

Division of Student Affairs – Division of Housing and Food Service



# 2017-2018 Residence Hall Manual

The University of Texas at Austin

# RESIDENCE HALL MANUAL

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The rules and regulations in this manual were developed to serve the community's best interests and are an integral and binding part of your residence hall terms and conditions. In addition, you are responsible for the information contained in your University Residence Halls Contract Terms and Conditions. Our ability to discipline students for failure to adhere to the rules and regulations is given in the [Institutional Rules on Student Services and Activities](#) from the General Information Catalog. We hope that you will find your residential community supportive and responsive to your needs.

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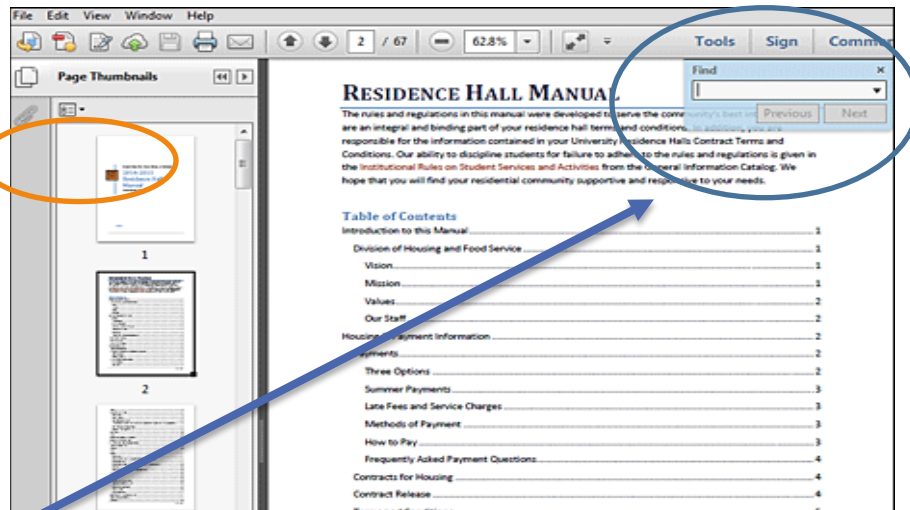
# INTRODUCTION TO THIS MANUAL

This manual is designed to be functional and is organized into sections based on the included content. The policies within this manual have been organized this way for readability. For your convenience, an alphabetical index is offered at the end of the manual to aide in looking up specific sections.

Additionally, the

re are two ways to search this manual:

1. Click on the “Page Thumbnails” button which will show the pages in sequence and will allow someone to jump to a certain page. Click on the section you are interested in and it will be displayed in the body.
2. Select Edit and then click on the Find option. Type the keyword you are looking for in the “Find” box and the word will be highlighted in the manual.



## Division of Housing and Food Service (DHFS)

### Vision

To create transformative living and learning environments where students feel safe, involved, and inspired to change the world.

### Mission

The Division of Housing and Food Service cultivates inclusive learning communities that foster student engagement, growth, and success.

### Core Values

- *Learning* – A caring community, all of us students, helping one another grow
- *Discovery* – Expanding knowledge and human understanding
- *Freedom* – To seek the truth and express it
- *Leadership* – The will to excel with integrity and the spirit that nothing is impossible
- *Individual Opportunity* – Many options, diverse people and ideas, one university
- *Responsibility* – To serve as a catalyst for positive change in Texas and beyond

### Our Staff

DHFS is broken into 5 units; Facilities, Residence Life, Food Service, Business Services, and Human Resources. **There are Master’s-level professionals who live in the Residence Halls and trained professional staff who are on-call 24/7 to address any concerns in the residence halls.** For more information **about our staff visit:** <http://housing.utexas.edu/dhfs-admin/org-charts>



# HOUSING & PAYMENT INFORMATION

## Payments

Payments are due on the first of each month, beginning in October and ending in April.

## Three Options

You may prefer to pay in 6 equal monthly installments (there is a \$25.00 charge per semester for this option), half of the total bill at the beginning of each semester, or all at once.

1. Pay in full the total amount due for the long session by October 1.
2. Pay the total amount due for each semester. The fall semester payment is due October 1, and the spring semester payment is due February 1.
3. For an additional charge of \$25 each semester, pay in six installments. The installments are due October 1, November 1, December 1, February 1, March 1, and April 1.

You will receive an e-mail reminder before each date that your housing payment is due. Please keep your email address up to date on your student record. Any amount owed is still due whether you receive a reminder or not.

Your billing statement is available online. It reflects current activity on your housing account as well as the amount due. Housing charges for the fall will be available for you to view and/or pay starting in mid-August. Your first payment is due October 1.

## Summer Payments

Payment for Summer bills are due in June and July (Summer Second Session only). Installments are not offered in the summer. A \$25 late fee is added after the payment deadline.

## Late Fees and Service Charges

A \$25 late fee will be added to your account each time the minimum amount due is not paid on time. For Fall and Spring semesters, payments are considered late after the first of each month. A \$25 service charge is added to the second statement of each semester if the total semester balance is not paid in full by the first payment date of each semester. The semester payment dates are October 1 and February 1. A University financial bar is placed on your account when payments are late. The bar is cleared when the account is made current. You will not receive a bill. You can view the amount due from the [“What I Owe?”](#) page.

## Methods of Payment

### *Cash or Check*

Make checks payable to The University of Texas at Austin and include your UT EID on the check. There is a \$25 returned check fee on all checks with insufficient funds.

### *E-check*

E-check is accessed from the What I Owe page and deducts funds from your checking account. Your bank account information is not stored. E-checks can be used by students or anyone acting as an eProxy.

### *Electronic Funds Transfer*

The Electronic Funds Transfer (EFT) option allows the university to withdraw funds from your bank account upon your request via the What I Owe Web page. Set up your EFT payment from the web. Withdrawals normally take place within 24 hours but can take up to three business days to process. EFT payments returned unpaid are charged a \$25 returned check charge.

### *MasterCard, Discover or American Express*

Payments by MasterCard, Discover or American Express can be made online from your “My Housing” page with an added convenience fee of 2.3% of the payment amount. The Division of Housing and Food Service and the Bursar's Office do not accept credit cards in person or over the telephone.

### *Financial Aid*

Unpaid housing charges will be automatically deducted from your financial aid each semester when your aid is released. Be sure to check your housing statement to see if a balance remains on your account after your financial aid has been applied. Late fees and service charges apply as stated above if your account is not paid in full by your financial aid disbursement.

## **How to Pay**

### *In Person*

The Bursar's Office in Room 8 of the Main Building accepts cash and checks.

### *Online*

Go to the What I Owe page and pay by Electronic Funds Transfer or eCheck from a bank account or by American Express, MasterCard or Discover.

### *Mail*

Put a check with the student's EID written on it and payable to The University of Texas at Austin along with the coupon printed from the web in an envelope and mail it to:

Division of Housing and Food Service, PO Box 7666, Austin, TX 78713.

## **Frequently Asked Payment Questions**

### **Where do I send an overnight delivery payment that requires a physical location?**

Division of Housing and Food Service  
200 W. Dean Keeton  
Austin TX 78712

### **Will I receive a bill?**

You will receive an email reminder that your payment is due. You can view your bill online and use the payment methods described above to make your payment.

### **How will I know if you received my payment or if my financial aid has been applied?**

You can view your [statement online](#).

## Contracts for Housing

Your contract is the document you signed or agreed to in order to reserve space in the residence halls. It is a legally binding contract containing important information, and you are expected to be familiar with all of the contract provisions. Here are a few important business details, some of which come from your contract.

For the Long Session, residence halls will close at 9 a.m. the day following the last day of final exams of the spring semester. Students graduating at the end of the fall and spring semesters will be provided housing without additional charge until 9 a.m. the day following commencement. Seniors must send a written request or e-mail to the DHFS [Occupancy Management Team](#) by the required deadline in December. After that date, requests will be accepted if space is available. Dining centers may be closed during these times. The contract also entitles DHFS to mandate a resident change rooms or halls as well as terminate the contract based on the contract's provisions.

## Contract Release

Residents will not be released from their room and board contract except for reasons described in the terms and conditions. Release from your residence hall contract is granted only if you are no longer enrolled with the university. The Terms and Conditions of the contract should be reviewed for specific details. If you leave the residence halls, you are still liable for all room and board charges per the Terms and Conditions of your contract. If you have additional questions, contact the DHFS Occupancy Management Team at (512) 471-3136 or e-mail [housing@austin.utexas.edu](mailto:housing@austin.utexas.edu) with questions. If you are asking to be released from your contract based on what the Terms and Conditions allow, please fill out the [Housing Contract Release Request](#) and send it to our office at PO Box 7666, Austin, TX 78713-7666.

## Terms and Conditions

Your terms and conditions are part of the contract you sign to live in on-campus housing. Please read them carefully to ensure that you understand the expectations, policies, deadlines, etc.

# DINING & FOOD SERVICES

## Food Service Overview

The Division of Housing and Food Service (DHFS) offers a wide variety of dining options for students. Every day, the hardworking staff at our DHFS dining venues prepares thousands of meals and provides quality service for hungry students, faculty, and staff at The University of Texas at Austin. A team of trained chefs, experienced dining managers, and a Registered Dietitian work together to develop innovative, trendy, and nutritious menus that offer a wide variety of taste sensations to customers.

DHFS offers two unique types of on-campus dining: “all-you-care-to-eat” and “a la carte” meal service. Jester 2nd Floor (J2) and Kinsolving Dining are the two “all-you-care-to-eat” or buffet-style dining facilities that are available at reduced pricing for residents. Our “a la carte” locations give students the chance to mix and match menu items by choosing exactly what they want from the individual dining stations within each venue. Students have numerous “a la carte” dining options to choose from across campus, including Jester City Limits, Cypress Bend Café, Littlefield Patio Café, Jester Java, Jesta Pizza, Jester City Market, Kin’s Market, KINs Coffee, and Freshens.

Students who live in a University Residence Hall can use their UT ID card to access both Dine In Dollars and Bevo Bucks to pay for meals on campus. Dine In Dollars are accepted in all DHFS-operated locations at each meal. Bevo Bucks can be used on and off campus at participating locations.

## Dining Center Conduct and Food Service Locations

It is your responsibility to conduct yourself in a mature manner at all times while in the dining center. Your cooperation is fully appreciated by your fellow residents. Meals served in the Kinsolving and J2 (Jester Second Floor) dining centers are buffet style; however, all food items must be eaten in the dining center unless you are using the Eco2Go container. Use the tongs provided; do not handle food with your hands. To reduce food waste, only take food from the serving line that you think you will eat. You can always return to get more food or ask the servers to serve you less food. Only items that you are eating may be carried out of the dining center (e.g., ice cream).

You are expected to help dining center staff provide better service by bussing your own dishes, including disposing of paper waste in the trash and recycling receptacles and putting silverware in the containers provided. Please pick up newspapers and reading materials. Please be considerate of other diners from 11 a.m. – 2 p.m., due to limited space we ask you to please leave the dining room after finishing your meal.

Tables and chairs should not be rearranged, and should be returned to the original position when you finish your meal. Shirts and shoes must be worn in the dining center. Creating unnecessary mess, not properly bussing dishes and wasting food increases staff and food costs. If you see a diner engaging in these behaviors, please ask them to stop, or notify a dining center supervisor or resident assistant (RA).

## Buffet Locations

There are two "all-you-care-to-eat" or buffet-style dining facilities at reduced pricing for residents. All-you-care-to-eat meals are served in Kinsolving and J2 (Jester Second Floor) Dining Rooms. J2 offers unlimited buffet style dining with exceptional service, featuring different daily specials and an assortment of entrees, salads, soups, fruits, vegetables, and sides. One vegetarian soup option and one gluten free entrée are offered at every meal at J2. Enjoy unlimited buffet dining at Kinsolving as well with daily entrée and side specials, hamburgers, salads, soups, pastas, eggs cooked to order, breakfast tacos, and even Texas shaped Longhorn waffles!

## A la Carte Locations

Dine In Dollars may be used in all a la carte locations. You receive a 10 percent discount on food items at the following locations:

### Jester City Limits Food Court



Located on the first floor of Jester Residence Hall, Jester City Limits offers an extensive variety of breakfast, lunch, and dinner dishes, along with quick grab-and-go snacks to satisfy cravings. The dining area is divided into nine distinct food stations, each with its own theme and menu selection, ranging from vegetarian fare at the "Chickpea" to Tex-Mex at "South of the Border." Southern comfort favorites are served up daily at "Country Fixin's" and Pan Asian cuisine is cooked to order at "The Wok." Classic favorites can be found at the "Corner Grill" and exciting new flavors can be explored at "Innovative Tastes." If you're looking for lighter choices, check out the deli for made-to-order wraps and sandwiches or the salad bar for fresh produce and hearty soups. With so many options, it's no wonder JCL is the busiest location on campus. To top it off, JCL is open late, offering students one last chance to grab a snack (or an entire meal) before the day ends.

Other food and drink stores are also located around the Jester City Limits Food Court:

- **Jesta Pizza** - Sink your teeth into a piping hot slice of pizza, a freshly made calzone, or choose from a wide variety of grilled paninis.
- **Freshëns** - Grab a refreshing fruit smoothie that will quench your thirst and satisfy your sweet tooth.
- **Jester Java** - Proudly brewing warm Starbucks coffee, Jester Java features hot drinks, iced drinks, blended drinks, and baked goods for fuel in the morning or for a pick me up between classes.
- **Jester City Market** - Located on the ground floor of Jester Center, JCM provides everything you could want from a combined convenience and grocery store. The market has provisions for your room, fresh groceries, and delicious study snacks. Stop in to grab the items imperative to your daily routine or the necessary fuel for acing your next midterm.
- **Jesta Gift Shop** - Find the perfect gift for that special Longhorn or treat yourself to UT branded apparel at Jester's official UT souvenir store.



### **Littlefield Patio Café**



Littlefield Patio Café is a bistro-style retail location open for breakfast, lunch, and dinner. For a quick bite, pick up a breakfast taco before class or choose a grab-and-go salad, wrap, or sushi for lunch. If you're looking for a traditional dinner, you can enjoy a customized deli sandwich, pizza, pasta, or grilled selection while dining at one the umbrella covered tables on the patio. Don't forget to try one of the daily manager's specials, featuring authentic New Orleans dishes, such as gumbo and jambalaya, from NOLA native Chef Ernest.

### **Kin's Market**



Conveniently located in Kinsolving Residence Hall, Kin's Market offers plenty of groceries, grab-and-go food items, an extensive fresh produce section, house-made hummus, pasture-raised eggs, a variety of yogurt, and school supplies to satisfy customers with a busy schedule. Kin's Market also sells hot and ready breakfast tacos each morning for busy students on the go.

### **Kin's Coffee**



Kin's Coffee, the newest hot spot on campus, features Starbucks™ coffee, house-made pastries, and a delicious variety of grab-and-go meals.

### **Cypress Bend**



Located in San Jacinto Residence Hall, Cypress Bend caters to every customer – featuring a café and convenience store all-in-one. Cypress is open seven days a week serving breakfast, lunch, and dinner on the weekdays and lunch and dinner on the weekends. Get a healthy start during the week with made-to-order breakfast favorites, like multigrain pancakes, eggs-to-order, breakfast tacos, and a build your own yogurt bar. For lunch and dinner, choose from innovative salad specials, customized deli sandwiches and wraps, and cook-to-order grill offerings – like the infamous Cypress Burger. Get your Tex-Mex fix at the Super Burrito Bar or spice it up and try the burrito of the month! Conveniently located across from the stadium, make sure to visit Cypress for their game day barbecue specials in the fall.

## **Dine In Dollars and Bevo Bucks**

For an academic year, Fall and Spring each resident receives 1,500 Dine In Dollars and 300 Bevo Bucks.

Hand your UT ID card to the cashier of each participating location to use your Dine In Dollars or Bevo Bucks. The cashier will swipe your card and your account will be deducted for the amount charged. You may view or download your transactions from the web.

When using your University ID in Division of Housing and Food Service locations, the ID card photo should match the individual who is receiving goods or services. If the photo does not match, Division of Housing and Food Service staff will confiscate the ID card and turn them into the appropriate residence hall desk, where it can be retrieved by verifying identification (exception: see Sick Tray Policy).

## Dine In Dollars

- Are accepted in most DHFS locations and you receive a 10 percent discount on food items.
- You are charged the [reduced residential price](#) when used at buffet dining centers in Kinsolving Dining and J2 (Jester Second Floor).
- Add funds to your account at any time. Students should keep track of their Dine In Dollar balance. When the system finds a zero or near zero balance in Dine In Dollars, Bevo Bucks will be used. It is the student's responsibility to transfer funds from Bevo Bucks to Dine In Dollars to continue to receive the reduced residential price.
- After you leave the residence halls, your remaining Dine In Dollars are transferred to a non-resident plan that is called a rollover plan. The rollover plan may be used for one semester at DHFS locations before they are forfeited. This plan will receive a 10% discount on food items. Students returning to live in the residence halls the following semester may continue to use their remaining Dine In Dollars.

## Bevo Bucks

- Are used at [participating merchants](#) on or off campus for purchases.
- Are used for laundry and vending in the residence halls.
- Receive a 10% discount on food items in all DHFS dining centers.
- Funds can be transferred to Dine In Dollars account.
- Add funds to your account at any time.
- Funds are refundable after graduation.

Your meal plan includes Dine In Dollars and Bevo Bucks. Amounts in each plan will vary depending on semester.

Bevo Bucks are included as a portion of your meal plan; however you must [join the Bevo Bucks program](#) if you wish to add Bevo Bucks.

