

TEXAS A&M AT GALVESTON HOUSING MANUAL



TEXAS A&M
UNIVERSITY *at* GALVESTON

Office of Residence Life



Neil Golemo Director of Residence Life

Letter From the Director

Howdy!

On behalf of myself, the Hall Coordinators, Community Leaders and all of our staff, please let me welcome you to our community here at Texas A&M University at Galveston's Mitchell Campus Residence Life. We are so excited to have you here during this time of scholarship. This is such an incredible time in your lives. Never again will you be exposed to such a cross-section of the world. We want you to take advantage of that. Meet people you would never meet. Put yourself in situations where you can learn, and don't be afraid to take a chance and ask the crazy question! The answers may surprise us all.

It is our mission to provide every student on campus with a place where they can safely live and learn. Past that, we seek to create an environment that fosters scholarship and encourages learning for the sake of learning.

We ask that you partner with us in building a community of Aggies that care and that embodies the ideals of the Aggie Code of Honor. We do not lie, cheat, steal nor tolerate those that do. We want to provide a safe environment where we can learn from each other through honest dialogues of difference. We know that our relationships are most successful when we communicate with intention in an earnest search to understand before being understood. We value those who stand up for the rights and well-being of others as well as for themselves.

But most of all, we want you each to have a fun (within reason, of course) time in college. We hope for you to meet the men and women who will be your groomsmen and bridesmaids at your weddings (should that be your path), for you to grow to be greater than you thought you could be and to push yourselves further than you thought you could go.

We are so excited for what you are going to be! I can see it as though it has already happened.

Thank-you for letting us be a part of your journey.

Sincerely yours,

Neil E. Golemo

Director of Residence Life.

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Todd Sutherland Vice President for Student Life

Letter From Vice President of Student Life

Dear Fellow Aggie,

Howdy and Welcome to Texas A&M University at Galveston! We consider ourselves both honored and privileged to have been granted the opportunity to serve you this year as you move into your new home on campus. All of us in the Department of Student Life truly do want you to consider the residence halls, as well as all of campus, your new home (or at least your home away from home) for the next year.

In this manual, you will find the guidelines, procedures and hopefully many of the answers to any questions you might have. I strongly encourage you to read through this manual first, but if you continue to have any questions whatsoever, please do not hesitate to ask. Community Leaders (CLs) are stationed on every floor of every residence hall to assist you in making your experience at Texas A&M University at Galveston a positive one. If they are unable to assist you personally, they will certainly be able to direct you to someone on campus who is qualified to help. Of course my staff and I stand ready to assist you as well. If we have not already met, please drop by our office and introduce yourself once you get settled. We would love to personally welcome you into our Aggie family.

I truly hope that you enjoy your stay with us on campus this year. If you have any suggestions for improving the residence halls, please do not hesitate to contact me. I do challenge you to get out of your room and meet those who live around you. Be an active participant in turning your living area into a community of friends, rather than just a dorm room where you lay your head down at night. Get involved in campus life, the Residence Hall Association, Student Government Association, Student Activities, or any one of the number of clubs and organizations that are active on our campus. College is what YOU make of it, so help us make TAMUG the best that it can be for you.

Sincerely,

Todd Sutherland, Ph.D.

Assistant Vice President for Student Life

Mission

The Office of Residence Life provides an environment where students may safely live and learn; is academically centered and focused on the holistic development of students built on a foundation of inclusivity.

Residence Life Staff

Professional Staff

Professional staff members in the Office of Residence Life are full-time staff members who hold at least a Master's Degree (or are currently working towards completing one) and have various responsibilities related to the operations of Residence Life at Texas A&M University at Galveston. The Assistant Director of Residence Life supervises our Housing Coordinators and works as a liaison for the department with other campus administration. Our Housing Coordinators live in on-campus apartments and are directly responsible for the supervision of the student Community Leaders and office staff. Each of our professional staff members works to establish a supportive and positive learning environment for residents. They are all available to discuss personal and school concerns and welcome ideas and suggestions to improve your living experience.

Community Leaders

The Community Leader (CL) is an important member of the Residence Life staff. He/she is generally an undergraduate peer leader who works with a group of 50-75 residents. The Community Leader is supervised by the Housing Coordinators, and also report to the Assistant Director for Residence Life. For students living in Corps of Cadet housing, Company Commanders (CO) or Executive Officers (XO) also serve as Community Leaders and work for the Office of Residence Life. Working together, the Community Leaders support and carry out objectives, policies and procedures of Texas A&M University at Galveston, the Division of Student Affairs, and the Department of Student Life. They are available for conflict mediation, help residents with transitioning and making connections to campus resources, and enjoy providing engaging programs for their residents to enjoy. Community Leaders staff the Office of Residence Life after hours and are on-call throughout the night.

Any student who has resided on-campus for a minimum of one semester and holds a 2.5 minimum cumulative GPA may be eligible for the Community Leader position. Please speak with a Housing Coordinator for more information about the application process to be a Community Leader.

Student Office Staff

Student office staff are available in the main office of the Residence Life building from 8am-5pm during the week to assist with checking out equipment, lock-outs, and answering general questions related to residence hall living.

Residence Life hires office staff each semester. Please speak with a Housing Coordinator for more information regarding this position.

Core Values

We seek to be good stewards of University and State resources.

Along with our students, we are shared stakeholders in their success in their time as students and beyond.

We are committed to helping students discover their role as productive and responsible members of the Aggie Community in the world at large.

We have a responsibility to actively address behaviors that are not conducive to scholarship or that may serve as a hindrance to the scholarship of others.

We hold communication—in all of its forms—to be a cornerstone of student and professional development.

Residence Life Services

24-hour Staff Availability

The main desks in Pacific and Atlantic Halls are open Monday-Friday from 8am-2am and on Saturday, Sunday or other regular term holidays from 6pm-2am. These hours may vary during Summer and extended University holidays.

The Residence Life phone number (409.740.4445) will be answered 24 hours a day, even if the main office is not open. After hours the phone is usually answered by the Community Leader on-call. This person has access to contact other University staff members including after-hours maintenance, professional staff members, and counselor on-call.

Office of Residence Life

The Office of Residence Life is located in Pacific Hall and has desks in the Hub sections of Pacific and Atlantic Halls. It is through either of these two desks that you may have a key re-programmed, enter work-orders or get information from a Residence Life Staff Member.

Cable Television

All residence hall rooms are provided with cable television (residents must bring their own television). Our cable service includes popular channels as well as Channel 3, a local TAMUG channel that plays new and popular movies each night at 7:30 and 10:00pm. Channel and Movie requests can be made to the Office of Residence Life.

Campus Dining Services

All on-campus residents, with the exception of residents in Albatross and Polaris (who have kitchenettes) must purchase a 15 or 19 meal plan. The meal plan goes into effect at breakfast on the first class day. Students wishing to eat in the cafeteria prior to the first class day must pay cash.

Internet Connections

Internet (Ethernet, and wireless) access is provided in all residence hall rooms at no additional charge to the student. All internet access through the Residence Halls is done through Apogee Networks. It'll show up as "Resnet" under available networks. To log in, you'll need to create a profile through "myresnet.com" and list your housing assignment. Detailed instructions are can be found at www.tamug.edu/reslife. Additional plans can be purchased as well through "myresnet."

Room Lock Outs

If you lock your key in your room, first please contact your roommate/suitemate (that's easiest). If you cannot contact them, you should report to the Office of Residence Life. The Residence Life staff will issue a temporary key for a maximum of thirty (30) minutes in order for you to return to your room and retrieve your key. You must then return to the Office of Residence Life with the temporary key and your student ID. Residence Life will then take the temporary key and reactivate your student ID (or verify you found your actual hard key for Albatross and Polaris). NOTE: Once a temporary key is used in your door lock, your student ID will no longer work, and therefore must be recoded at the Office of Residence Life. Broken, lost, or unreturned temporary keys will result in a \$10 charge to the resident, or \$75 charge for the replacement of a hard key lock.

If your key card breaks or is lost, you may report to the Office of Residence Life to be issued a temporary key. The temporary key should then be inserted into the door lock to deactivate the old key. This will prevent anyone else from using your ID to enter your room. Remember you are responsible for protecting your roommates belongings as well so do not wait to act upon a lost key. A temporary key can be issued for thirty (30) minutes, or up until 12:00 pm the following day, depending upon the circumstances and at the discretion of the Office of Residence Life. The student can obtain a new student ID per the Admissions & Records guidelines. Broken, lost, or unreturned temporary keys will result in a \$10 charge to the resident or \$75 charge for the cost of a new hard key and lock.

Illness and Injury

There is no infirmary on this campus. Texas A&M University at Galveston has a close relationship with The University of Texas Medical Branch clinic located on Harborside, who provides our health services. If you need transportation to the clinic and are unable to arrange it for yourself, notify your Community Leader or the Office of Student Life. For more information about Student Health Services, contact the Student Services Office at 409-740-4736.

Laundry

Wash and dryer machines are located in every residence hall on campus. The machines are high efficiency machines and we recommend using High Efficiency liquid detergent. Laundry fees are included in resident's University fees and therefore residents do not need to pay for laundry at the time of service.





Mail Services

DROP BOXES: All TAMUG students are issued a mail drop box. You may get your information from Mail Services in the Sea Aggie Center. Students receiving a package should make sure to check their e-mail on file with the University, as notifications will be sent via e-mail.

HOURS: The Mail Room is open from 9:00 a.m. to 4:00 p.m. (closed 12 – 1 for lunch), Monday through Friday.

