

# RESIDENT HANDBOOK

TEXAS A&M INTERNATIONAL UNIVERSITY



HOUSING  
RESIDENCE  
& LIFE  
TEXAS A&M  
INTERNATIONAL UNIVERSITY

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## **INTRODUCTION**

**Welcome!**

**We are pleased that you have chosen the on-campus housing as YOUR home at Texas A&M International University, and excited for the opportunity to build fond memories and great experiences with you.**

**This handbook was created to provide you with information that you need to know as a resident and member of the campus community at TAMIU. You are responsible for knowing and understanding the information that is contained in this handbook as well as the information contained in your lease agreement.**

**Please feel free to contact a member of the Student Housing staff if you have any questions or concerns. Have a great year!**

**Luis Stagg  
Director, Office of Housing & Residence Life**

### **Mission Statement**

**Consistently provide every resident with an environment conducive to healthy living, personal growth, academic achievement and professional success.**

## **OFFICE OF HOUSING AND RESIDENCE LIFE STAFF**

### **DIRECTOR OF HOUSING & RESIDENCE LIFE**

Is ultimately responsible for all policies, procedures and activities in the Office of Housing & Residence Life and acts as the liaison between the department and the campus community.

### **ASSISTANT DIRECTOR OF COMMUNITIES**

Is responsible for assisting the Director with the operation of the property and facilitation of daily operations at the Residential Learning Community and University Village respectively.

### **FACILITIES & MAINTENANCE SUPERVISOR**

Is responsible for overseeing the mechanical and physical upkeep of the community.

### **RESIDENTIAL SERVICES MANAGER - BUSINESS & ACCOUNTING**

Maintains student housing accounts charges and payment schedules and assists residents with the facilitation of payment plans.

### **RESIDENTIAL SERVICES MANAGER – LEASING & MARKETING**

Responsible for the development and implementation of OHRL marketing campaigns, and oversees leasing activities for the Office of Housing & Residence Life.

### **RESIDENTIAL SERVICES MANAGER – RESIDENCE LIFE**

Involved in the individual and collective development of students. The Resident Services Manager of Residence Life is the supervisor of the Resident Assistant staff as it regards to selection, training, and development activities, as well as handles student conduct issues.

### **MAINTENANCE TECHNICIANS**

Ensure the mechanical and physical upkeep of the community is performed regularly as well as assist with the cleanliness of the public areas.

### **RESIDENT ASSISTANTS**

Friendly, helpful students that offer residents day-to-day living assistance. The RAs play an integral part in our daily operations. They are charged with building community, maintaining community standards, performing administrative tasks, working as a team player. If you have any questions, problems or concerns, stop in and visit your RA or contact the RA on Duty who is available when the office is closed.

### **SPECIAL EVENTS ASSISTANTS**

Supplement and support the Office of Housing & Residence Life's community building initiatives by hosting & supporting in event planning and facilitation.

## **COMMUNITY INFORMATION**

### **RECEPTION DESKS**

The reception desks are open on all university operating days and may observe all university/state/federal holidays. Reception desk hours will vary throughout the year and will be posted on the clubhouses. Our reception desks primary purpose is to be a face-to-face interaction point for our residents and guests. Residents can come to the desk to pick-up a package, submit a maintenance work-order request, receive help answering questions, and much more. If you have a problem after office hours or any time the office is closed and need someone to talk to, contact the RA on duty.

### **RESIDENTIAL LEARNING COMMUNITY**

MAIN: 956-326-1300

RA DUTY PHONE: 956-267-3466

### **UNIVERSITY VILLAGE**

MAIN: 956-326-3210

RA DUTY PHONE: 956-236-5572

## OFFICE HOURS

The Housing Office for each community is located in the Clubhouse.

### Residential Learning Community Office Hours

Monday through Friday:	8:00 a.m. to 8:00 p.m.
Saturday:	12:00 p.m. to 3:00 p.m.
Holidays:	Closed

### University Village Office Hours

Monday through Friday:	8:00 a.m. to 8:00 p.m.
Saturday:	12:00 p.m. to 3:00 p.m.
Holidays:	Closed

\*Office Hours during summer session, holidays and breaks will vary and will be posted for your convenience.