**Keep track of your Dine In Dollars and Bevo Bucks through the [DHFS Web site](#).**

## Dining & Food Service Events

DHFS works hard to ensure students have fun with their dining experience. That's why we host exciting dining events every semester. During these specials, we transform the dining locations into places far away from home, creating special menus and serving up delicious dishes that are in sync with the theme. Be on the lookout for special events featuring our expertly crafted decor, music, games, trivia, and prizes, including free food and t-shirts! For more information, connect with us on Facebook: [UTHousingandFood](#) and Twitter: [@UTexasDining](#) .

## DHFS Sustainability Programs

### On-Campus Gardens

As a student living on campus, you are invited to volunteer in our two on-campus gardens alongside UT Green Corps, a team of students employed by DHFS to carry out sustainability projects within the dining and residence halls.

Volunteers can assist Green Corps in planting, cultivating, and harvesting vegetables planted at both the Jester and Kinsolving Gardens. You can also attend monthly seminars hosted by Green Corps to gain a greater understanding of gardening and living sustainably in the residence halls and beyond.

### **UT Farm Stand**

Twice a month, you can purchase local and sustainably grown produce, bread, and honey at this on-campus farmer's market-style event. UT Farm Stand is held just outside Jester Residence Hall, and offers a wide variety of produce sourced from nearby farms and vendors. The event also serves as an educational platform for students interested in sustainable agriculture, nutrition, and sustainability. UT Farm Stand accepts volunteers for anyone interested in further supporting the local food system.

### **DHFS Nutrition Services**

DHFS Nutrition Services is award winning, being honored nationally for implementing unique and effective nutrition programming. DHFS won the Most Innovative Wellness and Nutrition Program in 2015 (Gold winner) and 2014 (Bronze winner) from The National Association of College and University Food Services. DHFS Nutrition Services is comprised of the Registered Dietitian and the student Nutrition Team. Together they provide nutrition education to the campus community, regulate dining menus and the corresponding nutritional database, and assist students with nutritional concerns.

If you have any questions or concerns regarding nutrition, food allergies, or dining accommodations, contact the Registered Dietitian at either (512) 232-5636 or [dietitian@austin.utexas.edu](mailto:dietitian@austin.utexas.edu).

Follow DHFS on Twitter @UTexasDining and be on the lookout for our #UTHealthTips hashtag with helpful hints throughout the year on how to stay healthy on campus.

### **DHFS Foodies**

The DHFS Foodies are a group of student ambassadors, who help create an educated and active student dining community for residents by promoting positive customer relations, wellness, and sustainability, while engaging in a team dynamic that proudly promotes a diverse food service environment. If you have feedback about campus dining that you'd like to share, look out for their Foodies t-shirts and friendly faces.

### **Dine with a Dietitian**

Ever wondered what a Registered Dietitian eats? The "Dine with a Dietitian" program allows students to meet and dine with the DHFS Registered Dietitian or Nutrition Team for tips and tricks to make healthy choices in the dining halls. Keep an eye out for scheduled monthly events.

Students can also contact the Dietitian to schedule a personal, nutrition consultation. Basic nutrition topics should be related to on campus dining, such as special dietary needs (food allergies, celiac disease, vegan dining, etc.) and assistance in making healthier choices in the dining halls. Students seeking more in-depth guidance with their diet, such as a diet analysis, a customized meal plan, or weight loss guidance, are encouraged to schedule an appointment with the University Health Services Nutritionist at (512) 475-8216.



## Lite Bites

If you're looking for healthy options in the dining locations, keep an eye out for our "Lite Bites" logo on the online menu and digital menu boards for a guide to smart choices. You can also check out the Lite Bites better-for-you snack sections in Jester City Market and Kin's Market.

## Online Menus

Not sure what to eat on campus? Check out dining hall menus online at <http://hf-food.austin.utexas.edu/foodpro/location2.asp>. To access full ingredient listings and nutrition information for the menu items, simply click on the "Nutrition" tab above each menu category, then select any menu item for detailed information about your favorite food items. Menu information can also be accessed in each dining location via nutrition information centers. In the residential dining venues, digital menu boards above each serving line display identification icons for a quick guide to appropriate choices. Menu information is also available via the UT app excluding though food identification icons.

## Food Identification Icons

DHFS has an icon labeling system to identify the top eight food allergens\*, as well as special dietary restrictions. Be on the lookout for these icons in the dining halls on the digital menu boards above each serving line, as well as on the online menu and prepackaged grab-and-go foods in the retail venues.



Contains Eggs



Contains Fish/Shellfish



Contains Milk



Contains Soy



Gluten Free Friendly\*\*



Contains Pork



Contains Beef



Contains Nuts (peanuts & tree nuts)

\*All allergen information is based on manufacturer provided data.

\*\* Items labeled "gluten free friendly" are prepared with no gluten containing ingredients

## Allergen Disclaimer

The Division of Housing and Food Service aims to identify ingredients that may cause allergic reactions for those individuals with food allergies. Consideration is taken with regards to method of preparation and staff are trained on food allergies. But due to potential product changes from our vendors and the potential for cross-contact within our kitchens due to mass production, we cannot guarantee that every allergen in the food served will be identified and labeled.

## Food Allergies and Special Diets

The University of Texas at Austin Division of Housing and Food Service (DHFS) is dedicated to providing support to students with food allergies through education, staff training, and reasonable accommodations in an effort to create a safe and inclusive collegiate dining experience.

Students have responsibilities when it comes to managing their food allergies. One of the foremost principles requires being proficient in the self-management of your food allergy(ies). It is recommended that all students with a food allergy notify the DHFS Registered Dietitian so that support and guidance can be offered with the management of your diet.

### **Dining Accommodations**

If you have a life-threatening food allergy or multiple food allergies, you may need additional support in managing your dining experience. Students have the ability to request dining accommodations through the Services for Students with Disabilities (SSD) office. Please note that documentation of a disability does not guarantee that your request will be approved. Requests are initiated by indicating the need for accommodations on the Housing Application. Students must then complete the Request for Housing and Food Accommodations Form and supporting documentation (Housing and Food Verification Form), which are to both be submitted to the SSD office. In order to receive priority consideration for fall accommodations, all documentation must be received by July 1<sup>st</sup>.

SSD and DHFS review requests on a case-by- case basis, with decisions made based on documented need and availability of the requested arrangement. A response from the SSD office will be sent to the student once all documentation and paperwork are processed. If SSD verifies a documented need for dining accommodations, it is the responsibility of the student to contact the DHFS Registered Dietitian prior to signing a Housing Contract to determine if the requested dining accommodation(s) can be provided and to coordinate the logistics of the accommodation. For more information and to access required forms, please visit: <http://diversity.utexas.edu/disability/housing/>

### **Food Allergy Support Team**

When college life speeds up it can be tough to dine safely with a food allergy, but luckily, students don't have to do it alone. The Food Allergy Support Team, at The Division of Housing and Food Service, is here to help, offering educational materials, staff training, and potential dining and living accommodations to make managing a food allergy a little easier. FAST members receive in-depth training on food allergies and are ServSafe Allergen certified through the National Restaurant Association. Students needing help or advice can find a team member by looking for the FAST logo on employee uniforms. Students can stay a step ahead of food allergies with support from FAST!

### **Fresh and Simple Tastes (FAST)**

Fresh And Simple Tastes (FAST) is the newest line at Jester 2nd Floor Dining (J2), having opened in Fall 2016 to accommodate students with food allergies. The entire line is free of the top eight allergens and features lean proteins, gluten-free whole grains, and heart-healthy fats. Each dish is freshly prepared in a top eight allergen-free environment and cooked right on the serving line using in-season produce from the DHFS campus gardens and local Austin farms. The FAST line has a rotating menu, with a variety of different options at lunch and dinner to offer students a safe and quality dining experience. Anyone is welcome to dine at the FAST line, accommodations are not necessary!

### **Vegetarian and Vegan Dining**

To make dining selections easier, DHFS identifies vegetarian and vegan menu items with easily recognizable icons.



Vegetarian: Does not contain meat, poultry, fish or their by-products.



Vegan: Does not contain dairy, eggs, meat, poultry, fish or their by-products.

DHFS proudly promotes a Meatless Monday initiative, in which students are encouraged to skip meat at least one day of the week to promote their health and that of the planet! Vegetarian and vegan options are readily available at every meal in the residential dining halls. These options can be easily identified by either a vegetarian or vegan icon to make plant-based dining easy.

For students interested in learning more about a plant-based diet or looking for meatless comradery, DHFS hosts a Vegetarian Focus Group the first Wednesday of every month during the academic year. Attendees receive free entry into the dining hall, engage in a nutrition presentation, hear updates from the DHFS Director of Food Service, sample new food items, and share their opinions about sustaining a plant-based diet on campus. Events are advertised on weekly table tents in the dining venues and on our UTHousingandFood Facebook page.

### Religious Dietary Practices

Students should be advised that DHFS does not serve food that adheres to specific religious dietary practices, such as kosher or halal.

Please note that DHFS dining venues do not open early or remain open late for students observing Ramadan. Therefore, DHFS offers meal accommodations for students observing Ramadan who attend Orientation or summer camps and conferences. Contact the Registered Dietitian for more information or to place a request for accommodation.

### Sick Trays

Your roommate or friend may request a sick tray permit from your residence hall office by presenting your ID. The permit and your ID must be presented in the dining room to pick up the sick tray; the dining staff will fill the order. For health reasons, you are not allowed to get a sick tray for yourself.

### Dining Hall Tours

Groups conducting tours of the residence halls may also request a tour of a dining location by asking for the supervision of that dining location. The supervisors will be happy to assist and to answer any questions.

### Services for Students with Disabilities

If you have a medical or disability-related need that impacts your dining experience, you will need to submit a request and medical documentation to Services for Students with Disabilities (SSD). They will review the documentation you provide and forward our office the recommendations regarding your dining accommodations. All disability information will be kept confidential within the SSD office. Please read and complete the procedures found on the [SSD website](#).

### Suggestions for Food Service

We are always open and encourage new suggestions. Suggestion forms are available at each dining location. If you have any concerns, notify us immediately and detail your problem to a dining room supervisor.

# PERSONAL RESPONSIBILITY & STUDENT CONDUCT

## Personal Responsibility

You will be held responsible for any activities or damages that occur in your assigned room. You are also responsible for your guest's behavior as outlined in the Guest Procedure. You are responsible for respecting the rights of your roommate. You also have the right and responsibility to confront others, in a polite manner, who are violating residence hall procedure or University policy, especially if the individuals are not residents. It is also your responsibility to report violations of university or residence hall regulations.

Personal responsibility includes:

- Reporting damages to your RA, immediately.
- Treating residence hall property with as much respect as you would your own home.
- Speaking up and discouraging others from behaving irresponsibly in your hall.
- Encouraging a positive floor that builds "community spirit" emphasizing concern and respect for others.

## Alcohol

Alcoholic beverages may be consumed and stored in resident rooms if all occupants and guests are 21 years of age or older. Residents of legal age who transport alcohol within a residence hall must use a closed, opaque container. Responsible use of alcohol is expected. Residents found to be intoxicated or potentially harmful to themselves or others may be detained for an assessment before being allowed into the residence hall; this assessment could include a call to emergency response or local law enforcement officials.

Drinking is not permitted in hallways, lounges, lobbies or other public areas of the residence halls. Alcohol is not permitted at any University Residence Hall-sponsored program or event.

Large containers or volumes of alcohol are not permitted in the University Residence Halls. This includes kegs, cases, party balls and other containers larger than one gallon. Empty alcohol containers will be viewed as evidence of consumption and may subject individuals to the University disciplinary process.

Providing alcohol to individuals less than 21 years of age or possession of alcohol by individuals under age 21 are violations of criminal law and University policy. Any resident suspected of violating any University rule pertaining to alcohol or a City or State law may be subject to disciplinary action by the University and/or response from local law enforcement. Disciplinary action on the part of the University could include adjudication by DHFS staff or a referral to the Office of the Dean of Students.

## Drugs Use

The possession or use of illegal drugs or drug paraphernalia, as well as the illegal use of medically prescribed drugs, is prohibited in or about the residence halls and is considered a violation of the Institutional Rules. The possession or use of illegal drugs may result in suspension from the University, removal from the residence hall, and suspension of other rights and privileges

Any student in violation of the University's regulations pertaining to drugs who is not suspended or expelled should expect that they will at minimum, be referred to the Office of the Dean of Students and be subject to disciplinary action. Additionally, since the possession or use of illegal drugs is a violation of criminal law, it is possible for a violator to be subject to criminal action.

### **Failure to Comply/Identify**

Students are expected to comply with all reasonable requests and instructions of University officials and DHFS staff members in the performance of their duties. Students must cooperate with staff, provide accurate information, and properly identify themselves to a University official when those staff members are in the performance of their duties. Students who fail to identify self with their student IDs or who are disrespectful to staff including (RAs, DAs, Maintenance Staff, Complex Coordinators, and Admins) are subjected to disciplinary response.

### **Guests**

Only residents and their guests are permitted in the residence halls. Residents can host other students from different floors, other residence halls or from off-campus as long as they are properly accompanied (*See Accompanying Guests and Overnight Guests sections below*).

All residence halls will be locked by midnight, seven days a week. Residents returning to the residence halls will be admitted upon presentation of proper identification (university ID). All guests staying beyond midnight must be registered at the 24 hour desk within the host resident's community (*see Overnight Guests*).

### **Behavior of Guests**

Host residents are responsible for their guest's behavior. By bringing a guest into the living environment, host residents must be willing to assume responsibility for their guest's behavior. Guests are subject to the policies and procedures under which University Residence Halls operate. It is the host resident's responsibility to inform their guests of residence hall policies and procedures and to encourage compliance. While a host resident cannot control another person's behavior, they can control who they choose to have as a guest.

For their own protection, residents are urged to tell their roommate(s) and/or RA about unusual destinations and expected times of return.

### **Accompanying Guests**

Guests must be accompanied by their host resident at all times. Guests should not be left alone in a residence hall or residence hall room. This applies to same-sex and opposite-sex students from the same hall or from other residence halls, as well as off-campus visitors. All persons entering any residence hall may do so only if on official business with the hall desk or to visit residents. There are telephones located in each of the residence hall main lobbies and in each elevator lobby in Jester Center. The phones should be used by guests to alert you of their arrival.

The Accompanying Procedures protect residents from unwanted solicitation as well as preserves the safety and security of the residence hall community. It is important that residents and their guests understand and comply with these procedures. It is the right of any resident to ask individuals for

identification and whether they belong in the building. This includes unaccompanied guests and individuals who tailgate or follow residents into the building. Noncompliant individuals should be reported to the desk or a residence hall staff member.

Residents who do not accompany their guests are subject to disciplinary action and forfeiture of guest privileges.

### Overnight Guests

An overnight guest is any guest staying past midnight. Overnight guests may be invited to spend a maximum of 72 consecutive hours in the hall in any given 7-day period (*see restricted visitation for Prather and Littlefield*). No more than two overnight guests will be allowed per room. The decision to have an overnight guest must be mutually agreed upon by the host resident and their roommate(s), if applicable (*see roommate agreement*).

Overnight guests must enter through the front entrance of the respective residence hall. Entering or allowing others to enter through a side entrance is a policy violation.

The host resident must register overnight guest(s) at the 24-hour desk for their hall. The guest must be able to provide a photo ID at the time of registration. By registering a guest, the host resident is affirming that the stated individual is their guest and not the guest of another resident. It is a violation of university policy to register a guest under “false pretenses” in order to bypass existing guest policies. When the overnight guest is registered, the host resident must accompany the guest at all times within the building (*see accompanying guests*). Host residents are responsible for the behavior of their guest (*see guest behavior*).

Mattresses or other bedding materials are not available for check out. Sleeping bags, foam pads and air mattresses may be rented through [Recreational Sports](#).

If a residents wants to host an overnight guest who is under the age of 18 consent must be provided to the Residence Hall Complex Coordinator prior to the visit.

Failure to follow overnight guest procedures will result in disciplinary action and forfeiture of guest privileges.

### Restricted Guest Visitation for Prather and Littlefield Halls

Both Prather and Littlefield Residence Halls offer additional guest hour restrictions to our residents who prefer this option. Guest hours for the Prather and Littlefield Residence Halls are:

- Sunday-Thursday: 10:00 a.m.-11:30 p.m.
- Friday-Saturday: 10:00 a.m.-1:30 a.m.

To alter guest hours, two-thirds of all residents in the designated living group must vote by secret ballot in favor of any change. A floor meeting will be held during the first week of classes to provide information about the policy and how it affects the living environment. You are encouraged to promote a positive community atmosphere in the living unit and are responsible for enforcing the policies that

have been established. Residents may only vote at the start of each semester to increase guest hours, but may vote at any time during the semester to reduce guest hours.

After the 12th class day of the fall semester, guest hours may be reduced or expanded within the following maximum times:

- Sunday-Thursday: 10:00 a.m. – 1:00 a.m.
- Friday-Saturday: 10:00 a.m. - 2:30 a.m

During these times, residents may have guests from other floors, from other residence halls or from off-campus as long as they are accompany their guest at all times (*see Accompanying Guests*).

**Opposite-sex guests** are not permitted to visit a Prather or Littlefield residence hall common spaces or rooms at any time other than during designated guest hours.

**Same sex guests** may be invited to be an overnight guest (*see Overnight Guests*).

Residents who violate the restricted visitation policies for Prather and Littlefield are subject to disciplinary action and forfeiture of guest privileges.

### **Housing Family Members from Evacuated Areas**

The University, in conjunction with the City of Austin and County resources, will implement an Emergency Operations Center to respond to the situation. The University residence halls will open their doors to family members of residents who live in areas most impacted by adverse weather conditions. Other accommodations will need to be made for family pets.

