

2019 - 2020 RESIDENCE HALL MANUAL

Aug. 29, 2019

The University of Texas at Austin
Housing and Dining
Division of Student Affairs

RESIDENCE HALL MANUAL

Welcome to residential community life at the University of Texas at Austin! You are now part of a living and learning community experience that we hope will become an important component of your education at UT Austin. The goal of university residential community life, amongst other things, is to provide students with opportunities to cultivate relationships, promote individual learning, and increase social and educational growth. We want all of our residents to have a great experience living on campus. Towards that end, the University created this Residence Hall Manual to explain your rights and responsibilities as a residential community member.

The rules and regulations described in this Residence Hall Manual are an integral and binding part of the *Residence Hall Contract Terms and Conditions* agreement you entered into in order to live in university-provided housing. As a UT Austin student and residential community member, you are required to abide by all of the University rules outlined in the General Information Catalog; this Residence Hall Manual; the Rules and Regulations of the Board of Regents of the University of Texas System; the Handbook of Operating Procedures; and all other University rules and regulations. While we hope it does not become necessary, the University may discipline students who fail to abide by this Residence Hall Manual, or any other university rule, as described in the University’s [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; we are excited to see how you will grow and evolve during your time as a university student!

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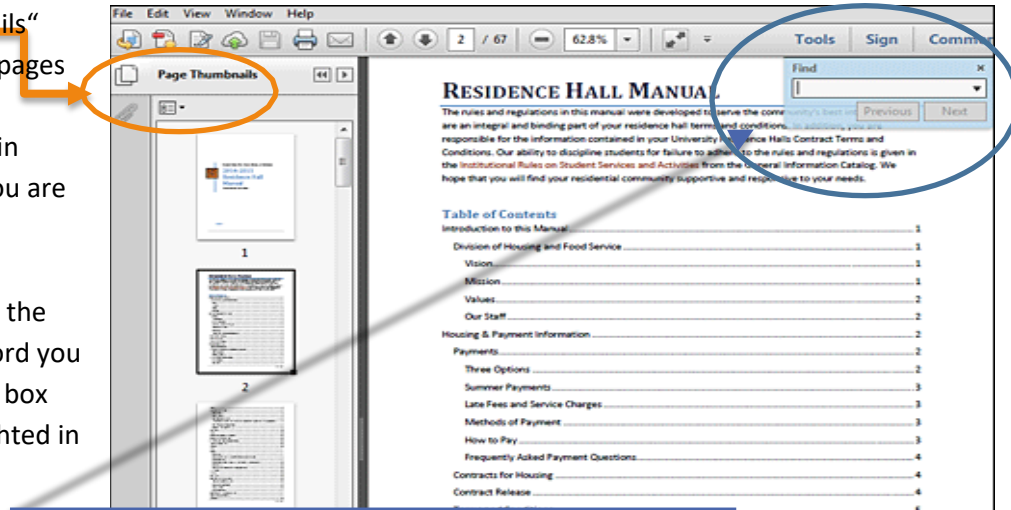
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INTRODUCTION TO THIS MANUAL AND UHD

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, there 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.



University Housing and Dining (UHD)

Vision

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

Mission

University Housing and Dining 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

Strategies That Educate and Engage our Residents (S.T.E.E.R.)

The UHD staff employs intentional educational strategies to promote continuous learning within our residence halls in every interaction, program, and process. By actively participating in residential life meetings, discussions, and events at UT Austin, a goal of S.T.E.E.R. is to provide each resident with tools to (1) foster self-management strategies, (2) engage in community, and (3) recognize individuals' cultural and other differences, and similarities.

Living Learning Communities (LLCs)

Living Learning Communities (LLCs) are residential communities that introduce and integrate academic and social learning through faculty/staff involvement and holistic education. LLCs at UT are designed to create a greater sense of community through increased opportunities for faculty and peer interaction around specific topics. Students in LLCs live together in the same area of a residence hall and share experiences that reinforce the theme of their LLCs. LLCs provide students and faculty with opportunities for connection outside the classroom and support networking across common interests. For more information on the current LLCs and where they are located, visit <http://housing.utexas.edu/future/living-learning-communities>.

Our Staff

University Housing and Dining has five units: Facilities, Residence Life, Dining, 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 halls.** For more information about our staff, visit <http://housing.utexas.edu/about-us/org-charts>.

Residence Hall Front Desks

Every campus residence hall is served by a 24-hour front desk. Between 8 a.m. and 11:59 p.m. residents can check out equipment, movies, and board games purchased by their Residence Hall Council. For all residence halls except Jester, which has the Mail Center located in the Jester Academic Center, packages can also be picked up during those times.

If Your Room Is In...	Your Front Desk Is Located At:
Andrews, Blanton, Carothers, or Littlefield (also known as Honors Quad)	Carothers Residence Hall (CRD) 2501 Whitis Ave. Austin, TX 78705 (512) 471-3646
Whitis Court (also known as Living Learning Halls) or Duren	Almetris Duren Residence Hall (ADH) 2624 Whitis Ave Austin, TX 78705 (512) 232-4233
Kinsolving	Kinsolving Residence Hall (KIN) 2605 Whitis Ave. Austin, TX 78705 (512) 471-1767
Jester East	Jester East Residence Hall (JSM) 201 East 21st Street Austin, TX 78705 (512) 471-1652

Jester West	Jester West Residence Hall (JSW) 201 E. 21st Street Austin, TX 78705 (512) 471-3944
Brackenridge, Roberts, or Prather	Prather Residence Hall (PHD) 305 E 21st Street Austin, TX 78705 (512) 471-3714
Moore-Hill or Creekside	Moore-Hill Residence Hall (MHD) 204 E 21st Street Austin, TX 78705 512-471-1462
San Jacinto	San Jacinto Residence Hall (SJH) 309 E 21st Street Austin, TX 78705 (512) 232-9050

HOUSING AND 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 six equal monthly installments (there is a \$25 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 email 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. University Housing and Dining 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:

University Housing and Dining, PO Box 7666, Austin, TX 78713.

