

# TEXAS A&M UNIVERSITY AT GALVESTON

Residence Hall Manual

Howdy!

On behalf of myself, the Housing 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 Campus Living & Learning. 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 Campus Living & Learning.

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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

# Campus Living & Learning Staff

## Professional Staff

Professional staff members in the Office of Campus Living & Learning 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 Campus Living & Learning at Texas A&M University at Galveston. The Assistant Director of Campus Living & Learning 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 Campus Living & Learning 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 Campus Living & Learning. 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 Campus Living & Learning. 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 Campus Living & Learning 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 Campus Living & Learning building from 8am-5pm during the week to assist with checking out equipment, lock-outs, and answering general questions related to residence hall living.

Campus Living & Learning hires office staff each semester. Please speak with a Housing Coordinator for more information regarding this position.



## **Mission**

The Office of Campus Living & Learning 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.

## **Anchoring Principles**

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.

# Campus Living & Learning 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 Campus Living & Learning 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 Campus Living & Learning**

The Office of Campus Living & Learning 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 Campus Living & Learning 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 Campus Living & Learning.

## **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](http://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 Campus Living & Learning. The Campus Living & Learning 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 Campus Living & Learning with the temporary key and your student ID. Campus Living & Learning 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 Campus Living & Learning. 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 Campus Living & Learning 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 Campus Living & Learning. 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 Campus Living & Learning 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 Campus Living & Learning 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 Campus Living & Learning 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 Campus Living & Learning 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 Campus Living & Learning front desk in Pacific with any particular issues with cable.

# Safety and Security

## 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](http://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

- 1) Insert key, arrow down and facing you, into your door lock.
- 2) 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

- 1) Close door firmly and door will lock automatically.
- 2) 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 Campus Living & Learning. This information will be kept confidential and will only be utilized by Campus Living & Learning 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 Campus Living & Learning.

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

## Emergency Preparedness

### IMPORTANT NUMBERS

Ambulance or Police Emergency (24 hours).....	911
Student Health Services (Student Service Office).....	409.740.4736
Campus Police (24 hour) .....	409.740.4545
Student Life Office.....	409.740.4561
Office of Campus Living & Learning (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.

## 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 Campus Living & Learning 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.
6. 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:

- 1) Stand clear of windows, exterior walls and doors.
- 2) Move to small interior rooms. (i.e., bathrooms, closets, etc.)
- 3) Avoid standing near areas which may be glass enclosed.
- 4) If you are unable to move to small interior rooms, get under something sturdy if possible (i.e., sturdy tables, desks, etc.)
- 5) If time permits, go to the lowest possible floor and stay with a friend.
- 6) 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 Campus Living & Learning of your destination and numbers of passengers you can accommodate.
- If you are unable to arrange transportation, report to the Office of Campus Living & Learning 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](http://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](http://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 Campus Living & Learning after receiving proper medical attention.

ADDITIONAL INSTRUCTIONS AND INFORMATION will be disseminated through the Community Leaders, Campus Living & Learning, Student Services, and Campus Police.

## Leadership Opportunities

**The Office of Campus Living & Learning has several leadership opportunities available to students, both paid and non-paid.**

**Community Leader** – The Community Leader (CL) is an important member of the Campus Living & Learning 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 Campus Living & Learning 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 Campus Living & Learning.

**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.

## Housing Assignments

Campus Living & Learning has sole right to make resident assignments. Campus Living & Learning 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 Campus Living & Learning 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 Campus Living & Learning 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 Campus Living & Learning 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 Campus Living & Learning 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 Campus Living & Learning when items are removed to restart the check-out process, and wait for an Office of Campus Living & Learning 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 Campus Living & Learning 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 Campus Living & Learning Representative will secure the room and be the last to leave the room.

3) The Campus Living & Learning 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 Campus Living & Learning 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 Campus Living & Learning. 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 Campus Living & Learning 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 Campus Living & Learning. In effect, they are waiving their right to be present with Campus Living & Learning 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 Campus Living & Learning 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 Campus Living & Learning and complete the room change request form. Additionally, residents may take advantage of the form available in Campus Living & Learning to request a room change between Fall and Spring semesters.