- Family members will stay with the host resident (*See Guest Policy*).
- The host resident must register family members at the residence hall desk (*see Overnight Guest*).
- Family members should supply their own bedding materials. Limited supplies of mattresses are available from the Kinsolving, Jester West and San Jacinto Desk.
- The host resident is responsible for accompanying their family members in the building, to bathrooms, etc. (*see Accompanying Guests*).
- Keys and access will not be provided to family members.
- Opposite-sex family members may stay with the host resident during this time. Existing same-sex procedures apply to guests who are not immediate family members
- Patience is the key to accommodating and helping out our friends and neighbors.

### **Harassment**

Members of an educational community should adhere to standards of civility and good taste that reflect mutual respect. A respectful environment is free of harassment, violence and verbal abuse. It is the policy of the University to maintain an educational environment free from harassment and intimidation.

In an effort to foster an environment free from harassment and intimidation, Residence Life is committed to responding appropriately to acts of racism, sexism, heterosexism, ageism, ableism and any other force that seeks to suppress another individual or group of individuals. When acts of

harassment or intimidation occur in the residence hall environment, the Residence Life staff, in conjunction with the Residence Hall Council, may lead a floor or hall meeting to discuss the incident and decide, as a community, appropriate steps that need to be taken to address the incident.

Residents who are suspected to have engaged in harassment as defined in the Institutional Rules will be referred to the Dean of Students for possible disciplinary action.

## Incivility

Students are expected to behave in a civil manner that is respectful of their community and does not disrupt academic or residential activity. Uncivil behaviors and language that interfere with the privacy, health, welfare, individuality, or safety of other persons are not permitted.

## Pranks

Pranks are considered a serious offense to community living. Individual or group activities that result in disturbances or distress to others, or that cause damage or destruction to property, are prohibited. Using or attempting to use University property in a manner inconsistent with its designated purpose is also prohibited. Residents who participate in pranks are subject to disciplinary action.

## Quiet Hours

Quiet hours are enforced in all Division of Housing and Food Service spaces, including residence halls, lounges, and other spaces, from 10 p.m. to 9 a.m. The noise level during these hours should be such that if the room door is closed, a person walking down the hall could not hear anything. The use of headphones is strongly encouraged for music and video games. Beginning the week before final exams through the end of final exams, a 24-hour quiet period is expected. It is essential that residents' sleep and study needs are particularly respected during final exams.

In order to create an environment where a student's right to sleep and study is given priority, general courtesy hours are in effect at all times in all Division of Housing and Food Service spaces. The noise level should be such that it does not interfere with the rights of others. Students are expected to respect the requests of others in regards to noise level and approach and respond to requests in a respectful and civil manner.

Playing musical instruments is permitted within the living area, as long as it is not disturbing others. The same guidelines outlined quiet hours and courtesy hours apply to the playing of musical instruments.

Students who continuously fail to maintain appropriate quiet hour standards may be reassigned to another area and may be subjected to disciplinary actions. Residents who violate quiet and courtesy hours are subject to disciplinary action.

## Sexual Assault

It is the policy of the University to foster a campus environment free from intimidation and one in which students may be educated to their fullest potential. Therefore, the University will not tolerate physical abuse, threats of violence, physical assault, or any form of sexual assault.

The University offers a wide range of services for students dealing with sexual assault or harassment, and students are encouraged to speak with appropriate officials and discuss available options. The **UT**



**Austin Title IX Resource Guide** has been designed for students at UT Austin so they are aware of their options and resources following a sexual assault. These include access to safety planning, reporting, counseling, and long-term healing. The purpose of the resource guide is to provide a roadmap of different offices on campus, as well as local and national organizations that can assist you as you make informed decisions.

You can access the UT Austin Title IX Resource Guide Online 24/7 at: <https://titleix.utexas.edu/>  
Sexual violence can happen to anyone, no matter their age, gender-identity, race, ethnicity, nationality, sexual orientation, class background, religion, or ability.

Sexual violence, including sexual assault, is a choice one person makes to ignore or deny someone else's wishes and autonomy through violent sexual means. **Sexual assault is never the fault of the person experiencing harm**, no matter the circumstance or the type of relationship between those involved.

Common feelings shared by sexual assault survivors is they must somehow have been to blame for what happened. If you are having similar thoughts and feelings, it is important to remember no one ever asks to be raped or sexually assaulted.

You are not to blame, even if you:

- had too much to drink.
- used drugs.
- froze in response to what was happening.
- did not fight back.
- have little or no memory of what happened.
- have had sex with this individual or someone else before.
- said "yes" to one type of sexual intimacy but not to what happened.
- were sexually assaulted by someone who:
  - is related to you.
  - is popular/influential.
  - has the same gender identity as you.
  - you know and trust.
  - you did not know.

How you choose to move forward following an experience of sexual assault is a personal journey.

There is no right or wrong decision when seeking help and support. You have the right to choose who to tell your story to and if/when to pursue support from resources on and off campus. UT Austin supports the right of survivors to choose the options that best meet their needs.

### *Confidentiality and Mandatory Reporting*

Due to federal law, many UT employees including Resident Assistants, Complex Coordinators and Assistant Directors in the Division of Housing and Food Services are considered responsible employees of the University. Depending on the amount of detail you share with a 'responsible employee,' such as the name of the accused, whether the accused is an employee or student of UT Austin, and/or the location of an incident, you may provide enough information that they are mandated/required to report it to the Title IX Coordinator.

The **only** employees of the University that have the privilege of private and confidential support on campus are:

- licensed mental health practitioners (i.e. licensed clinical social workers, licensed counselors, psychologists, psychiatrists) at the UT Counseling and Mental Health Center (CMHC)
- licensed medical staff (i.e. nurses and doctors) at University Health Services (UHS)

If you are not sure or not ready to report to the University, please consider speaking with a CMHC or UHS employee to discuss your options in a private and confidential setting.

### *If you are Sexually Assaulted*

**You are not alone.** There are people on campus and in the community who can provide valuable support.

#### **Consider making a confidential Voices Against Violence (VAV) Advocacy appointment**

VAV Advocacy is a confidential meeting meant to provide a student with information about their rights and options. This informational appointment assists survivors in identifying which choices make the most sense for them. All VAV Advocacy appointments are held in the Counseling and Mental Health Center, on the 5th floor of the SSB during business hours (8am-5pm, M-F). CMHC appointments, including VAV Advocacy, are confidential and not part of the academic record. Students seeking VAV Advocacy do not need to disclose the details of their experience in order to access support.

#### **Immediate Medical Attention**

Even if you do not notice obvious injuries to your body, it is highly recommended you seek medical care as soon as possible after a sexual assault. You may have internal injuries or be in shock, which might prevent you from fully realizing the extent of any injuries. Immediate medical attention will also provide you with more options to prevent the risk of sexually transmitted infections (STI's) and pregnancy. A forensic medical examination is a top-to-toe examination looking for injuries and taking samples that may be used as evidence in a police investigation and any subsequent prosecution. This type of exam can only occur within the first 120 hours (five days) after a sexual assault with police involvement and 96 hours (four days) without police involvement. You have the right to bring a friend, family member, or sexual assault advocate with you to support you during this time. The non-report option preserves the evidence for two years, during which time you can make the decision about whether or not to pursue criminal charges.

St. David's Hospital (919 E. 32nd St., ER phone: 512-544-4240) is the only facility that provides this kind of forensic examination for adults. If you know you would like to report to the police, UTPD (512-471-4441) or Austin Police Department (512-974-5037) can provide transportation to St. David's Hospital.

#### **Reporting Options**

- Students have the right to report what happened to them under federal law.
- Survivors have the right to work both with campus offices and law enforcement, or neither.
- If the incident occurred on campus, a report may be filed with the UT Police Department (UTPD) by calling 911 or visiting UTPD headquarters at 2201 Robert Dedman Drive (across from the Manor Garage and the football stadium).
- At the time of the incident, if the accused was a current UT Austin student, you may report it to the Student Conduct and Academic Integrity in the Office of the Dean of Students or if the

accused was a current UT Austin employee, you may report it to the Office of Institutional Equity.

- If the accused has no connection to the University, you may choose to report to UTPD by calling 911.

For the full University policy please refer to the General Information Catalog: Appendices D and H for more information on Sexual Harassment, Sexual Discrimination and Sexual Assault and General Information Catalog: Appendix C, Chapter 11 for the discipline process.

- <http://catalog.utexas.edu/general-information/appendices/appendix-d/>
- <http://catalog.utexas.edu/general-information/appendices/appendix-h/>
- <http://catalog.utexas.edu/general-information/appendices/appendix-c/student-discipline-and-conduct/>

For more information about issues of interpersonal violence, including risk reduction and prevention, please see the Voices Against Violence, a program of the Counseling and Mental Health Center, website: [www.cmhc.utexas.edu/vav](http://www.cmhc.utexas.edu/vav).

## Sexual Harassment

The same as sexual assault or sexual misconduct, the university has a commitment to providing an educational environment for students that is free from inappropriate conduct of a sexual nature. Sexual harassment is a form of gender discrimination. It involves unwelcome advances, requests for sexual favors, or other verbal or physical conduct of a sexual nature when:

1. Submission to such conduct is made an explicit or implicit term or condition of employment or one's status as a student in a course, program or activity;
2. Submission or rejection of such conduct is used as a basis for employment or educational decision affecting an individual, or
3. Such conduct has the purpose or effect of unreasonably interfering with an individual's work or educational performance, or creates an intimidating environment.

If you feel that you have been sexually harassed the Residence Life Staff encourages you to:

- Ask your Resident Assistant or Complex Coordinator for assistance.
- Report the sexual harassment to the Title IX Coordinator or Title IX Deputies:
  - Institutional Title IX Coordinator, Assistant Vice President for University Compliance Services, Institutional Title IX Coordinator, Clery Act Coordinator & Minors on Campus Coordinator, University Compliance Services 302 Flawn Academic Center (FAC) 512-471-1133
  - Deputy Title IX Coordinators
  - Associate Director of Student Emergency Services, Office of the Dean of Students 4.104 Student Services Building (SSB) 512-471-5017
  - Director of Investigations and Outreach Office of Institutional Equity 4.302 North Office Building A (NOA) 512-471-1849

## Social Networking and Internet Use

The Division of Housing and Food Service advises all UT residents to be responsible for the information they post online in electronic communities. We recommend that students monitor their own personal activities to ensure that their safety and reputation are not compromised.

While it is not our practice to go "surfing" for resident information, Housing staff may take into account information posted on online communities (e.g., Facebook, Instagram, Twitter, etc.) during Conduct investigations.

### **Cyber-stalking and Bullying**

Using electronic media, such as the Internet, email, or other electronic communications devices, to repeatedly threaten or harass another person is a crime. Cyber-stalking is similar to physical stalking in that the stalker's intended purpose is to exert or maintain control over their victim. In many cases, the person being stalked is familiar with the stalker. Cyber-bullies send hateful e-mails, postings, or text messages to taunt their targeted victims.

Residents who are suspected to have engaged in cyber-stalking or bullying will be referred to the Dean of Students for possible disciplinary action.

### **Vandalism**

Your active involvement in reducing damages within your community is encouraged as this damage may cause injury, inconvenience to other members of the community and reduce the amount of money available for hall improvements. Vandalism includes, but is not limited to, damaging residence hall property, graffiti, placing trash in the hallways, damaging bulletin boards and other destructive activities not appropriate for the residence hall community.

When responsible individuals cannot be identified, the community may be charged the cost to repair the vandalism. If and when necessary, a reward may be offered to the person(s) with information that leads to the identification of the responsible person. Reward information will be posted in the residence hall.

If vandalism is suspected to be connected with any hate or bias judgements it will be reported to the Campus Climate Response Team via their website: <http://diversity.utexas.edu/ccrt/>

Residents who vandalize residence hall property are subject to disciplinary action.

### **Conduct Process**

The Dean of Students has primary authority and responsibility for the administration of student conduct. The Dean works cooperatively with faculty members in the disposition of scholastic violations, with appropriate staff members in the Division of Housing and Food Service in the disposition of residence halls violations, and with other appropriate staff members in the disposition of other types of violations. More information on the disciplinary authority of the Dean of Students may be found in Chapter 11 of the *Institutional Rules on Student Services and Activities*.

All residents are expected to abide by all city, state, and federal laws/statutes, all regulations of the University and University of Texas System, as well as all specific housing policies articulated in the Residence Hall Manual. Failure to abide by such laws and rules subjects the student to possible disciplinary action by the University and/or criminal prosecution if warranted. In some situations, a specific act (such as underage consumption of alcohol) could be a violation of city law, University rules, and housing policy. In the context of suspected rule violations occurring in campus residence halls, alleged misconduct will be documented and referred to the Complex Coordinator of that area.

Depending on the nature of the allegation and the totality of the circumstances, the Complex Coordinator may refer the allegation to the Dean of Students for resolution or adjudicate the matter through the residence hall conduct process. Cases referred to the Office of the Dean of Students will be resolved according to the provisions of Chapter 11 of the *Institutional Rules on Student Services and Activities*. The residence hall conduct process involves the student alleged of misconduct holding an administrative conference with the Complex Coordinator or Assistant Director for the Area, as well as the possibility that the case will be referred to the Housing Conduct Board.

In cases that remain in housing for adjudication, the Complex Coordinator will send the resident an e-mail message that gives the date, time and location of a disciplinary conference that will take place at least 2 business days after the date of the message. The disciplinary conference will be either a Housing Conduct Board conference or an administrative conference with the Complex Coordinator. Both processes are designed to provide residents with due process and are considered equivalent methods of resolution for conduct cases. The Housing Conduct Board or Complex Coordinator retain the right to refer a case to the Assistant Director for the Area.

Failure to attend the scheduled conference or reschedule in advance, as outlined in the Notice of Incident and Conference, may result in the case being adjudicated *in absentia*, or may result in a bar being placed on the student's record through the Office of the Dean of Students. Failure to complete required sanctions may also result in a bar being placed on the student's record.

### **Housing Conduct Board Conference**

The DHFS Housing Conduct Board provides residence hall students a means to have disciplinary cases adjudicated in a peer level environment. The Housing Conduct Board does not hear conferences that involve policy and procedure violations allegedly committed by student staff members, as alleged policy and procedure violations by student staff members are addressed through the DHFS employee discipline process. The Housing Conduct Board conducts itself as a formal conference process for the Division of Housing and Food Service. The unique advantage of a Housing Conduct Board lies in the ability of its members to influence the attitudes and subsequent behavior of other students through a formally constituted conduct mechanism. DHFS holds that, peer influence, exercised through the conduct process, can often be more effective in redirecting the behavior patterns of students than any other method of discipline within the institution. Housing Conduct Board members live in the residence halls and undergo a rigorous application and interview process in order to be chosen as a Housing Conduct Board member. Once chosen, each Housing Conduct-Board member attends training to prepare them for their role as student conference officers.

At a Housing Conduct Board Conference, the student(s) present their evidence to the Housing Conduct Board and respond to the questions from the Housing Conduct Board, who determine whether the greater weight of credible evidence supports a finding that the student(s) violated the rule under consideration and, if so, what sanction(s) are appropriate. The Housing Conduct Board is composed of student volunteers who reside in the halls. Accused students in a Housing Conduct Board Conference reserve the right to call witness on their behalf and also hear all testimony presented against them during the conference. If a student fails to attend a Housing Conduct Board Conference or disputes the Housing Conduct Board's finding by electing not to sign the case summary form, the Housing Conduct

Board Chairperson will send the student written notice of findings and sanctions when they are issued. A resident has the right to appeal the decision.

### **Administrative Conference**

At an administrative conference, the Complex Coordinator, Assistant Director for the Area, or other designee appointed by the Director of Residence Life (hereinafter "Housing Conduct Administrator") meets personally with the student accused of misconduct and provides the opportunity for the student to respond to the allegations under consideration. The Residence Hall Conduct Administrator maintains the right to consider all relevant evidence including, but not limited to, documents, witness statements and/or interviews, as well as hearsay evidence. After completing the investigation, the Housing Conduct Administrator will determine whether the greater weight of credible evidence supports a finding that the student violated the rule(s) under consideration and, if so, what sanction(s) are appropriate. With an administrative conference, the accused student does not retain the right to personally hear all testimony or call witnesses as with the Housing Conduct Board.

If a student fails to attend a Housing Conduct Administrative Conference or disputes the Residence Hall Conduct Administrator's finding by electing not to sign the case summary form, the Residence Hall Conduct Administrator will send the student written notice of findings and sanctions when they are issued. A resident has the right to appeal the decision.

### **Evidence**

The Housing Conduct Board and Residence Hall Conduct Administrator use "the Greater Weight of Credible Evidence" in order to determine whether an accused student violated the rule(s) under consideration. As in a court of law, the resident is always innocent unless proven otherwise; however, unlike a court of law, the standard of evidence that must be presented to the Housing Conduct Board or Residence Hall Conduct Administrator in order to prove that a resident violated procedure is less stringent. "The Greater Weight of the Credible Evidence" refers to the measure of credible proof on one side of a dispute as compared with the credible proof on the other. The weight of evidence is based on the believability or persuasiveness of evidence. Evidence that is indefinite, vague, or improbable will be given less weight than evidence that is direct and not refuted.

The Housing Conduct Board and Residence Hall Conduct Administrator will consider evidence that possesses probative value and is commonly accepted by reasonable people in the conduct of their affairs. Irrelevant, immaterial and unduly repetitious evidence may be excluded.