Frequently Asked Payment Questions

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

University Housing and Dining
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 email to the UHD [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 UHD 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 UHD Occupancy Management Team at (512) 471-3136 or email 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

The 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

University Housing and Dining (UHD) offers a wide variety of dining options to our campus community. Every day, the staff at our dining venues prepares thousands of meals and provides quality service for students, faculty and staff at The University of Texas at Austin. Our team of trained chefs, experienced dining managers and registered dietitians work together to develop innovative and trendy menus that aim to meet the diverse lifestyle and dietary needs of our customers.

Dine In Dollars and Bevo Pay

Students who live in a university residence hall can use their UT ID card to access both Dine In Dollars and Bevo Pay to purchase meals on campus. Dine In Dollars are accepted in all UHD-operated locations. Bevo Pay funds can be used on and off campus at participating locations.

Hand your UT ID card to the cashier of each participating location to use your Dine In Dollars or Bevo Pay funds. 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 UHD website.

When using your UT ID in UHD dining locations, the ID card photo needs to match the individual who is receiving goods or services. If the photo does not match, 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

- Dine In Dollars are accepted in all UHD locations and you receive a five percent discount on food items.
- 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 Pay will be used.
- Dine In Dollars expire at the end of the academic year but will roll over from the fall to the spring semester.

Bevo Pay

- Bevo Pay can be used at participating merchants on or off campus and for vending in the residence halls.
- Receive a five percent discount on food items in all UHD dining locations.
- Add funds to your account at any time.
- Funds are refundable after graduation.
- Bevo Pay is included as a part of your meal plan.

Keep track of your Dine In Dollars and Bevo Pay funds through the [UHD website](#).

Dining Locations

UHD offers two unique types of on-campus dining: buffet-style and a la carte meal service.

Buffet Locations

Jester 2nd Floor (J2) and Kins Dining are the two buffet-style dining locations, where resident students can eat as many times a day as they choose during open hours. Buffet-style meals are served in J2 and Kins Dining, with each location featuring different daily entrée specials and an assortment of sides, soups, salads, fruits, vegetables and desserts. Pizza, pasta, burgers and other favorites are available daily. Breakfast is served all day, including Longhorn imprinted waffles!

A La Carte Locations

Our a la carte locations give students the chance to mix and match menu items by choosing what they want from individual dining stations within each venue. Dine In Dollars and Bevo Pay funds can be used in all a la carte locations. You receive a five percent discount on food items at the following locations:

Jester City Limits

Nine food stations to choose from for breakfast, lunch, dinner and late-night dining. Located on the first floor of Jester Center.

Jesta' Pizza

Enjoy made-to-order pizza, grab-and-go salads and drinks. Located on the first floor of Jester Center.

Bliss

Bubble tea, fresh squeezed fruit and vegetable juices and grab-and-go items, like dumplings and edamame, located on the first floor of Jester West.

Littlefield Patio Café

Bistro-style dining with sit down or grab-and-go options for breakfast and lunch. Enjoy a meal outside on the large, shaded patio. Located next to Littlefield Residence Hall.

Cypress Bend Café

A café and convenience store all in one! Made-to-order breakfast favorites, soups, salads, grilled sandwiches and burritos. Located in San Jacinto Hall.

Coffee Shops

Kins Coffee

Order Starbucks coffee, espresso drinks, Frappuccino and baked goods from our outdoor window or inside the Kinsolving Hall lobby.

Jester Java

Serving breakfast tacos, hot Starbucks coffee, espresso, cold beverages and baked goods, Jester Java is the ideal coffee spot for students living on the south side of campus. Located on the ground floor of Jester Center.

Convenience Stores

Kin's Market

Groceries, grab-and-go food items, hot pizza and school supplies to meet the demands of your busy schedule. Located in the Kinsolving lobby.

Jester City Market

Stock up on essentials or grab a bite to eat on the go. Located on the ground floor of Jester Center.

Dining Center Conduct

It is your responsibility to conduct yourself maturely at all times while in the dining venues. Your cooperation is fully appreciated by your fellow residents. Meals served in J2 and Kins Dining are buffet style; however, no food is permitted to be taken from the dining location. The only exception is with the use of an Eco2Go container, which incurs an additional fee that is deducted from your Dine in Dollars account. 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.

You are expected to help dining center staff by bussing your dishes, including disposing of waste in the correct waste bins and putting silverware in the containers provided. Please be considerate of other diners from 11 a.m. – 2 p.m. by leaving the dining room after finishing your meal, so there is room for others to sit.

Tables and chairs should not be rearranged and returned to their 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 expenses 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).

Dining Events

UHD works hard to ensure students have fun with their dining experience. That's why we host special dining events every semester. From a bountiful Friendsgiving feast in November to a pop-up chocolate fountain there is always something new to savor. For more information, connect with us on Facebook:

[UniversityHousingandDining](#), Twitter [@UTexasDining](#) and Instagram at [universityhousinganddining](#).

Nutrition and Wellness

Our award-winning Nutrition and Wellness team is here to help you have a healthy experience when you eat with UHD. Throughout our operations, we prioritize health in an effort to help you achieve a healthier lifestyle. This includes offering healthy food choices, providing accurate food labeling so that you can make more informed dining decisions and by providing educational opportunities to learn about nutrition and cooking. Learn more about our Nutrition and Wellness program [online](#).