Your campus mailing address is:

Your Name

Texas A&M University at Galveston Campus

P.O. Box 1981 Drop Box _____

Galveston, Texas 77553

Physical address to receive packages is:

Texas A&M University at Galveston Campus c/o ***Your Name***

Building #3026, Mail Room

200 Seawolf Parkway

Galveston, Texas 77554



Parking

All students parking an automobile or motorcycle on the campus must pay a yearly parking fee. These fees and more information can be found through Campus Police.

TV and Study Lounges

Study lounge space is available in the Residence Halls as well as lounges equipped with TVs are available in the Residence Halls and Residence Life Building. These spaces are open 24 hours and located in various places within the residence halls.

Vending Machines

Snack food and soft drink vending machines are located in all of our Residence Halls, in the Residence Life Building and outside the Mary Moody Northern Student Center. Should you have an issue with any note the service label on the upper right-hand of the machine. Please call that number and note the machine number for servicing.

Work Orders

Maintenance

All requests for maintenance service (whether a light bulb needs changing or your shower won't drain) should be made at the Office of Residence Life located in Pacific Hall. DO NOT give these requests directly to maintenance staff personnel because they cannot act upon a direct request. NOTE: Any requested repairs resulting from damage by the resident will be billed to the resident. If it is unclear who caused the damage and neither party takes responsibility, the University may split the bill among the possible responsible parties, especially if the parties in question had knowledge of the damage and did not report it.

Work requests for any physical problems with your room (light bulb replacement, leaky faucets, air conditioner or door lock problems, etc.) will be addressed by Facilities Services as soon as possible. Work orders are addressed in the order of urgency. Emergency problems which occur when the Office of Residence Life is closed should be reported to an on-duty CL by calling 409.740.4445.

Internet

Students may file Internet work order requests directly with ResNet by calling 1-855-290-7137 or text "ResNet" to 84700 for service at any time.

Cable

Students may contact the Residence Life front desk in Pacific with any particular issues with cable.



Emergency Preparedness

IMPORTANT NUMBERS

Ambulance or Police
Emergency (24 hours)
.....911

Student Health Ser-
vices (Student Ser-
vice Office)
.....409.740.4736

Campus Police (24
hour)
.....409.740.4545

Student Life Office
.....409.740.4561

Office of Residence
Life (24 hours)
.....409.740.4445

In order to protect our students, TAMUG has state police officers on duty 24 hours every day of the year. They can be alerted to emergencies by calling 9.911 from any campus phone. If it is a non-emergency, call the Campus Police office at 409.740.4545, or their cell phone at 409.771.5185.

Sea Aggie Alert – Emergency Communications System

Texas A&M University at Galveston utilizes an emergency notification system to send instant notifications to registered users mobile phones, e-mail addresses, pagers, and on the TAMUG web page. Registering for E-2 Campus is the surest way for you to receive notifications critical to your safety and well-being. The registration link is available on the TAMUG homepage (www.tamug.edu).

Access Card System

The Onity Access Key Card system is an electronic key system. It allows University to provide increased security and safety for all residents. Your student ID serves as your access key to your room and, for buildings with exterior hall security locks, access to your building. Each student ID is individually coded for that resident's room and building, and only two (2) occupant keys can open your door at any given time.

OPENING YOUR DOOR

Insert key, arrow down and facing you, into your door lock.

When the green light appears, push the handle down and your door will open. For hallway doors, simply push the door open.

LOCKING YOUR DOOR

Close door firmly and door will lock automatically.

Pull up on interior door handle to engage deadbolt lock

MAINTAINING SECURITY

In order to provide the highest level of security and health for all of our residents, please abide by the following:

- 1.Keep your key card in your possession at all times. University rules require you to carry identification and prohibits loaning your key to anyone.
- 2.Keep doors locked when you are not in the room, even if you are leaving for 'just a few seconds'; it only takes a few seconds for someone to enter your room without your knowledge or consent.
- 3.DO NOT place foreign objects into or otherwise damage or deface a door lock; this can result in damage to the door lock and/or breaching security for all residents in the room and/or hall. Damaging door locks may also result in disciplinary action by the University for 'Destroying, damaging, or littering of any property' (See Student Life Rule 24.3.10) and also result in financial restitution to the University by the student.
- 4.DO NOT leave doors propped open or otherwise unsecured; this can result in door malfunctions, health hazards such as mold or mildew growth, and/or breaching security for all residents in the

room and/or hall. Leaving doors unsecured may also result in disciplinary action by the University for 'Breaching campus safety or security' (See Student Life Rule 24.3.5)

Emergency Contacts/Missing Persons

During the housing application and contract renewal processes, students living on campus are required to provide at least one emergency contact to the Office of Residence Life. This information will be kept confidential and will only be utilized by Residence Life staff and other TAMUG staff members with emergency response job responsibilities, in the case of emergencies involving students such as death, life threatening injuries or a missing person report. Students may update their emergency contact information at anytime by contacting the Office of Residence Life.

On-campus residents should contact residence life staff or the Campus Police if they suspect another student is missing. Upon receiving the report of a missing student, Residence Life staff members will work with Campus Police to investigate.

Fire Alarms

Each building is equipped with a fire alarm. They are here for your protection; students should not tamper with them. If a fire alarm sounds, you should:

1. Quickly put on a coat and hard-soled shoes.
2. Take a towel with you to put over your face to prevent smoke inhalation.
3. Close your windows.
4. Check your door or doorknob. If it is hot, do not open it. If it is cool, exit cautiously and lock your door. Be sure to take your keys and your University ID Card.
5. Walk quickly, in an orderly manner, through the exit for your area and to your designated evacuation location (posted on the back of your front door)
6. DO NOT re-enter the building until you are told to do so by a residence life staff member or TAMUG employee

Everyone, including residence hall personnel, must leave the hall when the alarm sounds.



Tampering with a fire alarm device is a Class C Misdemeanor and is punishable by a fine up to \$500 or 180 days in jail or both. *Initiating a false alarm is a Class A Misdemeanor and is punishable by a fine of up to \$4,000 or one year in jail or both.* In addition to violating state law, initiating false alarms and tampering with fire alarm equipment could jeopardize the safety of all residents in the hall.



Additional Tips in the Event of a Fire

By following the guidelines listed below, you will have the best chance of surviving a fire with the least amount of personal injury and property damage.

1. Know at least two ways to exit from your room. If you live in Hullabaloo or Oceans hall it is necessary that you keep your balcony free of anything that could block an escape. Practice finding your way with your eyes closed (have someone help you do that). Smoke rises, so you want to crawl below it. Be prepared to reverse your direction or return to your room. Keep one hand on the wall in the direction you turn, so you can keep your orientation.
2. Memorize landmarks, such as drinking fountains and bulletin boards. If you do become disorientated, enter any room that will provide refuge until you are rescued.
3. If a fire alarm sounds, exit the building immediately and keep a safe distance from the building. Prior to leaving your room, feel the highest portion of your door. If it is hot, do not open it. If it is cool, brace yourself against the lower portion of the door as you open it. If the hallway appears safe, take your key with you, close your door, and exit the building. Follow instructions from hall staff or emergency personnel.
4. If you cannot leave your room for safety reasons, block cracks around the door with wet towels. Call 9-911, giving your name, room number, and situation. Do not leave your room until you are told it is safe to do so, fire fighters will evacuate those most in danger, so you may not be evacuated immediately. If smoke enters your room, lie on the floor for the freshest air. Open the window if there is no smoke visible on the outside. Attract attention by dangling a sheet (daytime) or flashing your room lights (nighttime). If you must break a window, use a chair and knock out all of the glass to provide the most ventilation.
5. If you are the person who discovers a fire, activate a pull station. When you get to a safe area outside, call 911. Answering their questions clearly will ensure a quick response from emergency personnel.



Do not reenter the building until instructed by staff, even though this may be some time after the fire appears to be out, since the building has to be inspected. Emergency personnel will secure the building to ensure the residents' privacy and property security.

By following these suggestions, you will provide yourself with the best chance of surviving a fire. Review these tips often, practice your exit routes, and follow good fire prevention practices to insure you will not have to use these skills.

Fire and Life Safety Inspection

In the wake of recent residence hall fires and subsequent inspection by the State Fire Marshall's Office, the Housing Department has begun conducting fire and life safety inspections of all campus residence halls. These inspections are conducted each semester. The intent of these inspections is to increase the level of safety and safety awareness for all occupants of the residence halls. These inspections will include residence hall rooms and staff offices as well as all mechanical and common areas.

Inspections will begin around the fifth week of the semester and will continue until all residence halls have been inspected. All inspections will be conducted between the hours of 10 am and 8 pm and will be conducted in the presence of a residence hall staff member. Advance notifications of all inspections will be provided to hall staff. Notices will be posted on bulletin boards to inform residents, and if you are available, you are encouraged to be present during the inspections of your room. A follow up inspection may be necessary if needed changes are noted.

Safety practices in general and the checklist of items noted in this section will be the primary focus of these inspections. Campus Housing and Residence Hall Staff appreciate your cooperation in this effort and will make every effort to minimize inconvenience to occupants during these inspections.

The most frequent safety problems found during room inspections include: candles/incense; prohibited/unapproved appliances; combustible liquids; covered, blocked, or tampered with smoke detectors; overloaded electrical outlets; tapestries/wall hangings placed directly over a bed; egress (exit) blocked; refrigerators and/or microwave ovens plugged into extension cords and not directly into a wall outlet; unsanitary room conditions with excess clothing or paper on the floor; windows obstructed with furniture; and deactivated door closures.