### **Appeal Process**

A resident has the right to appeal the decision issued by the Housing Conduct Administrator or Housing Conduct Board. Resident appeals must be submitted in writing to the Assistant Director for the respective Area within 48 hours of the decision. If the original Residence Hall Conduct Administrator was the Assistant Director for the Area, the appeal should be submitted to the Director of Residence Life. The Director of Residence Life is the final arbiter in the appeal process for cases resolved by the Housing Conduct Board or Housing Conduct Administrator. Written appeals should include:

- A short summary of the alleged violation and resulting disciplinary sanction
- Whether you are appealing the violation, the sanction, or both

- A short, clear explanation of why you feel you are not responsible for the violation and/or why you feel that the sanction is not appropriate
- A brief explanation of your desired course of action

### **Housing Sanctions**

A sanction is an educational measure implemented by the Housing Conduct Board or Residence Hall Conduct Administrator designed to affect a change in behavior and to help the student understand how their behavior impacted others in the residence hall community. In addition to the loss of privileges, educational sanctions may be assigned that are reasonably designed to positively impact the student's understanding of the rule under consideration and/or responsibility as a member of the residence hall community. Examples of educational sanctions include, but are not limited to, on-line educational modules, meetings with University staff members, educational/reflection papers, poster assignments, or presentations at hall meetings.

### ***Standards for completing an assigned sanction***

#### **Educational paper standard requirements**

1. Topic, completion date, and length will be included in the Notice of Sanction e-mail sent by Complex Coordinator/Housing Conduct Board.
2. All papers should be in 12-point, Times New Roman font.
3. All papers should have 1-inch margins.
4. All papers should be double-spaced.
5. All papers should be of University caliber (meeting all University standards for a paper).
  - a. Quality comparable to that of an academic assignment.
  - b. To University academic honesty standards regarding plagiarism and citing sources.
6. Work should be returned by e-mail as an MS Word document to the contact person identified in Notice of Sanction e-mail.

#### **Poster assignment**

1. Topic and completion date will be included in the Notice of Sanction e-mail.
2. Size should be 11" x 8"
3. Coordinate with RA for approval and location to be displayed.
4. The Complex Coordinator or Housing Conduct Board Chair identified in the Notice of Sanction e-mail must be notified by upon completion. The student should include the name of their RA in the correspondence. The sanction will not be complete until this is done.

#### **Failure to complete sanctions by due date**

1. Failure to complete required sanctions may also result in a bar being placed on the student's record.
2. Bars will restrict access to University services including libraries and registration.

Additional possible administrative sanctions are outlined below:

<b>Reprimand</b>	Verbal or written notice that resident was found in violation of policy/procedure
<b>Conditional Probation</b>	Status in effect until sanctions are completed
<b>Residence Hall Probation</b>	Status extends for set period of time and may involve loss of a privilege
<b>Forced Room Change</b>	Used in conjunction with Residence Hall Probation and involves relocating resident to another living area
<b>Fine/Restitution</b>	Requires resident to pay a pre-established fine for a particular violation and/or repay the amount (including labor costs) of actual damages to university or personal property.
<b>Bar</b>	The bar on a student's record remains in effect until the student resolves the disciplinary matter.



# GENERAL COMMUNITY POLICIES & GUIDELINES

## Abandoned Property

Property left in a residence hall room after a resident has checked out will be removed and stored for 30 days. The resident will incur improper checkout charges. The resident will be notified in writing and given 30 days from date of notification to claim all items in person. To claim items, the resident will need to provide proper identification. The items will only be released to the resident to whom they belong unless the resident has provided written notification to DHFS to have another individual retrieve the items. Items will not be mailed. If items are not claimed within 30 days, DHFS will dispose of these items in accordance with University policy. (*See Lost and Found*).

## Campaigning and Election Activities and Student Advocacy

Speakers' forums on political issues may be held in designated public areas of residence halls when co-sponsored by the University Residence Hall Association or the Residence Hall Council of the building where the event is held. Only registered student organizations can sponsor advertisements in the University Residence Halls. Organizations may not campaign in public areas of the halls or door-to-door.

Display of signs and posters in the window of individual student rooms is permissible provided they are not in violation of the Institutional Rules on Student Services and Activities.

A student or student organization not affiliated with the University Residence Hall Association may not distribute petitions, handbills or literature in any residence hall or dining room. Residence Hall Councils may distribute information with approval. Institutional Rules on Student Services further defines student advocacy.

## Donation Drives

Campus and non-campus organizations may request approval to conduct donation drives (blood, books, clothing, canned goods, etc.) in lobby areas of the University Residence Halls when the collection directly benefits a charitable organization. Door to door collections are not permitted. Donation drives may not be conducted in residential dining halls or convenience stores.

Individual Residence Hall Councils (RHC), in conjunction with approval from the building Complex Coordinator, may sponsor collections in their own residence hall. When a group is requesting that collections be made in every residence hall, the University Residence Hall Association (URHA), in conjunction with approval from the URHA advisor, may sponsor the collection. Only one organization will be approved to collect items during any one given time period.

The approved organization is responsible for providing the collection bins, a sign on the bin indicating which charity benefits from the collection and the sponsoring organization, including the sponsoring building RHC or URHA, and regular pick-up of the collection bins. The collection period is limited to a maximum of one week.

## E-mail

E-mail is a mechanism for official University communication to students. The University will exercise the right to send e-mail communications to all students, and the University will expect that e-mail

communications will be received and read in a timely manner. Every student must provide the University with his or her official e-mail address using [the online Address Change form in UT Direct](#). The student's official e-mail address is the destination to which the university will send official e-mail communications.

It is the responsibility of every student to keep the university informed of changes in his or her e-mail address. Consequently, e-mail returned to the University with "User Unknown" is not an acceptable excuse for missed communication.

All admitted and enrolled students may claim an e-mail address at no additional cost as provided by Information Technology Services. See the [UT mail Web Site](#) for information on obtaining an e-mail address.

[University Electronic Mail Student Notification Policy](#) (Use of E-mail for Official Correspondence to Students)

## Filming in University Residence Halls

The Division of Housing and Food Service will make reasonable efforts to assist University of Texas at Austin students with their film production assignments by making residence hall space available for the film production. Before the Division of Housing and Food Service can approve the filming request, the student/s need to request and secure filming permission from [Office of University Communications](#).

Generally, the residence halls are available for student film projects that are:

- Academically related projects
- Not intrusive to the operation and use of facilities by residents
- Less than four hours in duration
- Limited to public areas or a residence hall showroom (available in Kinsolving, Jester or San Jacinto)

Please submit a description of your film project to: [housing@austin.utexas.edu](mailto:housing@austin.utexas.edu) and allow at least five working days for review.

Your description should include the following:

1. Subject Line : Request to Film in Residence Hall
2. Overview of film production, i.e. what you are doing
3. Requested residence hall and specific location
4. Faculty sponsor
5. What is required for your production - any special things for example, do you need to keep residents from using this area while filming, will you be altering the physical location in any way, which items located at the physical location will be included in the shoot (e.g., picnic tables, grill, doorway)
6. Requested date(s) to film
7. Requested time period - how long will it take, number of hours you will be filming
8. Equipment/production crew - What equipment will you use, does it require electrical connections, number of people in film crew

#### PLEASE NOTE THE FOLLOWING RESTRICTIONS

- Use of residence hall facilities for film projects that are not consistent with the mission of The University of Texas at Austin will not be approved.
- Various locations may require a DHFS staff member to be present during the entire shot. Cost per hour: \$35.00.
- Depending on location and operation of facility, filming may be restricted to normal business operating hours.
- Filming that requires physical alterations to the site will not be approved. Lighting and electrical power is limited what is available at the requested site. DHFS will also not install additional lighting or electrical outlets. The film crew may provide additional portable lighting if necessary.
- Residence Hall space need to be returned to the condition in which it was found. If damage is done to the space or items are removed the requestor will be billed for the cost of repair or replacement.
- Filming in Jester City Limits, Littlefield Patio Cafe and Cypress Bend is allowed. Filming in Jester Second Floor Dining (J2) or Kinsolving Dining Hall is not permitted.
- Residential hallways are considered private areas. Filming in these areas is generally not permitted.

### **Hammock Policy**

Hammocks are defined as any hanging length of canvas, cloth, heavy netting, or any other material suspended between two trees or other supports, and used as a seat, bed, or platform.

Hammocks shall not:

- Be placed in locations that will interfere with entrance or egress from buildings (crossing sidewalks or blocking doors).
- Impede landscape maintenance (mowing, edging, trimming).
- Cause harm to University property or landscaping.
- Be left unattended when not in use (take down when no residents are present).

All hammocks must be:

- In good condition with no signs of undue wear and tear.
- Attached to supports at least six (6) inches in diameter.
- Attached/supported no higher than four (4) feet above the ground surface.
- Removed before nightfall (overnight use is not allowed).

It shall be the resident's responsibility to use and maintain hammocks in a safe manner per the manufacturer's specifications. The Division of Housing and Food Service reserves the right to remove hammocks from use for any violation of this policy.

### **Keys and ID Cards**

Room keys will only be issued to the contract holder. University keys may not be duplicated. Possession or use of university keys other than those officially issued, tampering with university locks, or loaning your key to another individual are violations of residence hall procedure and are subject to disciplinary action. Keys must be turned in to the 24 hour desk of the hall when checking out of the hall.

Residents who lose or temporarily misplace their room key and/or university ID should immediately go to the appropriate 24 hour desk to check out a temporary key and/or ID card to gain access to residential living areas and dining facilities. A temporary key and/or ID card may be checked out for a maximum of 72 hours.

For safety and security reasons, upon immediate request of the resident or if the original key is not returned within 72 hours, a lock change will be ordered and charged to the resident.

There is a \$75 charge to pay the cost of labor and materials for lock changes. Once the Maintenance Request has been entered, there can be no reversal of the order and the resident will be required to pay the full amount. A bent or broken key will be replaced at no charge as long as there is no evidence of vandalism. The bent or broken key must be turned in with your request to replace it. If the bent or broken key is not returned, the resident will be charged \$75 for a lock change.

One of the wonderful aspects of your UT ID card is that it can be used at your own personal convenience. However, if it is lost, stolen or permanently misplaced, it is critical that you **deactivate your ID online** or by contacting your residence hall desk. The residence hall desk will provide you with a temporary card for purchases (in DHFS locations only, including vending and laundry) and door access. You will need to get a new UT ID at the ID Center. The ID Center is located on the main floor of the Flawn Academic Center. There is a replacement card cost.

For security purposes, obtaining a temporary ID card disables your university ID for door access, Dine In Dollars and Bevo Bucks. You can deactivate your university ID card online (<https://utdirect.utexas.edu/idcenter/lostid/lostid.WBX>). If you choose this method of deactivation you must get a new ID card from the ID Center and pay them \$10. For more ID Information, visit the ID Center (<http://www.utexas.edu/its/idcenter>). The ID Center is located on the main floor of the Flawn Academic Center.

If the temporary card is not returned within 72 hours, the temporary card will be deactivated and the resident will be charged a \$10 replacement fee. The resident will also receive an e-mail reminder to return the temporary card. Residents are responsible for obtaining a replacement University ID card from the University ID Center, located in the Flawn Academic Center.

Each resident is permitted a total of four temporary key and/or temporary ID card checkouts per year. Subsequent key and/or ID checkouts may result in disciplinary action and a \$10 charge being assessed per occurrence.

When using your University ID in Division of Housing and Food Service locations, the ID card photo should match the individual who is receiving goods or services. If the photo does not match, Division of Housing and Food Service staff will confiscate the ID card and turn it in to the appropriate residence hall desk, where it can be retrieved by verifying identification (exception: see Sick Tray Policy).

Residents found in violation of the temporary ID, University ID, or temporary key procedure are subject to disciplinary action.

## Lost and Found

Lost items found in the residence halls will be brought to either the 24-hour desks for that residence hall or respective Area Office. Within 30 days, if items are not claimed then DHFS will dispose of these items in accordance with University policy. (*See Abandoned Property*).

## Mail

### Hall Addresses

Do not insert "The University of Texas at Austin" in the address. This will result in your mail being delayed. Your mail should be addressed as follows:

#### Whitis Court

2610 Whitis Avenue Building (LLA, LLB, LLC, LLD, LLE or LLF) and # Your Room  
Austin, TX 78705-9009

#### Andrews

2401 Whitis Avenue and # your room number  
Austin, TX 78705-9010

#### Blanton

2500 University Avenue and # your room number  
Austin, TX 78705-9012

#### Brackenridge

303 East 21st Street and # your room number  
Austin, TX 78705-9006

#### Carothers

2501 Whitis Avenue and # your room number  
Austin, TX 78705-9011

#### Creekside

2500 San Jacinto Blvd. and # your room number  
Austin, TX 78705-9002

#### Duren

2624 Whitis Avenue and # your room number  
Austin, TX 78705

#### Jester

201 East 21st Street and # your room number  
Austin, TX 78705-5965  
(Jester residents should be sure to include an "M" for east or a "W" for west, before the room number.)

#### Kinsolving

2605 Whitis Avenue and # your room number  
Austin, TX 78705-9009

#### Littlefield

2503 Whitis Avenue and # your room number  
Austin, TX 78705-9008

#### Moore-Hill

204 East 21st Street and # your room number  
Austin, TX 78705-9005

#### Prather

305 East 21st Street and # your room number  
Austin, TX 78705-9004

#### Roberts

303 East 21st Street and # your room number  
Austin, TX 78705-9003

#### San Jacinto

309 East 21st Street and # your room number  
Austin, TX 78705

Mail is delivered to your residence hall daily except Sundays, national holidays and university holidays. Residence hall mailrooms and desks will only accept mail and packages delivered by the U.S. Postal Service or a certified shipping company. If you receive registered mail or a package, a notice will be placed in your mailbox. This notice should be presented with your ID at your hall desk when you pick up the package. You may not pick up or sign for a package under a different or assumed name. Packages cannot be delivered to your room. Refer to your specific residence hall for hours during which you can retrieve packages. If you have a missing package, notify your front desk and file a report with University Police Department at 512-471-4441.

### **Mailbox**

Mailboxes are provided for distribution of U.S. Mail, Campus Mail and official residence hall announcements. It is a student's responsibility to regularly check his or her mailbox. Residence Hall Councils may request permission from the Assistant Director for the Area to distribute information. Individual students and non-resident student organizations may not request information to be distributed.

### **Mail Forwarding**

It is YOUR responsibility to change your local address with the university when you leave the residence hall. You can change your address Change your address on the UT Direct Page at: [https://utdirect.utexas.edu/apps/utd/all my addresses](https://utdirect.utexas.edu/apps/utd/all_my_addresses). Your residence hall staff will forward first-class mail for 30 days following check out. Letters from the Office of Financial Aid are not forwarded and will be returned to the Office of Financial Aid. If you have not updated your local address with the university by checkout time, your mail will be forwarded to your permanent address on file. If you have updated your local address by check-out, we will forward mail to your new local address.

Due to the limited forwarding policy, it is imperative that you promptly notify all correspondents of any planned address change. After 30 days, all mail, including first-class mail, will be returned to the U.S. Postal Service and marked "return to sender." No mail will be forwarded during holidays and university breaks. It is your responsibility to contact newspaper and magazine vendors to update addresses.

### **Special Deliveries**

Residence hall mailrooms and desks will only accept mail and packages delivered by the U.S. Postal Service or a certified shipping company. It is the responsibility of the delivery/courier service to contact the resident to arrange pick-up. There is a telephone located in the lobby of each residence hall that can be used. The Division of Housing and Food Service is not responsible for special items such as flowers, cakes and fruit baskets delivered to desks by vendors. Concerns with delivery should be addressed directly to the vendor.

### **Missing Persons Notification Procedure**

On August 14, 2008, the Higher Education Opportunity Act was signed into law. As a direct result of this act, a Missing Student Notification Procedure was created to address appropriate response to reports of missing students. The Missing Student Notification Procedure applies to all students who reside in on-campus housing.

All students who reside in on-campus housing must designate another individual as a "Missing Person Contact". This individual will be notified by the university if the student is determined to be missing for

more than 24 hours. A list of titles of the persons or organizations to which students, employees, or other individuals should report that a student has been missing for 24 hours is below:

- Any Residence Life Staff member (i.e. Resident Assistant, Complex Coordinator, etc.)
- Any Office of the Dean of Students staff member
- Any UTPD officer

Notification will be made to the designated missing student contact and UTPD for students of any age who reside on-campus and are determined to be missing for more than 24 hours. The Missing Student Notification Procedure also covers emancipated students under 18 who reside on-campus, and stipulates that the student's custodial parent or guardian must be notified within 24 hours after the student is determined to be missing. Your contact information will be registered confidentially and accessible to authorized campus officials only. This information may not be disclosed except to law enforcement personnel in furtherance of a missing person investigation.

Many missing person reports in the university environment result from someone changing their normal routine and failing to inform others of this change. Students can take a proactive role in supporting the Missing Student Notification Procedure by:

- Keeping emergency contact information up-to-date on a semester basis with your institution via [UT Direct](#)
- Updating friends and family members with changes to e-mail, cell and other contact information
- Making sure that a roommate, designated friend, and/or family member knows how to reach you and what your routine is
- Establishing a habit of "checking in" with family and friends on a regular basis

If you believe a student who resides in on-campus housing is missing, please notify your Resident Assistant, Complex Coordinator, member of the Office of the Dean of Students, or UTPD immediately.

For additional information, please reference Appendix A (Emergency and Missing Student Notification Policy) of the General Information Catalog 2014-2015.

## Motorcycles and Mopeds

Motorcycle and moped parking areas are located near each residence hall. Motorcycles and mopeds must be registered with Parking and Transportation Services to be parked on campus. Mopeds may not be chained to sign posts, railings, bicycle racks or any other university property. Due to fire hazards and concern for the general safety of residents, motorcycles, mopeds, motor scooters and other combustible engine vehicles are not permitted in the residence halls. Students who bring motorcycles or mopeds into residence halls are subject to disciplinary action (*see also Sports in the Halls*).

