

Student Housing Guidelines & Policies

Student Housing provides a unique living environment. The following information is intended to help make the residential experience safe and enjoyable. These policies and guidelines are intended to help you personalize your room while being mindful of fire hazards, health, and safety issues, and maintenance/damage concerns.

✦ Alcoholic Beverages, Illegal Drugs, Narcotics, and other Controlled Substances

The possession, consumption, sale, or donation of alcoholic beverages, illegal drugs, narcotics, or controlled substances is prohibited on University Property. Empty alcoholic beverage containers may not be used as decoration at Student Housing. Disciplinary action taken for violations of this policy can range from warnings, to community service, to probation, to suspension from Student Housing and or The University. Violations of this guideline will be reported to the Vice President for Student Services for possible disciplinary action.

Note: The Vice President for Student Services will inform **parents** of any student who is under the age of 21, if it is determined that the student has used alcoholic beverages or illegal drugs, narcotics or controlled substances.

✦ Cable TV

Cable One provides this service and the student is responsible for all charges. Arrangements can be made after moving in date by calling 363-7200.

✦ Candles

The lighting and burning of candles, incense, potpourri, or anything requiring an open flame is prohibited. Candles are also prohibited as decoration.

✦ Care of Facilities

The University honors the privacy of students living in Student Housing. However, the University reserves the right to permit authorized University personnel to enter an apartment/unit under reasonable and restrained circumstances for the operation of its housing facilities for the following reasons:

To ensure compliance with sanitation, health, and safety:

Cleaning of the apartment/unit is the responsibility of the resident(s) occupying the apartment/unit. Students must furnish a broom, mop, trash cans, and other cleaning items. Room checks are held periodically during each semester to assure the cleanliness and sanitary conditions of University property. The Student Housing Manager, Resident Hall Coordinator and/or the Resident Assistant will make the room checks. **Note:** A vacuum cleaner can be checked out at the Student Housing Office or from the Resident

Assistant on duty. Please sign the in/out sheet for the vacuum cleaner, leave your student ID, and return within **2 hours**.

To ensure compliance with Student Housing regulations (See alcoholic beverages, drugs/narcotics, and guest/quiet hour/visitation).

To respond to emergency situations:

Fire, severe weather conditions, illness, or missing person.

To perform necessary maintenance:

If maintenance problems occur, the resident is **not** responsible for repairs. Students must call the Student Housing Office or a Resident Assistant to report maintenance problems.

[Maintenance issues can also be reported via the Internet](#). If you have a maintenance emergency, contact the Student Housing Office of Resident Assistant of duty immediately.

To perform housing facility inspections:

Inspection for the fire extinguishers, fire alarms, central air/heat units.

✖ Check-In/Check-Out Procedures

During check-in, the student must follow the **check-in** procedures:

Sign a Student Housing contract,

Sign a check-in form.

And

Before moving out of the Student Housing, the student must follow the checkout procedures:

Contact the Student Housing Manager,

Clean the room and empty all trash,

Remove all personal belongings,

Return all keys, and

Sign all necessary paper work.

Note: Any student who does not follow the above procedure may be charged for the costs of any damages, unnecessary cleaning, and replacing of a lock. Residents are expected to have their checkout completed by the posted closing time, (the Monday following commencement.)

✖ Children

Children should not be left unattended. Such behavior may result in disciplinary action.

✖ CO-ED Housing

Co-ed housing for unmarried couples is not available at Student Housing.

✖ Conduct in Student Housing

Student agrees to pay all charges including rental payment, damages, deposits, and

cleaning fees when due. The student also agrees to comply with and abide by all terms and conditions which are in the Student Housing contract, the Student Housing Guide, the University General Information Guide, and the Rules and Regulations of the Board of Regents of The University of Texas System.

Counseling Services

The University Counseling Services (Center for Behavioral Analysis), located on south campus (FB050), offers counseling and referral for students to assist with personal, social and academic problems. Counseling services are free to students and include individual, family, marital and group counseling. The University Counseling Service offers personality and career testing as necessary and attention deficit disorder testing at a reduced rate. The philosophy of The University Counseling Service is to assist students in learning the skills needed to cope with stresses associated with school and family. Appointments may be scheduled by calling 552-2365 or 552-2352. Leave a message if the answering machine is reached. The call will be returned as soon as possible.

Damages

Each student is responsible for any damages to their apartment/unit. This includes but is not limited to windows, screens, doors, walls, ceilings, floors, and fixtures. Charges will be assessed for damages, unauthorized use of, or, alterations to rooms and furnishings, or special cleaning needs caused by the student or guests. Also, the student is responsible for the general condition of public areas within Student Housing. When trash or conditions requiring special cleaning or damages occur the person responsible will be required to reimburse The University for repair, replacement and/or cleaning expenses. The student may also be required to pay additional fines or suffer other disciplinary consequences if vandalism or other purposeful acts caused damages or cleaning expenses. Students may be referred to the Vice President for Student Services for discipline action.