## **Housing Deposit**

As of Fall of 2018, TAMUG Campus Living & Learning has replaced the \$300 deposit with a housing application fee for New/Incoming students. This fee will be a one time, \$75 application

fee. Please be advised that this fee is non-refundable. For students who were approved for off-campus housing and need on-campus housing they will be required to re-apply for housing and pay the housing application fee again..

### **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 Campus Living & Learning, at the time of your checkout. Students may also send a written request to the Office of Campus Living & Learning 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

TEXAS A&M UNIVERSITY AT GALVESTON

Department of Student Life

## Housing Contract/Academic Year Fall 2020 – Spring 2021

This University Housing Contract (“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 (“Student”). This Contract also applies to members of the Corps of Cadets for Corps housing. It does not constitute a commitment of admission to the University. This Contract may be terminated only under the conditions specified herein. **Students and their parents and/or guardians are urged to carefully read this Contract. This document becomes a binding contract between the Student (or their parent or guardian if the student is under 18 years of age) and the University when either (a) the Space Acceptance Form for newly assigned 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, or (b) when a space offer is made to a student who has requested a space on-campus and is on the wait list, or (c) when a space offer is made to a returning student who has requested a space on-campus during the Housing Decision or Contract Renewal process. Completion of this Contract is for a space in University housing only and does not guarantee assignment to a particular room, roommate, residence hall, or style of residence hall or apartment. This Contract is binding regardless of the particular residence hall, apartment, 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)

### DEFINITION OF TERMS:

(A) The term “Academic Year” shall mean the Fall 2020 and Spring 2021 semesters at the University.

(B) The term “Residence Halls” shall mean any type of dormitory-style living accommodations except any residence halls used exclusively for housing members of the Corps of Cadets.

(C) The term “Corps Halls” shall mean all dormitory-style living accommodations used exclusively for housing members of the Corps of Cadets.

### 1. PERIOD OF CONTRACT:

(A) The default term of this Contract is for the Academic Year, or if entered into after the start of the Fall semester, for the remainder of the Academic Year. The University reserves the right to utilize rooms as necessary between semesters. Students will be given prior notice to turn in their keys and vacate their room during these periods. Students wanting to live in Residence Halls and Corps Halls during the summer will need to sign a separate summer housing contract. Students living in Residence Halls and Corps Halls have a 9 month contract. Housing charges do not cover periods when the university is closed between the fall and spring semesters (winter break).

(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. 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. Additionally, students may be required to complete an on-line orientation prior to move in. 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 tenantable 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 any type of University Housing before Move-In Date or leaving after Move-Out Date must have approval from the Director of the Department of Student Life or designee and will be charged a daily room rate in addition to the normal housing charges. Students who withdraw from the University at the winter break, but do not checkout or remove their belongings before the halls/apartments open for the spring semester, will be charged a daily late-checkout fee until their belongings are completely removed. Additional late penalties may apply as well.

### 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 in University Housing (not a particular room, residence hall, style of hall or apartment, or roommate choice).** The Housing Assignments Office reserves the right to make room assignments and to make any subsequent changes considered advisable or necessary. Students are not permitted to assign or sublease their room/apartment to another student. Every effort will be made to assign a student based on the semester rate of halls/apartments requested by the student, but the University reserves the right to assign students to any University Housing based on availability and occupancy rates.

(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(A) of this Contract. Continuance of this Contract and/or transfer of the Housing Application charge 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 hall 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.

(D) To be eligible to live in any on-campus property, residents must be full-time students enrolled in a degree-producing program at the University.

### 3. HOUSING CHARGE PAYMENTS:

(A) **HOUSING CHARGES: Housing charges are billed by semester and are subject to change without notice.** Each semester’s housing charges will be due according to established University fee deadlines. Failure to pay the required housing charges could result in immediate removal from University

Housing, loss of future housing priority, and/or registration and transcript blocks.

