



**UMHB**  
**Guide to Campus Housing**  
Office of Residence Life

Academic Year 2023 - 2024

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# Welcome

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

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

## Purpose

The university informs students of its rules, policies, and guidelines through this Guide to Campus Housing, its student handbook, its academic course catalog and other sources.

This Guide to Campus Housing, the Student Handbook and the academic course catalog are available online and may be accessed from any computer with access to the university's website. It is the responsibility of the student to obtain, read, and comprehend the purpose, policies, and procedures of Guide to Campus Housing, the Student Handbook and the academic course catalog.

The specific policies outlined are not presented as an exhaustive list of behavior concerns, and each one should be interpreted broadly in the context of the highest Christian standards of honesty, ethics, and morality. Students enrolling in the university agree to conduct themselves in a manner consistent with UMHB's identity as a Christian educational institution that identifies with the Baptist General Convention of Texas, both on and off campus.

The university reserves the right at any time to create additional policies, or modify existing ones. Changes will be communicated with students through email, the UMHB website, or both.

The term **campus** shall mean UMHB owned, leased, or controlled buildings, land, parking lots, and walkways.

In the entirety of this handbook, the terms **university** or **UMHB** shall mean University of Mary Hardin-Baylor.

Events or circumstances outside the University's control may require the University to make changes in its housing, classes, labs, clinical rotations, or other aspects of its education programs. Examples of such events or circumstances, sometimes referred to as a "force majeure," include fires, earthquakes, floods, windstorms, or other severe weather or "acts of God;" war, riots, or civil unrest; governmental orders, directives, or recommendations related to health or safety; or any similar situation beyond the University's control.

If such events occur, the University may be required to relocate its programs, shift classes to an online format, or, in an extreme case, discontinue part of its education program. If a student is required to isolate or quarantine, the student may be required to move to online instruction even if the class continues with in-seat instruction.

The University charges the same tuition and fee rate structure for face-to-face and online classes. If a class moves to an online format, in most cases students will be required to continue the class online or make a timely withdrawal under the University's normal withdrawal policies. Some courses cannot be conducted in a wholly online format. For example, most labs and clinical rotations cannot be completed online. Such classes are subject to cancellation by the University if necessary; cancellation by a hospital or other clinical or laboratory affiliate; or to extended time frames if courses must be continued or Incompletes awarded until instruction can resume. The University cannot guarantee that students will complete coursework or graduate on any particular schedule.

If a class can neither continue in-seat nor be moved online, students will be allowed to withdraw from the course without any academic penalty and receive a full refund. Otherwise, all withdrawals and refunds will be handled according to the University's normal policies included in its course Catalogs, found here:

<https://go.umhb.edu/resources/registrar/catalog#1845>

<https://www.umhb.edu>

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

## **Notice of Nondiscriminatory Policy as to Students**

The University of Mary Hardin-Baylor (UMHB) admits qualified students of any race, color, sex, national, or ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at the school. It does not unlawfully discriminate on the basis of race, color, sex, religion, age, nationality, and ethnic origin in the administration of its educational policies, admissions policies, scholarship and loan programs, and athletic and other school-administered programs. Furthermore, UMHB does not unlawfully discriminate on the basis of handicap in the recruitment and admission of students and the operation of any of its programs and activities, as specified by federal laws and regulations.

UMHB is authorized under federal law to enroll non-immigrant alien students. The university is a private institution and reserves the right to deny admission to an applicant for any lawful reason.

The University is required not to discriminate unlawfully on the basis of sex by Title IX of the Education Amendments Act of 1972 and its implementing regulations at 34 C.F.R. Part 106 This requirement extends to admissions. However, the University exercises its rights under Title IX to make undergraduate admission decisions on the basis of sex and to apply its religious tenets even if in conflict with provisions of Title IX.

The University has grievance procedures to provide students, employees, or applicants an opportunity to file a complaint of illegal discrimination of any kind. In order to file a grievance, contact the appropriate person below or see the grievance procedures published online.

A student or applicant with a question about the university's non-discrimination policies or who claims to have experienced unlawful discrimination in connection with any university program or activity should contact the designated coordinator for university compliance with nondiscrimination policies:

Susan Owens, Title IX Coordinator and non-discrimination compliance officer, Sanderford Administrative Complex, 900 College Street, Belton, Texas 76513, 254-295-4527, [susan.owens@umhb.edu](mailto:susan.owens@umhb.edu).

## Residence Life Staff

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

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

## Living Area Organization

The offices of Residence Life and Student Life collaboratively strive to promote the mission of University of Mary Hardin-Baylor by providing an on-campus living environment that is conducive to scholarship and personal growth and development.

The Director of Residence Life is responsible for all aspects of the on-campus living experience, which includes oversight of the areas of Residence Life and Housing Services.

## Resident Director

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

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

## Resident Assistant

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



# Statements

## **Mutual Respect**

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

## **Fines**

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

## **Annual Fire and Security Report (Clery Report)**

In compliance with federal reporting requirements contained in the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act, the University of Mary Hardin-Baylor Police Department publishes an Annual Security and Fire Safety Report. This report includes statistics for the previous three years concerning reported crimes and fires that occurred on-campus in certain off-campus buildings or property owned or controlled by UMHB and on public property within, or immediately adjacent to and accessible from the campus. This report also includes UMHB's policies concerning campus security and fire safety.

A copy of the University of Mary Hardin-Baylor Annual Campus Fire and Safety Report is available for your review. A printed copy of this report can be obtained by contacting the University of Mary Hardin-Baylor's Campus Police Department at (254) 295-5555 or at <https://www.umhb.edu/resources/police/policies-reports#1845>.

Each year, an e-mail notification that provides the web site containing this report is sent to the UMHB email address of all current students, faculty and staff. Additionally, all prospective students and prospective employees are entitled to request a copy of the University of Mary Hardin-Baylor Annual Campus Security and Fire Report. Printed copies of the report may also be obtained at the University Police Department located in suite 107 of the Mabee Student Success Center, by calling (254) 295-5555, by emailing [police@umhb.edu](mailto:police@umhb.edu) or by writing to:

UMHB Police Department  
UMHB Box 8350  
900 College  
Belton, Texas 76513

## **Daily Crime and Fire Log**

The University Police Department maintains a combined Daily Crime and Fire Log. This log provides limited information pertaining to all crime and fire incidents reported to the Department. The University Police publishes the Daily Crime and Fire Log, Monday – Friday, when the University is opened. This log is available for inspection at the UMHB Police Department located at 905 Moore Ave, Belton Texas.