Decorations/Furnishings

Students are encouraged to decorate their home away from home in a way that makes them feel comfortable as long as it does not create any permanent damage to the apartment/unit. The resident must supply kitchen utensils, towels, washcloths, sheets, pillows, and bedspread for a standard twin bed. The apartments/units are furnished and residents are not permitted to bring their own furniture (see Furnishings). The following guidelines are to be followed in the interest of fire safety as well as to minimize damage to The University facilities:

Tape and/or adhesive wall attachments may not be used to hang items on the wall, it will damage the painted surfaces. Small nails or tacks may be used.

Contact paper or wallpaper or other paper to create a full wall is not permitted (fire safety).

Air vents must remain in place and free of obstructions (ventilation and fire safety).
Smoke Detectors must remain in place and free of obstructions (fire safety).
Adhesive stickers and emblems may not be attached to any surface including doors, windows, mirrors, and walls (damage).
All materials must be flame resistant (fire safety).
No empty alcoholic beverage containers allowed as decorations,

✖ **Delinquent Rental Payment**

A student not making the rental payments to the University may be required to move out of Student Housing. Failure to move from Student Housing will result in a lock change and if necessary, storage of the student's property. The student will be charged for these expenses. The University reserves the right to place a **hold** on a student's grades/records if the student is delinquent with his/her student housing payments. Additional measures may be taken to encourage a student to meet his/her financial obligation to the University.

✖ **Discipline Policy**

The details of the University disciplinary process are listed in the University of Texas Rules and Regulations. The Vice President of Student Affairs shall have primary authority and responsibility for the administration of student discipline. The disciplinary violations concerning Student Housing will be the responsibility of the Vice President of Business Affairs and the Student Housing Manager.

✖ **Dishwashers**

Dishwashers are provided in Falcon's Nest Apartments and several of the Manufactured Housing units

✖ **Drugs, Narcotics or Controlled Substances Policy**

State law and University policy prohibits the possession or use of illegal drugs, narcotics, or controlled substance. A student who has been found guilty of the illegal possession, use, sale or distribution of any drug, narcotics, or controlled substance will be evicted from Student Housing and/or The University. (See University Student Conduct and Discipline)

Note: The Vice President for Student Services will inform **a parent** of any student who is under the age of 21, if it is determined that the student has been found in the possession of, using, selling, or distributing alcoholic beverages, illegal drugs, narcotics or other controlled substances.

✖ **Emergency Service**

The campus police department provides an escort service to and from any University location. The service operates 24 hours daily. This service can be requested by calling 552-2787 or contacting the police communications office, Main Lobby, Mesa Building. Emergency phones are located throughout campus for your safety and convenience.

Firearms, Knives

All firearms, weapons, large knives and blades, explosives and ammunition of any type are prohibited on campus.

Fire Safety

The University considers fire safety extremely important. Students have an obligation to follow University rules and regulations.

For your protection, **smoke detectors** are installed in every apartment/unit.

In case of smoke or fire:

Notify the fire department by dialing 911;

Upon hearing a fire alarm, evacuate your apartment/unit immediately;

Help your roommates and/or neighbor evacuate;

Notify the Student Housing Office, Resident Assistant, and Campus Police; and

Once you are out of your apartment/unit, stay out! Items inside are not worth risking your life!

Note: If the smoke detector goes off due to smoke from cooking, please open door or windows to release the smoke. The fire alarm will stop. If the fire alarm beeps, please contact the Student Housing Office or Resident Assistant on duty to contact maintenance personnel to replace the battery.

For your protection, fire extinguishers are installed in every apartment/unit.

When a grease fire occurs from cooking, smother the fire with a skillet lid or towel.

If an electrical fire occurs, use the fire extinguisher; turn off breakers in the breaker box.

If fire is out of control, dial 911 and evacuate immediately.

Note: Any individual who misuses or tampers with any fire safety equipment will be subject to appropriate disciplinary action. The individual will be charged a fine of \$95 to repair or replacement damaged equipment, cleaning of the facility, and damage to other property. Besides being subject to University penalties, any student who starts a fire, damages or tampers with the fire safety equipment may be subject to prosecution in criminal court by the Odessa Fire Department, according to the Odessa fire code.

Furnishings- Room/Apartment Personalization

Basic furniture is provided for Student Housing. The following is the policy concerning Student Housing Property.

All movable furnishings (beds, mattresses, chairs, desks, etc.) must remain in their assigned apartment/unit even if not being used.

Window dressings (mini-blinds, window screens) are not to be removed.