Online Menus

Not sure what to eat on campus? View [dining hall menus](#) online. To access full ingredient listings and nutrition facts (calories, protein, sodium, etc.) for menu items, simply click on the "Nutrition" tab near each menu category, then select any menu item for detailed information about your favorite foods. Menu information can also be accessed in each dining location via nutrition information centers or via our [mobile friendly menu](#).

Food Identification Icons

UHD identifies eight major food allergens (milk, eggs, fish, shellfish, tree nuts, peanuts, soy and wheat) in all of our dining locations. In addition, foods avoided for religious or lifestyle preferences are also labeled. 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 for a quick guide to appropriate choices.

Food Allergies and Dining Accommodations

UHD is dedicated to providing support to students with food allergies, celiac disease and other medical dietary needs through education, staff training, and reasonable accommodations in an effort to create a safe and inclusive collegiate dining experience. It is important to note that students have responsibilities when it comes to managing their medical dietary needs. Therefore, it is recommended that all students with a food allergy, celiac disease or other medically restrictive diet notify the UHD registered dietitian for support and guidance to help students safely manage their diet while on campus. Students can contact the registered dietitian directly at dietitian@austin.utexas.edu or call 512-232-5636.

Dining Accommodations

Services for Students with Disabilities and UHD work together to ensure students with disabilities have an accessible living and dining experience while at the university. Students with food allergies, celiac disease and other medically diagnosed conditions may be eligible for dining accommodations.

Prior to applying for dining accommodations, students should review the available resources provided by UHD, as dietary self-management may be possible through utilization of existing dining options and resources. Students are encouraged to speak directly to the UHD registered dietitian prior to beginning the dining accommodations request process.

Request for Dining Accommodations Process:

1. Requests are initiated by indicating the need for dining accommodations on the Housing Application.
2. Students must then complete the *Request for Dining Accommodations Form* and have a medical health professional who is familiar with the disability complete supporting documentation (*Housing-Dining Verification Form*).
 - a. Requests will not be reviewed until all required forms are submitted to the Services for Students with Disabilities (SSD) office.
3. The SSD office will notify the student if they are eligible for disability-related dining accommodations in accordance with the Americans with Disabilities Act.
4. If SSD verifies the eligibility for disability-related dining accommodations, it is the responsibility of the student to contact the UHD registered dietitian prior to signing a housing contract to allow ample time for implementation of the accommodation.
5. The UHD registered dietitian will work one-on-one with the student to determine the specific dining accommodation. Accommodations can include, but are not limited to:
 - a. Information about ingredients and food preparation available through consultation with the UHD registered dietitian
 - b. Access to online menu and recipe information
 - c. Identification of food allergens in food served
 - d. Food free of allergen(s) available at each meal
 - e. A modified meal plan, which includes made-to-order meals at select UHD dining venues.

For more information and to access required forms, please visit:

- [Services for Students with Disabilities](#)

- **UHD Nutrition and Wellness**

Guidelines for Dining Accommodation Requests

- SSD and UHD review requests on a case-by-case basis and decisions are based upon documented need.
- Documentation of a disability does not guarantee that your request will be approved.
- Students should not request dining accommodations until they have been admitted to UT.
- Students must have an active housing contract or be on an active UHD meal plan in order for dining accommodations to be provided.
- Requests will not be reviewed until the student and appropriate professional have both submitted all requested information to the SSD office.
- For students requesting dining accommodations for the fall semester, the accommodation request form and supporting documentation must be received by June 1 to ensure accommodations are ready prior to moving in.
 - Requests made after this deadline are subject to the availability of the requested accommodation and may result in accommodations not being available until after moving in.
- Students need to re-apply each year for on-campus housing and should submit a new *Request for Dining Accommodations Form* with each new housing contract, so that staff are aware of the continued need for accommodations.
- Students may be asked to provide updated information (via the *Housing-Dining Verification Form*) if their condition is potentially changeable and/or previous documentation does not address the student's current condition and/or requested accommodation.

Food Allergy Support Team (FAST)

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 (FAST) at UHD 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) Line

Fresh And Simple Tastes (FAST) at Jester 2nd Floor Dining (J2) is free of the top eight allergens and gluten. Offerings include 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 UHD campus gardens and local Austin farms. The FAST line has a rotating menu, with a variety of options at lunch and dinner to offer students a safe and quality dining experience. Anyone is welcome to dine at the FAST line, no accommodations necessary!

Vegetarian and Vegan Dining

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. These can be found via [dining hall menus](#) online.

Religious Dietary Practices

Students with any religious dietary practices are encouraged to contact the registered dietitian to learn about available options to meet your dietary needs. Students can contact the registered dietitian directly at dietitian@austin.utexas.edu or 512-232-5636.

Sustainability Programs

UT Farm Stand

UT Farm Stand is UHD's flagship sustainability program and features two on-campus food gardens, a biweekly farmer's market-style event and a zero-waste initiative. UT Farm Stand's mission is to grow and source healthy, local foods and educate others about the journey from farm to table to waste. Through the student-run programs and events, UT Farm Stand provides the hands-on knowledge and tools needed to appreciate sustainable agriculture, local economies and waste diversion. All students are welcome to volunteer with any of UT Farm Stand's programs. Register to [volunteer](#).

The campus gardens were first built in 2013 for UHD chefs to grow fresh ingredients. Since then, there have been several tons of produce grown, harvested and delivered to UHD kitchens for service. In fall 2019, 12 garden towers were added to the Jester gardens. These towers use 90% less water and grow three times as fast as conventionally-grown produce.