## Musical Instruments

Playing musical instruments is permitted within the living area, as long as it is not disturbing others. The same guidelines outlined under Quiet Hours apply to the playing of musical instruments. Residents who violate the musical instrument procedure are subject to disciplinary action.

## Personal Property

### Retrieval of Personal Property

If you drop something down an elevator shaft, plumbing fixture, heating or cooling unit, or if you need an item retrieved for any other reason, fill out a [Maintenance Request Form](#). A maintenance technician will attempt to retrieve your belongings as soon as possible. If it is a valuable item and it can be lost if not retrieved immediately (e.g., jewelry dropped down the drain), contact your front desk and ask for an emergency work order. Maintenance staff will respond as soon as possible. Emergency work orders after hours will have a longer response time. Items will be retrieved at your expense. A charge will apply whether or not the worker is successful in retrieving the lost item. A minimum charge of \$20 will apply. An actual charge will apply if retrieval takes longer than 30 minutes. For after-hours emergencies, a minimum charge of \$100 will apply.

### Damage of Personal Property or Injuries (University Liability & Resident Responsibility)

In the event of a theft, UTPD should be contacted immediately and the incident should also be reported to a Residence Life Staff Member (i.e. your Resident Assistant, Complex Coordinator, or Staff at the 24-hour desks). The University and the Division of Housing and Food Service (DHFS) will not process any claims resulting from theft as that is the function of UTPD.

The University and DHFS are not responsible for loss or damages to personal property by theft, fire, or other casualty, whether such losses occur in your room, public areas, or elsewhere in the residence hall. The University and DHFS do not assume any liability for personal injury or personal property damage resulting from mechanical failure of the water, gas or electrical system; or for negligence by building occupants. The University and DHFS are not responsible for loss or damage to personal property as a result of fumigation or pest control. If you wish to protect yourself from the possibility of such losses or injury, it is your responsibility to secure an insurance policy that will meet your individual needs.

While the University and DHFS do not assume any liability, DHFS may review on a case-by-case basis claims for personal property damage resulting from mechanical failure (as defined above.) You must report the damage or injury to your Resident Assistant within 24 hours following the incident. A Preliminary Summary Report must be submitted by your Complex Coordinator to DHFS within three (3) business days of the incident. You are required to present your complete claim for damages within thirty (30) days of the incident resulting in the damages. No claims will be considered if presented after thirty (30) days of the incident resulting in the damages.

The following criteria must be met for consideration of a claim:

- Damage or Injury is beyond your control.
- Damage or Injury reported to your RA within 24 hours following the incident.
- RA to inform Complex Coordinator so they can prepare a Preliminary Summary Report and submit to DHFS within three (3) business days of the incident. Complex Coordinator will copy the Assistant Director for the Area when the Preliminary Summary Report is submitted.
- Complete claim for damages must be submitted within thirty (30) days of the incident. No claims will be considered for payment if submitted after thirty (30) days of the incident.
- Do not throw away your damaged property. Damaged personal property must be turned in to DHFS for inspection.
- Original or duplicate purchase receipts must be submitted with the personal property. In lieu of a receipt, documentation of pricing for a new item may be considered.



If the personal property is salvageable, DHFS has the option to return the property and take no further action or launder and/or repair the property and return to you.

If upon DHFS inspection the personal property is deemed a total loss and DHFS pays you for the personal property, the property will not be returned to you; upon payment by DHFS it becomes property of the University and DHFS. If reimbursement is approved, remuneration may be for a depreciated value.

## Pets

Residents are permitted to have fish in small aquariums in their rooms. Any other animals found in the residence hall must be immediately removed. The removal and any necessary cleaning, repairs and/or pest control will be done at the expense of the resident(s) responsible who will also be subject to disciplinary action. Residents who have pets or animals other than fish in their rooms may face disciplinary action

Students are permitted to have one aquarium per residence hall room provided that the aquarium is stocked with (non-dangerous) fish only. Aquariums must be no larger than 5 gallons. Snakes, turtles, salamanders, newts, frogs, and rodents are specifically prohibited. Remember to plan for your fish over break periods. Aquariums must be unplugged before you leave. The temperature of the water will fluctuate, thus putting your fish at risk.

## Posters

### Student Room Window and Door

Residents may display signs and posters in their residence hall room windows as long as the signs/posters comply with University policies regarding Prohibited Expression and Signs and Banners. Postings must also comply with fire and life safety codes (*see Decorations and Banned Objects*). Posters or other flammable materials may cover no more than 20 percent of any one wall; that 20 percent may include the window. Residents may post two 8.5" x 11" flyers on their room doors or adjacent tack boards; Housing staff may post nametags on doors. Residents and Housing staff should use appropriate posting adhesive (*see Decorations*). to protect the finish of the door and wall surfaces. Students should use tack boards in the room and on the door where available. Resident room doors may not be used for solicitation.

### Residence Hall Public Areas

Housing staff may post flyers and bulletins, using appropriate posting adhesive, as needed in residence hall public areas. Two 8.5" x 11" flyers concerning University and residence hall policies or announcements are allowed on doors leading from public areas (e.g., main thoroughfares, leading from main building entrances or elevator landings) to private areas (e.g., residential living area hallways). Two 8.5" x 11" flyers for pertinent announcements, policies, deadlines, etc., are allowed on community bathroom doors. Floor bulletin boards are for use by Housing staff and Residence Hall Councils. With approval of the area desk, registered student organizations may post signs on bulletin boards located in the public lobbies of residence halls, as directed by residence hall staff. Alcohol may not be mentioned or represented in any way. Bulletin boards may not be used for solicitation or sale of items. Signs may not violate any state or federal law or University regulation, including solicitation procedures. Signs that are improperly hung, have not been approved, or do not follow these guidelines will be removed. Housing staff may post directional signs, announcements, and information in residence hall public areas

and floor bulletin boards concerning conferences and meetings held in the building. Residents who violate the posting procedures are subject to disciplinary action.

### Posting with Civility and Respect

Postings, whether on doors or windows, should respect the mission and values of the university residence halls, which include providing all residents with a "comfortable, friendly environment" and "sense of community." Posters should not engage in gratuitously offensive expression that might be destructive of the desired community. Gratuitous insult is seldom persuasive. Nevertheless, the University encourages all members of its community to support the freedom of speech. Students are free to communicate their ideas vigorously; those who are exposed to such ideas, whether in the classroom, the grounds of the campus, or in the residence halls, should tolerate the expression even of views that they find offensive or unacceptable. Students who passionately disagree about important matters should be able to confront one another civilly and to recognize that, despite profound differences, they are engaged in the common pursuit of truth. The best response to offensive speech is more free speech.

### Room Change

Each student living in the University Residence Halls is expected to respect individual rights and follow community living standards. The behavior of students who choose to disregard residence hall community standards and roommate contracts agreed upon by both roommates will be addressed through the disciplinary system. If warranted, the student may be required to change rooms, be removed from university housing or be barred from contracting for future premises and services.

The Division of Housing and Food Service is responsible for approving all assignments and reserves the right to reassign individuals to other rooms or residence halls in event of roommate or hall conflict, pending disciplinary action and non-compliance with university regulations. Unauthorized room changes are subject to improper checkout charges and cancellation of the move.

Resident Assistants are available to discuss room assignment problems and future room change requests. Room change requests during the semester must be submitted through the Resident Assistant to be approved by the Complex Coordinator. Room changes must be completed within 48 hours after receiving approval or move may be cancelled or resident will be charged for both rooms. Except for extenuating circumstances, no room changes are made during the first 12 days of a new session or the last two weeks of a session.

### Room Entry

While respecting your personal privacy at all times, the University reserves the right to authorize entry into your room by DHFS or emergency response staff for the following reasons:

- To investigate violations of University regulations or federal, state or local laws
- For fire and life safety room inspections (*see Fire Life Safety*)
- When your welfare and/or that of the residence hall are concerned (*see Welfare Concern*)
- To ensure proper care, maintenance and safety of the facilities as well as make necessary repairs. Every effort will be made to give advance notice
- When the door is open and a violation of University policies or Residence Hall procedures is in plain view observed or alleged contraband will be confiscated

## Roommate Agreement

The Division of Housing and Food Service is committed to making residence hall living an enjoyable and growth-filled experience. All student residents who share a room or living quarters (roommates) will complete a roommate agreement within 2 weeks of moving into the space in order to ensure a positive and respectful interaction between roommates.

If conflict between roommates occurs, the Residence Life staff will first seek to empower the residents to manage the conflict on their own. The Residence Life staff may offer to assist in the mediation of the conflict or in helping roommates come to a compromise. Roommates may be asked to update their "roommate agreement" to address specific concerns.

If the conflict between roommates become difficult to resolve, or when an aggressive roommate is involved the Residence Life staff may remind all parties involved of their room change request options. It is the prerogative of the Complex Coordinator to move one or both residents from the room.

An aggressive roommate is one whose acts or communication are intended to harass, intimidate or humiliate. One or both roommates may be moved under the following circumstances:

- One of the roommates is an aggressive party and the person(s) being harassed refuse(s) to pursue appropriate action.
- Both roommates are violating each other's rights.
- One or both roommate(s) refuse(s) to complete a roommate agreement, or adhere to agreements contained within the roommate agreement.
- A violation of DHFS procedure/s has occurred.

The Division of Housing and Food Service may recommend sending a case to the Office of the Dean of Students and may elect to cancel a resident's contract should the resident be involved in similar circumstances after a move has occurred.

If a resident harasses another resident in the course of a roommate conflict, the resident is subject to disciplinary action.

Visit the DHFS website for more resources regarding [Roommate Conflicts](#) and [Roommate Success](#).

## Services for Students with Disabilities

If you have a medical or disability-related need that impacts where you will live and dine, you will need to submit a request and documentation to Services for Students with Disabilities (SSD). They will review the documentation you provide and forward our office the recommendations regarding your housing and dining accommodations. All disability information will be kept confidential within the SSD office. Please read and complete the procedures found at on the [SSD website](#).

## Service or Emotional Support Animals

Students with specific disabilities may have service animals if the need is documented through the SSD Office. SSD and DHFS will also consider on a case by case basis, requests for an emotional support animal. For more information please read the [Service and Emotional Support Animal Policy](#).

## Solicitation

Solicitation (including non-commercial solicitation), political campaigning, selling, or any business activity in the residence halls or dining rooms is not permitted unless specifically authorized. Invited, non-disruptive solicitation conducted in an individual residence hall room is permitted. Institutional Rules on Student Services further defines permissible solicitation.

## Sports in the Halls

Sports should be played in designated recreational areas and facilities. Residents may not engage in sports or sports-related activities within residence hall rooms, lounges or other public areas.

Sports include, but are not limited to, playing Frisbee, rollerblading, skateboarding, tossing balls, wrestling, and/or hover boards. Playing sports in confined areas such as rooms and hallways can lead to student injury, activation of sprinkler system, and/or damage to personal and University property.

Residents who play sports inside the residence halls are subject to disciplinary action.

## Street Signs and State & Local Property

Displaying street or traffic signs in the residence halls is prohibited. Notwithstanding any action taken by civil authorities or agencies charged with the enforcement of criminal laws on account of the violation, residents found in possession of unauthorized University, state or city property are subject to disciplinary action.

## Storage

No storage is available for luggage or resident possessions. If you need storage space, you must make your own arrangements. You may find the Yellow Pages helpful in finding nearby storage facilities.

## Surveys

The Division of Housing and Food Service must approve all research studies involving surveys of residence hall students. DHFS will not send mass e-mails to residents for class surveys. All research projects must be sponsored by a UT academic department or faculty member. The academic department and/or faculty member, along with the student, are responsible for complying with UT Institutional Review Board (IRB) policies and procedures and student class project guidelines as outlined by the Office of Research Support. The Division of Housing and Food Service has no control over random telephone surveys, email surveys or those mailed through the U.S. Postal Service.

## Tables in Lobbies

With approval of the appropriate Assistant Director for the Area, DHFS staff members and Residence Hall councils may set up tables to collect or distribute information within the lobby area of each residence hall. At various times of the year, UT departments, with approval of the Director of Residence Life, may set up a table in residence hall lobbies to distribute information that pertains to university residence hall students. Student organizations not affiliated with the University Residence Halls Association may not set up tables inside of residence hall lobbies. With approval of Student Activities and Leadership Development (SALD), student organizations may set up tables in the Jester Concourse. Tables must not block any exit or means of egress.

## Table Tents

Table tents are limited to DHFS staff or University Residence Hall Association sponsored or co-sponsored programs. Individuals or non-resident student organizations may not advertise on table tents.

## Tobacco Free Campus

The University of Texas at Austin is tobacco-free. The use of any tobacco products is prohibited in university buildings and on university grounds within the state of Texas, including parking areas, sidewalks, walkways, attached parking structures and university owned buildings. **Tobacco products** means all forms of tobacco, including but not limited to, cigarettes, cigars, pipes, water pipes (hookah), bidis, kreteks, electronic cigarettes, smokeless tobacco, snuff and chewing tobacco. The full text of the policy is available on the [University Policies website](#).

## Welfare Concern

A Residence hall staff may stop by to check on a resident or may require a meeting with a resident if a concern for the welfare of a resident is reported or if a resident is transported to the hospital for safety or health concerns. The check-in or meeting will occur as soon as possible after the concern has been report or the resident has returned to the halls. *(See also Room Entry)*.

# FACILITIES

## Facility Usage

DHFS spaces, including, but not limited to, lounges and common areas within the residence halls, outdoor patios, courtyards and amphitheaters directly outside the residence halls, are for the use of residents and invited guests. Lounges may only be reserved for residence hall activities and only by residence hall staff and residence hall associations. Note that quiet hours and courtesy hours must be followed in all Division of Housing and Food Service spaces.

Priority for use of facilities is given to activities and/or programs that are officially reserved, benefit all residents and the participating audience is comprised of 75 percent residence hall students.

NOTE: Programs or activities co-sponsored by residence hall staff and/or residence hall association officers must comply with DHFS Co-sponsorship Procedure.

Students may not use property, buildings, facilities or University resources to operate a for-profit business. Authorized use must be conducted in compliance with applicable Regents' Rules and Regulations, rules of the institution, University computing policies, and federal, state and local laws and regulations. Residents who use residence hall facilities for unauthorized purposes are subject to disciplinary action

## Care of Facilities

Students are responsible for maintaining their rooms in a neat and orderly fashion at all times. "Neat and orderly" includes maintaining an acceptable level of cleanliness and a room free of mold, mildew, trash and debris. Residence Life and Building Services staff conducts health, fire and life safety room inspections twice each semester. Students found in violation will be given 48 hours to remedy the situation. Failure to take corrective actions will result in disciplinary action, including a room-cleaning fee of \$50 for each resident. Cleaning of private or connecting bathrooms is subject to an additional fee of \$120 (divided by the number of residents using the bathroom).

Students are encouraged to personalize their room. When personalizing the room, students should take into account the following guidelines:

- Students should not drill or nail holes in walls, ceilings, doors or furniture.
- Tack strips, bulletin boards or removable adhesive tape should be used to mount items on walls, doors and furniture.
- Decals, posters, tacks, adhesive tape or other items should not be affixed to the ceiling.
- Students may not paint rooms.
- No more than 20 percent of any wall may be covered with posters or other flammable materials, including curtains.
- Cloth or paper materials should not be used to cover lighting.
- Furniture may not be disassembled unless specifically designed for this purpose.
- Stickers should not be adhered to furniture, walls, doors or ceilings.
- Students should be familiar with residence hall guidelines pertaining to approved and non-approved items (*See Banned Objects and Appliances*).
- Street signs, cones, barricades, etc. that have been illegally acquired are prohibited.

- Residence hall rooms must be returned to their original condition upon check-out, including removal of adhesive tape, cleaning and furniture arrangement.

Residents who violate these policies are subject to disciplinary action and charges.

## Asbestos and Lead-Based Paint

Some areas in the residence halls have asbestos-containing materials (ACM) and lead-based paint present. Portions of Jester Center and Whitis Court have a low percentage of ACM present in the ceiling texture. Most of the other residence halls have intact ACM associated with floor tile and pipe insulation. Lead-based paint may be present in doorframes, window frames or other painted surfaces. Students should not disturb sprayed-on ceiling materials, drill holes in walls or the ceiling, or otherwise disturb room finishes and pipe insulation. If cracked or deteriorated materials are present in a room, fill out a [Maintenance Request Form](#). It will be determined if asbestos or lead-based paint is present and, if so, what measures are needed to correct the situation. ACM and lead-based paint are managed by the University's Office of Environmental Health and Safety (EHS) Operation and Maintenance Program.

## Bathrooms

### Community Bathrooms

It is the responsibility of each resident to help keep the community bathrooms clean and usable for other residents between scheduled cleaning by Building Services Staff. Toilet paper is provided in community bathrooms. Community bathrooms are designated as male or female. Community baths with locking devices should remain locked and are accessible by entering your bathroom code. To ensure the safety and privacy of your floor community, do not share the bathroom code.

### Connecting/Private Bathrooms

It is the responsibility of each resident in the room or suite to clean and maintain the connecting or private bathroom facility. Toilet paper is not provided in connecting or private bathrooms. Cleaning of private or connecting bathrooms is subject to an additional fee of \$120 (divided by the number of residents using the bathroom). Toilet tissue and other convenience items are available for purchase at the convenience stores located in San Jacinto Hall, Jester and Kinsolving.

