Residents will be held accountable for the information and processes that are explained during these meetings and failure to attend will not excuse residents for not complying with the processes.

42.Health and Safety Checks

Once a month, Housing and Residence Life staff will enter rooms to check safety equipment (fire extinguishers, smoke detectors, and other related equipment). Staff also will check for trip hazards, fire hazards, general cleanliness, and ensure that all university-owned appliances are working correctly. Housing and Residence Life will try to provide students with notice at least 24 hours prior to inspections. Students who refuse to correct issues arising from health and safety checks will face disciplinary action including disciplinary fines. If the Housing and Residence Life staff has to return a second time to complete the Health and Safety check and the room still is not clean, this will result in a \$50 fine.

43.Furnishings

Each room is furnished with essential furnishings (i.e., beds, dressers, desks, chairs, etc.). University-owned furnishings must remain in the unit at all times. Students may bring additional furniture as space permits. However, structures that require assembly inside the room, such as lofts or stacking beds on cinder blocks, are not permitted due to safety hazards and damage caused to university property. Students are not permitted to stack furniture. Students are responsible for any damage that may result to property or injury to any person.

Residents may not block windows because windows may be used as a means of egress in emergency situations. Furnishings may not be placed in front of the air vents as this may cause the air/heating unit to work improperly.

Water beds, halogen lamps, and ceiling fans (unless provided by the university) are strictly prohibited. Students may not leave any type of furniture or personal property outside of their room or have anything in the hallway that may cause safety problems. No additional locks, safety bars, appliances, or furnishings may be added to the room. This includes mounting TVs or other large items (mirrors, shelves, etc.)

44.Patio

At Liberty Landing and Victory Village, a patio area is located outside of each apartment. Students are to provide their own patio furniture or décor. Students are not permitted to bring university provided furniture to their patio. Additionally, students are to keep this area clean and free of debris and trash. Personal grills are not allowed on patios per City of Tyler ordinance, however, there is a grill area located at the front of each property for student usage. Residents may not climb on roofs, patios, or fire escapes of any building. Residents may not hang anything on patio railings weighing more than 5 lbs., and any hanging items must be hung on the inside of the patio. Residents may not cook on the patio.

45.Windows/Window Screens:

Windows may not be obstructed, and may not be decorated with any type of material including foil, shoe/window polish, posters, signs, sticky notes, flags, etc. The only item that should be visible from the outside of the apartment should be university-owned blinds. Any punctures, dents, tears, or damage to window screens that are not listed on the room inspection form will result in a damage charge to all residents of the unit to replace the screen. Screens are not to be removed. If residents choose to open their window, the heating/air-conditioning unit must be turned to the OFF position. Failure to do so may result in damage to the heating/AC unit and damage charges to all residents of the unit for repair or replacement of the heating/AC unit.

46.Personal Property:

Housing and Residence Life reserves the right to restrict the use of furniture and large or potentially disrupting items in university-managed residence halls/apartments. Items that are not permitted in the units include: pianos, organs, drums, dartboards, and water beds. Subject to these terms and conditions, residents may bring their personal furnishings into university-managed residence halls/apartments. The university assumes no responsibility for anything left in the unit, room, or common areas of university-managed residence halls/apartments after check-out. Items left in the unit or room will be disposed of at the owner's expense. Items may not be stored in stairwells, mechanical closets, hallways, or interior courtyards.

47.Bicycles:

Bicycles must be stored in designated bicycle racks within UT Tyler housing. If abandoned on campus or chained to anything other than a bike rack, bicycles will be removed by university personnel. Bicycles may not be chained to rails, columns, or any structure other than bicycle racks. Bikes will be removed from bike racks over the summer. Bicycles may not be stored in hallways, stairwells, or patios. The university is not responsible for stolen or damaged bicycles. Due to fire safety regulations, gasoline-powered motorcycles/scooters are not allowed in the residence halls at any time.

48.Candles, Flammable Material, and Incense:

The possession or burning of candles, incense, charcoal, lighter fluids, kerosene, oil lamps, fireworks, or the mistreatment of flammable materials are prohibited in accordance with the State Fire Marshall. Decorative candles may not be displayed. Evidence that anything has been burned is grounds for disciplinary action. Lava lamps and halogen lights are prohibited as well.