## **Alcohol and Other Dangerous Drugs Biennial Report.**

The university also publishes an Alcohol and Other Dangerous Drugs Biennial Report. The purpose of this report is to comply with the Drug-Free Schools and Campuses Regulation (EDGAR Part 86). Institutions of Higher Education (IHE) receiving federal funds or financial assistance are required to maintain programs which prevent the unlawful possession, use, or distribution of illicit drugs and alcohol by students and employees. To comply with this regulation, IHE, such as the University of Mary Hardin-Baylor, are required to complete biennial reviews of their Alcohol and Other Drug (AOD) program to determine effectiveness and consistency of enforcement of sanctions, along with the number of alcohol and drug violations.

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

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

1. [UMHB Student Handbook](#)
2. [UMHB Annual Campus Fire and Safety Report \(Clery Report\)](#)

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

## **Sexual Assault or Sexual Violence**

The University strives to create a campus environment that is free from sexual violence, sexual assault, sexual harassment, or gender-based harassment, all of which are prohibited by university policy and by federal law. Detailed information about reporting crimes, sex offenses, or violations of the university's policies can be found in the Student Handbook at <https://www.umhb.edu/students/student-handbook>, the university's Title IX webpage at <http://www.umhb.edu/titleix> and UMHB's Annual Campus Crime and Fire Safety Report at <https://www.umhb.edu/resources/police/policies-reports#1845>. In accordance with state law, the university has an anonymous reporting portal on its homepage at <https://www.umhb.edu/>.

# Community Standards and Procedures

## **Member of UMHB's Residential Community**

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

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

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

The resident has the responsibility to:

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

## **Conduct**

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

## **Prohibited Activities and Items**

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

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

## Prohibited Activities

- Fighting, Smoking, Vaping (E-Cigarettes), Profanity - please refer to [Student Handbook](#)
- Athletic activities in apartments, houses, parking lots, and residence halls
  - Including, but not limited to: wrestling or “roughhousing”, running, throwing/bouncing/kicking of objects, the use of golf clubs, and the use of dart boards.
- Ceiling alterations
  - Including, but not limited to: mounting ceiling fans, mounting light fixtures, and the removal of ceiling tiles. Any object hung from the ceiling that requires removal of ceiling tiles is prohibited. An example would be hanging hammocks from the ceiling. Placing objects in the ceiling is also prohibited and can result in disciplinary action.
- Climbing
  - On or over apartment fences, out of apartment or residence hall windows, onto the roofs of the buildings, and over second floor railings in the apartments or in-residence halls.
- Construction in rooms
  - Including, but not limited to: construction of shelves, lofts, and elevating furniture on blocks or on other pieces of furniture. There is an approved method of elevating beds using risers, and loft kits are available for lease through an approved company. To learn more about leasing a bed loft; [Dorm Bed Loft, Inc.](#) Consult the RD for questions on the correct type of bed risers to use.
- Fire
  - Lighting a fire on any material or surface in a residential space is prohibited. This includes the use or possession of fireworks. *Please see the Safety/Emergency section in this guide.*
- Hover Boards
  - Hover boards cannot be plugged into any outlet in a residential facility for the purpose of being charged. This includes all common areas in residential buildings (offices, lobbies, common rooms, media rooms, computer labs, study rooms, etc.)
  - Hover boards can be used on campus and can be kept in a resident student’s assigned space.
- Boards
  - should not be ridden inside any campus building.
  - If a staff member finds a board plugged into an outlet in a residential building, the board will be confiscated and taken to the Dean of Students. The student will have to meet with the Dean of Students or his designee in order to recover the board. Failure to follow this policy can result in a code of conduct violation.
- Throwing, dropping or hanging objects from windows
  - Screens should be locked at all times. Damages will be assessed for misuse or damage of screens. See the [Fine and Damages Table](#).
- **Prohibited Items**
- Drugs, synthetic drugs, and drug paraphernalia – refer to [Student Handbook](#)
  - Only prescription drugs, prescribed by a physician for use by that individual, should be in the possession of the resident. It is the responsibility of the resident to secure the prescribed medication.
  - **HOOKAHS** and water pipes are prohibited.
- Alcoholic beverages and containers – refer to [Student Handbook](#)
  - Residents are expected to comply with UMHB’s alcohol and drug policy.
  - Also prohibited are products or items that display liquor or drug logos, and alcohol or drug images. Examples are posters or t-shirt designs.
- Obscene Material – refer to [Student Handbook](#)
- Firearms, ammunition, and other weapons- refer to [Student Handbook](#)
- Possession of stolen property

- The possession of stolen property can result in criminal charges as well as university disciplinary action. Example would be items belonging to the university dining hall, such as silverware, cups and order numbers from local restaurants or other items used for business purposes.
- Traffic, street, highway signs, cones, flags, lights, barricades, and other equipment
- Possession of such equipment usually constitutes theft, which also violates state and local laws.
- Appliances & Furniture
  - Unacceptable cooking appliances are usually those items with any kind of open heating element. Some examples are hot plates, and toaster ovens. All appliances should be UL approved and UL recommends that all appliances have an automatic shut-off. Indoor grills, such as countertop electric grills, are prohibited in all residence halls but are allowed in Beall Hall, apartments and houses. Items such as coffee pots, irons, or any device that has a heating element must have an automatic shut off.
  - Portable space heaters.
  - Halogen lamps, oil lamps, or other fuel burning lamps.
  - Waterbeds
  - Bed lofts other than the approved loft kits through the Dorm Bed Loft company.
- Pets
  - All pets, other than fish, are prohibited. See Animals on Campus, pg. 14.
- Candles, Incense, & Candle Warmers
  - Candles are prohibited in any residential building, including electric candles. The only exception is for the temporary possession of “ceremonial” candles used for UMHB sponsored events. These candles must be removed immediately following the event for which they were intended.
  - Burning of incense is also prohibited.
  - Electric or battery-operated Candle warmers that are the type that sit on a surface are allowed but only the wax product sold for the warmer can be used.
  - Plug in style wax melt warmers are prohibited.
  - Room freshener wall plug ins are allowed as well as essential oil diffusers.
- Barbecue grills
  - Residents assigned to an apartment or residence hall space are not allowed to bring their own barbecue grills. Grills cannot be stored either inside or outside rooms or apartments because of the potential fire hazard. Stationary grills are provided in apartment complexes and the university will supply a grill for an event if requested. The RD must approve the request for the use of the grill from the Physical Plant Department.
  - Residents assigned to campus houses are allowed to have a grill with the following provisions:
    - Must be a charcoal grill only.
    - Must be kept a minimum of 10 feet from buildings.
    - Must have a portable fire extinguisher on hand during use.
- Combustible Solutions
  - Propane, gasoline, charcoal starter fluid, self-starting charcoal, paint thinner, solvents, lamp oil or camping fuel cannot be stored in a residential building, including storage areas within or on the outside of the building.
- Web Cameras
  - Web cameras are permitted, but residents must be aware that the inappropriate use of a web camera will result in removal of the device and disciplinary action. Inappropriate use includes, but is not limited to: invasion of privacy in regards to the roommate or guests; or broadcast of inappropriate images and material.