## Bedbugs

### What do I do if I think I have bedbugs?

Immediately report any suspected bedbugs to your Resident Assistant or your front desk. DHFS Building Services personnel will thoroughly examine the suspected area, determine whether bedbugs are present, and decide what actions should be taken to properly address the situation. For more detailed information: [http://housing.utexas.edu/sites/default/files/bedbug\\_fact\\_sheet.pdf](http://housing.utexas.edu/sites/default/files/bedbug_fact_sheet.pdf)

## Bicycle Storage

Bicycle racks are located near each residence hall. Lock bicycles on the racks provided. Bicycles may not be chained to sign posts, railings or any other University property. Upon mutual consent of roommates, bicycles may be stored in residence hall rooms provided the exit from the room is not obstructed. Bicycle hooks or other physical alterations to the ceilings, walls, closets or furniture may not be made to accommodate bicycle storage and if found within the room, will be removed at the resident's expense.

Freestanding bicycle-storage units available from retailers are permissible. Bicycle storage in hallways, lounges, stairwells or other public space is not permitted. Bicycles secured in public areas will be removed by University staff and impounded by the UTPD. The removal charge is \$50.

Pedals and other protruding parts may scratch walls and cause personal injury to others. When transporting your bicycle indoors, you should avoid causing congestion or tracking dirt into the hall. Bicycles may not be ridden indoors. Violations of the Bicycle Storage Policy may result in disciplinary action and loss of privilege to store your bicycle indoors. The owner of the bicycle will be responsible for all expenses and fines associated with facilities damage and/or removal of the bicycle (*see also sports in the halls*).

## Cable TV

Housing and Food Service has partnered with Apogee to provide a cable TV package designed exclusively for UT Austin. Some of the features include:

- HD channels
- HD quality at 1080i
- Premium channels (HBO & Cinemax)
- Comprehensive line-up
- 24/7 premium support

The entire channel lineup is available on the [Housing and Food Service website](#).

### How to Get Video:

- In order to receive video, you will need to supply a cable jumper to connect your television to the wall jack. Our cable provider recommends a cable jumper with the following specifications: Size RG-59 or RG-6; Impedance: 75 OHMs; Shielding: Foil with 67 percent braid. Push-on connectors are not recommended.
- You will also need a TV with a built-in QAM tuner or you will need to purchase a QAM tuner to interface between the wall outlet and your television. QAM tuners can be purchased for approximately \$30 (and up) on line or in a local store. Apogee offers a QAM tuner for \$100 and will deliver and install (this tuner can be purchased through Apogee with a credit card).

Please refer to the following procedure to receive your video signal:

- Screw the coax cable directly into the "Cable In" port on the back of your TV
- In the Menu or Set-Up options on the TV, verify that the TV is set to CABLE or CATV
- Run a channel scan. (This can also be done if you are missing channels.) This setting is normally located in the menu or set-up option. However, it varies depending on the TV make and model
- Ensure that all cables are connected securely.

Need help? Apogee is available 24/7/365

- Call 844-283-6498
- Chat [MyCampusVideo.com/support](#)
- Text "MyVideo" to 84700



## Stream 2/IPTV

Stream2 Internet Protocol Television (IPTV) is included in the housing rate and is available to all on campus residents. Stream2 enables you to watch entertainment programming on several of your devices. With DVR capabilities, it allows you to record all of your favorite programming and watch at your convenience. This feature includes a 24-hour window of replayable content plus 20 hours of storage per user.

You can register for an account with your UT email address at [www.MyCampusVideo.com](http://www.MyCampusVideo.com). Once your account has been created, download the Stream2 app to your devices. Go to <http://help.mystream2.com> for download, installation and set-up instructions. Use your MyCampusVideo username and password to login to the app once the app has successfully downloaded to your device. If you need any help connecting your devices, a support representative is available 24 hours a day to assist you.

- Call Apogee support at (844)283-6498
- Text “MyStream2” to 84700
- Chat live at [www.MyCampusVideo.com](http://www.MyCampusVideo.com)
- FAQ’s – Go to <http://help.mystream2.com>

## Information Channel

The Housing and Food Service Information Channel (Channel 15.2) is broadcast throughout the University Residence Halls 24 hours per day. Tune into the Information Channel to receive residence hall program information, food service menus, campus events, and other important information.

## Computer Labs

### Computer Lab Assignments

Residence Hall	Labs to Use
Andrews	Andrews, Kinsolving
Blanton	Andrews, Kinsolving
Brackenridge	San Jacinto, Creekside, Jester West
Carothers	Andrews, Kinsolving
Creekside	San Jacinto, Creekside, Jester West
Duren	Andrews, Kinsolving
Jester East	Jester West, San Jacinto, Creekside
Jester West	Jester West, San Jacinto, Creekside
Kinsolving	Andrews, Kinsolving
Littlefield	Andrews, Kinsolving
Moore-Hill	San Jacinto, Jester West
Prather	San Jacinto, Jester West
Roberts	San Jacinto, Jester West
San Jacinto	San Jacinto, Jester West
Whitis Court	Andrews, Kinsolving

The University Residence Hall Computer Labs are an environment which strives to provide a quiet setting that supports the academic programs of the University. By entering the lab, users agree to follow normal standards of ethics and polite conduct in their use of shared computing resources. Priority is given for academic-related purposes.

Computer labs are located in Kinsolving, Andrews, Creekside, San Jacinto and Jester West. All equipment and software are provided free of charge to residents. Each lab has computers and a multipurpose laser printer copying functionality. Laser color printers are located in the Kinsolving and Jester West and San Jacinto computer labs. Microsoft Office suite, graphics, desktop publishing, C++ and Java compilers, and Internet access software are provided.

Computer labs are not staffed. You will need your University ID to access all computer labs. You must have Bevo Bucks to print in the DHFS computer labs.

### Computer Lab Policies

1. Most of the labs require patrons to swipe into the lab using their University ID Card. Users agree to abide by University and DHFS policies regarding network usage.
2. A USB flash drive or web storage is required to save your work or downloads. Users may not permanently save or download files onto the hard drives. Files will be erased upon logout.
3. All users are subject to the University of Texas IT Policies posted at <http://www.utexas.edu/its/policies>.
4. Users may not make copies of lab software. Violators are subject to permanent expulsion from University Residence Hall Computer Labs and disciplinary action.
5. The lab can only be open during hours previously approved by DHFS.
6. Only residents of the University Residence Halls are allowed in the lab. Non-residents may not enter the labs for any reason.
7. Respect other's privacy - don't access their files and e-mail, or send harassing and objectionable messages.
8. Network access may not be used for monetary gain or for business activities of groups or organizations.
9. Follow the same standards of conduct on the network as you would in the residence halls.
10. Don't modify or tamper with network services, wiring and lab ports.
11. Don't access materials that may be distracting or offensive to other users.
12. Don't remove any lab materials.
13. Be courteous to other users. Always use headphones when listening to music or sound files.
14. Tobacco use, eating and drinking are not permitted in the labs.

### Computer Lab Hours

The Residence Halls Computer Labs are open 24 hours a day, seven days a week to provide greater convenience and service to our users. To enter a computer lab, please swipe your UT ID in the card reader. The labs may be closed or operate on reduced hours during university recognized holidays (e.g., Spring Break). Our labs are monitored 24 hours a day so please be respectful of our rules and policies.

## Computer Resources

The university offers a wide range of computer services to students, from e-mail accounts to Internet connectivity. These computer resources exist to complement the educational mission of the university and must be used appropriately. You are responsible for any network activity that takes place from the ports located in your room. Each resident has the obligation to ensure that he or she uses university computer resources (including university equipment, networks, user accounts, and Ethernet connections) in accordance with university policy and applicable laws. Many of these policies can be found on the [ITS Web site](#).

It is a violation of university policy and federal law to participate in copyright infringement. Copyrighted materials include, but are not limited to, computer software, audio and video recordings, photographs and written material. Violators are subject to university discipline, including suspension and legal liability.

## Door Access

All residence halls are equipped with card reader access. To enter the residence halls, you must have a University ID card programmed for your specific card reader access. These may be obtained at the [University ID Center](#) at 512-471-4334 and programmed by DHFS for card reader access. You can increase your safety by using the residence hall access system properly. This includes not allowing others to gain access through a door you have opened, securing your card and not propping doors open.

**Entry after midnight, residents must enter through the following doors or by using an ID card. It is a policy violation to circumvent monitored access points to residence halls.**

Andrews:	use Carothers lobby door
Brackenridge:	use Roberts north or south lobby door
Blanton:	use Carothers lobby door
Carothers:	use Carothers lobby door
Creekside:	front and rear door
Duren:	front door
Jester East:	main and south lobby of Jester East **
Jester West:	main and south lobby of Jester West **
Kinsolving:	front door
Littlefield:	use Carothers or Littlefield lobby door*
Moore-Hill:	front door
Prather:	front door
Roberts:	use Roberts north or south lobby door
San Jacinto:	front door
Whitis Court:	front door

**\*Littlefield door accessible until 4 a.m.**

**\*\*JE and JW south Lobby doors accessible until 4 a.m.**

## Drain Cleaners

Drain cleaners should not be used to unstop a clogged drain, as they can cause additional damage. If you have a drain problem, a plumber needs to make necessary repairs. Fill out a [Maintenance Request Form](#) to report slow drainage. Report an overflowing drain directly to the area desk.

## Elevator Safety

- If someone in the elevator with you makes you feel uneasy, get off at the next floor.
- If you are accosted in an elevator, hit the alarm button and as many floor buttons as possible.
- Report incidents to your RA and UTPD immediately.
- If you are stuck in the elevator, use the phone inside the elevator to contact the 24 hour desk and notify them of the elevator problem.
  - Inform the desk staff member which elevator is stuck. The elevator number is located on the inside panel of the elevator.
  - Inform the desk staff member on which floor the elevator is stuck, and how many people are inside the elevator.
  - Desk staff will notify emergency personnel of the problem.
  - Wait for emergency staff assistance. Remain calm. Do not attempt to pry the elevator doors open.

## Furniture

Common areas are furnished with tables and lounge furniture for your comfort and enjoyment. Televisions are also provided in selected areas for your use. Furniture or equipment owned by the University may not be moved around in the public areas or removed from the public areas. Furniture that is provided in student rooms and accounted for on a resident's Room Condition Form must remain in the room and cannot be moved from one student room to another or removed from the residence hall. You are subject to disciplinary action as well as a \$50 charge for the unauthorized movement of furnishings or equipment belonging to the residence halls, including dismantling of University-owned furniture, in addition to any necessary repair or replacement costs of moved furniture.

Residents may bunk or loft their beds if they have furniture designed to allow it. Pins for bunking or lofting are available at the front desk. Facilities staff can perform this work for a standard charge by submitting a [Maintenance Request](#) online. The beds must be returned to their original position at the end of the semester unless they were bunked or lofted prior to resident occupancy. Failure to return the bed to the original position will result in a standard charge. Only University-provided beds designed for bunking or lofting may be arranged in such positions. A standard charge of \$50 will be assessed for staff to bunk or loft a bed; to return a bed to its original position; or to otherwise move a bed.

Safety rails for bunked or lofted beds are included in each room with furniture that can be bunked or lofted.

Larger beds may be available for residents who have documented proof that they meet the required criteria or have a documented medical need. Large beds are on a first come/first served basis and are only available in certain buildings/rooms due to the size of the student room or the type of construction and may require relocation of the resident to a building/room that will accommodate a larger bed. Documented proof of height and weight is verified by information on the resident's driver's license or state issued identification card or documentation from a licensed physician. The Standard Bed is 39" x

80" (3'3" x 6'8"). Beds may be smaller in certain buildings due to the size of the student room or type of construction.

Students may not construct their own lofts or beds or arrange room furnishings using residence hall furniture or structure or other construction materials (e.g., cinder blocks, wood, etc.) in such a way that furniture is supported by other residence hall furniture or residence hall structure. Water-filled or home-made furniture is not permitted.

Residents who damage or use University property without authorization are subject to disciplinary action.

## Internet (Res Net)

Resnet (Residence Hall Network) is an Internet network that brings both wired Ethernet and encrypted wireless connectivity to residence halls. This service connects to the campus network, as well as to the Internet. Resnet service is supported by subscriber fees that cover the cost of Internet bandwidth, operating the network and the installation of wireless connectivity in the residence halls.

### Features

- Wired and wireless access to the campus network and the Internet from your dorm room
- Four service plans, tiered to match how you use the Internet

### Cost

The cost of your Resnet subscription depends on which tier of service you choose and when you subscribe.

Tier 1 Resnet subscriptions are included in your housing rate. If you need more bandwidth, you can upgrade your subscription after you check into your room. For more information on subscriptions, please refer to the [Resnet Subscription Options](#) page.

## Laundry

Laundry services are available to residents and are included in the housing rate. Washers and dryers, as well as ironing boards, are provided in each residence hall. You will need to supply your own iron. The washers and dryers are designed to save water and energy. Our front load washers use 11.7 gallons of water per cycle and spin at up to 1200 rpm's, which helps reduce drying time.

For best results, please follow these guidelines:

- Check the labels on clothing and follow the directions for proper cleaning.
- Follow the directions on the front of the machines and the signs in the laundry rooms for proper operation. Front-load washers use less detergent than top-load washers.
- Use a low-sudsing detergent specifically designed for High Efficiency front-load washers. Using too much detergent causes excess suds and may result in the detergent not completely rinsing out of clothing.
- We recommend using ¼ cup of liquid HIGH-EFFICIENCY (HE) detergent. Add the liquid detergent in the dispenser compartment.

- Detergent PODS may also be used, however PODS may not dissolve completely in our low water use washers. For best results, PODS must be placed directly into the tub prior to placing clothing. DO NOT USE THE DISPENSER COMPARTMENT.
- The use of powder detergent is not recommended, as it does not perform well in low water use washers. If using powder detergent, it must be placed directly into the tub prior to placing clothing. DO NOT USE THE DISPENSER COMPARTMENT.
- The lint trap inside the dryer must be cleaned before each use. Make sure the lint trap located behind the door of each machine is clean before use. A clogged lint trap will not allow the dryer to operate properly. Please do not remove the actual lint trap from the dryer.

Notify your area desk or complete a Maintenance Request Form if machines are not operating properly. The desk can report malfunctions and assist you in reporting damaged belongings.

## Maintenance Request

To report non-emergency repairs, submit a [Maintenance Request](#) online. You may also fill out a Maintenance Request Form at residence hall desks or area offices. Emergencies should be reported directly to the residence hall desk. Every effort will be made to expedite the work. Since the residence halls are self-supporting, funds are available only for routine maintenance and replacement. Therefore, if you are responsible for damages to the building, furniture or equipment, damage charges will be assessed to you.

## Recycling

A single-stream recycling program is provided. Recycling bins are located in each student room. Please deposit your recyclables in the large collection containers located in restrooms and trash rooms. Please follow the instructional signs on the collection bins for sorting and collection instructions. Please do not contaminate the recycling stream by misorting your trash. All food and drink containers must be empty and clean. Pizza boxes cannot be recycled.

In an effort to reduce the environmental impact as well as help UT Austin reach its goal of zero waste (90% of waste diverted from the landfill) by the year 2020, recycling bins have been provided in each student room. Please deposit your recyclables in the large collection containers in the restrooms and trash rooms. Follow the instructional signage on or near the collection bins. It is important correctly sort non-recyclable waste from the recycling bins.

The following items are NOT recyclable and should be thrown away:

- Film plastic
- Pizza boxes
- Styrofoam
- Food waste

The following items ARE recyclable:

- Cardboard (break down boxes)
- Paper
- Aluminum cans
- Glass bottles
- Hard plastics

Some residence halls also provide electronic waste recycling for old cell phones, iPods, batteries, cords, etc. Ask your front desk if your hall participates in the electronic waste recycling program. If not, you are welcome to bring your electronic waste to one of the participating halls.

## Refrigerator / MicroFridge

Only MicroFridge® units provided by DHFS are permitted. Do not detach the microwave unit from the refrigerator as this overrides the power coordination function of the MicroFridge® unit. A \$30 fee will be assessed to reattach the units.

The microwave oven is equipped with patent-pending, built in 1<sup>st</sup> Defense™ Smoke Sensor to automatically shut off the oven before excessive smoke can occur. Should the oven shut off due to excessive smoke, the display will show “Err1” and the oven will beep 3 times.

## Room Painting

Residents may not paint their rooms. Murals, wallpaper and contact paper may not be placed on the walls. Residents who violate these policies are subject to disciplinary action.

## Sharps Containers

The proper handling and disposal of medical waste is essential to the safety of those living and working in our residence halls. DHFS encourages residents to separate sharps from other trash and dispose of them in designated areas. Items for disposal in these sharps containers include loose razor blades, needles (hypodermic, sewing, etc.), and blood test lancets. These items should not be placed in the regular trash. Designated areas for sharps disposal are located at the following locations:

- Jester West Desk
- Jester East Desk
- Prather Desk
- Moore-Hill Desk
- San Jacinto Desk
- Kinsolving Desk
- Almetris Duren Desk
- Carothers Desk
- Creekside Desk

Please look for the red box with the biohazard label mounted on the wall.

## Vending Machines

Vending machines for soft drinks, candy and other snacks are provided in each hall. Inoperative or empty machines should be reported online by submitting a [Vending Machine Service Request](#). Jester residents can report losses to the East or West desks. WCR residents can report losses to the Roberts, Moore-Hill or San Jacinto hall desks. WRH residents can report losses to the Kinsolving or Quad Desks. You may use your Bevo Bucks in many vending machines.

It is a violation of university policy and state law to tamper with or vandalize a vending machine. Theft of product or vandalism will be investigated through the University Police Department.