49.Hover boards:

The use, possession, or storage of electronic skateboards including self-balancing boards/scooters and other similar equipment in all university-managed residence halls/apartments is prohibited.

Revised 1/9/2023

50. Appliances:

Appliances permitted in all on-campus residence halls include:

- Blender
- Clock
- Coffee pot
- Computer
- Curlers/curling iron
- Desk lamp
- Electric kettle
- Fan
- Hair dryer
- Hot air popcorn popper
- Iron
- Microwave 1200 watts or less (No convection types)
- Refrigerator (not to exceed 1.8 amperage/5.0 cubic ft., unless a full-sized refrigerator is already provided)
- Shaver
- Stereo
- Surge protectors
- Television

Appliances **NOT** permitted in any residence hall include:

- Candle/wax warmer
- Ceiling fan (unless provided)
- Extension cord
- Electric blanket
- Outdoor grill—gas/charcoal/electric of any size
- Halogen/torchiere lamp
- Personal full-size refrigerator
- Lava lamp
- Neon sign
- Oil air freshener (including all plug-in styles)
- Oil lamp
- Portable air conditioner or heater
- Other cooking appliances
- Deep freezer

Appliances permitted **ONLY** in units with full kitchens and only in the kitchen area (Liberty Landing, Patriot Village, Victory Village, and The Foundry)

- Crock pot
- Electric grill (grills for indoor kitchen use only)
- Frying skillet
- Rice cooker
- Hot plate
- Sandwich maker/grill
- Toaster or toaster oven
- Air fryer

Due to fire safety regulations, the oven may not be used to heat rooms. No personal grills (charcoal/gas) may be used on property unless provided by the university. Items that are not permitted (see above list) on campus will be removed by the hall staff. Students may pick these items up from the Residence Coordinator when they plan to take them home. Residents must use Occupational Safety and Health Administration (OSHA) Nationally Recognized Testing Laboratory approved surge protectors (electrical power strips with built-in circuit breakers) if additional electrical outlets are needed. Multiple plug adapters, splitters, and extension cords are not permitted. Residents may bring a refrigerator not to exceed 1.8 amperage or 5.0 cubic feet. This policy is a university fire and safety regulation to protect campus residents.

51. Cooking Guidelines:

To prevent smoke build-up, fires, and building evacuations, please take the following precautions:

- Do not leave the stove unattended when cooking – always stay with your food.
- Keep exhaust ducts clear and turned on when cooking (pots and pans can block exhaust ducts).

Revised 1/9/2023

- Keep oven, broiler, and top burners clean (splattered food/grease causes smoke).
- Keep anything that can catch fire (potholders, oven mitts, wooden utensils, paper or plastic bags, food packaging, towels, etc.) away from the stovetop.
- Burners/stove/broiler will continue to cook after being turned off. Remove pots/food immediately. Stay with stove until it cools down.
- Do not open the front door to air out smoke as this may set off the building alarm. Open windows, and if you have a fan, use it to blow heat and smoke away from the front door or smoke detector.
- Do not use the stove/oven to heat your room.

52.Decorations:

Residents are encouraged to decorate their living space, as this is considered their “home away from home”. However, please be considerate to the community and the facility by adhering to the following guidelines for decorations:

A. **Interior Decorations** – Interior decorations may not block air vents or cover fire protection equipment or peepholes in university facilities.

- I. Window coverings must be provided with mini blinds.
- II. Cloth curtains are also permitted. No cardboard, aluminum foil, cellophane, or other window coverings are permitted on windows.
- III. Staples, screws, wall anchors, foam tape, poster putty, adhesives, or tape on walls or doors inside or outside the unit are prohibited. 1-inch picture nails and tacks are the only items permitted to hang on drywall only. 3M Command products are not allowed, including 3M Command hooks, poster tape, and picture hanging strips. Keep in mind that damage caused by improper use/removal of 3M Command products will result in damage charges.
- IV. Lofts may not be built in the suites. Building a loft will result in a \$50 charge and maintenance costs for removal.
- V. Removing mounted fixtures from walls or ceilings is prohibited.
- VI. Any renovations or changes to the unit are prohibited.
- VII. Private door locks on any exterior or interior door are prohibited.
- VIII. Dartboards are prohibited.
- IX. Residents may not paint or wallpaper walls or ceilings in apartments or suites.
- X. Upon arriving at housing facilities, it is recommended to be attentive to damage existing in the unit (including holes, pin holes, indentions, or scratches on walls) and record the damages on the move-in inspection. Any damages at check-out that are not listed will be charged to the resident.