### **Replacing Lost, Damaged, or Stolen Items**

The university assumes no financial responsibility for the damage, loss or theft of student-owned property

and strongly recommends that all residents have comprehensive personal property insurance coverage.

### **Property Damage, Loss or Destruction**

If a resident damages UMHB property, damage charges will be assessed. See the [Fine and Damages Table](#). In addition to being charged for repairs, residents who intentionally cause damage to university property will face disciplinary sanctions and possible removal from campus housing.

### **Residential Decorating and Posting Policy**

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

- General Decorations:
  - Residents are allowed to hang a dry erase board or cork board no larger than 2'X2' in size next to the room door leading into a corridor. These boards are to be hung following the guidelines for each individual building on how to hang items.
  - Pictures, or any paper hung on these boards, are not to exceed the limits of the board. No paper/pictures, etc. can be hung on the wall surrounding the door and must be kept on the board itself.
  - Lights are not to be hung from windows, bed frames, around the ceilings of rooms, around doorways, or on balconies.
  - Residence hall lobbies or common rooms may be decorated with permission from the Resident Director.
    - Decorations should be fire retardant rated or sprayed with a flame-retardant product.
    - The primary escape path should be kept clear and unobstructed.
  - Open flames, i.e. candles or other flame or heat producing devices, are strictly prohibited.
- Blocking Emergency Exits:
  - Emergency egress, including doors, corridors, stairways, etc., must never be blocked or the pathway restricted.
  - Decorations may not be placed on the floors in exit corridors, including alcoves located in exit corridors.
  - UMHB observes a 10% rule in respect to number of bulletin boards in exit corridors. Bulletin boards exceeding the 10% rule must be fully enclosed.
  - Bulletin boards cannot be located on or within 3 feet of fire exit doors or directly opposite one another in corridors.
  - Combustibles (i.e. fliers, notices, etc.) are limited to authorized locations only (i.e. bulletin boards and notice holders). Such items may not be posted in other locations (i.e. walls, doors, etc.).
- Holiday Decorations:
  - Live trees are prohibited.
  - Strands of lights can be used to decorate personal Christmas trees, but must be FM or UL labeled electrical decorations. No more than three strands of lights should be strung together and the number of lights per strand should not exceed 100. Use either power strips or medium gauge, grounded extension cords.
  - Lights are not to be hung from windows, bed frames, around the ceilings of rooms, around doorways, or on balconies.
  - Christmas tree lights should be removed following the Christmas season and should not be in place any longer than a two-week time period. Follow the directions of your RD.
  - Decorations on the exit corridor side of hall/apartment doors must be:
    - Made with fire retardant materials or treated with a flame-retardant product.
    - Approved by the RD.
    - Kept in place for no longer than 2 weeks.

## **Residence Life Policy Violations: Fines and Other Sanctions**

Monetary fines are issued by the UMHB Residence Life staff, and the amount is based on the violation. Some violations will result in a referral to the Dean of Students for disciplinary action. For fine amounts, see the [Fine and Damages Table](#).

### **Procedure for Issuing a Fine**

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

### **Paying a Fine**

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

### **Overdue Fines**

All fines must be paid in full before the end of the semester. Outstanding fine amounts remaining at the end of a semester will be handled as follows:

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

If a resident is experiencing difficulty in paying a fine, arrangements may be made with the RD for payment terms.

### **Excessive Fines**

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

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

### **Disputing a Fine**

If a resident disagrees with a fine as issued, they must contact the RD in writing within 5 business days from the date the fine was issued.

### **Group Billings/Fines**

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

## **Inspections for Health, Safety, and Policy Enforcement**

Refer to [Student Handbook](#)

## **Removal of Students from Campus Housing**

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

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

- Failure to settle financial accounts in the Bursar's office.
- Violations of the Student Code of Conduct, including but not limited to student conduct which creates a risk of harm to other members of the university community
- Dismissal from the University for any cause

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

### **Offensive Odors**

An offensive odor is any odor or aroma of such intensity that it becomes apparent and is offensive to others. Any odor can become offensive when it is too strong. Some examples are: heavy use of perfume or air freshening spray, cooking odors, excessive body odor, large amounts of trash, or large amounts of dirty laundry. Staff members will address offensive odors when complaints are received. Residents identified as being responsible for the offensive odor will be asked to eliminate the cause of the odor.

### **Animals on Campus**

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

Other than fish or service or support animals approved in advance by the Student Disability Services office, no other type of animal is allowed in campus housing, including all mammals, birds, rodents, reptiles, or insects. Students must seek approval from the Student Disability Services office prior to bringing a service or support animal to campus.

If an unauthorized animal is found within campus housing, every attempt will be made to determine the identity of the owner and give notice to remove the animal immediately. If the identity of the owner cannot be determined or if there are repeated offenses by one individual, the RD can order the immediate removal of the animal. In some cases, the animal may be brought to the Residence Life Office until such time as it is claimed and removed by the owner or removed by Animal Control authorities. A \$150 fine may be assessed or disciplinary action may be taken. The Residence Life Office reserves the right to remove any pet at any time from campus housing without prior notice to the owner.