UT Farm Stand Market is held twice a month outside Jester Residence Hall (21st and Speedway) and offers a wide variety of produce, bread and honey sourced from the campus gardens, nearby farms and vendors. Follow UT Farm Stand on social media for updates.

AI, The Albino Squirrel

You may be familiar with the elusive albino squirrel running around campus – that's AI. As legend goes, if you see AI on the day of an exam, you'll get a good grade. AI can be seen illustrated on table tents and on the walls of J2 and Kinsolving Dining, encouraging you to plate your food responsibly. That means you should eat as much food as you like, but only serve yourself what you'll eat.

Zero Waste Hero Program

UHD and Resource Recovery have partnered to offer a unique opportunity for students to learn more about waste sorting, building resumes and how to become more involved in the UT community. The Zero Waste Hero program is a free certification that requires a 1.5-hour workshop and 10 hours of volunteer service. Learn more about this program by searching "Zero Waste Hero" on [The Longhorn Center for Community Engagement](#).

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 Dining

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 AND 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 guests' behavior as outlined in the Guest Procedure. You are responsible for respecting the rights of your roommate. You also have the right 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 alcoholic beverages 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 may be viewed as evidence of consumption. Violations of this alcohol policy may subject individuals to the University's student conduct process.

Providing alcohol to individuals younger 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 UHD staff or a referral to the Office of the Dean of Students.

Drug 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 such conduct, if proven, would violate the University's Institutional Rules on Student Services and Activities. 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. Allegations of such conduct may be referred to the Office of the Dean of Students.

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 south side of campus, and Carothers, Kinsolving, and Duren on the north side of campus.

Source: Texas S.B. No. 1462:

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

Failure to Comply/Identify

Students are expected to comply with all reasonable requests and instructions of University officials and UHD 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 do so may be referred to the Office of the Dean of Students.

Guests

Only residents and their guests are permitted in the residence halls. Residents can host other students from different floors, other residence halls, or off campus as long as they are properly accompanied (*see the 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 their University ID. All guests staying past midnight must be registered at the 24-hour desk within the host resident's community (*see Overnight Guests*). The maximum occupancy of a room is two more than the number of residents assigned to a room.

Behavior of Guests

Host residents are responsible for their guests' 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 requirement that guests be accompanied protects 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 seven-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) (*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 resident 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.

Minor Overnight Guests

If a resident wants to host an overnight guest who is under the age of 18, parental/guardian consent

must be provided and approval from a Residence Hall Complex Coordinator must be granted.

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. – 11:30 p.m.

Friday – Saturday: 10:00 a.m. – 1:30 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 accompanying their guest at all times (*see Accompanying Guests*).

Guests who are men are not permitted to visit Littlefield residence hall common spaces or rooms at any time other than during designated guest hours.

Guests who are women and non-binary guests may be invited to be an overnight guest in Littlefield (*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 Guests*).
- The host resident must register family members at the residence hall desk (*see Overnight Guests*).
- Family members should supply their own bedding materials. Limited supplies of mattresses are available from the Kinsolving, Jester West, and San Jacinto Desks.
- The host resident is responsible for accompanying their family members in the building, to bathrooms, etc. (*see Accompanying Guests*).
- Keys and access cards will not be provided to family members.
- Family members of any gender may stay with the host resident during this time. Existing

procedures apply to guests who are not immediate family members.

- Patience is the key to accommodating and helping out our friends and neighbors.

Harassment

It is the policy of the University to provide an education and working environment for its students, faculty, and staff that is free from harassment. The University's policy on impermissible harassment is set out in [Section 13-204 of the Institutional Rules](#). Residence Life will refer allegations of harassment and other Institutional Rule violations to the Dean of Students, which will determine whether any further investigation and/or discipline should occur, as prescribed by the Institutional Rules.

Respectful Cohabitation

Students are expected to interact in a manner that is respectful of their community and does not disrupt academic or residential activity. Conduct that violates University policies and rules will be referred to the Office of the Dean of Students for review and handling under the Institutional Rules.

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 University Housing and Dining 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 instituted. 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 University Housing and Dining 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 manner.

Playing musical instruments is permitted within the living area, as long as it is not disturbing others. The guidelines for 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 and Sexual Harassment

It is the policy of the University to provide an educational and working environment for its students, faculty, and staff that is free from sex discrimination (including discrimination on the basis of sexual

orientation, gender identity or gender expression), sexual harassment, sexual assault, sexual misconduct, interpersonal violence (including domestic violence and dating violence), and stalking. In accordance with federal and state law, the University prohibits discrimination on the basis of sex (including gender) and prohibits sexual harassment, sexual assault, sexual misconduct, interpersonal violence, and stalking. Students who engage in such prohibited conduct will be subject to disciplinary action as provided in Appendix C (Chapter 11, Student Discipline and Conduct).

The [Handbook of Operating Procedures 3–3031](#) sets out the applicable policy and prohibited conduct. The University encourages affected individuals to promptly report incidents of sex and gender discrimination, sexual harassment, sexual assault, sexual misconduct, interpersonal violence, and stalking as provided in this policy. The University also encourages individuals who may have witnessed instances of prohibited conduct to report such information as outlined in this policy.

If You are Sexually Assaulted

You are not alone

There are people on campus and in the community who can provide valuable support.

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 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 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 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 popular/influential.
 - has the same gender identity as you.
 - you know and trust.
 - is related to you.
 - 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. Below are possible next steps to take after experiencing an assault:

Consider making an advocacy appointment

UT Austin offers three different advocacy options for students seeking information and support surrounding an assault:

1. **VAV Advocacy at CMHC** 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 fifth floor of the SSB during business hours (8 a.m.- 5 p.m., 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.