B. **Exterior Decorations** – Exterior alterations or decorations are not permitted in university housing except for holiday decorations for a designated period. Unauthorized items found outside any building, door, or unit will be confiscated and disposed of according to university policy.

- I. Sidewalk chalk, spirit foam, shoe polish, paints, or other methods used for writing on the exterior of the buildings are prohibited.
- II. Large potted plants or trees, or decorations are not permitted in front of unit doors. These obstacles inhibit quick access for police, fire, and medical emergency personnel.
- III. Clothing, bathmats, rugs, towels, or other items may not be hung outside the buildings in university housing.

- IV. Lawn furniture is only permitted on the patio in apartment-style residence halls. It is not to be left unattended in front of units or in hallways or stairwells.
 - V. University-owned furniture is not to be taken outside of the suite or placed on patios. If university-owned furniture is found outside of the apartment, it will be removed, and residents will be charged to replace those items in the apartment.
- C. **Holiday Decorations** – Housing and Residence Life realizes the important role holidays play in the lives of our residents. As such, holiday decorations are encouraged in Housing and Residence Life for a variety of different holidays, provided the following guidelines are adhered to:
- i. Placement of live Christmas trees in any part of housing is prohibited, as it is a fire hazard. Artificial trees are permitted inside the suite.
 - ii. Rotting pumpkins must be properly disposed of within university dumpsters.
 - iii. Unit numbers/addresses may not be blocked or covered by holiday decorations.
 - iv. Canned spray snow is not permitted on windows in university housing.
 - v. Strings of lights are permitted from the period of November 15 through the Saturday after Fall Semester finals under the following guidelines:
 - 1. Lights cannot be strung under windows or doors.
 - 2. Lights may not be strung across areas where people walk (sidewalks, balconies, stairwells).

53.Discipline

As an integral part of UT Tyler’s educational efforts and support services, Housing and Residence Life is directly responsible for creating and enforcing policies that reflect the University’s mission within our facilities. We believe that a student’s development and education are influenced as much by the living environment as the classroom experience. While acknowledging that residents have the ultimate responsibility for their own personal growth and development, the Housing and Residence Life staff will try to maintain an atmosphere that will support growth, development, and education. The success of the campus experience depends on each student, and it is our hope that students will take an active role in determining that success. It is therefore expected that residents will be responsible for the activities that occur within their assigned units. Resident commitment, consideration, and cooperation will be important in making their living experience rewarding and satisfying. Students whose actions are disruptive to the use and enjoyment of university housing facilities by other students or who fail to adjust to a community living environment will be subject to disciplinary action. This action may result in a change of residence or in contract cancellation. More information about this can be found at <https://www.uttyler.edu/sci/>

Students found in violation of a Housing and Residence Life or Student Code of Conduct policy may be required to attend a disciplinary meeting with the Residence Coordinator or UT Tyler Conduct Hearing Officer. Students may appeal the decision or sanction of the meeting by contacting the Office of Student Conduct and Intervention and submitting a written appeal within 14 days of the meeting. Continuous problems, problems of a serious nature, or violations of the student code of conduct will be referred directly to the Office of Student Conduct and Intervention. For more information, refer to the Student Conduct and Intervention website at <https://www.uttyler.edu/sci/>. The discipline process is used as an educational tool for students to learn about community living.

54.Aiding and Abetting:

Anyone who aids or abets in the violation of any Housing and Residence Life policy or who encourages the violation of policy may be deemed as responsible as the actual violator or offender and may be subject to the same sanctions as the original violator.

55.Dishonesty:

Willingly giving false or misleading information to any representative of the university is prohibited. Using or providing false identification is a violation of this policy.

56.Failure to Comply:

Failure to comply with the request of an authorized university staff member is prohibited. Residence Coordinators, Resident Assistants, and Housing Assistants are university officials and residents must immediately comply with directions from any of these individuals. Verbal and/or physical abuse directed toward any university staff member will not be tolerated and may subject the resident(s) responsible to disciplinary action. Refusal to identify oneself in response to a request is considered a violation of this policy.