## SOCIAL MEDIA

The Office of Housing and Residence Life is on Facebook and Instagram. Follow us on Social Media for additional information on events, activities and updates on our Community.



## COMMUNITY SERVICES AND FACILITIES

### COMMUNITY CLUBHOUSE

University Village is equipped with vending machines, a computer lab, TV Area, full kitchen and a 24 Hour Laundry Facility. The use of these facilities is intended for residents of the Community.

Residential Learning Community is equipped with a computer lab, TV area, full kitchen, 24 Hour Laundry Facility, and a billiards/ping pong room. Misuse of the equipment may result in loss of privileges. Within the Residential Learning Community Clubhouse, you will also find the POD, a small convenience store, available to residents with varied hours. The use of these facilities is intended for residents of the Community.

### COMPUTER LABS

A computer lab, is located in each community clubhouse and the lab hours are consistent with regular office hours. The labs are online with the TAMIU network. Black-and-white printing is available at the Computer Labs as well.

You are responsible for reading, understanding, and complying with all of the computer lab rules and regulations as well as any supplementary notices that are posted in the lab. If you have any questions, please ask the Resident Assistant on duty. The Housing & Residence Life reserves the right to suspend a student's computer lab privileges for non-compliance.

### KITCHENS

At the UV, there is a common kitchen in the clubhouse. At the RLC, there are common kitchen facilities available for resident use on the first floor of each building. The kitchen is available to any resident. No utensils or cooking supplies are provided.

### LAUNDRY FACILITIES

Washers and dryers are located in the Community Clubhouses and can be accessed 24 hours a day. The laundry rooms can be accessed through the Clubhouse during office hours or through the exterior door with the use of your TAMIU OneCard. Please remove your clothes from washers and dryers as soon as they are done so that others can use the facilities. If a machine malfunctions, please report it to the reception desk during office hours.

## **LOUNGES**

There is a TV/Study Lounge in the Clubhouse of each community. The TV area and study lounge will be available consistent with regular office hours.

At the RLC, the TV/study lounges are located in the center of the hallways on each of the floors. These lounges are available for resident use 24 hours a day.

Lounge furniture may not be removed from the lounge. If lounge furniture is found in an apartment or townhome, the resident(s) will be charged a fine and may also be charged with theft.

## **COMMUNITY POOL AREAS**

Both housing facilities have an outside pool area. The pool area at University Village has Bar-B-Q Grills, lounge chairs, a spa, and picnic tables. The RLC pool area has tables, chairs, and lounge chairs. Bar-B-Q Grills at the RLC are located just outside of the pool area. The pool areas can be used between 8:00 a.m. and 10:00 p.m. Hours may change during the Holidays.

## **VOLLEYBALL COURT**

Both housing facilities have a sand volleyball court. At University Village, there is one sand volleyball court located in the central courtyard. At the RLC, there are 2 sand volleyball courts in the courtyard. The volleyball courts can be used between 8:00 a.m. and 10:00 p.m. Hours may change during the Holidays.

## **BASKETBALL COURT**

The RLC offers a basketball court for residents to use. The court is enclosed by a tall chain-linked fence and can be used between 8:00 a.m. and 10:00 p.m. Hours may change during the Holidays.

## **INTERNET AND CABLE**

### **CONNECT YOUR DEVICES**

Make sure that all your devices like smartphones, tablets, and game systems are registered as devices in your MyResNet account. If you use a device that has not been added, you will be prompted to add that device using the device's MAC address.

1. When you connect a device to MyResNet that is not registered, you will see this screen



Welcome to the ResNet portal!

You have arrived at this page because this device is not added to your account.

[Click here to continue](#)

2. Once you click continue, you'll need to either create an account or log into your account. You'll notice the mac address for your device is listed at the very bottom. Jot this down!



Don't have an account?