### **Trash**

Dumpsters are provided for the removal of trash outside some traditional halls and in apartment complexes. Burt, Gettys, Johnson, Lord, McLane, Remschel, and Stribling are traditional residence halls that do not provide dumpsters. These buildings do have an allocated large receptacle for trash disposal in the building as well as a scheduled time for housekeeping staff to remove the trash each week. Campus house residents



should place their trash on the curb on the evening before or day of scheduled pick up by the [City of Belton](#). The following guidelines should be followed by all residents in regards to proper disposal of trash.

Failure to follow these guidelines will result in a fine issued by the RD.

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

### **Advertising, Solicitation, and Posting**

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

### **Meetings**

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

### **Noise Policy**

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

### Courtesy Hours:

- The right to study and sleep supersedes the privilege to entertain oneself or others. A “24-Hour Courtesy” Policy upholds the University’s commitment to providing an environment where Students may experience academic success.

### Quiet Hours:

- 10:00 p.m. to 10:00 a.m. Daily
- Persons gathering in the lobbies must maintain reasonable volume and noise levels.
- Persons gathering outside an apartment building or in the parking lot areas should keep noise at a level which does not disturb residents in the apartments.

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

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

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

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

### **Room Care**

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

#### Facilities Check:

- Conducted once a month, typically by RA staff.
- No set list of cleaning expectations. If extreme conditions are found in the space that can affect the facility, introduce pests, or place an undue burden on roommates, resident(s) will be asked to take corrective steps as instructed by the RD.
- RA will look for damages, safety issues, and maintenance needs. RA will inspect inside closets, refrigerators, microwaves, and kitchen and bathroom cabinets as well as other areas within the space.
- The reporting of damage and maintenance needs is the responsibility of the resident. If damage results from failure to report a problem, the resident can be charged for the damage.
- **Room Check:**
- Conducted once a month, typically by RA staff.
- Basic cleaning expectations are listed below in the section titled “Room Check Guidelines”.
- The RD may conduct an inspection without prior notice to ensure that room care standards are being upheld.
- Food Items are allowed in rooms and apartments but must be stored appropriately. Food should not be stored on window sills. Raw meat is not allowed in the refrigerator units in residence hall rooms.
- The display of personal items must be kept within the confines of the room.
- Decorating is permitted and should follow specific guidelines. A complete list of instructions on how to hang items on walls and the type of materials which can be used is found in the check-in paperwork and also available by asking for a copy from the RD or RA. Damage caused by using inappropriate methods to hang items will result in a damage charge.

## Room Check Guidelines

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

### **Bathroom:**

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

### **Floors:**

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

### **Trash:**

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

### **Food:**

- Food is properly disposed of and contained.

### **Appliances:**

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

### **Kitchens:**

- Countertops are wiped off.
- Dishes are washed.

### **Violations and Fines:**

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

### **Yard/Outdoor Areas**

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

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

## **Window Screens**

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

## **Temperature Control**

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

## **Babysitting**

Residents are not permitted to perform babysitting services in residential buildings. Guests under the age of 18 years old are prohibited from being on a student's campus housing without special permission by the RD.

## **Visitors and Guests:**

### **Definitions:**

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

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

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

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

### **General Rules Applicable to Both Visitors and Guests:**

1. Visitors and guests are only allowed in campus housing
  - a. with the expressed consent of the resident, and
  - b. in accordance with all university policies and rules.
2. Residents are responsible for the behavior and conduct of any visitors or guests. Residents are to inform visitors and guests of policies and student code of conduct as outlined in this Guide and the Student Handbook.
3. Residents will be held responsible and will be subject to disciplinary action for any violation of policy by visitors or guests.
4. Visitors and guests are expected to comply with UMHB's alcohol and drug policy which also prohibits being on the campus while intoxicated or impaired by alcohol or drugs. Residents will be held responsible for anyone bringing alcohol or drugs into their room, apartment, or house, or for a visitor who reasonably appears to be intoxicated or impaired by alcohol or drugs.
5. Sexual misconduct is defined in the Student Handbook. All students, including students who reside in campus housing, and their visitors and guests must comply with this policy.
6. Cohabitation is not allowed in campus housing facilities. Residents may not allow or invite someone not

assigned to campus housing to occupy their assigned space. A resident who allows an unassigned person to occupy his/her space can be subject to disciplinary action which may also include removal of housing privileges.

7. A roommate should not be asked to vacate the room because of visitors or guests. Visitation and guest situations should be discussed between roommates so everyone has a clear understanding of preferences, expectations, and need for privacy.
8. RDs and RAs will monitor for policy compliance (including but not limited to policies regarding visitors and guests) and may need to enter a room, apartment, or house. If a staff member or RA needs entry, he/she will knock and announce themselves. Residents must open the door and allow the staff member or RA to enter. If the resident does not respond, the RD may initiate entry. Failure to respond to the request of a staff member to enter will constitute a violation of university policy. Residents and visitors are expected to be courteous to the RA and RD as they perform their duties.
9. The university reserves the right to immediately remove any visitor or guest from campus premises and/or to require that the visitor or guest shorten their visit, whether or not the typical length of visitation or overnight stays has been reached.

### Guest-Specific Policy

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

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

### Guidelines:

- All overnight guests **MUST BE REGISTERED** when staying at any time, including summer housing terms.
  - An overnight guest may not stay more than two consecutive nights and cannot stay more than two nights in any week. Guests may not stay more than 6 nights total per semester.
  - Overnight guests are not allowed to stay before the first day of class, finals week, or after the last class day of each semester.
- Guests under the age of 18 years old are not allowed to stay overnight with residents unless special permission is gained from the RD.

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

### Visitation

Visitation Dates and Hours:

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

### Visitation Policy:

- Each living area has visitation privileges for its residents that enable Students to interact with one another for academic or social purposes.
- Visitation privilege permits guests of the opposite sex in one's room or apartment during specified times.
- Visitation and guest privileges may be revoked at any time to any and all parts of a living area.