## **Water Conservation**

As part of the Division's overall energy reduction effort, low flow showerheads and faucet aerators have been placed on fixtures in all bathrooms to conserve water. You should not tamper with or remove showerheads or faucet aerators. Staff will check for DHFS showerheads and faucet aerators during Fire, Life and Health Inspections.

Residents will be charged to replace or reinstall these in private or connecting bathrooms. If the shower head and/or faucet aerator provided by DHFS is removed, replaced or missing, the resident is given 48 hours to reinstall the DHFS provided device. If the device is not reinstalled within 48 hours, DHFS staff will replace at the resident's expense. Replacement cost of the showerhead is \$35 and replacement cost of the faucet aerator is \$20.

Community bathrooms in select halls are equipped with dual-flush toilet valves. These are intended to reduce the amount of water required to flush liquid waste. Instructional signage is included at each valve.

## **Windows and Screens**

Window screens may not be removed. Removal and replacement of screens is often dangerous, and a charge will be assessed for reinstallation or replacement. Throwing things out of windows or using your window for an entry or exit from your room will result in referral through the disciplinary process with possible removal from the residence halls. Opening windows is a safety and security risk. For reasons of safety and security, windows in buildings are not to be opened unless authorized. A \$25 charge will be assessed for windows opened in violation of this policy. Residents found in violation of the window and screens procedure are subject to disciplinary action.

Any malfunction of the air conditioning system should be reported immediately to your residence hall office. The air conditioning maintenance personnel report to the unit offices on a regular basis to receive your reports. Adjustments in the air conditioning are made daily, Monday through Friday.



# FIRE & LIFE SAFETY

Fire and life safety is of paramount importance within the residence halls. Please be aware of your actions and observe Fire and Life Safety Policies. To enhance fire safety within the residence halls, certain appliances and items are prohibited. If you are not sure about an item, please ask your Resident Assistant, Complex Coordinator, or send your question to DHFS ([housing@austin.utexas.edu](mailto:housing@austin.utexas.edu)). Your questions will be presented to the University Fire Marshal's office for a response.

## Fire Safety Awareness

Tampering with fire and life safety equipment is a violation of state law and University regulations and will result in University disciplinary action, including fines and removal from the hall and/or possible legal action. Tampering is defined as any action that may damage or interfere with the normal functioning of the fire and life safety system. Tampering includes, but is not limited to, disconnecting, intentionally damaging, covering or vandalizing in any way smoke detectors, fire sprinklers, alarm horns, pull stations, fire extinguishers, door closers or exit signs. Covering or hanging anything on fire sprinkler heads or pipes is NOT permitted at any time. No storage less than 18 inches from light fixture or ceiling is permitted.

Any malfunction of fire safety equipment, including room smoke detectors or fire sprinkler equipment, should be immediately reported to your area desk. The Division of Housing and Food Service is committed to the prevention of tampering with fire safety equipment and will work with staff, students and University Police to identify responsible individuals. All students with information that can assist in the investigation are encouraged to contact a residence hall staff member or the University Police. If and when necessary, a reward may be offered to the person(s) with information that leads to the identification of the responsible person(s). Reward information will be posted in the residence hall.

Residents should also be aware that some objects in the room have the potential to be fire hazards when handled improperly. This includes flammable liquids such as hairspray and paint, as well as common appliances such as popcorn poppers, electric blankets, irons, hair dryers, etc. All such appliances should be unplugged when not in use.

## Residence Hall Fire Alarm System

Residents and their guests must evacuate the building and comply with staff instructions any time a fire alarm is activated. By order of the University Fire Marshal and in accordance with NFPA 101 Life Safety Code, fire drills will be conducted on a regular basis throughout the school year by Residence Life staff and Fire Prevention Services. Failure to evacuate will result in disciplinary action, including a fine. This includes fire alarms in dining centers. Residents and guests will be permitted to re-enter the dining center at no additional charge for up to 10 minutes following the reopening of the dining facility.

## Exit Strategy

**Have an Exit Strategy!** A building map showing fire exits is located on the inside of your room door. Review this plan and walk down the hallway and find the closest fire exits and fire safety equipment. It is a violation to cover up the instructions and evacuation map with any item.

Each semester, including both summer school sessions, every open and occupied Housing Conducts planned, unannounced fire drills. It is imperative that residents do not disregard the fire alarm, since

you cannot distinguish a drill from an actual fire. If the fire alarm and strobe lights activate in your area, exit the building immediately and report to the evacuation area listed for your building (See [Evacuation Route](#)).

### **Fire Evacuation**

Upon hearing the fire alarm and/or evacuation instructions over the intercom, students should put on appropriate clothing for outside weather conditions, turn off room lights and lock the room door. If smoke is visible, students should take a dampened towel to cover mouth and nose. Calmly and quietly follow the nearest illuminated exit sign to the building exit. Do not use elevators for evacuation. Proceed to a safe zone. Watch out for prevailing winds to avoid smoke and burning embers that may exist. Stay off the streets to allow easy access to the building by emergency personnel. Failure to evacuate could result in serious injury. Residents who fail to evacuate during an emergency are subject to disciplinary action.

Always have a secondary exit identified in the event that your primary means of egress is blocked by hazardous conditions. For more information, please see the Building Evacuation Section.

### **Fire Safety Equipment**

#### ***Use of Fire Extinguishers***

Fire extinguishers are located in select areas in the residence halls. Do not place yourself in danger trying to put out a fire. If you must use one, direct its stream toward the base of the fire. To operate a fire extinguisher, remember the word "PASS":

- **P**ull the pin. Hold the extinguisher with the nozzle pointing away from you, and release the locking mechanism.
- **A**im low. Point the extinguisher at the base of the fire.
- **S**queeze the lever slowly and evenly.
- **S**weep the nozzle from side-to-side.

For more information on fire extinguishers, see [Fire Extinguishers](#).

#### ***Smoke Detectors***

Smoke detectors are located in each resident's room. Do not cover or hang items from them. Smoke detector malfunctions should be reported immediately. If your smoke detector emits a short beep in a regularly timed pattern, your smoke detector needs to be serviced. Submit a [Maintenance Request Form online](#) or to the area office to have the unit serviced.

#### ***Fire Alarm Pull Stations***

Upon seeing smoke or flames, go to the nearest fire alarm pull station, activate the alarm, and evacuate the building. The activation of a fire alarm pull station when no emergency exists is a violation of state law and University regulations. The initiation of a false alarm will result in University disciplinary action, including fines and removal from the hall and/or possible legal action.

Tex. Penal Code Section 42.06 provides that "a person commits an offense if he knowingly initiates, communicates or circulates a report of a present, past, or future bombing, fire, offense, or other emergency that he knows is false or baseless." A false report made to a college or university is a state jail felony.

- (a) A person commits an offense if he knowingly initiates, communicates or circulates a report of a present, past, or future bombing, fire, offense, or other emergency that he knows is false or baseless and that would ordinarily:
  - (1) cause action by an official or volunteer agency organized to deal with emergencies;
  - (2) place a person in fear of imminent serious bodily injury; or
  - (3) prevent or interrupt the occupation of a building, room, place of assembly, place to which the public has access, or aircraft, automobile, or other mode of conveyance.
- (b) An offense under this section is a Class A misdemeanor unless the false report is of an emergency involving a public or private institution of higher education or involving a public primary or secondary school, public communications, public transportation, public water, gas, or power supply or other public service, in which event the offense is a state jail felony.

### ***Fire Sprinkler System***

Fire Sprinkler Systems are located in each resident's room. If a fire sprinkler system appears to be tampered with or broken this should be reported immediately. To ensure proper functioning of the sprinkler system, please observe the following:

- Items should not be hung or attached to the sprinkler head or piping.
- Sprinkler heads should never be obstructed or tampered with in any manner.
- Items should not be hung or stored within 18 inches of the sprinkler head.
- Balls, Frisbees and other items that can damage the sprinkler head are not to be thrown in rooms, hallways or other public areas.

### **Fire and Life Safety Inspections**

To ensure safety policies are followed, DHFS conducts regular Fire and life safety inspections of residence hall rooms. Room inspections are conducted by Residence Life staff, Building Service personnel or the University Fire Marshal. Inspections focus on the following:

- Prohibited items
- Banned objects and appliances
- Tampering with fire equipment
- Mold, mildew, trash and debris
- More than 20% of wall space covered with posters or other flammable materials

Residents found to be in violation of health, fire and life safety policies during routine inspections or at other times are subject to disciplinary action, including removal from halls, fines and possible legal action. Residents who correct violations after a first violation, and before a follow-up inspection, will not receive a fine if they review educational fire and life policy, and safety information on the DHFS web site and take the Residence Hall Fire, Life, Policy, and Safety Quiz on the reviewed material. A copy of the completed Quiz must be turned in to the appropriate office or desk in order to avoid receiving a fine. This option is not available in cases of tampering or vandalism to fire safety equipment, arson, setting off a false alarm, or discharging of fireworks (including Poppers), explosives or weapons. Subsequent violations of policies beyond the first violation, or failure to correct violations before the follow-up inspection, will result in the resident being referred to the Complex Coordinator for disciplinary action, including but not limited to fines or possible removal from the hall or a fine.

## Fire and Life Safety Violations

Tampering with fire life safety equipment is considered a Class A misdemeanor subject to fines and imprisonment. At a minimum, students found responsible for tampering with fire and life safety equipment or students found in violation of fire and life safety policies are subject to the penalties listed in the table below. This includes legal action as well as disciplinary action by the University.

Residents who receive a fine for a first-time fire safety violation may have the fine waived if they review educational health, fire, life, policy, and safety information on the DHFS Web site and take the Fire Safety Quiz on the reviewed material. This option is not available in cases of tampering or vandalism to fire safety equipment, arson, setting off a false alarm, or discharging of fireworks (including poppers) or explosives. Subsequent violations of policies beyond the first violation will result in the resident being referred for University disciplinary action, including but not limited to fines or possible removal from the hall.

<b>VIOLATION (This list does not include damage costs, which will be additional)</b>	<b>PENALTY</b>
<b>Setting off a false alarm</b>	Minimum of \$1,000
<b>Discharging fireworks, explosives, weapons</b> or other devices that could inflict harm, damage physical property and/or result in disturbance	\$500
<b>Obstruction of fire sprinkler system.</b> Includes hanging items from sprinkler head or obstructing proper operation of sprinkler system. Examples include placing or storing items within 18 inches of sprinkler head (including sprinkler heads in closet), and covering or hanging items from sprinkler	\$100 plus damage costs
<b>Hanging from or placing items on top of soffit</b> (sprinkler pipe covering)	\$25
<b>Tampering with fire safety and sprinkler equipment</b> (including but not limited to smoke detectors, sprinkler system valves, fire extinguishers, fire hoses, alarm horns, fire doors, door closers, exit and safety-related signage or activating sprinkler head).	\$100 plus damage costs
<b>Open flame</b> Having an open flame or use of open flame devices within the residence hall or within immediate surroundings outside any residence hall (except outdoor smoking and grilling).	Minimum of \$100 plus damage costs
<b>Failure to evacuate during a fire alarm</b>	\$50
<b>Possession of banned objects</b> including prohibited appliances, candles, incense, electrical extensions, explosives, fireworks (including poppers), weapons, halogen lamps, neon lights and other prohibited lighting under lighting policy. Toasters and toaster ovens, which are permitted for professional live-in staff, <b>are prohibited for resident use.</b>	\$50 per item
<b>Smoking indoors</b> or in other designated no-smoking areas	\$50
<b>Obstructing a route of fire egress</b> including trash, debris and other physical barriers to egress from room, hallway or stairwell	\$50
<b>Covering evacuation diagram or excessive wall coverings</b> (more than 20% of wall space)	Verbal warning 1st offense. \$25 for each subsequent offense

### **Notice: Senate Bill 1334**

Tenant shall not disconnect or intentionally damage a smoke detector or remove the battery from a smoke detector without immediately replacing it with a working battery. Tenant may be subject to damages, civil penalties, and attorneys' fees under Section 92.2611 of the Texas Property Code for not complying with the foregoing notice.

NOTE: State laws, amended in 2001, upgrade the penalty for discharging fireworks and explosives within educational facilities, assemblies and residence hall occupancies from a misdemeanor to a state jail felony offense. Any student found discharging fireworks or explosives is subject to university disciplinary action, fines, and criminal prosecution (including jail time).

### **Appliances**

Most electrical appliances will place strain on the wiring system which creates a fire hazard. All appliances used in residence halls must be U.L. approved and should be properly maintained by the student. By order of the University Fire Marshal, the use of any appliance with open heating coils is prohibited. Students found in violation of policy will be directed to immediately remove prohibited items and may be subject to disciplinary action.

### **Common Appliances and Objects Approved for the Residence Hall**

- Blenders
- Coffee grinders
- Coffee pots (12 cups and under)
- Electric blankets and heating pads
- Electric can openers
- Food dehydrators
- Hot pots
- Juicers
- Lava lamps
- Clothes irons and clothes steamers with auto shut-off feature
- Hot air popcorn popper
- Battery operated air freshener

*Note: these appliances must be U.L. approved*

## Banned Objects and Appliances

The following objects and appliances are banned under Fire and Life Safety regulations determined by the University Fire Marshal and the Division of Housing and Food Service Staff. The items are determined to be a threat to the safety of the resident or the residential community considering the close living quarters. The objects and appliances listed use excessive energy, are a risk to personal safety, and/or are a potential fire hazard. Residents found in possession of banned objects or appliances must remove the item within 24 hours and are subject to disciplinary action or fines.

3D Printers	Electrical appliances, equipment, or other devices that are not UL approved and/or labeled
Extension cords without a built in circuit breaker	Excessive amounts of paper on door or wall (e.g. larger than two 8 X 11)
Decorative lighting ( <i>see lighting</i> ) <ul style="list-style-type: none"> <li>• Black light bulbs</li> <li>• Halogen lamps</li> <li>• Holiday lights</li> <li>• Incandescent bulbs</li> <li>• Lanterns with bulbs</li> <li>• Neon lights</li> <li>• Paper lamp shades</li> <li>• Rope / string lights (including LED)</li> <li>• Glow lights</li> <li>• Torchiere lamp</li> </ul>	Any appliances with open heating element / coils <ul style="list-style-type: none"> <li>• Bread makers</li> <li>• Broilers</li> <li>• Camp stoves</li> <li>• Coffee/drink warmer</li> <li>• Convection ovens</li> <li>• Crock pots</li> <li>• Deep fryer</li> <li>• Electric sandwich maker/press</li> <li>• Electric skillet, griddle, or waffle maker</li> <li>• Electric wok</li> <li>• Induction cooking appliances</li> <li>• Hamburger cooker</li> <li>• Hot cutter</li> <li>• Hot oil popcorn popper</li> <li>• Hot plate</li> <li>• Rice cooker</li> <li>• Soldering iron</li> <li>• Space heater</li> <li>• Toaster / Toaster oven</li> <li>• Warmers (e.g. wax or potpourri)</li> </ul>
Unauthorized furniture or appliances <ul style="list-style-type: none"> <li>• Lofted furniture not supplied by DHFS</li> <li>• Homemade furniture</li> <li>• Microwave or Refrigerator (other than the one provided by DHFS)</li> <li>• University furniture not assigned</li> <li>• Water filled furniture</li> </ul>	
Plug – in air fresheners	Multi-USB plugs
Open flames <ul style="list-style-type: none"> <li>• Candles with or without burned wicks</li> <li>• Incense</li> </ul>	Grills <ul style="list-style-type: none"> <li>• George foreman style grill</li> <li>• Propane, charcoal, wood-fired</li> </ul>
Toxic chemicals <ul style="list-style-type: none"> <li>• Flammable or combustible liquids, solids, gases</li> <li>• Hazardous materials</li> </ul>	Explosives, Fireworks, or Weapons, ( <i>See License to Carry Handgun Policy for Residence Halls</i> ) <ul style="list-style-type: none"> <li>• Ammunition</li> <li>• Facsimiles of weapons</li> <li>• Weapons</li> </ul>

## Decorations

Some decorations ignite easily and allow a fire to spread rapidly. These include holiday decorations, large posters and flammables. Inside resident's rooms no more than 20 % of wall space may be covered with decorations, poster, or other flammable materials. During holiday seasons, door decorating contests or special occasions; doors, lobbies and floor lounges may be decorated. Decorations must be removed within five days of the day areas are decorated. However, lights, candles and other flammable materials may not be used. Due to fire safety hazards, fresh cut Christmas trees are not allowed in the buildings. By order of the University Fire Marshal, holiday lights are prohibited (*see Lighting section*).

## Door Propping

Doors should never be propped. Propping doors is not allowable by NFPA 101 Life Safety Code, and is prohibited by the University Fire Marshal. This includes room doors, locked doors to hallways, bathroom doors and exterior doors. The lock disabled or the door held open for an unknown person creates a safety risk to all residents. Doing so is a violation of residence hall policy and subject to disciplinary action.

## Electrical Extension Devices

The University Fire Marshal has indicated that uses of some electrical extension devices are approved. Extension cords, power strips and multi-plug devices are acceptable only if they are Underwriter's Laboratory (UL) rated and have a built-in circuit breaker. Extension cords, power strips and multi-plug devices without circuit breakers are prohibited.

### Approved electrical extension cords, power strips and multi-plug devices must:

- Be UL rated with a built in circuit breaker (note: these will usually have a red or green indicator light)
- Constructed from heavy-duty materials, consisting of 12-, 14- or 16-gauge wire.
- Be a three-wire grounded plug.
- Rated for a maximum of 15 amps and 1875 watts.
- Designed for indoor use only – extension cords designed for outdoor use are prohibited

### Other approved electrical extensions:

- **Universal or Uninterrupted Power Supply Device (UPS).** A UPS protects your computer from power surges and failures and allows you to "run" the attached device safely during these times.