**(B) Housing Application Charge:** This charge must be paid at the time of the application. This payment serves as a space reservation. The Housing Application Charge is not applied to housing rent charges. The housing application charge is a one-time charge for as long as the student remains on campus and is non-refundable after it has been paid. If a student cancels their housing and later returns to on-campus housing, the student would repay the housing application charge.

**4 HOUSING CHARGE/REFUND SCHEDULE:** 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. If a student terminates this Contract for the Fall or Spring semester (Summer if a 12 month contract), the student will be responsible for the following housing charges:

**(A) CHARGES FOR THE FALL SEMESTER**

**(All New to Housing Student):**

- Prior to May 1<sup>st</sup> – no penalty
- May 2<sup>nd</sup> to May 30<sup>th</sup> – \$500
- June 1<sup>st</sup> to Aug 14<sup>th</sup> – \$1000
- August 15<sup>th</sup> (or after move) – 100% of Fall semester rent

**(B) CHARGES FOR THE FALL SEMESTER**

**(Fall Returning Student):**

- Prior to April 1<sup>st</sup> – no penalty
- April 1<sup>st</sup> to May 30<sup>th</sup> – \$500
- June 1<sup>st</sup> to Aug 14<sup>th</sup> – \$1000
- August 15<sup>th</sup> (or after move) – 100% of Fall semester rent
- Corps of Cadet students only: Prior to July 14<sup>th</sup> – no penalty. After July 15<sup>th</sup>, student follows the above schedule based on the date of cancellation.

**(C) CHARGES FOR THE SPRING SEMESTER (Fall Assigned Students Only):**

- Students who cancel their housing assignment after the student has moved in for the Fall is subject to 100% of the Spring semester rent.

**(D) CHARGES FOR THE SPRING SEMESTER**

**(New Spring Assigned Students Only):**

- Prior to December 1<sup>st</sup> – no penalty
- December 1<sup>st</sup> to Jan 14<sup>th</sup> – \$500
- January 15<sup>th</sup> (or after student has moved in) – 100% of Spring semester rent

**5 TERMINATION OF THIS CONTRACT BY THE STUDENT:**

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 in the Fall semester. UNLESS ONE OF THE EXCEPTIONS OUTLINED IN SECTION 5B APPLIES, ANY TERMINATION OF THIS CONTRACT BY THE STUDENT AFTER SIGNING THE CONTRACT WILL RESULT IN LATE TERMINATIONS CHARGE AS OUTLINED BELOW, AND THE STUDENT WILL BE FINANCIALLY RESPONSIBLE FOR HOUSING CHARGES ACCORDING TO THE HOUSING CHARGE/REFUND SCHEDULE OUTLINED IN SECTION 4.

**(A) TERMINATION PROCEDURES:**

After this Contract is signed, notification of termination of this Contract must be made on-line or in writing/e-mail/fax to the Housing Assignments Office. Notifications of termination submitted to offices other than the Housing Assignments Office DO NOT comply with this requirement and the 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 any and all deadlines in this Contract.

**(B) EXCEPTIONS.** Exceptions to the housing charge/refund schedule may be granted for students who graduate at the end of the Fall semester, enlist in the Armed Forces of the United States, are accepted into one of the Service Academies, or participate in a cooperative education/internship, 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<sup>th</sup>. Exceptions may also be made for students who are academically restricted from re-enrollment or who become medically unable to return for the Spring (or summer if a 12 month contract) semester if written notification is received prior to the beginning of classes for the Spring (or Summer if a 12 month contract) semester. Whether an exception applies will be determined by the Department of Student Life in its sole discretion.