Recreation/laundry furnishings are not to be placed in individual rooms. These

furnishings are intended for the use of all residents.

Repair costs for damage to unit/apartment, or the replacement costs for lost or damaged furnishings will be charged to the resident assigned to the unit/apartment. In each case, the charge will be divided equally between the students involved unless there is a written agreement between the students that one student had sole responsibility for the specific damage.

The University is not responsible for replacing a student's belongings as a result of damage or if items are stolen or lost.

Guests/Quiet Hours/Visitation

A **guest** is defined as any person visiting a Student Housing facility who is not assigned to live at Student Housing. A resident must escort each guest AT ALL TIMES. Guests are expected to comply with policies, rules, and regulations governing residential living and student conduct. The resident is responsible for his/her guest's behavior. Any guests, regardless of gender, must have the approval of all residents of the unit or apartments. Any violations of the Guest Policy will result in disciplinary action.

Visitation Hours schedule is as follows:

Sunday - Thursday 10:00 a.m. - 11:00 p.m.

Friday - Saturday 10:00 a.m. - 2:00 a.m.

Note: Boyfriends/girlfriends are not allowed to spend the night and must follow the set visitation hours. This also applies to residents who have a boyfriend/girlfriend that is also a resident. Residents may host a guest of their own gender overnight in Student Housing. **Overnight guest** must register with either the Resident Assistants on duty, Resident Hall Coordinator, or Student Housing Manager.

Students living in Student Housing are expected to keep the **noise** level at a reasonable level. Everyone needs time to study and sleep. Therefore, **quiet hours** will be enforced after the hours of visitation. Courtesy hours are in effect at ALL TIMES. During finals week, **everyone** is expected to be considerate so everyone can achieve his or her academic goals. Student Housing residents do not have a curfew. Failure to comply with visitation schedules could result in the loss of visitation privileges and other disciplinary sanctions.

Health Insurance

Personal health is the responsibility of each individual student. All students are encouraged to carry additional health and accident insurance. The Offices of Student Life and Student Services have brochures for local health insurance companies. In case of an emergency, the campus police department should be contacted immediately, 552-2787.

Health Service

Students pay a health service fee that entitles them to visit a physician and to be treated for specified services. The Health Service Guide contains all pertinent information regarding this service. A copy is provided to all students who register. The Guide is also available in the Student Activity area, the Registrar Office, and the PASS Office.

✿ **Holiday and Semester Break**

Payments made for the Fall or Spring semester does not pay for the time period between the semester breaks. Housing is provided at an additional charge of \$75. **Note:** All other holidays and spring break are included in the fall, spring and summer semester payments. **Note:** You may leave your belongings if going home between the semester breaks but are encouraged not to leave any valuables.

✿ **Keys**

Residents will be issued keys on move-in day. Lost keys must be reported to the Student Housing Office or Resident Assistant **immediately**. There is a \$25 charge for a lost key.

✿ **Laundry Facilities**

Coin operated laundry facilities, a game room, cable TV, VCR, DVD, vending machines, change machine, and a kitchen facility are available in the Student Housing recreation/laundry building. These facilities are **only** for the use of Student Housing residents. Listed below are the policies:

Be considerate of each other's personal belongings.

When using the Laundry Room, please remove your clothing promptly from the washers and dryers.

Do Not remove clothing from any washer/s or dryer/s other than your own.

When using the laundry room, if you find clothing in a dryer or washer - Please be patient!

Within 15 minutes time, if clothing is not removed, please contact the Student Housing Office during office hours or the Resident Assistant on duty after office hours.

Note: If you know whom the clothing belongs to, please contact that person and remind them in a very polite, adult manner to remove their clothing.

Please remember to remove all laundry soaps, softeners, and hangers when you finish your laundry.

Please remember to turn out the lights.

If the change machine is out of change please contact the office during office hours.

The Laundry facilities are **ONLY** for the use of Student Housing residents.

✿ **Mail Service**

Locked mailboxes are adjacent to the laundry/recreation building. The student will be

issued a key at move-in. The Resident Assistants distribute mail between 5:00 p.m. - 6:30 p.m.

Your mailing address will be:

(unit number) Falcons Nest Ct. Spc. (space number)

Odessa TX, 79762

Pets

Only those individuals who require the assistance of a specially trained animal are permitted to have such an animal on campus. This privilege requires a written doctor's authorization. A small beta fish tank is acceptable.

Requirements

Only full-time students registered for a minimum of 12 semester hours for undergraduate (six semester hours for the summer) and 9 semester hours for graduate (six semester hours for summer) are eligible to live in Student Housing.

A Student Housing contract is offered on the condition that the student is accepted for admission to The University of Texas of the Permian Basin. Acceptance as a student at the University is acknowledged only through the Office of Admissions.