- Resident Directors reserve the right to terminate an open-night visitation in apartments or residence halls due to excessive, disruptive behavior, disrespect for others, or any other circumstance deemed a hindrance.
- Main lounges in residence halls and community rooms are open to give Students a common area in which to interact

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

- Traditional Undergraduate Freshman Living Areas:
  - During each semester (as defined in the Student Handbook), visitation dates and hours for Freshmen living areas are determined by the Residence Life staff.
  - Visitors of the opposite sex are permitted in Freshmen living areas only during visitation hours.
  - Rooms must be well lit; a minimum of one (1) permanent light fixture must be on while visitors are present.
  - Members of the opposite sex may not use hall bathrooms. Public bathrooms are located in the lobby or in an adjacent building.
  - Students entering and exiting bathrooms and public areas (i.e. hallways, lounges) in the hallway should dressed appropriately during open hall hours.
  - Visitors will be allowed to sit on the bed with consent of the resident. Laying on the bed is prohibited. Beall hall residents are not allowed to have visitors in their bedrooms.
  - Students are expected to conduct themselves in an appropriate manner during open halls.
- Upperclassmen Student Living Areas (Apartments)
  - Throughout each semester (as defined in the Student Handbook), Students who reside in apartments may entertain visitors of the opposite sex, providing all occupants of the respective living apartment agree that visitation is permissible.
  - Visitation hours of individual apartments may be modified by the respective residents, providing the hours do not exceed the times indicated above. It is the responsibility of residents to abide by and monitor modified hours.
  - Visitors of the opposite sex must remain in the living room/kitchen area at all times.
  - When visitors of the opposite sex are present, the view into the apartment must remain unobstructed.
  - Window blinds and coverings should remain open allowing a clear view into the apartment. Areas in which visitation is taking place must be well lit.

### Visitation Procedures for Traditional Undergraduate Freshman Living Areas

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

### Visitation Policy Violations for Halls, Apartments, and Houses

In cases of minor visitation violations (as defined by the Dean of Students), a behavioral warning may be issued by the RD or other actions may be taken based on the violation. Repeated and/or more serious violations of the visitation policy will result in disciplinary action.

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

# Housing Information

## **Housing Selection Process**

The Housing Selection Process is conducted each semester so that residents currently living on campus may select a desired space for the following semester. The selection process is conducted for fall and spring assignments only.

Summer reservations must be made separately and a summer housing application is available through the myHousing portal. Information about the process can be found by going to the [Housing Selection Process](#). Information is also distributed to residents prior to the process by building staff.

## **Campus House Assignments**

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

## **Consolidation**

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

## **Students Currently Living Off-Campus**

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

## **New Transfer Students**

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

## **Wait List**

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

## **Assignment E-Mail**

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



## Occupancy License

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

## **Room Changes**

### Resident Initiated Changes

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

The following are guidelines for a change:

### **Moving Within a Living Area**

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

### Residence Life Office Initiated Changes

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

## **Room Charges**

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

### Freshman Living Areas/Traditional Residence Halls

A resident may not occupy his/her assigned space until the official opening date for campus housing. The

period of occupancy includes traditional school holidays, during which the school dining hall is open. Long holidays, such as Thanksgiving, Christmas, and spring break, are excluded from the occupancy contract. The dining hall is closed during such periods. The university reserves the right to use residence hall facilities during periods of non-student occupancy for conferences or conventions.

### Upper Classmen Living Areas/Apartments and Campus Houses

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

### Buy-Out Policy for Residence Halls

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

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

### Buy-Out Policy for Apartments and Campus Houses

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

Buy-outs for campus houses is not permitted.

### **Cancellations, Withdrawals and Refunds**

All cancellations must be made in writing directly to the Residence Life Office. Refund of rent will not be given if a resident cancel, withdraws, or vacates for any reason after the first day of class of either semester. Students who have submitted a housing application or participated in the housing selection process and have signed an occupancy license, will be held financially liable for the payment of rents owed as outlined in the occupancy license. Students enrolled and living off campus must meet criteria for living off campus or have permission to do so (see Residence Living Exceptions in the [Student Handbook](#)).

### Room Deposit Refunds for New Applicants

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

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

### Room Deposit Refunds for Returning Residents

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

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

### Meal Plan Refunds

Meal Plan refunds are determined by the Bursar's Office. Refunds are made by check only and are made within

approximately 45 days from the date of the official withdrawal.

### Blocked Rooms

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

### **Check-In and Check-Out**

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

### Room Condition Report (RCR)

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

### Check-Out Procedures

Anyone who fails to follow the proper procedures for check-out will have a financial obligation. Costs for improper check-in or check-out starts at \$100 and will increase depending on the circumstances and condition of the unit. The applicable amounts can be found in the [Fine and Damages Table](#). The RD will review the circumstances and, working with the Residence Life Office, assess any costs and fines. Those amounts will be deducted from the initial housing deposit or paid outright to the RD or Bursars Office. If the

cost exceeds the amount available through the housing deposit, a hold will be placed on the resident's record. Anyone with a hold cannot receive a transcript or register for classes at UMHB until the hold is cleared.

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

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

### Fall Check-Out

Residents returning for the next semester who are making a change in housing should refer to the following: Making Moves from one location to another:

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

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

### **Abandoned Property Policy**

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

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

## **Appliances and Furniture**

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

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

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

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

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

# Safety/Emergencies

## **UMHB Police Department**

The University of Mary Hardin-Baylor Police Department operates under the authority given to private universities in section 51.212 of the Texas Education Code and section 2.12 of the Texas Code of Criminal Procedures. The University of Mary Hardin-Baylor Police Department functions as an organized police department within the State of Texas.

As part of the Campus Planning and Support Services Division, the department employs both full-time and part-time police officers. Each UMHB police officer is licensed and certified by the Texas Commission on Law Enforcement. Each of our officers are vested with all rights, powers, and privileges associated with the position of Peace Officer in the State of Texas and have arrest authority. In addition, UMHB officers are authorized to take enforcement action at off-campus locations as well as on property owned or controlled by the university.

UMHB Officers work closely with their local, state, and federal counterparts and routinely share and receive information from these sources.

The UMHB Police Department is located on the first floor of the Mabee Student Success Center at 905 Moore in Belton, Texas. UPD administrative offices are open Monday to Friday, 8:00 a.m. to 5:00 p.m., excluding approved university holidays.

[Learn more about the University Police Department](#)

## **Evacuations**

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

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

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

## **Severe Weather**

In the event of severe weather, the CruAlert system will provide information and instructions. This information may be sent using one or more of the following methods:

1. Text message to cell phone (automatically opted in)
2. Audio message to a cell phone or other telephone (including parents/guardians)
3. Email notification to UMHB email account
4. Outdoor mass notification system
5. Designated websites ([www.umhb.edu](http://www.umhb.edu))
6. Radio and TV alerts through local news media
7. Other emerging communications platforms (e.g., Twitter, Facebook, etc.)
8. The University's Website and the University Police Department's webpage are immediately accessible via computer by all employees, students, and guests.