**6 TERMINATION OF THIS CONTRACT BY THE UNIVERSITY:** If a student is suspended, expelled, or otherwise removed from the University or

University Housing for disciplinary reasons, the University will terminate the Contract. In such cases, the student will be required to vacate the room/apartment within 48 hours after notification of such action by the University, or sooner if, in the opinion of the Department of Student Life, there is a threat to the welfare of persons or property. When the Department of Student Life believes that the continued presence of a student living in University Housing poses a continuing danger to persons or property, is a direct threat to persons or property, or is significantly disruptive to the normal operations of the residence halls, the student may be removed from University Housing pending the outcome of a student conduct process and/or administrative contract review. Students who are removed from University Housing for reasons stated in this paragraph are subject to the charges outlined in Sections 4 and 5 of this Contract, and may not be eligible to apply for future on-campus housing. In addition, by signing this Contract, the Student grants the University the right to conduct a criminal background check, criminal history screening or sex offender registry 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. If approved to remain on campus, then room booking charge will be transferred each semester as long as the student remains enrolled and living in University Housing. Residents choosing to renew their contract for an additional academic year agree to be bound by all policies, terms and conditions of this Contract and the next academic year housing contract upon electronically signing the housing contract renewal.

**8. REJECTION OF HALL ASSIGNMENT:** If the student rejects an assignment offer, the student terminates this Contract effective on the date the written rejection is submitted to the Housing Assignments Office and the provisions in Sections 4 and 5 shall apply.

**9. RESIGNATION FROM THE CORPS:** Resignation or academic suspension from the Corps of Cadets does not release the Student from this Contract. If the Student resigns his/her membership in, or is suspended by or removed from the Corps of Cadets, but continues enrollment at the University, the Student is required to fulfill the terms of this Contract by moving into other University Housing if space is available. If space is not available, the Department of Student Life may terminate this Contract. A student leaving the Corps of Cadets, for whatever reason, will not be permitted to live in Corps Halls due to the absence of space availability in the Residence Halls. A student leaving the Corps of Cadets is required to complete all necessary resignation/transfer paperwork, properly check-out and vacate the Corps Halls within forty-eight (48) hours. Failure to do so may result in additional billing and/or charges.

**10. 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 room. This includes, but is not limited to painting, construction of lofts, and structural renovations to the room and its contents, etc. The University agrees to provide garbage collection, basic television service, internet connection, 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 building. Mail boxes are available for rent at an additional charge for Residence Halls and Corps Halls. 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. All students are expected to have either renter's insurance or personal property insurance for their belongings while living in University Housing.

**(B)** The student will be held accountable for the condition of the room/apartment (other than normal wear and tear) and all furnishings assigned to that room/apartment, 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 room/apartment. 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 the Student Conduct Office. Failure to pay the assessment may result in a registration, graduation, and transcript block, and/or loss of future housing privileges. Students have 90 calendar days from the date of any damage billing to appeal those charges. All damage billing appeals must be made in writing. Exceptions can be made by the Director of Residence Life, or designee.

**11. 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 residence hall 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. Students who are offered a permanent space, but decline that offer to stay in their temporary space may be approved on a case-by-cases basis. Students who are approved to stay in this temporary space on a semester basis only will be charged the regular room rent for that assigned space (prorated to the date of approval).

**12. PRIVATE ROOMS:** A private room is not guaranteed to any 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 Residence Life reserves the right to require single occupants of rooms, except those who have paid for a private room, to move together when to doing 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.

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

**14. ROOM CHANGES:** Students may request relocation to another room within the same residence hall or same apartment style in another building, at times specified by the Housing Assignments Office, 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 \$100.00 charge and disciplinary procedures.

**15. 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 OR APARTMENTS, AND THE STUDENT SHALL INDEMNIFY THE UNIVERSITY AND HOLD IT HARMLESS FROM ANY SUCH CLAIM OR DAMAGE.

**16. SECURITY and PERSONAL PROPERTY INSURANCE:** Although reasonable steps are taken to maintain all University Housing 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 occurs in its buildings or on its grounds, prior to, during or subsequent to the period of this Contract. Student residents are expected to carry a personal property (i.e. renter's) insurance policy for their belongings while living in University Housing. 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.