Applicants not admitted to the University will receive a full refund, security deposit and any prepaid fees.

Room Changes

The University seeks to provide resident students with mutually acceptable roommates. Though every effort will be made to honor room changes requests, changes can only be made if space is available. For a variety of reasons, students at times do request to change rooms. In order to accommodate student requests and to effectively manage the Student Housing facilities, the following rules regulate room changes:

Students are not permitted to change apartments/units (or rooms in an apartment) without the permission of the Student Housing Manager.

With permission, room changes are allowed during the first two weeks of the fall and spring semesters and before the summer semester begins.

Only special circumstances will be considered after the two week period for the fall and spring semesters and after the summer semester begins.

All students making room changes must be properly checked out and checked in of their respective rooms by the Student Housing Manager and may only move when issued a key to the new unit.

Students who change rooms without permission may be required to move back to their assigned space, may be assessed improper check-out charges, and **may be subject to disciplinary action by the Vice President of Business Affairs.**

Room Consolidation

In order to ensure the maximum use of Student Housing Facilities, The University reserves the right to move students to fill apartments.

Room Entry Provisions

The University honors the privacy of students living in University Housing. However, the relationship of the University with the resident student is not as strictly defined as that of landlord and tenant. Certain legal rights of room/apartment entry are maintained by the University as an auxiliary service in the operation of its housing facilities.

The University reserves the right to inspect student housing facilities:

To ensure compliance with sanitation, health, and safety:

Cleaning of the apartment/unit is the responsibility of the resident (s) occupying the apartment/unit. Students must furnish a broom, mop, trash cans, and other cleaning items. Room checks are held periodically during each semester to assure the cleanliness and sanitary conditions of University property. The Student Housing Manager and/or the Resident Assistant will make the room checks. **Note:** A vacuum cleaner can be checked out at the Student Housing Office or from the Resident Assistant on duty. Please sign the in/out sheet for the vacuum cleaner, leave your student ID, and return within 2 hours.

To ensure compliance with Student Housing regulations (See alcoholic beverages, drugs/narcotics, and guest/quiet hour/visitation).

To respond to emergency situations:

Fire, severe weather conditions, illness, or missing person.

To perform necessary maintenance:

If maintenance problems occur, the resident is **not** responsible for repairs. Students must call the Student Housing Office or a Resident Assistant to report maintenance problems.

To perform housing facility inspections:

Inspection for the fire extinguishers, fire alarms, central air/heat units.

Student Housing Property

All movable furnishings (beds, mattresses, chairs, desks, etc.) must remain in their assigned apartment/unit even if not being used.

Window dressings (mini-blinds, window screens) are not to be removed.

Recreation/laundry furnishings are not to be placed in individual rooms. These furnishings are intended for the use of all residents.

Repair costs for damage to unit/apartment, or the replacement costs for lost or damaged furnishings will be charged to the resident assigned to the unit/apartment. In each case, the charge will be divided equally between the students involved unless there is a written agreement between the students that one student had sole responsibility for the specific damage.

Student Property

The University is not responsible for theft of, loss of, or damages to personal property. Residents are strongly urged to secure insurance to cover their personal belongings.

Items left in Student Housing by vacating resident will be removed at the student's expense. The student will be notified and given 30 days to claim the item (s). If no response is received within the 30-day deadline, The University will dispose of these item (s) in accordance with University policy.

Soliciting

No solicitation is allowed in Student Housing pursuant to The U.T. System Board of Regents' Rules and Regulations. Occasional sales or offers of sales of goods or services (i.e. personal belongings) that otherwise comply with state law and municipal ordinances and are conducted in the privacy of an individual University housing are permitted. When the resident of such housing has given specific invitation in advance for sales person to come to the individual room for that purpose are not considered to be solicitation; provided that neither sales no offers of sales of goods or services within a Student Housing by the occupant thereof on a continuing or scheduled basis will be permitted. **NO door-to-door sales or offers of sales of goods or services are allowed in Student Housing.**

Telephones

Southwestern Bell provides telephone service for residents. Residents are responsible for the charges. Arrangements can be made **during** move-in day with the Southwestern Bell representative or by calling (1-800-464-7928).

Tobacco Policy

Smoking in any Student Housing facility, including the recreation/laundry building is prohibited.

Theft

The University does not assume liability for the loss of or damage to student's personal property. Students should check their parents' insurance to ensure that the policy covers the student's personal possessions. If the parents' insurance does not provide such coverage, students can purchase a renter's insurance policy of their own. Thefts should be reported immediately to the Student Housing Manager, Resident Assistant, and the Police Department. Do not accept offers of goods as gifts or for sale. Students who are found to have stolen articles in their possession will be subject to discipline. **If it looks to good to be true, it probably is to good to be true.**