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

### **Tornado Watch**

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

### **Tornado Warning**

- A tornado warning is issued when a tornado has been sighted nearby.
- When a tornado warning is issued, the university will activate the outdoor siren system.
- Move to the center of the lowest floor of the building. Avoid exterior walls, hallways, windows and doors. Listen to any instructions given.

### **Shelter in Place**

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

## **Weapons on Campus**

UMHB prohibits the possession of

1. any dangerous weapon as defined by [Chapter 46 of the Texas Penal Code](#) (either openly or in a concealed manner), or
2. facsimiles of dangerous weapons such as "hoax bombs", water guns or toy guns and knives, on campus and at all University-sponsored events and trips.
3. Prohibited weapons include (but are not limited to) Clubs, Explosive Weapons, Handguns, Firearms, "location-restricted" Knives with a blade over 5 1/2 inches, Chemical dispensing devices (*other than a small chemical dispenser such as pepper spray sold commercially for personal protection*), and Conducted Energy Device - CED or "tasers" (*other than a small CED which is sold commercially for*

*personal protection and does not resemble a firearm).*

Any personal protective device allowed on campus should not be displayed except when the need for self-defense can be reasonably anticipated.

If allowable personal protection devices or any object allowed on campus is displayed or otherwise misused by a person in a manner or circumstance that would reasonably be perceived as a threat, that conduct will be considered a violation of the university's rules of conduct and also may constitute a crime under state or federal law.

Student-owned sporting firearms or other weapons (including all BB and pellet guns) are the responsibility of the owner and must be stored at an appropriate off-campus location.

As a private religious university, UMHB policy, as allowed by state law, prohibits the possession of firearms, explosives, weapons, or any item that may be construed as such, in any building or property under university control. **This prohibition applies regardless of whether a state license to carry a firearm has been issued to the possessor.** There are some limited exceptions to this policy including, but not limited to certified and licensed law enforcement personnel who are authorized to carry a firearm. Anyone found violating the university's weapons policy shall be subject to the disciplinary policies and procedures applicable to students, as well as criminal prosecution.

University policy does not prohibit the storage or transportation of a firearm or ammunition in a locked, privately owned or leased motor vehicle by a person who is authorized to possess the firearm.

#### *Reporting a Crime or Emergency*

The University is part of the Bell County 911 system. When summoning emergency assistance, individuals should:

#### **First, call 911 directly:**

1. To summon an ambulance to the UMHB campus for medical emergencies
2. To summon the Fire Department for on-campus fires
3. To report a crime in progress

In addition to dispatching medical and fire personnel, 911 dispatchers should also notify university police department. **When calling 911:**

- First, provide the emergency dispatcher with your specific campus location (especially if you are calling from a cell phone).
- Second, as time and circumstances allow:
  - Call the University Police Department at (254) 295-5555 immediately after you disconnect from 911
  - Send a reliable person to watch for and guide emergency personnel to the scene.
- Third, as time and circumstances allow:
  - For MEDICAL EMERGENCIES: provide basic first responder care as needed (within the scope of your training) until emergency personnel arrive.
  - For FIRE: activate nearby alarms, evacuate the areas and assist others.
  - For CRIMES IN PROGRESS: evacuate or shelter in place, as appropriate to the situation.



## **For non-emergency situations on campus**

*Call the University Police Department directly at (254) 295-5555.*

In addition, reports of suspected criminal activity or past fires may be made to an individual identified as a Campus Security Authority.

### *“Never Walk Alone” Safety Escort*

The UMHB Police Department provides safety escorts for any member of the university community from the hours of dusk to dawn. Safety escorts during daylight hours may be provided when documented safety concerns exist. This service is limited to locations on campus.

### *Security Awareness and Crime Prevention Programs*

During orientation programs and at other events on campus, students are informed of services offered by the UMHB Police Department. In addition to seminars, information is also disseminated through crime prevention packets, security alert posters, displays, videos, articles in The Bells, and during residence hall meetings. [Additional information on Security Awareness Programs can be found here.](#)

### *Victims of Criminal Activity*

The university encourages all victims of criminal activity to report their victimization to the UMHB Police Department or another Campus Security Authority. [Information regarding reporting options and services is available here.](#)

### *Voluntary Confidential Reporting*

Unless there is a duty to report, a member of the UMHB Police Department or other Campus Security Authority may take a report and keep the victim's identity confidential. The purpose of a confidential report is to comply with a wish to keep the matter as confidential as possible, while taking steps to protect the future safety of the victim and others. With such information, the university can keep an accurate record of the number of incidents involving students, determine a pattern of crime with regard to a particular location, method, or assailant, and alert the campus community to any potential danger. Reports filed in this manner are counted and disclosed in the annual crime statistics for the university.

For information on how to report sexual harassment, sexual assault, dating violence, domestic violence or stalking, refer to the section in the Student Handbook – [“Policy Against Discrimination or Harassment”](#)

### *Emergency Preparedness and Alert Systems*

In the event of an emergency on campus, the university will, to the best of its ability, activate its Mass Notification System. This system uses a variety of methods to provide information to the UMHB community.

The following means of communication comprise the mass notification system:

- Two outdoor sirens
- Telephone notification
- Text notification
- Email notification
- Intranet/internet notification
- UMHB TV and Public Broadcast Stations.

[Additional information is available here.](#)

# It is the responsibility of each student to maintain updated and accurate contact information with the UMHB Registrar's Office

## Timely Warnings

When a situation arises either on or off campus that, in the judgment of the Chief of Police, constitutes an ongoing or continuing threat to the campus, a campus-wide warning may be issued.

Anyone with information warranting a timely warning should report the circumstances to the UMHB Police Department by phone at (254) 295-5555 or in person at the office located at 905 Moore Street in the Mabee Student Success Center.

## Fire Policies and Evacuation Procedures

### Reporting a Fire

If signs of a fire are observed, such as smoke, flame, or smell, immediately dial 911. If you observe signs of a past fire and you are not sure it has been reported contact the University Police Department by dialing 254-295-5555.