(512) 471-3515

24/7 Crisis Line (512) 471-2255

2. **Advocates** are a private resource providing support and accommodations to students who have been impacted by interpersonal violence. Advocates are full-time staff members who can offer emotional support, discuss reporting options, and explore campus and local resources. In addition, Advocates can also offer academic accommodations, emergency housing, financial assistance, and ongoing support through the formal reporting process. UT Austin currently has two campus Advocates – one located in Student Emergency Services in the SSB and the other located in the Title IX Office at UTA. Advocate are available during business hours (8am-5pm, M-F). Students seeking support from an Advocate do not need to disclose the details of their experience in order to access support.

(512) 471-5017

<https://deanofstudents.utexas.edu/emergency/advocacysupport.php>

3. **The Interpersonal Violence Peer Support Program** offers private, peer-to-peer support to students who have been impacted by interpersonal violence. Peer Supporters provide a safe space for students to talk, learn about their reporting options, as well as identify supportive resources on and off campus. All Peer Supporter appointments are held in the IVPS Office on the

ground floor of the SSB. Students seeking support with IVPS do not need to disclose the details of their experience in order to access support. Please check the website for office hours, as they may vary by semester.

(512) 471-6147

<https://deanofstudents.utexas.edu/emergency/advocacysupport.php>

Seek 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 (STIs) and pregnancy.

It is helpful to preserve evidence in case you wish to pursue a criminal, civil, or University investigation. The main way evidence is collected is through a Sexual Assault Forensic Exam (SAFE). SAFE is an option for survivors of **all genders**. These exams are available on campus at University Health Services (UHS) in the Student Services Building for students, and off campus at Eloise House, a program of the SAFE Alliance. A SAFE is available whether or not you file a report with law enforcement. The exam can only occur within the first 120 hours (five days) after a sexual assault if a police report is filed, and 96 hours without a police report. The non-report option preserves the evidence for two years, during which time a complainant can make the decision about whether to report the incident to law enforcement. The exam can include:

- medical care
- medicines to prevent infection and/or pregnancy
- talking about the assault
- checking for and photographing injuries
- swabbing the skin
- collecting clothing
- taking blood and urine samples

For more information about SAFE exams, please visit

https://healthyhorns.utexas.edu/hs_uhssexualassaultforensicexams.html.

Reporting Options

- Survivors have the right to report what happened to them under federal law.
- Survivors have the right to report to University offices, law enforcement, both, 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 at the time of the incident, you may report the incident to be investigated by the Student Conduct and Academic Integrity in the Office of the Dean of Students or in the Office for Inclusion and Equity if the accused was a current UT Austin employee.
- If the accused has no connection to the University, you may choose to report to UTPD by calling 911.
- You can report online (anonymously if you choose) at <https://titleix.utexas.edu/file-a-report>.

You can reach the Title IX Coordinators at:

Institutional Title IX Coordinator, University Compliance Services 1616
Guadalupe Street
2.507A University Administration Building
512- 232-3992
titleix@austin.utexas.edu

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 studentemergency@austin.utexas.edu
- Deputy Title IX Coordinator for Employees, Visitors and Contractors, Office for Inclusion and Equity 3.212 Student Services Building 512-471-1849 equity@utexas.edu

Confidentiality and Mandatory Reporting

Due to federal law, many UT employees, including Resident Assistants, Complex Coordinators, and Assistant Directors in University Housing and Dining, 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 required to report it to the Title IX Coordinator.

Confidential and private support options provide space for you to discuss your experience without filing an official report with the University. This is a good option if you do not know how to label your experience, do not know whether it falls under Title IX, or are only interested in emotional support or medical assistance without pursuing an investigation.

Confidential resources are privileged and confidential, as outlined by federal and state law:

- 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)

UT also offers private resources who are not confidential but are non-mandatory reporters of Title IX incidents. These services will not share any identifiable information with Title IX, the police, parents, or anyone else without permission first, except in cases where there is concern of imminent harm to yourself, someone else, or the campus community.

- Advocates at Student Emergency Services and the Title IX Office
- Interpersonal Violence Peer Support at Student Emergency Services

If you are not sure or not ready to report to the University, please consider speaking with a Counseling and Mental Health or University Health Services employee, an Advocate, or an Interpersonal Violence Peer Supporter to discuss your options in a private and confidential setting.

More University Resources

For the full University policy, please refer to the General Information Catalog: Appendices D.

For more information on the discipline process for sexual harassment, sexual discrimination, and sexual assault, please refer to the General Information Catalog: Appendix C, Chapter 11.

<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 website at www.cmhc.utexas.edu/vav. **Voices Against Violence is a program of the Counseling and Mental Health Center.**

Social Networking and Internet Use

University Housing and Dining 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

Using electronic media, such as the internet, email, or other electronic communications devices, to stalk 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 often send emails, postings, or text messages to taunt their targeted victims.

Residents who are suspected to have engaged in cyber-stalking will be referred to the Dean of Students, which will determine whether any further investigation and/or discipline should occur, as prescribed by the Institutional Rules.

Vandalism

Your active involvement in reducing damages within your community is encouraged as this damage may cause injury or 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.

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

Conduct Process

The Dean of Students has exclusive authority and responsibility for the administration of discipline related to student conduct that violates University rules and policies. Residence Life addresses any infractions of this manual, that are not also violations of University rules and policies.

More information on the disciplinary authority of the Dean of Students may be found in Chapter 11 of Appendix C 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. 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 prohibited conduct 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 facts present at the time of referral, the Complex Coordinator may (i) refer the allegation and any related facts to the Dean of Students, which will determine whether any further investigation and/or discipline should occur, as prescribed by the Institutional Rules; or (ii) adjudicate the matter through the residence hall conduct process as an infraction of this manual that is not otherwise a violation of the Institutional Rules.