57.Trespass:

Residents whose contracts are canceled will be considered trespassers if they continue to live within a residence hall past their set move-out date. The university may prohibit them from returning to or visiting university housing, trespassers will be handled by the UT Tyler Police Department. The Housing and Residence Life Office and UT Tyler Police maintain lists of all individuals barred from university housing.

MAINTENANCE

The Department of Housing and Residence Life and the UT Tyler Physical Plant provide general maintenance service to university housing. Residents are responsible for minor maintenance issues, such as plunging clogged toilets. All major maintenance issues (floods, fires, electric issues, AC/heat, safety, etc.) must be reported to the front desk or Resident Assistant cell phone in addition to submitting a work order.

58.Work Order Instructions:

To place a work order for on-campus housing facilities, this will be done on the Housing Portal, through the student's myUTTYLER account. From the housing portal scroll to the bottom of the page and select "Maintenance Request". From there, the student will complete a work order request, and a member of the Housing and Residence Life maintenance staff will take care of the request. Residents are prohibited from attempting any plumbing, electrical, or facility renovation in university housing.

59.Pest Control

Pest control is considered the primary responsibility of the resident. UT Tyler may provide professional pest control service as deemed necessary to students who report pest problems to the front desk or by submitting a work order. This service is a courtesy to residents but is not a guarantee of extermination. We strongly encourage residents to be proactive with pest control. Several over-the-counter products are effective against bugs normally encountered in university housing. Foggers are not permitted. Maintenance and housing staff will advise residents who request pest control service of the action(s) required of them to treat the problem.

Please keep in mind that should pest control service be required due to a lack of cleanliness or actions of the resident, the fee for said pest control will be billed to the resident's student account. Housing and Residence Life does provide quarterly pest control spraying. Students are not allowed to deny entrance to pest control

personnel. If pest control personnel are unable to treat a room properly due to personal property being in the way or denied entry, the room may not be treated, and residents will be fined \$50.

60.Trash:

Residents are responsible for the removal of trash and garbage in and around their suite. All trash must be disposed of in the provided dumpsters within housing facility perimeters. Leaving trash outside suites or areas surrounding dumpsters is prohibited and will result in a \$25 per bag/item charge for each resident. Trash that is not attributed to an individual resident may result in charges being prorated among the residents of the building or area where the trash was found. Charges will be assessed to the resident's student account.

SAFETY, SECURITY, AND EMERGENCIES

The University of Texas at Tyler has its own police department that employs full-time, certified police officers. The mission of The University of Texas at Tyler Campus Police is to provide an environment in which the university community can live, study, and work without fear. The University of Texas at Tyler Campus Police will partner with members of the university community to maintain an environment of safety conducive to the accomplishment and fulfillment of The University of Texas at Tyler's overall mission by providing information and services that enhance personal safety and protect resources.

61.Firearms, Ammunition, and Weapons

The Housing and Residence Life Department adheres to the university's policy on carrying concealed handguns on campus. As provided by law and policy, handgun license holders may carry concealed weapons on the UT Tyler campus in any area not designated as an exclusion zone. Handgun license holders are responsible for following all properly posted exclusion zones. License holders bear the responsibility for always safeguarding their handguns and must take all necessary precautions to ensure their handguns are secured in a manner that is most likely to prevent theft, loss, damage, or misuse. Failure to secure a handgun, or always control a backpack or purse containing a handgun, on the UT Tyler campus would be considered a failure to use reasonable care. License holders affiliated with UT Tyler who fail to use reasonable care in securing their handguns or act negligently are subject to disciplinary action, up to and including suspension, termination, non-renewal of appointment, or dismissal.

The discharge of firearms, weapons, imitation firearms, ammunition, and explosives are prohibited in and around university property. Weapons such as air guns, pellet guns, "BB" guns, sling shots, knives (other than kitchen utensils) with blades three inches or greater, blow guns, dart guns, bows (this includes cross bows), arrows, hazardous chemicals, paintball guns, or any device used to inflict injury may not be kept in or around university property. Students will be subject to contract termination if found responsible.

62.Missing Persons Policy

All campus residents may designate an individual as an emergency contact who will be notified by UT Tyler within 24 hours if the resident is determined to be missing. If the resident wishes to designate someone other than the emergency contact they specified on their application, please send an e-mail to housing@uttyler.edu with the name, contact phone number, and the person's relationship to the resident in the email.