Heat and Smoke Detectors

A heat/smoke detector is mounted in each room. The device is critical to early fire warning and can save many lives. As such, do not hang articles from the detector, cover it with anything, or attempt to disconnect it in any fashion. Tampering with the alarm is a violation of state law resulting in possible fines and jail time. University disciplinary action will follow. Each resident will be held responsible for any damage to the heat/smoke detector and will be billed for any repair/replacement cost.

Severe Weather

TORNADOES/SEVERE THUNDERSTORMS

Local radio and television stations announce tornado watches when the weather conditions are right for a tornado but none have been sighted, tornado warnings when a tornado has been sighted, and storm alert when a severe thunderstorm is approaching. Follow these procedures if there is a tornado or storm alert:

Stand clear of windows, exterior walls and doors.

Move to small interior rooms. (i.e., bathrooms, closets, etc.)

Avoid standing near areas which may be glass enclosed.

If you are unable to move to small interior rooms, get under something sturdy if possible (i.e., sturdy tables, desks, etc.)

If time permits, go to the lowest possible floor and stay with a friend.

Call 9-911 if emergency help is needed

HURRICANES

Hurricanes are a threat to Galveston Island. Hurricane season generally lasts between June and late September. These storms are the most dangerous and destructive of any tropical system (including Tropical Disturbances, Tropical Depressions, and Tropical Storms.) Hurricanes bring winds in excess of 64 knots (74mph), heavy rains, and are a major hazard to property, life and limb. As such, there is a possibility that students may be asked to evacuate the campus because of the hurricane threat. The following precautions should be taken at this time:

Arrange now for TRANSPORTATION, should evacuation be ordered.

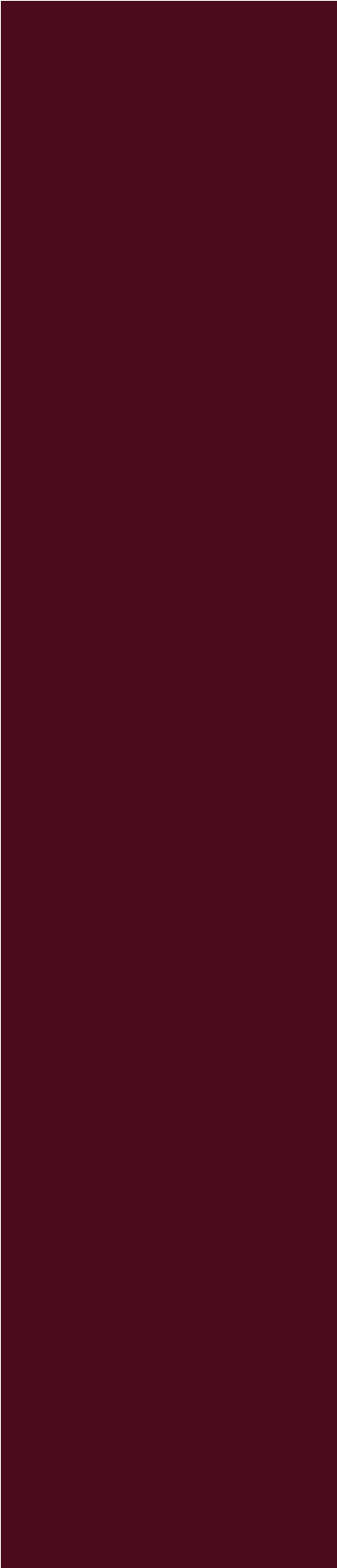
- If evacuation is necessary, all students will be required to depart campus.
- Automobiles should be filled with gasoline as soon as possible and driven only as necessary. Arrangements should be made to remove all automobiles from campus if evacuation is ordered.



- Students without transportation should make arrangements for a ride with fellow students.
- Persons with vehicles are asked to share space with those who have no vehicle. If you can provide a ride to other students, please notify the Office of Residence Life of your destination and numbers of passengers you can accommodate.
- If you are unable to arrange transportation, report to the Office of Residence Life as soon as possible.
- All students will be instructed to fill out an online form informing the University of their destination and travel arrangements, this is to assist the University in assuring all students are safe and accounted for.

Prepare for safety of any PERSONAL BELONGINGS that you plan to leave behind.

- Students in the residence halls should lock up all personal belongings to secure against looters.
- In the event of an evacuation, students should bring books, uniforms, and other course-related materials. In the event of a direct-hit and damage to campus, it is possible campus may not be accessible for an extended time and classes will continue from an alternate location (such as College Station).
- If the order to evacuate is given, personal gear should be placed on top of furniture and/or moved to the bathroom. Clothing, bedding, and shoes should be protected from possible flooding.
- All electrical appliances should be unplugged except aquarium pumps and air conditioners.
- Clear all balconies and outside areas of personal gear.
- Clean all refrigerators. Unplug them and leave the doors open. All food should be taken with you or carried outside to the dumpster.
- Empty trash cans.
- Lock all doors and windows to include bathrooms and patios. Do NOT duct tape windows.
- If you have an aquarium, leave fish food out and available so that emergency personnel can feed your fish while you are absent, if possible. Securely tape a 3x5 card indicating "Feed Fish" on the outside of the doors of interior hallway residence halls or in the windows of exterior hallway residence halls. Students should not count on this service.
- Remove all rugs and personal carpets from the floors.



Evacuation SHELTER for a limited number of students who cannot make other arrangements will be provided at Texas A&M University, College Station, TX.

- If you require such shelter, notify your Community Leaders as soon as possible and indicate this on the Emergency Information Sheet.
- Additional information concerning these arrangements will be available from the Student Services Office.

CHECK OUT is prior to leaving.

- Emergency Information Forms will be online, accessible through www.tamug.edu. Please complete these forms prior to leaving.

Listen for ANNOUNCEMENTS for the resumption of classes.

- The media will be asked to announce both cancellation and resumption of classes. Local radio station KGBC runs 24-hour hurricane announcements.
- The Texas A&M University at Galveston number for information is 409.740.4400.
- The Texas A&M University at Galveston webpage (www.tamug.edu) will be the best source of information.

Once back on campus you should be aware of potential hazards that may exist. Remain aware of your surroundings. Wild pigs, snakes, and rats are likely to be present, although University personnel shall make every effort to clear the area before your return. If you are bitten by any of the above, seek the necessary medical attention. Report the incident to the Office of Residence Life after receiving proper medical attention.

ADDITIONAL INSTRUCTIONS AND INFORMATION will be disseminated through the Community Leaders, Residence Life, Student Services, and Campus Police.

Leadership Opportunities

The Office of Residence Life has several leadership opportunities available to students, both paid and non-paid.

Community Leader – The Community Leader (CL) is an important member of the residence life staff. He/she is generally an undergraduate peer leader who works with a group of residents on the floor they also reside on. The community leaders are supervised by the Housing Coordinators, and also report to the Assistant Director for Residence Life and Director of Student Life. For students living in Corps of Cadet housing, Company Commanders (CO) or Executive Officers (XO) also serve as Community Leaders. Working together, the Community Leaders support students needs and are available for conflict mediation, helping residents to transition and make connections to campus resources, and enjoy providing engaging programs for their residents to enjoy. Community Leaders also staff the desk in the Office of Residence Life.

Residence Hall Association – The Residence Hall Association is a group of students who work to provide fun and engaging activities for their fellow residents on-campus. They work with the company On Campus Marketing to provide care packages to students, coordinate Halloween Howl, and contribute to decisions regarding movie channels or other services for residents.

NOW ACCEPTING APPLICATIONS FOR
COMMUNITY LEADER
FOR THE 2017-2018
SCHOOL YEAR

SOCIAL
CAREER BUILDING
NETWORKING DINNER
PRESIDENTIAL ELECTION 2016
WATCH PARTY AND TRIVIA NIGHT
STRESS RELIEF
COMMUNITY BUILDING
ROOMMATE COMPETITION
FALL FESTIVAL
It's MOVE-
Tail Gate Style

Applications located at Pacific Desk
and due by Jan. 30 @ 5pm

Housing Assignments

Office of Residence Life personnel must officially check you into your room when you enter housing (or are authorized to change rooms) and officially check you out of your room when you leave housing (or are authorized to change rooms). You will sign a housing contract, fill out an "in case of emergency" form, and receive a "Room Condition Report" or "RCR" to check the inventory and condition of your room and bathroom. Residents will be held accountable for any new damage or missing furniture. Failure to officially check in/out of a room will result in an "Improper Check-In/Out" charge. This is for YOUR protection as it allows you to be present when damages are assessed.

Check-In

You must come to the Office of Residence Life to check into your assigned room. For Fall, Spring and Summer terms, specific days are designated as check-in days. Students may not check-in to their room prior to this designated day without written permission from the Associate Director for Residence Life or his/her designee.

1) Room Condition Report - This is due within two days of check-in. Check each item listed and note any damages. Be sure to check your room carefully; you will be charged for any damage found at check-out that has not been noted. Verify the inventory number on each piece of furniture according to the Report. Be sure to note any damage to the furniture. You are responsible for the furniture and the condition of the furniture noted on your inventory sheet. Any missing, broken, damaged, stacked or extra furniture will be charged. You must sign this Report and return it to Residence Life within two days of check-in. Please note that damages or missing furniture not also noted in a "work order" may not be addressed immediately.