### Fire Alarm Evacuation Procedures

If you discover a fire or any signs of a fire in a UMHB building, parking lot, or on the grounds of the campus, you should immediately call 911. If time allows, also call the UMHB Police Department at (254) 295-5555.

If you observe smoke or other signs of fire in a building, exit immediately. As you approach the exit, you will find a red fire alarm pull station. Follow the directions on the pull station to activate the building's fire alarm system.

If you find evidence of a fire that has already been extinguished and you are not sure whether the police department has responded, please notify the police department so they have the opportunity to investigate and document the incident.

Upon activation of any fire alarm system, all building occupants are required to evacuate and follow staff directions to the nearest assembly point. When evacuating a building you should:

1. Use the nearest unaffected exit.
2. Use stairs and not the elevator.
3. Use your hand to test the door for heat prior to attempting to open any closed door.
4. Stay low to the ground and proceed to the nearest exit or shelter in place if you encounter smoke.
5. Close all doors during the evacuation to limit the spread of fire and/or smoke.
6. Once you are safely away from the building, call 911. If time allows, call the UMHB Police Department at (254) 295-5555.
7. If necessary, injured or handicapped residents may evacuate to "areas of safe refuge" in buildings that are
8. equipped with these spaces. The RD will know if such an area exists within the building.

All alarm activations are investigated and documented by the UMHB Police Department. In addition to the police department's response, the City of Belton Fire Department responds to alarm activations upon request.

When a fire alarm is activated, the elevators in most buildings will be recalled to the first floor and stop automatically. If caught in the elevator, push the emergency phone button. The emergency elevator phones typically ring to the UMHB Police Department.

Unless a drill has been announced, any fire alarm should be treated as an actual fire event. It is the responsibility of all occupants of university buildings to be familiar with building exits, and follow all instructions given during an evacuation.

### Fire Protection Equipment Systems

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

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

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

### Fire Drills

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

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

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

### Fire drill Guidelines

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

## Inspections for Fire Safety

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

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

Members of the Residence Life staff conduct checks every two weeks and will look for sources of open flames, candles, non-surge protected extension cords, halogen lamps, and portable cooking appliances. Except in the event of any emergency, entry into your room will be made only at reasonable times after the persons seeking entry knock and identify themselves. Staff members will also look for signs of smoking in the room, tampering with life safety equipment, and possession of pets. If a prohibited item is found, it will be removed or instructions will be given for removal. Students are required to comply with fire safety directives from university employees, which may include compliance with all applicable standards of the International Fire Code (IFC) and the local Authority Having Jurisdiction (AHJ). Individuals who are aware of fire safety or potential code violations should report the violation to their Residence Director.

## Fire Prevention

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

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

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

## Instructions for Individuals with Disabilities.

### **Before Emergency:**

- Meet with the RD and Campus Police to talk about needs and discuss any special emergency response accommodations.
- Identify UMHB employee(s) that would assist during an evacuation.
- Develop two escape plans. One assuming that help is available and one assuming it is not.
- Practice escape plan with RD and/or UMHB employee(s).
- Contact Blayne Alaniz, Director of Student Disability and Testing Service for any further assistance at
- (254) 295-4739 or [balaniz@umhb.edu](mailto:balaniz@umhb.edu).

### **During Emergency:**

- Locate previously identified UMHB employee(s) to help with evacuation.
- Call Campus Police (254) 295-5555.

### **Service and Support Animals:**

- During an evacuation, RD will make an attempt, if practicable, to locate and evacuate service or support animals if a resident is not available. However, the University will not be responsible for any service or support animal during an emergency or evacuation.

### **Keys/Card Access**

In living areas with key-locking doors, the Residence Live Staff will issue each resident a key to their assigned room or apartment. Residents are responsible for their own keys as well as any issued mail keys. Under no circumstances are keys to be duplicated or loaned to other individuals. Failure to return originally issued keys at check-out will result in a charge for the amount it costs to re-core the door and provide new keys (to ensure each resident's safety). Students are charged \$75 for housing keys lost and/or not returned at the time of check out.

### **Card Access**

In living areas with card-access locks, residents do not receive keys, as their CRU Cards will serve as their key and are subject to the key policy. There is a charge for a lost CRU Card. Students can purchase a replacement CRU Card from the CruCard Office, which is located on the first floor of the Mabee Student Success Center.

A resident may allow residents, or guests (same- sex only in residence halls) to enter the building with them until 12:00 a.m. After 12:00a.m., everyone entering the building in which they reside must use their own access card for entry. Residents are required to remove any head covering prior to entering the building and their guest(s) are required to do the same.

If a student CRU card is not working or the resident does not have their card with them, the resident can use their "Mobile ID" or contact the UMHB Police Department to open the door. Prior to midnight residents should contact a Residence Life staff member for assistance.

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

### **Alarms and University Surveillance Equipment**

Alarms and other security devices, such as cameras, are for the safety of the resident student. Any action taken by any individual to circumvent or disable these systems will be considered student misconduct and may also constitute a crime.

## **Propping and Locking of Doors, Windows, and Screens**

At no time should the outside doors of a residence hall be propped open. This practice could create risk for the residence hall at large, and can result in disciplinary action for the responsible student. Apartment doors should be locked at all times, whether the resident is in the apartment or not.

### **Screens**

Open screens, especially on the first floor of any hall, house, or apartment, can create a risk. Open screens are prohibited and a fine can be assessed. Except in an emergency situation, a resident should not use a window as means of gaining entry/exit into a space. If this occurs, the resident must immediately report gaining entry by this method to the Campus Police at 254-295-5555.

### **Windows**

In order to ensure proper operation of residence hall heating and cooling equipment (HVAC), windows must remain closed when HVAC units are in operation. Window screens must remain securely fastened at all times. A fine will be assessed for any screen that is open, removed, missing, and/or damaged regardless of whether or not the screen is later replaced. The use of windows as entrances or exits or as a means to pass objects is strictly prohibited except in emergency situations. Objects or window coverings should not be displayed in or from windows at any time. (e.g., flags, posters, written messages, aluminum foil, window paint, etc.).