UT Tyler will notify the custodial parent or legal guardian of any resident who has not yet turned 18 and is reported missing within 24 hours. UT Tyler will initiate emergency contact procedures (and notify law enforcement as applicable) for residents of any age who are determined to be missing for more than 24 hours.

63. Emergency Procedures

In the event of an emergency evacuation (fire alarm, etc.), all residents are to leave the complex by the quickest means.

-Patriot Village residents should exit by the stairwell closest to their apartment and exit the complex by the east gate or the front gates. Residents should proceed to Parking Lot 14, the baseball parking lot. Residents must remain in Parking Lot 14 so that an accurate roll can be taken.

-Ornelas Hall residents should exit by the nearest stairwell and proceed to Parking Lot 15. Residents must remain in Parking Lot 15 until the situation has been resolved.

-Liberty Landing, buildings 1 and 2, students will go to the parking lot in front of the clubhouse; buildings 3, 4, 5, and 6 report to the volleyball court area; buildings 7 and 8 report to the parking lot on side of buildings 5 and 6; building 9 report to the parking lot by buildings 7 and 8; buildings 10, 11, 12, and 13 all go to parking lot on side of building 9.

-Victory Village, building 1 residents will proceed to the area near the volleyball court. Building 2 and 3 residents will report to the center parking area just west of each building, being mindful of traffic. Building 4 residents will report to the east side of the far parking lot, also watching for traffic in the parking areas. Residents will remain in these areas until the situation is resolved. Please refrain from getting into/moving vehicles, as this could cause congestion and make it difficult for first responders to access certain critical areas.

In the event of a tornado, residents must not leave the building. All students should shelter-in-place until an “All Clear” or until University Police provide more information.

- For Patriot Village, Liberty Landing, and Victory Village, residents are encouraged to shelter in their apartment’s bathroom or closets with the doors closed.
- For Ornelas Hall, residents should gather in the middle stairwell and walk all the way down. Staff may come to your door to bring everyone to first floor area if needed.

64. Fire Safety

- A. Fire Evacuation: When a fire alarm sounds, all residents are required to vacate the building immediately. Failure to do so will result in a \$50 charge and additional disciplinary action.
- B. Fire Protection & Emergency Equipment: Tampering with emergency devices puts everyone at risk and is therefore prohibited. Emergency devices include, but are not limited to smoke detectors, door closures, sprinkler heads, fire alarm stations, and fire extinguishers. Tampering with emergency devices may result in criminal prosecution, disciplinary action and any charges that may be incurred. Propping exterior doors open is considered a violation of this policy.
- C. False Alarms/Falsely Reported Fire Alarms: Setting, reporting, or causing a false fire alarm is prohibited. Residents face contract termination if found responsible.
- D. Power Strips: Multi-plug power strips must be rated for a maximum of 15 amps and have a built-in circuit breaker. All power strips must be plugged into the wall. They may not be plugged into another power strip (daisy chaining). Power strips must be on the floor, not hanging from desks or

other furniture. Cables and cords may not cross doorways, they should run along the wall and behind furniture.

- E. Fireworks/Explosives: Storing or using fireworks, explosives, ammunition, gun powder, or any other related materials in or on university property, including in vehicles, is prohibited.

65. Alcohol

Consumption or possession of alcoholic beverages on UT Tyler property is strictly prohibited, except for Liberty Landing and Victory Village. Residents at Liberty Landing, Victory Village, and The Foundry may possess and consume alcohol within their own apartment, provided that all residents assigned to the apartment are 21 or over. If not all residents in the unit are over the age of 21, the alcohol can only be stored in individual bed spaces of those that are 21 or older and not in the common area (Kitchen, Living Room, etc.) All other alcohol policies except possession of containers apply.

The prohibition of alcohol includes the following actions as well:

- Parties: Using a unit (or allowing others to use it) for parties at which alcoholic beverages are present may result in contract termination.
- Alcohol Advertising: Public advertisements of alcohol products are prohibited on UT Tyler property. This includes any signs or advertisements that are visible from public areas, alcohol signs, or other displays visible from outside the unit.
- Alcohol Containers: Alcohol containers are prohibited. This includes containers kept as decoration and those containers that are put in the garbage or are lying about the unit. This includes, but is not limited to, bottles, cans, boxes, shot glasses, etc.
- Student Intoxication: Intoxicated individuals will be subject to disciplinary sanctions under this policy. University police will determine whether a person is intoxicated based on the behavior of the person at the time of the incident. University staff will not accept responsibility for the safety or care of intoxicated individuals on UT Tyler property.
- Providing to Minors: Providing alcohol to minors is prohibited, and residents found doing so face removal from campus housing and other conduct sanctions.