2) It is important to take your time and do a thorough check-in. A good check-in results in a good check-out and alleviates charges for damages that were not there when you entered the room. Remember that you will be charged for damages not noted at check-in but found at check-out time.

Due to the lack of storage, we are unable to remove any University furniture from the residence hall rooms. Furthermore, students ARE NOT allowed to remove University assigned furniture from their rooms; doing so can result in charges to the resident



End of Semester Check-Out

1) Be sure to make an appointment time for your check-out with your Community Leader. Failure to make an appointment may result in an improper check-out charge.

2) At the time of check-out, a Residence Life representative will go with you to your room with the RCR. Your room should be ready for check-out according to the Check-Out Instructions:

- All items must be removed from walls for wall inspection, including posters, pictures, flags, etc. (including your roommate's). If not done at check-out time, check-out will not be done. You must then return to Residence Life when items are removed to restart the check-out process, and wait for an Office of Residence Life representative to become available to conduct your check-out.
- Furniture must not be stacked on other furniture pieces or other objects, including furniture used by your roommate! The Office of Residence Life representative must be able to read inventory numbers of all furniture in the room. A moving charge of \$15.00 will be assessed for each piece of stacked furniture.
- Beds must be lowered and assembled correctly. Bed frames must be lowered to approximately seventeen (17) inches above the floor.
- The entire room and bathroom must be clean. Cleaning charges may be assessed for sweeping, mopping, bathroom cleaning, or other cleaning.
- All stickers and signs must be removed from doors, windows, and/or furniture. A removal charge of \$5.00 will be assessed for each sticker/sign not removed.
- Entrance doors must be free of any drawing/writing.
- Personal items or furniture left in rooms, hallways, or on patios, balconies, and walkways, will be assumed to be abandoned and disposed of by University personnel. This includes bicycles, unless it has a registration sticker obtained from Campus Police. A moving charge of \$15.00 will be assessed for each piece of non-University furniture, carpeting, or other belongings left in the room. If you want to keep it, please take it with you!
- The furniture (by inventory number) that was in your room at check-in must be in your room at check-out, otherwise you (and your roommate, if also responsible) will be charged for the "Replacement Cost" of each missing piece. No consideration is given to age or condition of the missing furniture; you will be billed the cost of a new piece. You may request a copy of the inventory numbers assigned to your room in order to locate furniture and attempt to reconcile any problems.

- All of your belongings must be out of the room at the time of your check-out. After check-out is complete, you will not have access to the room. The Residence Life Representative will secure the room and be the last to leave the room.

3) The Residence Life representative will verify the inventory numbers on each piece of furniture in your room. Any missing or extra furniture will be charged to you accordingly. The furniture should not be stacked and all inventory numbers must be accessible.

4) A close review is made of the cleanliness of the room and cleaning charges are assessed if appropriate. Also, any damage to the room is documented and given to the Office of Residence Life so that charges can be assessed. During a regular check-out period (end of school year, winter break, etc.), damages are assessed at one-half the charge to each room occupant. If you are checking out at any other time, you will be charged the full amount, unless your roommate provides a written statement taking full responsibility for the damage and giving it to Residence Life. Each student is responsible for cleaning the room and bathroom at the time of check-out. Cleaning charges are not split.

5) Students must sign the Check-Out sheet.

Express Check-Out

Students may choose to sign up for an Express Check Out. Although easier for residents as they do not need to be present, the Office of Residence Life encourages students to do a standard check-out and be present when their room is reviewed. Both residents must choose to sign up for the express option, or neither may participate. The Express Check Out requires students to have made all the same preparations as a regular check out, but allows students to depart without setting up an appointment with the Office of Residence Life. In effect, they are waiving their right to be present with Residence Life staff during check out of the room. This means that charges cannot be contested at a later time. Paperwork must still be completed, any hard keys must be returned, and both residents are still responsible for any damages or charges assessed during check out. Residents **MUST** sign up for an express check-out prior to finals week. For more information on Express Check Out, please contact Residence Life at 409.740.4445.

Roommate Conflicts

One of the exciting parts about living on campus is expanding relationships with other Sea Aggies. While it can be scary not to know your roommate, many great friendships begin with sharing new experiences.

Many students experience questions or anxiety about living with someone new. It is our goal to assist students in developing these new relationships. We do not accommodate roommate change requests based on first impressions or assumed differences. When conflicts arise, we encourage roommates to communicate their concerns to each other honestly and constructively. However, we acknowledge there are times when a third-party perspective, such as from a Community Leader or Housing Coordinator, helps in the mediation process.

Roommate Communication

One of the first things that you may complete upon move-in, is the Roommate Contract. Residents may ask their Community Leader for a Roommate Contract if one is not provided. The purpose of this contract is to foster relationships between roommates. During this time, you will discuss one another's needs and rights in your shared living arrangement. The Roommate Contract is a way to reduce the potential conflict between roommates. Changing rooms is one of the last options possible.

If you are experiencing conflicts with your roommate/suitemates, we encourage you to first discuss the concerns with your roommate/suitemates. If the issue cannot be resolved, then the next step will be to discuss the concerns with a community leader. Community leaders are trained and prepared to help residents with potential roommate conflicts. Should the issue not be resolved between the two roommates, and the community leader; then the next step will be to discuss the conflict with a Housing Coordinator. Housing Coordinators are professional staff members who oversee conflicts that require a third party and are trained in conflict resolution and low-level mediation. If after a concerted effort from all roommates does not resolve the issue to a habitable level, we're happy to explore other living options, which may include a move. Typically, students cannot ask that a roommate be relocated. Only in rare cases that involve a documented breach of university policy will a student be reassigned or removed from their assignment.

Room Changes

Room change requests may be honored under certain circumstances. We acknowledge that at times assigned roommates will not be able to live together any longer. If you have made every honest attempt (as outlined above) to resolve roommate conflicts, we may approve a room change request. We also recognize that a group of students may determine that switching rooms amongst themselves may be desirable. In this circumstance, all involved individuals must speak with the Assistant Director of Residence Life and complete the room change request form. Additionally, residents may take advantage of the form available in Residence Life to request a room change between Fall and Spring semesters.

Housing Deposit

Texas A&M University at Galveston assesses a \$300 deposit in order to reserve a residence hall space. Once a student is living on-campus, this deposit acts as a damage deposit and may be used to cover the cost of damages if a student does not pay for any damages prior to leaving TAMUG.

Refunds

If a student is not returning to Texas A&M University at Galveston and would like his or her housing deposit refunded, he or she must submit a completed Housing Deposit Refund Request form, available in the Office of Residence Life, at the time of your checkout. Students may also send a written request to the Office of Residence Life or Students Life to request a housing deposit refund. Letters must specifically request a refund, and include the student's name, student ID number, mailing address and daytime phone number. Deposit refunds can take anywhere from 2-10 weeks depending upon the nature of the deposit, how old it is, and how busy campus is.

Only students leaving housing permanently should request a housing deposit refund. Students leaving housing but remaining enrolled at TAMUG must complete a Request To Live Off Campus form and receive approval before checking out of campus housing. Any charges assessed at check-out time will be deducted from the housing deposit.

It takes approximately six to eight weeks to process housing deposit refunds.

Housing Contract (sample, dates my vary)

TEXAS A&M UNIVERSITY AT GALVESTON
Department of Student Life
Housing Contract/Academic Year Fall 2012 – Spring 2013

This contract is an agreement between Texas A&M University at Galveston (the "University"), a member of The Texas A&M University System, and an agency of the State of Texas, and the individual student named below. This contract does not constitute a commitment of admission to the University. This contract may be terminated only under the conditions specified herein. Students (parents and/or guardians) are urged to carefully read this contract. When the residence hall space acceptance form for newly assigned students, or contract renewal form for returning students, is completed and returned to the Texas A&M University at Galveston, Housing Assignments Office, 200 Seawolf Parkway, Galveston, Texas, 77554, or is completed electronically and transmitted to the Housing Office via electronic means, it becomes a binding contract between the student (his or her parent or guardian if the student is under 18 years of age) and the University. Completion of this contract is for a space on-campus only and does not guarantee assignment to a particular room, roommate or residence hall. This contract is binding regardless of the particular residence hall, roommate or room assignment. By my signature below, I acknowledge that I have read and agree to the terms of this contract.

Print Student Name: Last	First	MI	Student University Identification Number (UIN)
Date	Student Signature (parent or guardian if student is under 18 years of age)		

1. PERIOD OF CONTRACT:

(A) The term of this contract is for the Fall 2012-Spring 2013 academic year, or if entered into after the start of the Fall semester, for the remainder of the academic year. Housing charges do not cover periods between semesters. The University reserves the right to utilize rooms as necessary between semesters. Students will be given prior notice to turn in their key and vacate their room during these periods.

(B) The student may occupy an assigned room beginning on the day the halls officially open until the halls officially close. Failure to properly check into the residence hall by 5:00 p.m. on the day before class begins each semester could result in the assignment of the room to another student. Further, upon such failure, the University shall have the right to retain the \$300 housing deposit (the "Deposit") which accompanied the housing application as liquidated damages. Proper check-in consists of contacting a hall staff member in the student's assigned hall during the check-in period (between the hall opening date and 5:00 p.m. of the day before classes begin) and receiving a room key and all check-in materials and publications. Every effort will be made to hold the original assignment if the Office of Student Life is notified of an anticipated delayed arrival; however, it may be necessary to assign the late student to other accommodations. All students must check out of the hall and remove their belongings within 24 hours after graduation or the last University final examination, whichever is later. Proper check out consists of contacting a hall staff member in the student's assigned hall, returning the room to its original, clean condition, having the room inventoried, returning the keys, and completing the

necessary paperwork. Housing during periods when classes are not in session may be available if there is sufficient demand. Additional housing charges will be required of each student desiring such accommodations. The University reserves the right to consolidate interim students during break periods into one residence hall. Students must sign an Interim Housing Agreement prior to moving in during the interim period.