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

## **Electrical Safety Guidelines**

Electrical. In the event of a blackout or power outage, Students are encouraged to unplug sensitive electronic equipment and other equipment that may present a hazard if left unattended (i.e. irons, toaster ovens, curling irons, and hot plates). Maintaining a flashlight with fresh batteries in an easily accessible location is advised. Residents must also adhere to the following:

- Surge protectors are recommended for sensitive electronic equipment and required when more than two (2) electrical devices are plugged into a single outlet;
- The use of extension cords is not permitted in Student living areas.
- Use UL electrical power strips with built-in circuit breakers if additional electrical outlets are needed.
- Use a medium or heavy gauge grounded extension cords only. Small gauge, inexpensive cords are prohibited.
- Do not overload power strips or outlets.
- Do not use multiple plug adapters as these are prohibited.
- Use a power strip with an over-current protector which will shut off power automatically if there is too much current being drawn.
- Be wary of electrical outlets that get too hot to touch. If it feels warm, unplug all appliances and enter a maintenance request immediately.
- Do not connect multiple power strips together.
- Do not route cords under doors, carpet, or ceiling tiles; this could cause them to overheat or ignite.
- Do not staple cords, this could damage the insulation and expose wire.
- Look for the UL (Underwriters Laboratories) label on electrical products that you use. This UL mark tells you that it meets UL rigorous safety requirements.
- Use light bulbs with correct wattage for lamps. If the wattage is not noted on the lamp, do not use a bulb with more than 60 watts.
- Do not use Halogen lights/lamps on campus as these are prohibited.

- Never plug more than one high-wattage appliance into a single outlet.
- Check all appliances for frayed or cracked cords and make sure to replace them.
- Report any power outage in your room, house, or apartment immediately to the RD or RA.

# Services

## Duty Hours for Staff

Staff members are on duty in the residence halls and apartment complexes on a regular basis. In all living areas, RAs are typically on duty 7 days a week from 7:00 p.m. until 12:00 a.m. except during holiday closures. During the summer in residence buildings that are occupied, RAs are typically on duty 7 days a week from 7:00 p.m to 10:00 p.m.

## Maintenance and Physical Plant

Repair and maintenance issues occurring in a resident's room, apartment, hallway, or bathroom should be immediately reported by submitting an electronic work order.

- Emergency issues (i.e. electrical problems, backed-up toilets, broken glass, etc.) should be immediately reported to a Residence Life Staff member.
- Maintenance personnel typically work within residential areas on weekdays from 9 am to 5 pm. Residents are expected to cooperate with maintenance personnel so repairs can be made as quickly as possible. Residence Life Staff members and maintenance personnel are permitted access to rooms and apartments in order to make repairs.
- Employees, agents, and contractors authorized by the university may enter residential spaces without prior notice for custodial or maintenance work, to handle emergencies, to check for health or fire hazards, or to ensure compliance with university rules and regulations. Residents are expected to cooperate so that repairs or inspections can be completed as quickly as possible.
- **Students within areas where maintenance is being conducted (i.e. hallways, common areas) must be dressed appropriately while maintenance personnel are present.**
- Persistent maintenance problems should be reported directly to a Residence Life Staff member. In the event that maintenance-related issues are not resolved after contacting a Residence Life Staff member, Students are encouraged to contact the Student Life Office (254-295-4590) and/or University Police (254-295-5555).

## Smell of Gas

If there is a smell of gas, residents should follow these instructions:

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



## Work Orders

Students are encouraged to immediately report issues related to the repair and or maintenance of housing facilities. Issues occurring in a resident's room, apartment, hallway, or bathroom should be immediately reported by submitting an electronic work order.

Work orders may be submitted by completing the following steps:

- Logon to MyCampus.
- Click on more at the top of the page to select Physical Plant
- Select Create Work Order on the right side of the page.
- Follow the instructions on the page to submit your living area work order. The standard password is UMHB1845.

Emergency issues (i.e. electrical problems, backed-up toilets, broken glass, etc.) should be immediately reported to a Residence Life member. Students who submit an electronic work order will receive an email confirmation, along with a work order reference number. In the event a reported issue is not addressed in a timely manner, Students are encouraged to contact the respective Resident Director.

If there is a problem constituting an emergency such as broken pipes, water leaks, etc., and the RD or RA cannot be reached, the resident should contact the Residence Life Office (254-295-4590) directly. After hours, contact the University Police (254-295-5555).

## Vacuum Cleaners

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

## Study Areas/Computer Labs

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

## Recycling

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

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

## Pest Control

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

## **Internet**

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

## **Telephone Service**

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

## **Utilities and Services**

The University covers utility (electric, water, and trash) charges for living areas designated for Traditional Student housing. Telephone service is not provided.

## **Cable Service**

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

## **Laundry**

Laundry service on campus is available at no additional cost to all resident students. All residence halls, and College View apartments have laundry rooms with enough machines for the population of the building/complex. Washers and dryers are provided in each of the apartments at Independence Village and Farris, and in the campus houses.

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

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

## **Campus Mail**

### **Residence Halls**

All residence hall students will obtain their mail by coming to the Post Office and retrieving their mail from an assigned mailbox. A valid picture ID will be required to retrieve packages or items needing a signature. Mailing addresses will be available to all students living in the residence halls by logging into their [myCampus](#) two weeks prior to school beginning in the fall. Mail is picked up and delivered on campus daily. The UMHB Post Office is located in the Mabee Student Success Center. The Post Office is closed on Saturdays and Sundays and most holidays. Mail should be addressed to residents in the following way:

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

**Notice:** all mail sent through the UMHB Post Office is subject to all laws and regulations which apply to the  
Revised July 2023

United States Postal Service.

### Apartments and Houses

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

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

College View	600 West MLK Jr Blvd, Belton, TX 76513
Farris	904 University Drive, Apt. #, Belton, TX 76513
Independence Village	1601 Vickery Circle, Apt. #, Belton, TX 76513
Garner Building 14	1402 Parker, Apt. #, Belton, TX 76513
Garner Building 15	1404 Parker, Apt. #, Belton, TX 76513

### Vending Machines

Coin-operated vending machines are located within the residence halls and apartment complexes. Removal, or attempted removal, of the contents of any vending machine by any method other than legitimately inserting money will be considered student misconduct and may also constitute a crime.

### Other Resources:

Health Services <https://www.umhb.edu/resources/health/home>

Counseling <https://www.umhb.edu/resources/counseling/home>

Disability Services <https://www.umhb.edu/resources/disability/faq-for-students>

Testing <https://www.umhb.edu/resources/testing/home>

Career Services Office <https://www.umhb.edu/resources/career-services/home>