66. Drugs and Drug Paraphernalia:

Possessing, using, and/or selling drugs or narcotics on university property is prohibited and will result in contract termination. This includes but is not limited to marijuana (stems, leaves, buds, residue), hashish, cocaine, narcotic drugs, ecstasy, methamphetamines, and acid. Any prescription drug not found in the original container with the resident's name on the bottle is also a violation of the drug policy. Possession of any paraphernalia, which means anything that could be used in drug usage whether residue is present or not, is prohibited. Providing prescription medication to anyone other than the person the medication is prescribed to is a violation of this policy.

67. Tobacco Use:

Smoking and the use of any tobacco product on campus is prohibited. This includes inside units and apartments, in hallways/breezeways, on balconies, and in parking lots. Residents are responsible for the repair or replacement of any furniture, walls, ceilings, etc., damaged by smoke. *Note: smoking paraphernalia including but not limited to hookahs, smoking pipes, vaporizers, and electronic cigarettes/e-cigs are prohibited.*

68.Arson

Purposely attempting to set a fire or burn any building, furnishings, personal property, or equipment is prohibited. Violators may be prosecuted under federal, state, and local laws. Residents are subject to contract termination if found responsible.

69.Bomb Threat and/or Placement of Bombs:

Placing an explosive device or an intentional facsimile of such a device, or threatening the placement of explosives in housing, food service, or adjacent areas is prohibited. Violators may be prosecuted under federal, state, and local laws. Residents are subject to contract termination if found responsible.

70.Combustible Substances:

Bringing or keeping distillates such as fuels, solvents, or highly combustible substances in a unit, room or storage space or vehicle parked on campus is prohibited. This restriction applies to any container, tank, cylinder, or other device (empty or otherwise) used to contain or store combustible substances.

71.Physical Abuse/Battery:

Inflicting or attempting to inflict bodily harm or unwanted touching to another person is prohibited. Residents found responsible may be subject to contract termination. For more information or assistance contact the Title IX office.

72.Solicitation

Solicitation, as defined in the Regents' Rules, is prohibited on university property, except as authorized under the Regents' Rules, Part One chapter VI, section 6.6.

73.Theft and/or Possession of Stolen Property:

Theft or possession of stolen property in university housing is prohibited; this includes university property, personal property, furnishings, equipment, or other items. Residents found responsible may be subject to contract termination and will be reported to UT Tyler police. Street signs or other property from local businesses or government agencies found on university property without a legal bill of sale are considered stolen property.

74.Threatening Behavior:

Causing a resident, staff member, or guest to feel they are in jeopardy by your acts (verbal or other) is prohibited. Residents found responsible may be subject to contract termination. Death threats are considered by the university to be a very serious infraction. Residents found responsible for death threats will be subject to contract termination.

- a. The University of Texas at Tyler cares about students' holistic development and wellness, in the event of threatening or attempting to complete self-harm will be handled through the University Campus Assessment, Response, and Evaluation (CARE) Team, and counseling resources. If you are a student who needs additional consultation, please contact the CARE Team at 903.565.5946 or the Crisis Line at 903.566.7254.

75.Vandalism:

Willfully or maliciously defacing or destroying housing or personal property is prohibited (this includes covering or tampering with university cameras). Violators may be prosecuted under federal, state, and local law. Residents found responsible may be subject to contract termination and a charge to their account for restitution.

ROOM ENTRY

76.Room Entry

A Housing and Residence Life staff member may conduct a general inspection for fire safety, maintenance checks, verification of who is living in each unit, health reasons, or to identify damages prior to the resident's departure. Routine checks may be made before university holidays, at the beginning and end of each semester, during health and safety inspections, and prior to check-out of a resident from the room.