**17. ROOM/APARTMENT ENTRY:** The University reserves the right to enter a student's room or apartment for the purposes of inspection of University property, pest control measures, to seek missing University-owned furnishings, to initiate improvements or repairs, 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, Residence Hall Handbook, University Apartments Resident Handbook or Cadet Resident Handbook, to include suspected violations of University Rules, Student Rules, or Housing policies.

**18. RULES AND REGULATIONS:** Rules and regulations appearing in the most recent Residence Hall Handbook, University Apartments Resident Handbook, University Regulations, and all published policies of individual Housing Areas, are made a part of this Contract. For Corps of Cadets, rules and regulations appearing in The Standard, Cadet Resident Handbook, and all published policies of the Office of the Commandant are also 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.

**19. CORRESPONDENCE AND REFUNDS:**

(A) Housing Assignments Office, University Apartments Office, Corps Housing Office correspondence and University billing refunds will be refunded to the student's account.

(B) All refunds referred to in this Contract will normally be submitted to the Student Business Services office for payment within 30 days after termination of the Contract. Housing application charge, once paid, will not be refunded.

**20. SPACE 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 living in University Housing. 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. Space and roommate assignments are made without regard to race, color, religion, disability, or national origin.

**21. RELATIONSHIP OF PARTIES:** This Contract creates a license to occupy and use the room or apartment 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.

**22. VEHICLE PARKING:** Parking permits are not included in the housing charges. Students will need to purchase a separate parking permit from Transportation Services.

**23. DINING PLAN REQUIREMENT:**

(A) Students living in a Residence Hall: All students living in campus housing with the exception of upper-classmen (non U1's with more than 30 hours of college credit) living in Albatross and Polaris Halls must have a minimum dining plan for the full Academic Year (or remainder of the Academic Year for those that apply for housing after the beginning of the fall semester). Any exceptions to the dining plan requirement will be determined by the Executive Director of University Dining or designee.

(B) **IN THE EVENT THIS CONTRACT IS TERMINATED FOR ANY REASON PRIOR TO THE END OF THE ACADEMIC YEAR, THE STUDENT MUST CONTACT UNIVERSITY DINING TO CANCEL/MODIFY THEIR DINING PLAN. It is the Student's responsibility to cancel or modify their dining plan through University Dining upon early termination of this Contract.**

**24. 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, it will not affect the validity or enforceability of the remaining provisions of the contract.

**25. 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 Brazos County, Texas.

Draft 11/29/17

## 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](http://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

*The most current, complete, and official University Student Rules can be found online at [www.tamug.edu](http://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.*

### **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

(Revised 1994)

**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 BB-guns, wrist rockets, tennis ball cannons, and spear guns may not be kept, assembled or disassembled, or cleaned in campus facilities or in vehicles driven on campus. Exceptions to this rule are made for law enforcement personnel and military personnel in the performance of official duty. 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.

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

**33.14** 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.

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

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

**33.15.2** The electrical cord plugs directly into the power receptacle.

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

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

**33.16** No student is permitted on the roofs of the residence halls.

**33.17** 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.

**33.18** 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.

**33.19** 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.

**33.20** 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. Prohibited items include, but are not limited to, hammocks, barbecue grills, hibachis, furniture, bicycles and plants.

**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](mailto: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](mailto: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](mailto: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](mailto: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](mailto:baileyk@tamug.edu)

Dr. Rick Ertell, Ed.D., Assistant Director of Counseling and Disabilities, 409-740-4587, [ertellr@tamug.edu](mailto:ertellr@tamug.edu)

Daisey McCloud, Assistant Director of Counseling and Career Services, 409-740-4537, [mccloudd@tamug.edu](mailto:mccloudd@tamug.edu)

Diane Manley, Student Development Specialist, 409-740-4739, [manleyd@tamug.edu](mailto: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
Campus Living & Learning.....	4445
Student Counseling.....	4537
Student Health Service.....	4736
Student Life.....	4561
Student Relations.....	4559