(C) In the event of a hurricane, natural disaster or event causing a closure of campus for an extended period of time, or in the event that the assigned accommodations are destroyed, made untenable as determined by the University, or otherwise made unavailable for any reason, including but not limited to causes beyond the University's control such as fires, smoke, hurricane, natural disasters, floods, hail, tornadoes, or similar events, the University reserves the right, but not the obligation, to continue this contract by furnishing other accommodations including but not limited to providing accommodations on a different campus and/or in a different city should the University decide to resume classes elsewhere. The University shall give the student notice of its determination as to whether it shall provide other accommodations as soon as practical after the applicable event. If the University does not furnish other accommodations, then this contract will terminate, all rights and liabilities of the parties will cease, and housing charges previously paid by the student will be refunded on a prorated basis to the student upon request.

(D) Any student moving into or leaving a hall before official opening or after the closing date must have approval from the Director of Student Life or designee and

maybe charged a daily room rate in addition to the normal housing charges.

2. CONSIDERATION OF THE CONTRACT:

(A) This contract is personal and non-transferable. It guarantees the student a license to occupy and use a space on campus (not a particular room, residence hall, or roommate choice). The Office of Student Life reserves the right to make all hall and room assignments and to make any subsequent changes considered advisable or necessary. Students are not permitted to assign or sublease their room to another student.

(B) Students may use rooms for residential purposes only. Other uses are in violation of University policy and may result in the termination of the contract and/or disciplinary action.

(C) This contract is issued only after the University has officially accepted a student for admission. If a student fails to enroll, advance Notice of Residence Hall Termination must be provided as outlined in Section 5(B) of this contract. Continuance of this contract and/or transfer of the Deposit are dependent upon the student's continued enrollment in the University as a full-time student (at least nine hours/semester). The student must properly check out and vacate the halls within forty-eight (48) hours after withdrawal from the University or termination of this contract. Failure to do so may result in additional billing and/or charges.

3. HOUSING FEE PAYMENTS: Each semester's housing charges will be due according to established University fee deadlines. Failure to pay housing charges accordingly could result in immediate removal from housing, loss of future housing priority, and/or registration and transcript blocks.

4. HOUSING FEE CHARGE/REFUND SCHEDULE:

This contract is for the entire academic year. Housing charges are billed each semester and are subject to change without notice. **ALL STUDENTS ARE REQUIRED TO LIVE ON CAMPUS UNLESS THEY APPLY FOR AND RECEIVE PERMISSION TO LIVE OFF CAMPUS.** If a student applies for and receives permission to live off campus and terminates this contract during the Fall semester (or during the Spring semester if the Spring semester is the student's first semester at the University), the student will be responsible for following:

(A) CHARGES FOR THE FALL SEMESTER:

- 25% housing charges for termination between July 15th and the 15th class day
- 50% housing charges for termination between the 16th and the 20th class day
- 75% housing charges for termination between the 21st and the 25th class day
- 100% housing charges for termination after the 25th class day

If a student terminates this contract after July 15th but before classes start, the student will forfeit the Deposit plus will be billed for 25% of their Fall semester housing charges if the student is enrolled in classes at the University.

(B) CHARGES FOR THE SPRING SEMESTER (only applies if the student did not live on campus for the Fall semester):

- 25% housing charges for termination between October 31st and the 15th class day
- 50% housing charges for termination between the 16th and the 20th class day
- 75% housing charges for termination between the 21st and the 25th class day
- 100% housing charges for termination after the 25th class day

Additionally, if a student terminates this contract after the semester starts but before the 16th class day, the student will be charged a pro-rated per diem rate for those days (in addition to the 25% housing charges).

5. TERMINATION OF THIS RESIDENCE HALL CONTRACT:

(A) DEPOSIT: The \$300.00 Deposit, which accompanied the housing application, serves as a reservation/damage/room clearance deposit. The Deposit is not applied to housing charges. The Deposit will be refunded to THE STUDENT upon written request when all monies owed by the student to the University are paid and this Contract is fulfilled. Failure to properly check out of the hall may result in a monetary charge to the student. This charge, and other damages or assessments left unpaid at the time the student leaves the University Housing System, may be deducted from the Deposit.

(B) TERMINATIONS PRIOR TO THE START OF THE ACADEMIC YEAR: After this contract is signed, if a student applies for and receives permission to live off campus and decides to terminate this contract, the student must terminate this contract in person, or in writing to the Housing Assignments Office, on or before the following dates to be entitled to the deposit refund listed below:

Returning Students

- April 1 – 100% deposit refund (\$300)
- April 2 – April 15 - 75% deposit refund (\$225)
- April 16 – May 1 - 50% deposit refund (\$150)
- May 2 – May 15 - 25% deposit refund (\$75)

After May 15 DEPOSIT WILL NOT BE REFUNDED

New Students

- May 1 – 100% deposit refund (\$300)
- May 2 – May 15 - 25% deposit refund (\$75)

After May 15 DEPOSIT WILL NOT BE REFUNDED

Notifications submitted to offices other than the Housing Assignments Office do NOT comply with this requirement and requested action cannot be assured. The date upon which the termination is received in the Housing Assignments Office will constitute the basis for determining compliance with the deadline. Upon failure to terminate this contract as outlined above, the University has the right to retain the entire \$300.00 Deposit. Exceptions will be made for students who are academically restricted from enrollment or who are medically unable to attend the University as long as written notification and verification of the conditions are provided to the Housing Assignments Office. If a deposit

waiver has been approved and this contract is signed, the student will be bound by all terms of this contract and failure to comply with the termination deadlines herein will result in a bill for the deposit amount as liquidated damages.

IF THE STUDENT TERMINATES THIS CONTRACT PRIOR TO THE START OF THE ACADEMIC YEAR, BUT AFTER JULY 15, THE STUDENT WILL FORFEIT THE ENTIRE DEPOSIT AND WILL BE CHARGED 25% OF THE FALL SEMESTER'S HOUSING CHARGES.

(C) DEPOSIT FOR SPRING SEMESTER NEW ASSIGNMENTS ONLY: If a Spring semester new student applies for and receives permission to live off campus and requests to terminate this contract after the contract is signed, the student will be responsible for housing charges according to the schedule outlined in Section 4(B) and the Deposit refund will be made according to the following schedule:

October 31 for 100% deposit refund (\$300.00)

November 1 – Nov. 30 - 50% deposit refund (\$150.00)

After December 1 deposit will not be refunded

(D) TERMINATION OF CONTRACT DURING ACADEMIC YEAR:

This contract is binding for the entire academic year (Fall and Spring Semesters) or any remaining portion thereof if the contract is signed after the start of classes of the Fall semester. Unless one of the exceptions below applies, any termination of this contract after the start of the Fall semester will result in forfeiture of the entire Deposit, and the student will be responsible for housing charges for the Fall according to the schedule outlined in Section 4. Unless one of the exceptions below applies, for returning students, notice of termination for the Spring semester received in the Housing Assignments Office after the first day of the Fall semester but before the 20th class day of the Spring semester will result in forfeiture of the entire Deposit and the student will be responsible for 50% of the Spring semester's housing charges and a pro-rated per diem rate for those days, if any, the student actually occupied the room. The student forfeits the entire Deposit and will be responsible for 75% of the Spring semester's housing charges if the student terminates this Contract between the 21st and 25th class day of the Spring and 100% if the student terminates after the 25th class day of the Spring. NOTE: STUDENTS MUST APPLY FOR AND RECEIVE PERMISSION TO LIVE OFF CAMPUS BEFORE TERMINATING THIS CONTRACT.

(E) EXCEPTIONS. Exceptions to the deposit forfeiture and housing fee charge/refund schedule may be granted for students who will graduate or transfer to Texas A&M University in College Station at the end of the Fall semester or participate in cooperative education, student teaching (not in the local area), or a study abroad program for the Spring semester if written notification and verification of the aforementioned condition is received in the Housing Assignments Office by

November 15. Exceptions may also be made for students who are academically restricted from re-enrollment or who become medically unable to return for the Spring semester if written notification is received prior to the beginning of classes for the Spring semester. Whether an exception applies will be determined by the Director of Student Life or designee.

6. TERMINATION BY THE UNIVERSITY: If a student is suspended, dismissed, expelled, or otherwise removed from the University or the Residence Halls for disciplinary reasons, the University has the right to terminate the contract. In such cases, the student will be required to vacate the room within 48 hours after notification of such action by the University, or sooner if in the opinion of the Director of Student Life or designee there is a threat to the welfare of persons or property. When the Director of Student Life or designee believes that the continued presence of a student in the residence halls poses a continuing danger to persons or property or presents a threat of disrupting the normal operations of the residence halls, the student may be removed from campus housing. Students who are removed from the Residence Halls for behavior not in-keeping with Student Life community standards and rules will automatically forfeit their housing deposit and are subject to the termination charges outlined in Section 5(D) of this contract. By signing this contract, the student grants the University the right to conduct a criminal background check on the student at any time, either prior to room assignment or during the term of this contract. The University reserves the right to deny a student a room or immediately remove a student from University housing based on information obtained in a criminal background check, including, without limitation, when the student is a registered sex offender (whether public or nonpublic). This provision should not be interpreted to impose a duty on the University to run a criminal background check on any student.