No other electrical extension devices are allowed. All extension cords, power strips and multi-plug devices must be plugged directly into a wall outlet. Plugging a device into another device or "daisy chaining," is not allowed. Extension cords, power strips and multi-plug devices are limited to one per wall outlet.

**NOTE:** Due to limited electrical outlets in each room, residents of Brackenridge, Prather, Roberts and Creekside may plug a power strip into both receptacles in the wall outlet.

Use of unauthorized extension devices presents a fire hazard. Students found in possession of unauthorized electrical devices will be directed to immediately remove the item and will be subject to disciplinary action.

## Explosives, Fireworks and Weapons

Fireworks, chemicals, lighter fluid, gasoline, other explosives and flammables, and any weapons that could inflict bodily harm or result in disturbances of the peace are prohibited in the residence halls and on the university campus, with the exception of handguns carried by holders of a license to carry. For information on rules regarding concealed carry of handguns by license holders in residence halls and elsewhere on campus, see Handbook of Operating Procedure 8-1060 (<https://www.policies.utexas.edu/policies/campus-concealed-carry>). Facsimiles, including water guns and air guns, are also prohibited on campus. The prohibition applies to all persons, students, faculty, staff and campus visitors, and it applies to all areas of the university. Texas law states that illegal possession of firearms, illegal knives, clubs or prohibited weapons on a college campus is a third-degree felony. Residents or any student found in possession of prohibited weapons, or of explosive or flammable materials, are subject to disciplinary action, removal from the residence hall and/or arrest.

Controlled substances and/or the storage or use of chemicals that generate EPA regulated classified wastes (this includes photography development) are prohibited in the residence halls.

Fireworks (pyrotechnics) of any kind are not permitted in the residence halls or on the UT campus under any circumstances. Fireworks can be construed to include, but is not limited to, pyrotechnic devices that make loud noises and/or exude some kind of spark.

## License to Carry Handgun Policy for Residence Halls

In compliance with Texas Government Code Section 411.2031, a holder of a license to carry ("license holder") may carry a concealed handgun on or about the license holder's person while the license holder is on the campus of an institution of higher education. As a reminder, "concealed" means the handgun cannot be in plain view and its presence cannot be discernable through ordinary observation.

It is the responsibility of the license holder to know and follow all applicable state and federal laws, and institutional policies.

In the residence halls, license holders are allowed to carry their handgun in common areas, such as: lounges, dining areas, and study areas. Licensed family members may carry a concealed handgun in the residents' rooms while visiting. In all cases, the handgun must remain on or about their person at all times. Handguns and ammunition are not allowed to be stored anywhere within the residence halls, which includes student rooms and common areas.

If actions by residents or their guests are found by the University to be in violation of Campus Carry policies, the student contract holder may be subject to University disciplinary action and housing contract cancellation.

Students may not carry handguns in residents' rooms. Accordingly, as to students and residents' rooms: "Pursuant to Section 30.06, Penal Code (trespass by license holder with a concealed handgun), a person licensed under Subchapter H, Chapter 411, Government Code (handgun licensing law), may not enter this property with a concealed handgun."

Residents are responsible for orally telling any guests who are license holders, other than family members, that concealed carry is not allowed in residents' rooms.



For more information on the Texas license to carry a handgun, you may visit the Texas Department of Public Safety's website: <https://www.dps.texas.gov/rsd/ltc/index.htm>

FAQs: <http://campuscarry.utexas.edu/faq>

## Lighting

Residents are required to use compact fluorescent bulbs (CFL's) or LED lights instead of incandescent bulbs for study lamps and other lighting that the student brings for their residence hall room. During its lifetime a fluorescent bulb requires much less energy to produce the same amount of light. While good for the environment, the change will also help reduce our electricity bill. The switch to fluorescent bulbs was endorsed by the 2007/08 University Residence Hall Association. CFL disposal bins are available at each 24 hour residence hall desk for proper disposal of spent and/or broken bulbs.

Halogen lamps are not permitted in the residence halls. Torchiere pole lamps are not permitted. Paper lanterns with bulbs and holiday lights are not permitted. Placing cloth or paper over lighting is not permitted. Draperies, clothing, or other cloth materials are not permitted to be placed on or near electrical lighting devices. The heat from the bulbs can emit enough radiant heat to start a fire. Rope lights are not allowed in the residence halls because they represent a form of sub-standard lighting. Residents found in possession of prohibited lighting are subject to disciplinary action and fines.

Any type of lamp or electrical device must have a (UL or ULC) tag on the electrical cord or the device itself. The Underwriter's Laboratory or Underwriter's Laboratory Canada places this tag or stamp on the device to indicate that safety testing of the device has been performed. Make sure that the stamp or tag is on the device and that you have accompanying manufacturer information on hand.

## Open Flames (i.e. Candles and Incense)

By order of the University Fire Marshal, candles, incense or other open-flame devices may not be burned in student rooms. Candles are not permitted in student rooms as decoration. LED battery-operated "candles" are permitted. Students found in violation of policy will be directed to immediately remove prohibited items and may be subject to disciplinary action. This includes, but is not limited to, candles or similar devices (e.g., scented candles, candle warmers, etc.).

## Trash

Accumulations of trash and newspapers, especially in corridors and stairways, are fire hazards. Never dispose of hot or lit items in the trash. Place your garbage in the trash collection area on your floor. Excessive trash and debris could potentially block exits in residential rooms and is considered a fire hazard. Residents found with excess trash and debris may be subject to disciplinary action and fines.

# EMERGENCY INFORMATION

## Emergency Communications

In the event of a residence hall or campus wide emergency, the Division of Housing and Food Service and the University will use various methods to communicate with students. In most incidents, emergency communications will provide instruction on Shelter in Place or Emergency Evacuation.

## Emergency Websites

When applicable the DHFS emergency and UT websites will be updated with current information Check back often for updates.

- **DHFS Emergency Website**
  - In the event of an emergency information will be posted to the main DHFS website - <http://housing.utexas.edu/>
- **UT Emergency Website ([www.utexas.edu/emergency/](http://www.utexas.edu/emergency/))**

## Campus Siren and Residence Hall Emergency Communication System

The Siren System tests are scheduled to take place at approximately 11:50 a.m. on the first Wednesday of every month. No action is expected during the monthly test. Additional information about the siren system can be found at Campus Safety and Security - [Campus Siren System](#).

The campus siren system will activate to inform students that a dangerous situation exists. Verbal instructions will accompany the siren.

Residence Life staff will use the building intercom system as a primary method to communicate to all resident of the hall during an emergency situation, including evacuation and shelter in place.

## Message Board

Area desks will utilize message boards to provide information to students.

## Email

DHFS will use email as a secondary means to communicate information to students.

## Information Channel

The information channel (10) will be updated with emergency information when applicable.

## Campus Text Service

Students may subscribe to [Campus Text Alerts](#) to receive text messages. Please keep all phone numbers up to date.

## DHFS Emergency Text Service

Students may [subscribe](#) to receive formal DHFS messaging. Please keep all phone numbers up to date.

## Building Evacuation

If there is a need to evacuate the building, students will be alerted through either the fire alarm system (for fires), or through the intercom system (for other emergencies requiring evacuation of the area).

Every time the fire alarm system and/or intercom system is activated, students must immediately evacuate. The fire alarm system is designed to give priority during an evacuation to residents who face the most imminent risk. This means, in some residence halls, the alarm will activate throughout the

entire building. In other residence halls, the alarm will activate by sections. By design, if an emergency is detected, in addition to ringing on a floor, the alarm will sound on the floor above and the floor below. The alarm will also sound in the stairwells to alert residents who may be entering the building. The alarm will sound on successive floors as the need arises; therefore, if the fire spreads, additional alarms would sound in areas to where the fire has spread. If an emergency is detected on the main floor or in an elevator shaft, the entire building will alarm. In the event of an emergency, the fire alarm and intercom system will be used to advise residents of appropriate measures to take.

### Evacuation Procedure

If you are able to evacuate the building safely, take the following steps:

- Put on appropriate clothing for outside weather conditions
- Turn off room lights and lock the room door
- If smoke is visible, take a dampened towel to cover mouth and nose
- Calmly and quietly follow the nearest illuminated building exit
- Do not use elevators during the evacuation
- Proceed to a safe zone once outside the building. Refer to the Resident Manual for the evacuation location of your building
- Watch out for winds to avoid smoke and burning embers that may exist
- Stay off the streets to allow easy access to the building by emergency personnel

Note: Failure to evacuate could result in serious injury. Residents who fail to evacuate during an emergency are subject to disciplinary action.

If you need assistance or are unable to evacuate the building safely, take the following steps:

- Evacuate the building if you are able to do so safely with assistance of another person who is willing to help
- Seek a safe place, preferably a residential room, a room with an exterior window, or near a stairwell. If in a residential room, remain there. Do not use elevators during a fire alarm
- Call 911 and inform the dispatcher of your location and that you are unable to exit the building due to an impairment. If you are unable to access or use a telephone, attempt to have someone call 911 on your behalf and provide them with information
- Provide the dispatcher with your building, floor, and room number. Also, provide the dispatcher with your name, a call-back phone number, and any other information requested
- Remain near or on the telephone, as long as it is safe to do so
- Notify the dispatcher if the situation becomes hazardous in any way

Note: Only trained emergency personnel should physically move persons.

### Evacuation Assistance

Students who may need accommodation or assistance during a building evacuation should contact Housing Occupancy Management Office at 512-232-2895. This information will remain confidential and will only be used for the purpose of emergency assistance during an evacuation.

## **Evacuation Route**

A map listing building exits is located on the inside of your room door. It is a violation to cover up the instruction and evacuation map with any item. Residence Life Staff will assist with directing occupants to the designated assembly points.

### ***Andrews Evacuation Areas***

- If exiting the south side of Andrews, proceed to the area near the Geography Building.
- If exiting the north side of Andrews, proceed to the side of the quad that is away from the fire.
- If exiting through Blanton entrance (east side), proceed across University Ave. to Burdine.

### ***Blanton Evacuation Areas***

- If exiting the west side of Blanton, proceed to the side of the quad that is away from the fire.
- If exiting the east side of Blanton, proceed across University Avenue to Burdine.

### ***Brackenridge/Roberts Evacuation Areas***

- If exiting on the north side of Brackenridge/Roberts, proceed across 21st Street to Moore-Hill.
- If exiting on the south side of Brackenridge/Roberts, proceed to the Prather side of the courtyard.

### ***Carothers Evacuation Areas***

- If exiting the west side of Carothers, proceed across Whitis to the Communications Building.
- If exiting the east side of Carothers, proceed to the side of the quad that is away from the fire.
- If exiting through the 1st floor of Andrews, exit south and proceed to the area near the Geography Building.

### ***Creekside Evacuation Areas***

- If exiting on the west side of Creekside, proceed across the bridge to the volleyball court area.
- If exiting on the east side of Creekside, proceed to the parking lot (garage) area.

### ***Duren Evacuation Areas***

- If exiting the North side of Duren proceed across 27th street to the front lawn of Scottish Rite Dormitory.
- If exiting the courtyard area, proceed either north or east through the emergency gates. If existing through the north gate, proceed across 27th street to the front lawn of Scottish Rite Dormitory. Do not cross Guadalupe Street. If existing through the east gate, proceed across Whitis Avenue to sidewalk in front of the church parking lot and the sidewalk in front of Kinsolving.
- If exiting through the main lobby entrance, proceed across Whitis Avenue to sidewalk in front of the church parking lot and the sidewalk in front of Kinsolving.
- If existing the south (alley) exit, proceed east across Whitis Avenue to the sidewalk in front of the church parking and the sidewalk in front of Kinsolving hall.

### ***Jester East & Jester West Evacuation Areas***

- If exiting on the west side of Jester, proceed across Speedway to the lawn by the George Sanchez Education Building (SZB).
- If exiting on the south side of Jester, proceed across Jester Circle Drive and go to Clark Field.

- If exiting the east side of Jester, proceed across Jester Circle Drive and go to the courtyard by Prather.
- If exiting the north side of Jester, proceed across 21st Street to the area in front of Gregory Gym.

### ***Kinsolving Evacuation Areas***

- If exiting the south side of Kinsolving, proceed across Dean Keeton to Littlefield.
- If exiting the north side of Kinsolving, proceed to the church parking lot area.
- If exiting the east side of Kinsolving, proceed across University Avenue to the area in front of the Student Services Building.
- If exiting the west side of Kinsolving, proceed across Whitis to the parking lot.

### ***Littlefield Evacuation Area***

- If exiting the north side of Littlefield, proceed across Dean Keeton to Kinsolving.
- If exiting the south side of Littlefield, proceed to the side of the quad that is away from the fire.

### ***Moore-Hill Evacuation Areas***

- If exiting on the south side of Moore-Hill, proceed across 21st Street to Brackenridge/Roberts.
- If exiting on the north or west side of Moore-Hill, follow pathway between pool area and building around to 21st street. Proceed across 21st street to the San Jacinto Plaza.
- If exiting on the east side of Moore-Hill, follow pathway to 21st street. Proceed across 21st street to the San Jacinto Plaza.

### ***Prather Evacuation Areas***

- If exiting on the north side of Prather, proceed to the Brackenridge/ Roberts side of the courtyard.
- If exiting on the west side of Prather, proceed across Jester Circle Drive to the parking lot/garage area.

### ***San Jacinto Hall Evacuation Areas***

ADA rooms in San Jacinto Hall are considered safe refuge areas for students who may need assistance during an emergency evacuation. Students should contact the San Jacinto Desk to request assistance during emergency evacuations. Only students who have made arrangements may use the room as a refuge during an alarm.

- If exiting on the north side of San Jacinto, proceed across 21st Street to the area in front of Moore-Hill.
- If exiting on the west side of San Jacinto (main entrance), proceed across the plaza to the Brackenridge-Roberts courtyard.
- If exiting on the west side of San Jacinto (south tower), proceed across Jester Circle drive to the grassy areas south of Jester.
- If exiting on the east side of San Jacinto, proceed south along the creek to the grassy area of Clark Field.
- If exiting on the south side of San Jacinto, proceed to the grassy area of Clark Field.

### ***Whitis Court Evacuation Area***

- Exit the building and proceed through the courtyard or alley toward Whitis Avenue.
- Proceed across Whitis Avenue to sidewalk in front of Kinsolving.

## Campus Evacuation

If there is a need to evacuate the campus, students will be alerted through the campus siren system or the fire alarm system or through the building intercom system. For additional evacuation procedures see Building Evacuation.

### Evacuation Route

It is the responsibility of each person to know their building emergency evacuation routes and emergency procedures.

#### *North Zone Residence Hall Evacuation Areas: Kinsolving, Duren, Littlefield, Andrews, Blanton, Carothers, Whitis Court*

- All North Zone Residence Halls will gather in the back parking lot of Scottish Rite Dormitory, 210 West 27th Street.

#### *South Zone Residence Hall Evacuation Areas: Jester East, Jester West, Brackenridge, Roberts, Prather, San Jacinto, Moore-Hill*

- All South Zone Residence Halls will gather at the State Parking Lot located across the street from the Brazos Garage.

#### *Creekside Zone Residence Hall Evacuation Areas*

- All Creekside occupants will go to East Park heading North across Dean Keeton St.

## Naloxone

In an effort to be proactive and prevent a drug overdose from being fatal, and in compliance with Texas Senate Bill 1462, (S.B. No. 1462) naloxone will be available at the Pharmacy in the University Health Center on campus in the Student Services Building (SSB) during normal business hours and at front desk locations in the residence halls. Residence Life Staff who manage emergencies in the residence halls (or serve as first responders) will be allowed to access and administer naloxone to students or guests who are experiencing a medical emergency that is thought to be a result of a drug overdose. The medication will be administered through a nasal spray, and is non-reactive if given to a person who is not suffering from a drug overdose.

Residence hall front desk locations where naloxone will be available 24/7 are: Jester East and West, San Jacinto, Moore-Hill, and Prather on the Southside of campus. On the Northside of campus: Carothers, Kinsolving, and Duren.

**Source:** Texas S.B. No. 1462:

<http://www.legis.state.tx.us/tlodocs/84R/billtext/pdf/SB01462F.pdf#navpanes=0>

## Shelter in Place

### Non-Weather Emergencies/Security Alert

The campus siren system and residence hall intercom system will be used to notify students when a dangerous situation exists requiring students to go indoors and seek cover. Students should secure themselves in their room, stay down and away from windows. Students should limit cell phone usage so that cell phone towers are not overwhelmed and can be used for emergency communications. Students

should monitor the DHFS/ UT emergency websites and local news stations for information. Students should remain secure until all clear signal is given.

### **Weather Emergencies/Tornado**

**"Tornado Watch"** means conditions are right for a tornado to form. Residents should continue to monitor the weather for further developments and be prepared to take cover.

**"Tornado Warning"** means that a tornado has been spotted that poses a threat to the University community. Residents should take immediate action to take cover.

If a Tornado Warning is issued the campus community will be warned with siren sounds, indicating that everyone should take shelter. The siren warnings will continue sounding until the threat of dangerous weather has passed. The residence hall intercom system will be used to notify students when a dangerous situation exists requiring students to go indoors and seek cover.

Residence hall students should do the following:

- Exit their rooms and close the doors.
- Take cover in an interior corridor, away from windows.
- Evacuate large lounge areas and large rooms with unsupported spans. (no supports)
- Cover their heads to protect against flying debris if a tornado hits.
- Remain quiet and listen for further instructions from staff.
- Residents should remain on their assigned floors until the "all clear" signal is issued.

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