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 email message that gives the date, time, and location of a disciplinary conference that will take place at least two 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 UHD Housing Conduct Board provides residence hall students a means to have disciplinary cases related to manual infractions 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 UHD employee discipline process. The Housing Conduct Board conducts itself as a formal conference process for UHD. 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. UHD 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, pursuant to the procedures set out in this manual.

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. After completing the investigation, the Housing Conduct Administrator will determine whether the greater weight of credible evidence supports a finding that the student committed the alleged violation of this manual 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, pursuant to the procedures set out in this manual.

Evidence

The Housing Conduct Board and Residence Hall Conduct Administrator use "the Greater Weight of Credible Evidence" in order to determine whether the student committed the alleged violation of this manual. "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.

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 measures 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 measures 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 email sent by the Complex Coordinator or 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 email as an MS Word document to the contact person identified in the Notice of Sanction email.

Poster assignment

1. Topic and completion date will be included in the Notice of Sanction email.
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 email 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 registration 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:

Reprimand	Verbal or written notice that resident was found in violation of policy/procedure
Conditional Probation	Status in effect until sanctions are completed
Residence Hall Probation	Status extends for set period of time and may involve loss of a privilege
Forced Room Change	Used in conjunction with Residence Hall Probation and involves relocating the resident to another living area
Fine/Restitution	Requires the 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
Bar	Bar on the student's record remains in effect until the student resolves the disciplinary matter

GENERAL COMMUNITY POLICIES AND 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 UHD to have another individual retrieve the items. Items will not be mailed. If items are not claimed within 30 days, UHD will dispose of these items

in accordance with University policy (*see Lost and Found*).

Student Advocacy in Residence Halls

Only registered student organizations can post fliers in the designated areas in University Residence Halls. Persons and organizations may not campaign in residence hall common areas 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 inside any residence hall or dining room. Residence Hall Councils may distribute information inside residence hall areas 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, signs on the bins indicating the name of the sponsoring organization (including the sponsoring building's RHC or URHA, if applicable) and identifying which charity benefits from the collection, and regular pick-up of the collection bins. The collection period is limited to a maximum of one week.

Email

Email is a mechanism for official University communication to students. The University will exercise the right to send email communications to all students, and the University will expect that email communications will be received and read in a timely manner. Every student must provide the University with their official email address using [the online Address Change form in UT Direct](#). The student's official email address is the destination to which the university will send official email communications.

It is the responsibility of every student to keep the university informed of changes in their email address. Consequently, email returned to the University with "User Unknown" is not an acceptable excuse for missed communication.

All admitted and enrolled students may claim an email address at no additional cost as provided by

Information Technology Services. See the UT mail website for information on obtaining an email address.

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

Filming in University Residence Halls

University Housing and Dining 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 University Housing and Dining 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 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 UHD staff member to be present during the entire shot. Cost per hour: \$40.
- 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. UHD 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. University Housing and Dining 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 UHD locations only, including vending machines) 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 of \$10.

For security purposes, obtaining a temporary ID card disables your university ID for door access, Dine In Dollars, and Bevo Pay. 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 email 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 a University ID is used in University Housing and Dining locations, the ID card photo should match the individual who is receiving goods or services. If the photo does not match, University Housing and Dining staff will confiscate the ID card and turn it in to the appropriate residence hall desk, where the ID card owner can retrieve it by showing valid 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. If items are not claimed within 30 days, UHD 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 residents:

[Your full name]
2610 Whitis Avenue
[LLA, LLB, LLC, LLD, LLE or LLF] [Your room number]
Austin, TX 78705-9009

Andrews residents:

[Your full name]
2401 Whitis Avenue # [Your room number]
Austin, TX 78705-9010

Blanton residents:

[Your full name]
2500 University Avenue # [Your room number]
Austin, TX 78705-9012

Brackenridge residents:

[Your full name]
303 East 21st Street # [Your room number]
Austin, TX 78705-9006

Carothers residents:

[Your full name]
2501 Whitis Avenue # [Your room number]
Austin, TX 78705-9011

Creekside residents:

[Your full name]
2500 San Jacinto Blvd. # [Your room number]
Austin, TX 78705-9002

Duren residents:

[Your full name]
2624 Whitis Avenue # [Your room number]
Austin, TX 78705

Jester residents:

[Your full name]

201 East 21st Street # [Your room number]
Austin, TX 78705-5965
(Jester residents should include an "M" for East or a "W" for West before the room number.)

Kinsolving residents:

[Your full name]
2605 Whitis Avenue # [Your room number]
Austin, TX 78705-9009

Littlefield residents:

[Your full name]
2503 Whitis Avenue # [Your room number]
Austin, TX 78705-9008

Moore-Hill residents:

[Your full name]
204 East 21st Street # [Your room number]
Austin, TX 78705-9005

San Jacinto residents:

[Your full name]
309 East 21st Street # [Your room number]
Austin, TX 78705

Prather residents:

[Your full name]
305 East 21st Street # [Your room number]
Austin, TX 78705-9004

Roberts residents:

[Your full name]
303 East 21st Street # [Your room number]
Austin, TX 78705-9004

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. Only packages that do not require a 21+ signature will be accepted by the mailrooms and desks. If you receive registered mail or a package, you will receive written notification from your residence hall staff by email, text, and/or a notice placed in your mailbox. Present your notification with your ID at your residence hall's mail center 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 your package is missing, 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 their 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 on the UT Direct Page at 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. University Housing and Dining is not responsible for special items such as flowers, cakes, and fruit

baskets delivered to desks by vendors. Concerns regarding 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 email, phone number, 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 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 and Resident Responsibility)

In the event of a suspected 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). University and Housing and Dining will not process any claims resulting from theft as that is the function of UTPD.