7. RENEWAL OPTION: All eligible students may renew their contract each academic year during the contract renewal period in the Spring. The entire housing deposit will be transferred each semester as long as the student remains enrolled and lives in a University residence hall. All students choosing the renewal option agree to be bound by all policies, terms and conditions of this contract.

8. REJECTION OF HALL ASSIGNMENT: Upon written rejection of an assignment offer, the student's original priority is lost and a new priority is established based on the date the written rejection is submitted to the Housing Assignments Office.

9. RESPONSIBILITIES FOR THE ROOM:

(A) The University agrees to provide a room in a habitable condition and will make an effort in conjunction with the student to create a worthwhile, educationally relevant living experience in an environment suitable for studying and sleeping. Except in cases of student negligence, the University agrees to make necessary room repairs in a reasonable time. Advance approval must be

obtained from the Department of Student Life before any substantial changes are made to residence hall rooms. This includes painting, construction of lofts, and structural renovations to the room and its contents, etc. The University agrees to provide garbage collection, hot and cold water in reasonable quantity, and electricity in sufficient quantity to heat/cool the facility according to the heating/cooling system of the residence hall. The University will not be responsible for disruptions in service that are beyond University control. In the event of utility or facility disruptions, housing charges will not be reimbursed.

(B) The student will be held accountable for the condition of the room (other than normal wear and tear) and all furnishings assigned to that room, and will reimburse the University for all damage to or loss of these furnishings and accommodations. Students are responsible for maintaining the cleanliness of their rooms and residence hall public areas. Additionally, students may be held accountable for any abnormal wear, damages, or cleaning in public areas of their hall to include billing of damages to individual students when confirmed, as well as billing of damages or abnormal cleaning to living unit groups if damages and/or vandalism can be attributed to a specific floor, ramp, wing, or a section therein. Determination of the amount of such loss or damage will be made by the University. Students may be referred to Office of Student Life. Failure to pay the assessment may result in a registration, graduation, and transcript block, loss of the housing deposit and/or loss of future housing privileges.

10. TEMPORARY ASSIGNMENT ACCOMMODATIONS: At the beginning of each semester, occupancy may be expanded through the assignment of students to study rooms, recreational rooms, and "tripling" of what are normally double-occupancy rooms. New students assigned to permanent spaces as well as returning residence hall students should be prepared to be assigned a third roommate and may not know until their arrival that a temporary assignment has been placed in their room. Temporary assignment spaces are used until regular double occupancy room accommodations become available, which may be the entire semester. Students who accept over assignment accommodations are bound by all the provisions of this contract. Students remaining in temporary assignment conditions after the third week of classes will receive a prorated reduction in their housing charges.

11. PRIVATE ROOMS: A private room is not guaranteed to any on-campus resident during the academic year. However, if space permits, private rooms may be available for an additional charge on a semester basis only. During all semesters, the Department of Student Life reserves the right to require single occupants of rooms, except those who have paid for a private room, to move together when to do so will: (1) reduce the cost of utilities, (2) facilitate cleaning, (3) make space available for the housing of special groups, or (4) support the private room policy.

12. HALL CHANGES: Hall changes are made based on availability. Residents changing halls during the contract period, from a less expensive to a more expensive hall, will be required to pay the difference in housing charges. If the move is to a less expensive hall, the housing fee difference will be refunded, normally after the 12th class day. Housing fee differentials will be computed on a prorated basis unless the move is completed prior to the first day of classes.

13. ROOM CHANGES: Students may request relocation to another room within the same residence hall, at times specified by the Office of Student Life throughout the year. Residents must submit Room Change Requests forms to their hall staff. The hall staff must first approve the request, before the move(s) can take place. Residents who move prior to receiving written approval may be subject to a \$25.00 charge and disciplinary procedures.

14. WAIVER AND INDEMNITY: WITH THE EXCEPTION OF THOSE CLAIMS ARISING OUT OF THE UNIVERSITY'S GROSS NEGLIGENCE OR WILLFUL MISCONDUCT, THE UNIVERSITY SHALL NOT BE LIABLE TO THE STUDENT, OR THOSE CLAIMING THROUGH OR UNDER THE STUDENT, FOR INJURY, DEATH OR PROPERTY DAMAGE CAUSED BY ACTS OF NATURE, FIRE, WATER, SMOKE, UTILITY OR EQUIPMENT MALFUNCTIONS, OR CAUSED BY THE NEGLIGENT CONDUCT OR ACTS OF ANY OTHER PERSON OCCURRING IN, ON OR ABOUT THE RESIDENCE HALLS, AND THE STUDENT SHALL INDEMNIFY THE UNIVERSITY AND HOLD IT HARMLESS FROM ANY SUCH CLAIM OR DAMAGE.

15. SECURITY and PERSONAL PROPERTY INSURANCE: Although reasonable steps are taken to maintain all university facilities and grounds and to provide adequate security, the University is not liable for the loss of or damage to personal property, or for any personal injury (including death, rape or assault), caused by acts of nature, fire, water, smoke, utility or equipment malfunctions, or caused by the negligent or criminal conduct or acts of any student resident, guest or invitee of any student resident, which occur in its buildings or on its grounds, prior to, during or subsequent to the period of this contract. Student residents are strongly advised to carry a personal property (i.e. renter's) insurance policy. The University only carries insurance on University-owned buildings and property, and such insurance will not cover the cost of replacing residents' property and personal items.

16. ROOM ENTRY: The University reserves the right to enter a student's room for the purposes of inspection of University property, to seek missing residence hall furnishings, to initiate improvements or repairs, pest control measures, to control the rooms in the event of an epidemic or an emergency, to insure evacuation during fire drills, or for any other purposes as stated in the University Regulations or Residence Hall Handbook, to

include suspected violations of University Rules, Student Rules, or Housing policies.

17. RULES AND REGULATIONS: Rules and regulations appearing in the most recent Residence Hall Handbook, University Regulations, and all published policies of individual Housing Areas, are made a part of this contract. In the event of a conflict in published policies, the provisions of this contract will govern. Copies of these publications are distributed at check-in during the Fall, Spring, and Summer semesters and posted on the Department's website.

18. CORRESPONDENCE AND REFUNDS:

(A) Housing Assignments Office correspondence and University billing refunds will be mailed to the student at the address designated by the student in his or her housing file. Address changes should be reported to the University Records Office.

(B) All refunds referred to in this contract will normally be submitted to the Fiscal Office for payment within 30 days after termination of the contract. New contract deposits are not refundable for six weeks.

19. ROOM ASSIGNMENTS: The University draws students from many states, nations, races and religions. It will be the responsibility of each student to respect the rights of all residents in University residence halls. Admission to the University and any of its sponsored programs is open to qualified individuals regardless of race, color, religion, sex, national origin, or disability. Room and roommate assignments are made without regard to race, color, religion, disability, or national origin.

20. RELATIONSHIP OF PARTIES: This contract creates a license to occupy and use the room assigned to the student as the student's temporary residence during the term of this contract and is not a lease of University property. No landlord/tenant relationship shall be construed between the University and the student.

21. MISCELLANEOUS PROVISIONS: The University has the right to determine when provisions of this contract are violated and to determine the appropriate course of action. If any section or subsection of this contract is ruled to be illegal or invalid, this will not affect the validity or enforceability of the remaining provisions of the contract.

22. GOVERNING LAW: The validity of this contract and all matters pertaining thereto, including but not limited to, matters of performance, non-performance, breach, remedies, procedures, rights, duties, and interpretation or construction shall be governed and determined by the Constitution and the laws of the State of Texas. Any lawsuit to enforce this contract must be brought in Galveston County, Texas.

Smoke-Free Campus Policy

University Rule 34.05.99.M1

The most current, complete, and official University Student Rules can be found online at www.tamug.edu (under the “Administration” tab). The following is an excerpt that is provided for your ease of use and was current at the time of printing. Please refer to the actual website for the most current and up to date rules.

The University has had a long-standing policy prohibiting smoking and other tobacco use inside office and classroom buildings, dormitories and other residential areas and at athletic facilities. The new modification expands the prohibited smoking areas to include sidewalks, parking lots, walkways and attached parking structures immediately adjacent to all such buildings and facilities. The newly modified rule also applies to all vehicles owned, leased or rented by the University.

The changes are the result of a thoughtful decision-making process based on well-documented evidence that use of tobacco products pose significant health risks. Those health risks extend to non-users of such products as well as to users.

The safety and health of our students, faculty and staff, as well as that of our visitors, are always of the foremost concern in making decisions about campus operations. Thus, we feel it highly appropriate that we take this additional step.

University Student Rules

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Forward

Texas A&M University at Galveston is a community that is dedicated to personal and academic excellence. Choosing to join the community obligates each member to a code of civilized behavior. The purpose of this handbook is to present the rules that govern student conduct and student activities at Texas A&M University at Galveston and that describe faculty and staff obligations in their work with students. These rules result from years of experience and are the products of student, staff and faculty thought.

The Galveston campus edition of the University Student Rules is slightly modified from the College Station edition to delineate procedures that effectively accommodate the smaller campus functioning 150 miles from the central university administration.