Entry into a resident's room does not normally constitute a search. However, staff members would not usually enter a room without the resident's consent except to inspect for a potential fire, safety, or health hazard, to perform maintenance, to conduct an inventory of university property, to correct situations intruding upon the comfort of other residents (a phone or alarm clock continuously ringing, loud stereos, etc.), to retrieve items upon request of the resident's immediate family (under the appropriate circumstances), to retrieve the personal belongings of another resident where there is no apparent dispute as to ownership of the property and where there would apparently be no undue infringement of privacy, and to enforce Housing and Residence Life policies. If entry is made for one of the above reasons and the resident is not in the room, the staff member will normally leave an explanatory note stating what occurred. Staff entry will be made only after making good faith attempts to obtain resident consent to enter a room or apartment. In the event of entry into many rooms, an explanation will be left with the supervisor. In the event of danger to life and/or property, entry may be made by any authorized university official or appropriate emergency personnel (fire safety, maintenance, medical technician, police, etc.)

- a. **Entry into a resident's room for maintenance purposes:** Maintenance personnel or Housing and Residence Life staff members may enter a resident's room to perform maintenance or to determine maintenance needs. Maintenance entries are conducted for the safety and overall well-being of residents and university properties.
- b. **Entry into a resident's room by law enforcement officials:** Under ordinary circumstances, a search warrant will be secured and served by the University Police Department, but a search warrant might, in some instances, be served by another agency. No one may interfere with the service of a search warrant. If it is necessary to enter a room, a keycard will be provided to the officer, who will open the door. University police may enter any room without a search warrant where there is reason to believe a situation exists which constitutes a real and present danger or harm to people or property. Entry under these provisions shall not be construed as a search. Under certain circumstances, an officer may conduct a search without a search warrant. These circumstances include situations where evidence may be destroyed or secreted elsewhere or where it is impractical to secure a search warrant because of time delay.
 - i. An officer may search when they believes a crime is being committed in the officer's presence. The officer may search the immediate area and the person of anyone arrested, or they may search a room when the occupant of the room gives voluntary consent. If the officer feels there is a legal basis for a search, and voluntary consent is not given, the officer may tell the person in possession of the room they will maintain control of the room until

a search warrant can be secured. A police officer may contact a member of the Housing and Residence Life staff to accompany them to the resident's room. It is the usual practice of the university police, when practical, to make the supervisor aware of any police activity in the building, either prior to, or in conjunction with, the activity.

- ii. University police may conduct walk-through patrols in the facilities to reduce theft and vandalism, as well as to provide other protective and safety services.

77. Room Entry by Staff

The University of Texas at Tyler recognizes and respects the privacy of all students; however, the university may enter an apartment/unit at any time in the event of an emergency and at any time for any reasonable purpose, including, without limitation, inspection, cleaning, or maintenance purposes. A room can be entered without notice when there is reasonable cause to believe a violation of university policy, state, federal, or local laws has occurred or is taking place. Housing and Residence Life staff are allowed to search all university furniture and property. Apartments and residence hall rooms will be entered during Thanksgiving, winter, and spring breaks to ensure that the heat or air is set to acceptable levels, and each month for health and safety checks. There may be entry without notice in emergencies where imminent danger to life, safety, health, or property is reasonably feared. Access to apartments or rooms will not be granted to friends, relatives, or other students by staff. Students should keep their doors closed and locked and contact the front desk or University Police if they have concerns about who is coming into their apartment.

STUDENT SERVICES

78. Dining Services

The University of Texas at Tyler Dining Services encompasses all dining on campus. Dining services include catering, a variety of retail locations on campus, and The Met, an all-you-care-to-eat dining hall.

Meal Plans

All students who live on campus are required to purchase a UT Tyler meal plan. For the most accurate information on meal plans, please visit [Sodexo's website](#). After the tenth day of class, students cannot change their meal plan. Ornelas Hall does not provide facilities for full-service, individual cooking, therefore, students living in Ornelas Hall are required to purchase a meal plan. Cooking can lead to pest problems, cleanliness issues, and health concerns. For health and safety reasons, students are asked to limit their cooking by using approved appliances only.

Dining Dollars

Dining Dollars are similar to cash and are accepted at all **on-campus** retail locations. Dining Dollars also can be used in The Met to pay for meals with friends. Students can add additional Dining Dollars to their dining account at any time using the following steps:

1. Contacting the cashier's office
2. Logging onto the dining website and choosing "add DD"

Dining Dollars do not roll over from semester to semester. Students are encouraged to track their available DB in order to achieve a zero balance at the end of the semester. Each retail location can provide up to date information on remaining DB balance.