The University and UHD are not responsible for loss or damage 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 does 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 is 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 UHD does not assume any liability, UHD 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 UHD 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 UHD 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 UHD 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, UHD 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 UHD inspection the personal property is deemed a total loss and UHD pays you for the personal property, the property will not be returned to you; upon payment by UHD it becomes property of the University and UHD. 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 responsible resident(s), 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 five 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 in Chapter 13 of the Institutional Rules. 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.

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.

University Housing and Dining 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 UHD 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 and Life Safety*)
- When your welfare and/or that of the residence hall is at risk (*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

University Housing and Dining is committed to making residence hall living an enjoyable and growth-filled experience. All student residents who share a room or living quarters (roommates) must complete a Roommate Agreement within two weeks of moving into the space.

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 becomes difficult to resolve, 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.

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

Security

Card Swipe

For the safety and security of our residents, all residence hall buildings have access points that require a UT ID to be swiped. Only the residents of a building have swipe card access to private residence hall spaces, hallways, and rooms.

For additional security for our residents after hours, access points are limited between midnight and 8 a.m. We require all residents to be additionally verified by a UHD staff member at a front desk or checkpoint.

One Swipe, One Entry

As part of the UT Be Safe Campaign and in adherence with the University Housing & Dining Safety Review Task Force (August 2017), all residence hall entrances have "One Swipe, One Entry" signs that encourage each resident to NOT hold open doors for person(s) they cannot verify live in the building.

Lock Your Doors

To best ensure the safety and security of yourself and your belongings, UHD encourages all residents to lock their doors when they leave their room.

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 UHD 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, tossing balls, wrestling, rollerblading, and skateboarding (*see also Transportation Devices*). 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.

Transportation Devices

An electric vehicle, scooter or hoverboard for personal use may be stored and charged in a residence hall room, per the manufacturer instructions. However, storing or charging in common areas is prohibited. The device must be UL rated. Devices with wheels larger than eight inches must be approved through Services for Students with Disabilities.

Residents are not permitted to store or charge electric vehicles, scooters or hoverboards on behalf of another individual or a company (e.g., being a “charger” or “juicer” for a scooter company).

Electric vehicles, scooters and hoverboards may not be ridden inside the residence halls.

Street Signs and State and 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.

Surveys

University Housing and Dining must approve all research studies involving surveys of residence hall students. UHD will not send mass emails 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. University Housing and Dining 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, UHD 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 UHD 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

UHD spaces, including but not limited to lounges and common areas within the residence halls, outdoor patios, and courtyards and amphitheaters directly outside the residence halls, are part of the University’s limited public forum for the use of residents and invited guests. University Housing and Dining spaces 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 University Housing and Dining 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.

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 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 potential financial 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 women's or men's bathrooms and are for use by people who are cisgender or transgender, and people who are gender nonconforming.

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.

Gender Inclusive Bathrooms

There are gender inclusive bathrooms in some of our residence halls. You can see a list of gender inclusive

bathrooms on the UT campus and find the one closest to you with the InclusiveU app or on this website: <http://diversity.utexas.edu/genderandsexuality/gender-inclusive-restrooms/>.

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

Immediately report any suspected bedbugs to your Resident Assistant or your front desk. UHD 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, see 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

University Housing and Dining 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 and Cinemax)
- Comprehensive line-up
- 24/7 premium support

The entire channel lineup is available on the [University Housing and Dining 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 online or in a local store. Apogee offers a QAM tuner for \$100 and will deliver and install it. (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. 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.
- FAQ’s – Go to <http://help.mystream2.com>.

Information Channel

University Housing and Dining 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, dining menus, campus events, and other important information.

Computer Labs

Computer Lab Assignments

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 conduct in a quiet space. Priority is given to computing needs in support of 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, 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 Pay to print in the UHD 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 UHD 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 UHD.
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 others' privacy. Don't access their files and email, 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, or 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 email 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 website](#).

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 UHD 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.

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.

** Jester East and Jester West 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 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 you are 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

To reduce the environmental impact as well as help the university reach its goal of zero-waste (90 percent of waste diverted from the landfill), recycling bins are 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 to correctly sort non-recyclable waste from the recycling bins. Many residence halls also provide battery recycling bins for non-rechargeable batteries located by the front desks.

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

- Film plastic
- Pizza boxes
- Styrofoam

- Food and liquid waste
- Napkins

The following items ARE recyclable:

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

Refrigerator/MicroFridge

Only MicroFridge® units provided by UHD are permitted. MicroFridges® must remain on the floor at all times and be plugged directly into a wall outlet (not into a power strip).

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 1st 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 three 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. UHD 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](#).

residents can report losses to the East or West desks. Waller Creek residents can report losses to the Roberts, Moore-Hill, or San Jacinto Desk. Whitis Residence Halls residents can report losses to the Duren, Kinsolving, or Quad Desk. You may use your Bevo Pay funds 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 UHD'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 UHD showerheads and faucet aerators during Fire Life and Safety 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 UHD is removed, replaced or missing, the resident is given 48 hours to reinstall the UHD provided device. If the device is not reinstalled within 48 hours, UHD 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 policy are subject to disciplinary action.

Any malfunction of the air conditioning system should be reported immediately to your residence hall office. Adjustments in the air conditioning systems are made daily on Monday through Friday.

FIRE AND 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 and life 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 UHD (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 alarms, 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 alarms or fire sprinkler equipment, should be immediately reported to your 24-hour desk. University Housing and Dining 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 building 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 their 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 a fire extinguisher, direct its stream toward the base of the fire. To operate a fire extinguisher, remember the word "PASS":

- Pull the pin. Hold the extinguisher with the nozzle pointing away from you, and release the locking mechanism.
- Aim low. Point the extinguisher at the base of the fire.
- Squeeze the lever slowly and evenly.
- Sweep the nozzle from side to side.