Each individual student, faculty member and staff employee is expected to read this handbook carefully and observe its requirements. Particular attention should be given to the Aggie Code of Honor, the University Statement on Harassment and Discrimination and the Students' Rights and Responsibilities.

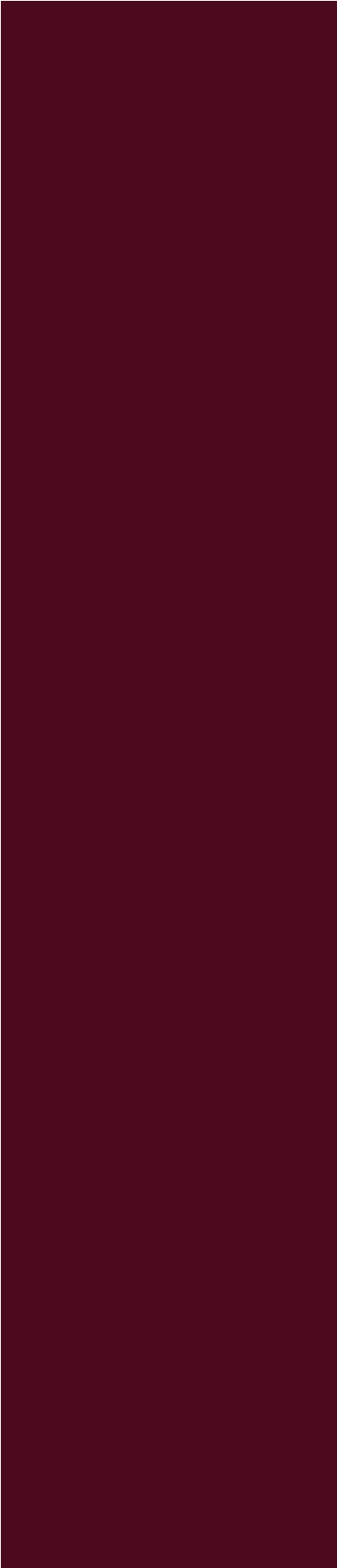
No rule, no matter how carefully worded, can cover all eventualities completely. These rules should, therefore, be followed in the spirit in which they are intended: The conduct of all members of the Texas A&M University at Galveston community should be above reproach.

Aggie Code of Honor

For many years Aggies have followed a Code of Honor, which is stated in this very simple verse:

"An Aggie does not lie, cheat, or steal or tolerate those who do."

The Aggie Code of Honor is an effort to unify the aims of all Texas A&M men and women toward a high code of ethics and personal dignity. For most, living under this code will be



no problem, as it asks nothing of a person that is beyond reason. It only calls for honesty and integrity, characteristics that Aggies have always exemplified.

The Aggie Code of Honor functions as a symbol to all Aggies, promoting understanding and loyalty to truth and confidence in each other.

University Statement on Harassment and Discrimination

Texas A&M is committed to the fundamental principles of academic freedom, equality of opportunity and human dignity. To fulfill its multiple missions as an institution of higher learning, Texas A&M encourages a climate that values and nurtures collegiality, diversity, pluralism and the uniqueness of the individual within our state, nation and world. All decisions and actions involving students and employees should be based on applicable law and individual merit.

Texas A&M University, in accordance with applicable federal and state law, prohibits discrimination, including harassment, on the basis of race, color, national or ethnic origin, religion, sex, disability, age, sexual orientation, or veteran status.

Individuals who believe they have experienced harassment or discrimination prohibited by this statement are encouraged to contact the appropriate offices within their respective units.

Students should contact the office of the Vice President for Student Life at 409.740.4598, faculty should contact the Office of the Vice President for Academic Affairs and Chief Academic Officer at 409.740.4710 and staff should contact the Human Resources Department at 409.740.4503.

33. Residence Hall Rules

(Aug 2017)

33.1 Students residing in or visiting a university residence hall are responsible for knowing and observing the visitation rules, including hours for visitation. The conduct of a guest is the responsibility of the host. The presence of a student in a residence room of the opposite sex is prohibited except during official open visitation periods as delineated in Section 33.3 below or on special occasions approved by the Assistant Vice President for Student Affairs.

33.2 Vendors are not permitted in any residence hall rooms after visitation hours.

33.3 Visitation hours (for guests not affiliated with the university as enrolled students or faculty or staff employees) are from 9am to 12am, Sunday through Thursday and 9am to 2:30am Friday and Saturday. After visitation hours, only guests of the same sex as the room residents may be in the residents' rooms. This applies to both university affiliated as well as non-affiliated guests. Any guest who is not affiliated with the campus as an enrolled student, faculty or staff member must have written permission of the Office of Student Life to remain overnight on campus if in the residence halls after visitation hours. This privilege will be granted only when there is space available and after appropriate guest fees have been paid to the Fiscal Office. Fee receipts must be carried as proof of permission. Non-affiliated guests on campus after visitation hours must be in the company of a TAMUG student or employee except when going directly to or from transportation.

33.4 Residents and guests must wear appropriate clothing at all times while in the hallways or public areas.

33.5 Visitation hours may be reduced if the residents of a floor within the residence hall desire a lesser number of hours and/or days or other stipulated conditions. Changes may be made by calling a referendum of all the residents on the floor. An affirmative vote of at least sixty-six percent of the total number of residents on the floor will be required to either approve or make changes in the Visitation Rule. Any changes or stipulated conditions of the hall rules must be in compliance with the Galveston Campus Visitation Rules and approved by the Assistant Vice President for Student Affairs.

33.6 A general residence floor referendum will not be required to approve visitation stipulations on the floor each new school year unless changes are requested from residents of that floor. Residents may sign a "change" petition to put the floor Visitation Rules up for review by the residents. A general floor referendum must then be called to approve any new changes. A sixty-six percent majority of floor residents is required for approval of changes to the floor Visitation Rules.

After approval by the Assistant Vice President for Student Affairs, changes in the floor Visitation Rules will be announced seven days prior to implementation.

33.7 Violations of the Residence Hall Rules will be acted upon by the Community Leaders, and/or the Assistant Vice President for Student Affairs and may be referred to the Office of Student Life for disciplinary action.

33.8 Quiet Hours The Resident Advisors are responsible for ensuring that conditions conducive to good study are maintained. Designated "quiet hours" will be maintained in all residence facilities during the period of 9:00p.m. to 8:30 a.m., Sunday through Thursday; and 12 Midnight to 11 a.m., Friday and Saturday. Quiet hours may be expanded but not diminished by a majority vote of sixty-six percent of the residents of a floor. Expanded quiet hours will be observed prior to and during final examination each semester. While the maintenance of the quiet hours is the responsibility of each member of the hall, the Resident Advisor will be alert to infractions and assist where necessary to enforce the rules.

33.9 The university does not assume responsibility at any time for the private property of students and is not liable for the loss or damage of any article of personal property anywhere on the premises.

33.10 The residents, for their own protection, will be asked to inventory their furniture and rooms for existing damage with a designated university representative. This inventory will be completed at the time the student checks into the room. If additional damage to the room or furnishings occurs, repairs or replacement may be charged to the occupants.

33.11 Firearms and other weapons, including but not limited to, BB-guns, wrist rockets, tennis ball cannons, and spear guns, and any ammunition, may not be kept, assembled or disassembled, or cleaned in campus facilities. Exceptions to this rule are made for law enforcement personnel and military personnel in the performance of official duty as well as lawful holders of Texas Concealed Carry license. CPL holders must store their weapon and ammunition within the campus approved safe when not under direct control of the licensee. Additionally, ceremonial weapons for Silver Taps and Aggie Muster are excepted. Special permission for bringing a weapon on campus may be granted by the Chief of Campus Police or his or her designated representative. For a formal definition of "weapon" please refer to [Student Conduct Code rule 24.4.14](#) .

33.12 Substantive changes to or within rooms are not to be made without securing permission from the Office of Residential Services. Under no conditions should students remove any university-owned furnishings from their rooms and students shall not furnish their rooms with university-owned property taken from the public areas of the university.

33.13 Window Coverings Student rooms in all halls have window blinds provided. Residents who wish to bring their own drapes or curtains can use a spring tension rod, but nothing can be screwed, nailed, or attached to the walls or windows. No flammable items may be stored, hung or placed in the window (paper, vinyl, etc).

In addition, the window must be kept free of any item that may obstruct clear and safe passage, even in the case of nominally inoperable windows. It is also not permissible to hang or place anything in the window that may be viewed from outside the building other than blinds or curtains (hung with a tension rod)'; specifically, but not limited to, posters, flags, tin foil, glass-sticky decorations, or spray snow/foam.

33.14 Decorations: During door decorating contests, decorations are only allowed to be put up five days after the event. Holiday decorations may ignite easily and would allow fire to rapidly spread. Inside residents rooms no more than 20% of wall space may be covered with decorations, poster or other flammable materials. Also due to fires safety hazards, fresh cut Christmas trees or other trees, live trees are not permitted in the halls.

33.15 Dart Boards: Residents may only use dart boards with darts that adhere to the board via Velcro, magnets or some other adhesive that will not damage property or injure someone. Darts with pointed or sharp ends are not permitted.

33.16 Aspirational Statement: Posting, whether on doors or windows, should respect the mission and values of the university residence halls and the Aggie Code, include providing all residents with a "place to safely live and learn". Posts, postings or signage should not engage in gratuitously offensive expression that might be destructive of the community.