UT Tyler Dining Locations

The Met is an all-you-care-to-eat dining location, meaning once the student swipes in, they can eat as much or as little as they want. The Met offers a wide variety of offerings including exhibition stations, authentic ethnic cuisine, home-style dishes, culinary twists on classic favorites, and a variety of healthy options. Through our world-class service program, we treat students like guests at their on-campus home. Our staff strives to make every experience satisfying. The Met hosts exciting special events, theme nights, monthly extravaganzas, and holiday festivities to inject even more fun into students' dining experience. Hours of operation for The Met and retail locations can be found at each dining location and on the UT Tyler Dining website, as well as daily menus.

Retail locations on campus include:

1. Subway (located in the University Center Food Court)
2. Chick-fil-A Express (located in the University Center Food Court)
3. Tres Habanero (located in the University Center Food Court)
4. Swoop N' Go C-store (located in the University Center Food Court)
5. Liberty Station (located in the Business School)
6. Covalent Cafe (located in the Pharmacy Building)

Dining Dollars, cash, and credit are accepted at all retail locations on campus.

CONTACT US: For more information on dining services, visit www.uttylerdining.sodexomyway.com, or contact SODEXO by phone at (903) 565-5819.

79.Campus Assessment Response and Evaluation (CARE):

If you are concerned about the behavior of a resident, please use the link below to report that information to the CARE team. Please include all relevant information you can in the forms on that page before clicking on the submit button. Please include your contact information so we can follow up if we need more information. If you have an immediate concern, please contact UPD at 903.566.7300 or dial 911 if it is an emergency.

The Student Concern Electronic report can be found here:
https://cm.maxient.com/reportingform.php?UnivofTexasTyler&layout_id=2

80.COVID-19

There is currently a vaccine to protect against contracting COVID-19. The best way to **prevent** infection is to avoid being exposed to the virus and be fully vaccinated. You can reduce your risk by taking the same measures as you would to prevent infection from the flu and the common cold:

- Wash hands often with soap and water for at least 20 seconds.
- Use hand sanitizer, with 60-95% alcohol if soap/water is not available.
- Avoid touching your eyes, nose, or mouth with unwashed hands.
- Avoid contact with people who are sick.
- **Stay home while you are sick and avoid close contact with others.**
- Cover your mouth and nose with your elbow or a tissue when coughing or sneezing, and immediately dispose of the used tissue.

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If a resident exhibits any signs or symptoms of COVID-19, as enumerated by the U.S. Center for Communicable Diseases (CDC) at <https://www.cdc.gov/coronavirus/2019-ncov/symptoms-testing/symptoms.html>, or if have been **in close contact with someone who has tested positive for COVID-19**, it is the resident's responsibility to contact a medical provider within one (1) business day and self-isolate. Self-isolation means NO human contact with ANYONE, including family, friends, and especially going out in public. Remember, if a resident's symptoms are mild this does not mean they cannot spread the virus to someone else and put others at severe risk.

If a resident needs to self-isolate, they will notify the Housing and Residence Life Department for assistance within one (1) day at housing@uttyler.edu.

In the event of a medical emergency, a resident should call 911 and notify the operator that they have, or think they might have, COVID-19. If possible, they will put on a cloth face covering before medical help arrives.

As a result of the coronavirus pandemic, a resident may be required to move to another room, hall, or other location in the event of required self-quarantine or isolation by the Texas Department of Health.

As a result of the coronavirus pandemic:

- No guests will be permitted at any time.
- If any policies are violated, the resident may be required to vacate their facility and leave the premises within 24 hours.
- Maintenance will only be entering apartments/rooms in case of emergency.
- Recreational and social housing areas may be closed (Rec Room, fitness room, community kitchen, swimming pool, etc.)

Housing and Residence Life may find it necessary to take specific actions to protect the public health of residents which may include other communicable diseases besides COVID-19.

Social distancing is important in keeping COVID-19 cases down. I understand that I have a responsibility to protect myself, my roommates, neighbor, classmates, faculty, staff, and the greater East Texas community with whom I may interact. Residents with approved ESAs or Service Animals must keep their animals socially distanced as well. Also, students should prepare a Go Bag in case of an emergency closure.