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

Smoke Alarms

Smoke alarms are located in each resident's room. Do not cover or hang items from them. Smoke alarm malfunctions should be reported immediately. If your smoke alarm emits a short beep in a regularly timed pattern, your smoke alarm needs to be serviced. Submit a [Maintenance Request Form online](#) or report the problem to your 24-hour desk 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 they know 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, UHD 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 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 UHD website and take the Residence Hall Fire and Life 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), 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.

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 found to be in violation of 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 UHD website and take the Residence Hall Fire and Life 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 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.

VIOLATION (This list does not include damage costs, which will be additional)	PENALTY
Setting off a false alarm	Minimum of \$1,000
Discharging fireworks, explosives, weapons or other devices that could inflict harm, damage physical property, and/or result in disturbance	\$500
Obstruction of fire sprinkler system. 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
Hanging from or placing items on top of soffit (sprinkler pipe covering)	\$25
Tampering with fire safety and sprinkler equipment (including but not limited to tampering with smoke alarms, sprinkler system valves, fire extinguishers, fire hoses, alarm horns, fire doors, door closers, and exit- and safety-related signage, and activating sprinkler heads).	\$100 plus damage costs
Open flame 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
Failure to evacuate during a fire alarm	\$50
Possession of banned objects including prohibited appliances, candles, incense, electrical extensions, explosives, fireworks (including poppers), weapons, halogen lamps, neon lights, and other prohibited lighting (<i>see Lighting</i>). Toasters and toaster ovens, which are permitted for professional live-in staff, are prohibited for resident use.	\$50 per item
Smoking indoors or in other designated no-smoking areas	\$50
Obstructing a route of fire egress including trash, debris, and other physical barriers to egress from room, hallway, or stairwell	\$50
Covering evacuation diagram or excessive wall coverings (more than 20% of wall space)	Verbal warning for 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 UL-listed 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 UL-listed.

Banned Objects and Appliances

The following objects and appliances are banned under fire and life safety regulations as determined by the University Fire Marshal and the University Housing and Dining 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-listed
Extension cords without a built-in circuit breaker	Excessive amounts of paper on door or wall (larger than two 8" x 11" sheets)
Decorative lighting (<i>see Lighting</i>) <ul style="list-style-type: none"> • Black light bulbs • Glow lights • Halogen lamps • Holiday lights • Incandescent bulbs • Lanterns with bulbs • Neon lights • Paper lamp shades • Rope/string/strip lights (including LED) • Torchiere lamps 	Any appliances with open heating element/coils <ul style="list-style-type: none"> • Bread makers • Broilers • Camp stoves • Coffee/drink warmers • Convection ovens • Crock pots • Deep fryers • Egg cookers • Electric sandwich makers/presses • Electric skillets, griddles, or waffle makers

<p>Unauthorized furniture or appliances</p> <ul style="list-style-type: none"> • Lofted furniture not supplied by UHD • Homemade furniture • Microwaves or Refrigerators (other than those provided by UHD) • University furniture not assigned • Water-filled furniture 	<ul style="list-style-type: none"> • Electric woks • Induction cooking appliances • Hamburger cookers • Hot cutters • Hot oil popcorn poppers • Hot plates • Rice cookers • Soldering irons • Space heaters • Toasters / Toaster ovens* • Warmers (e.g. wax or potpourri)
<p>Plug-in air fresheners</p>	<p>Multi-USB plugs</p>
<p>Open flames</p> <ul style="list-style-type: none"> • Candles with or without burned wicks • Incense 	<p>Grills</p> <ul style="list-style-type: none"> • George foreman style grill • Propane, charcoal, wood-fired
<p>Toxic chemicals</p> <ul style="list-style-type: none"> • Flammable or combustible liquids, solids, gases • Hazardous materials 	<p>Explosives, fireworks, or weapons (<i>see License to Carry Handgun Policy for Residence Halls</i>)</p> <ul style="list-style-type: none"> • Ammunition • Facsimiles of weapons • Weapons

*toasters may be available for check-out for use in community kitchens

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*).

Door Propping

Doors should never be propped. Propping doors is a 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)-listed 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-listed with a built-in circuit breaker (note: these will usually have a red or green indicator light)
- Be constructed from heavy-duty materials, consisting of 12-, 14- or 16-gauge wire.
- Have a three-wire grounded plug.
- Be rated for a maximum of 15 amps and 1875 watts.
- Be 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 Procedures 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

For more information on the Texas license to carry a handgun, you can visit

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

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 this is good for the environment, the policy also helps to reduce our electricity bill. The switch to fluorescent bulbs was endorsed by the 2007 – 2008 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, University Housing and Dining 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 UHD emergency and UT websites will be updated with current information. Check back often for updates.

UHD Emergency Website

In the event of an emergency, information will be posted to the main UHD website:

<http://housing.utexas.edu/>

UT Emergency Website: 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's [Campus Siren System](#) page.

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

UHD will use email as a secondary means to communicate information to students. Please keep email addresses up to date.

Information Channel

The Information Channel (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.

UHD Emergency Text Service

Students may [subscribe](#) to receive formal UHD 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 your 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 Routes

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 first 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 and 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 the 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 Routes

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 Hall occupants 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 Hall occupants 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 Street.

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 rooms and 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 UHD/ UT emergency websites and local news stations for information. Students should remain secure until the "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 that requires 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.
- Remain on their assigned floors until the "all clear" signal is issued.