33.17 Room assignments changes originate with the Office of Student Life which makes the room assignments. Students making the room changes must secure clearance for their original rooms from the Office of Residence Life and arrange to check into their new rooms from that office.

33.18 Cooking in the residence facilities is prohibited. All kitchen appliances with the exception of coffee pots, hot pots, popcorn poppers, microwaves, and blenders are prohibited in the residence halls.

33.19 Refrigerators are permitted in designated rooms only when such refrigerators meet the following university specifications:

33.19.1 The refrigerator is "Underwriters Laboratory" approved and has a running current requirement not to exceed 1.6 amps.

33.19.2 The electrical cord plugs directly into the power receptacle.

33.19.3 During extended holidays, between semesters, and in the case of a campus evacuation, the refrigerator is emptied, cleaned and unplugged.

33.19.4 The refrigerator is removed from the room prior to applying for room clearance.

33.20 No student is permitted on the roofs of the residence halls.

33.21 Cadet officers or resident advisors in each residence facility are responsible for the maintenance of order, the preservation of property and the cleanliness of the hall and/or area assigned to their organization. TAMUG Residence Life Manual Page 29 Residence Life-24 hour Phone Number: 409-740-4445

33.22 A student's room may be entered by a staff member to provide cleaning and/or maintenance, to conduct an inventory of university property, to conduct a health and safety check, to assure compliance with applicable housing codes, when an emergency exists or is believed to exist, or when the staff member has reasonable cause to believe that a violation of civil or criminal laws, University Student Rules, or housing rules has occurred or is occurring. Additional inspection of cadet corps rooms may be made by authorized cadets and cadre in accordance with the Corps Operations Manual. In the event of sudden illness, death, or some other reason for which a student might be absent for a prolonged or indefinite period, university officials are authorized to collect and store for safekeeping and proper disposal the affected student's personal belongings and property which are on university premises.

33.23 Candles (with or without wicks), incense, oil lamps, and other devices which use an open flame (including potpourri pots, hibachis, and barbecue grills) are prohibited in residence halls. Because these items create a significant fire hazard, they are not allowed at any time in the residence halls. Items will be confiscated and residents will be subject to disciplinary action.

33.24 Combustible materials in corridors must be limited to student message boards and university installed community bulletin boards.

33.21 Balconies and hallways are to remain clear of furnishings and other material to maintain clear exit paths in case of fire. The following items are not permitted on balconies:

- Indoor University furniture
- Bicycles, scooters, kayaks or surfboards
- Boxes
- Garbage bags or containers
- Grills or grilling accessories, such as charcoal fluid, charcoal, propane, flammable liquids
 - a. Other items that could cause harm during a storm or that are not in good condition, also may be asked to be removed by a housing staff member. Items that obstruct view of the balcony are also not permitted. Final decisions rest with the Office of Residence Life.

33.22 Charcoal and charcoal lighter fluid may not be stored in residence hall rooms or on balconies.

33.23 Fire exit doors and doors separating exit stairways from corridors may not be propped open at any time.

University Notice of Nondiscrimination and Abuse

Reporting Violations or Making Inquiries Regarding Equal Opportunity and Non-discrimination (including sexual harassment)

Texas A&M University at Galveston provides equal opportunity to all employees, students, applicants for employment or admission, and the public regardless of race, color, religion, sex, national origin, disability, age, genetic information or veteran status. Texas A&M University at Galveston will promptly investigate all complaints of discrimination, sexual harassment, and related retaliation in accordance with applicable federal and state laws. Further, Texas A&M University at Galveston will strive to maintain a work and educational environment free from discrimination on the basis of sexual orientation, gender identity and gender expression.

Sexual harassment is a form of discrimination based on sex. It is defined as unwelcome conduct of a sexual nature, which includes unwelcome sexual advances, requests for sexual favors, and other verbal, nonverbal, or physical conduct of a sexual nature. Sexual violence, which includes rape, sexual assault, sexual battery, sexual coercion, and sexual exploitation, is a form of sexual harassment.

Any Texas A&M University at Galveston employee who witnesses, is subjected to, or is informed about incidents of discrimination, sexual harassment, and/or related retaliation is **required** to report the incident to one of the Designated Officials listed below who investigates alleged violations perpetrated by students, faculty, staff, and visitors. All other members of the campus community or public are **strongly encouraged** to report any such incidents.

If you have questions or need support, please contact the Office of the Assistant Vice President for Student Affairs (students), the Office of the Dean of Faculties (faculty members), or the Office of Human Resources (staff and visitors) as indicated below.

Reporting Abuse or Neglect

The safety of our students, faculty, staff and visitors is a top priority at Texas A&M University at Galveston. State law **requires** all persons having cause to believe that an elderly or disabled person is in the state of abuse, neglect, or exploitation, report this information immediately. The law also imposes strict requirements for “professionals,” which is defined as an individual who is licensed or certified by the state or who is an employee of a facility licensed, certified, or operated by the state and who, in the normal course of official duties or duties for which a license or certification is required, has direct contact with children. The term includes teachers, nurses, doctors, day-care employees, employees of a clinic or health care facility that provides reproductive services, juvenile probation officers, and juvenile detention or correctional officers. If a “professional” has cause to believe that a child has been abused or neglected, the professional is **required** to make a report not later than 48 hours after learning of the abuse or neglect. A professional may not delegate to or rely on another person to make the report.

Finally, State law **requires** all persons having cause to believe that a child’s physical or mental health or welfare has been adversely affected by abuse or neglect to *immediately* make a report to law enforcement, even if the belief is premised upon incomplete or dated information.

For emergencies call 9-1-1, the University Police Department (409-740-4545), or any local law enforcement agency including the Galveston Police Department (409-765-3702) or Galveston County Sheriff's Office (409-766-2300). For non-emergency cases of suspected or ongoing abuse or neglect, call the Texas Abuse Hotline at 1-800-252-5400.

Designated Officials

Regarding discrimination, harassment, abuse, neglect, or exploitation: Students, faculty, staff, visitors, and applicants for employment or admission should notify the appropriate Designated Official below who investigates alleged violations perpetrated by students, faculty, staff, and visitors. Employees may also notify their supervisor (if that person is not the suspected offender), although they are not required to do so.

If the alleged offender is a Student or Student Employee, the Designated University Official is Dr. Todd Sutherland, Assistant Vice President of Student Affairs, Texas A&M University at Galveston, Seibel Student Services Center #101G, Galveston, TX 77553, 409-740-4598, TitleIXStudents@tamug.edu

If the alleged offender is a Faculty Employee or Graduate /Postdoctoral Student working in an academic area, the Designated University Official is Dr. Blanca Lupiani, Associate Dean of Faculties, Texas A&M University, 108 YMCA Building, 1126 TAMU, College Station, TX 77843, 979- 845-4274, Dof@tamu.edu

If the alleged offender is a Non-faculty Employee, Graduate /Postdoctoral Student working in a non-academic area, or Unrelated Third Party, the Designated University Official is Jeff Boyer, Executive Director of Human Resources/Title IX Campus Coordinator, Texas A&M University at Galveston, Powell Marine Engineering Complex, Suite #123, Galveston, TX 77553, 409-740-4503, TitleIXCoordinator@tamug.edu Inquiries about Title IX also may be referred to Dr. Merna Jacobson, Title IX Coordinator for Texas A&M University, 979-845-0977, TitleIXCoordinator@tamu.edu; the U.S. Equal Employment Opportunity Commission (employees) at 1-800-669-4000; or the U.S. Department of Education Office of Civil Rights (students) at 214-661-9600.

Confidentiality/Privacy

Reports of discrimination, sexual harassment, and/or related retaliation will be kept private to the extent possible; however, identification of parties on a need-to-know basis may be required in order to conduct a thorough investigation.

For confidential assistance and support, students and employees may contact one of the counselors listed below in the Student Counseling Center, Texas A&M University at Galveston, Seibel Student Services Center, Suite #104, Galveston, TX 77553.

Ken Bailey, MA, Director of Counseling and Career Services, 409-740-4725, baileyk@tamug.edu

Dr. Rick Ertell, Ed.D., Assistant Director of Counseling and Disabilities, 409-740-4587, ertellr@tamug.edu

Daisey McCloud, Assistant Director of Counseling and Career Services, 409-740-4537, mccloudd@tamug.edu

Diane Manley, Student Development Specialist, 409-740-4739, manleyd@tamug.edu

Employees may also contact the Employee Assistance Program at UTMB by calling 409-772-2485.

If a complainant requests that the university not take action against an accused person, the university may be limited in its ability to fully respond to the incident. In order to provide a safe environment for all employees and students, the university may need to take action in any case when violence, threat, predation, pattern, or weapons are involved.

Important Phone Numbers

(All numbers to be prefixed by a 409-740-XXXX)

Academic Enhancement.....	4343
Admissions & Records.....	4414
Bookstore.....	4488
Campus Police.....	4545
Career Planning & Placement.....	4736
Computing & Information Services (CIS).....	4714
Corps Office.....	4953
Financial Management Services.....	4433
Dining Services.....	4590
General Academics.....	4498
Gym (P.E. Facility).....	4700
Library.....	4560
Mail Room.....	4812
Marine Biology.....	4531
Marine Engineering (Technology).....	4921
Marine Science.....	4515
Marine Transportation.....	4887
Maritime Administration.....	4478
Maritime Studies.....	4498
Maritime Systems Engineering.....	4504
Residence Life.....	4445
Student Counseling.....	4537
Student Health Service.....	4736
Student Life.....	4561
Student Relations.....	4559