Create Account

I already have an account

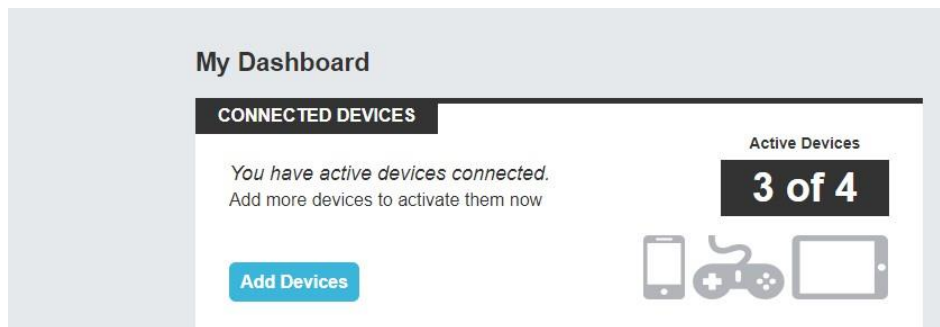
Get Online!

Forgot Username or Password?

Get Support

- Current Device -  
MAC Address: 00 00 00 00 00 00  
Current IP: 66.112.245.242

3. Once you login or create an account, you'll be re-directed to your MyResNet dashboard. Select **Add Device**, and input your mac address from step #2.



#### Need Some Help?

If you need any help registering or connecting your devices, a support representative is available 24 hours a day to assist you.

- Call MyResNet support at 855-474-8493
- Email [support@myresnet.com](mailto:support@myresnet.com)
- Text ResNet to 84700
- Chat live at [www.MyResNet.com](http://www.MyResNet.com)



## **HOUSEKEEPING**

The facilities and maintenance staff is responsible for the general cleanliness in public common areas. Students are responsible for the cleanliness of their living rooms, bedrooms and bathrooms, and for helping to keep public areas tidy.

### ▪ **TRASH**

Room trash is to be bagged and deposited in the dumpsters in the parking lots of each community. During move-in and move-out, any large boxes or furniture needs to be placed in these dumpsters. A \$25.00 (per bag) service charge will be immediately due and payable by resident(s) for any refuse, which is left outside residents' unit or left elsewhere on the property.

## **MAINTENANCE**

If something in your room is not functioning properly, you may file a maintenance request at the front desk. If there is a maintenance emergency after office hours or on weekends, call the RA On Duty for assistance.

## **EMERGENCY MAINTENANCE**

For emergency maintenance concerns, such as loss of electric power or extensive flooding, etc., immediately contact the reception desk or RA on Duty.

## **HEALTH, SAFETY AND PREVENTATIVE MAINTENANCE**

The Office of Housing and Residence Life representatives will perform inspections to ensure health and safety standards are being met and to identify potential hazards. Residents will receive advance notification and will be expected to cooperate. Inspections will focus on the following, but are not limited to this list:

### Safety Equipment

- Smoke detectors
- Sprinkler heads

Other security features (self-closing door hinges, window & door locks, etc.)

### Fire Hazards

- Frayed and/or overloaded electrical wiring
- Stacks of newspapers or magazines
- Covered heaters
- Build-up of grease in ovens, broilers, or on stovetops
- Storage of gasoline or other flammable materials, or gas powered vehicle in unit
- Accessibility of ingress/egress routes

### Health Hazards

- Improperly disposed garbage or food
- Grimy bathtub or shower surfaces
- Improperly disposed aluminum cans, glass, bottles, and paper bags
- Obstructions blocking interior safety equipment or ease of ingress/egress
- Unreported water intrusion/leaks
- Pest control issues
- Lease violations
- Prohibited pets
- Potential illegal occupancy
- Excessively dirty or cluttered rooms
- Prohibited Items

Corrective warning notices will be posted on residents' doors or emailed within a reasonable time following the inspection. Any violations that mandate an automatic fine will also be communicated via such means and will be considered due and payable upon receipt.

## **KEYS AND LOCKOUTS**

Unit keys are issued to the assigned room's occupants, and residents are not to lend their room key or TAMIU OneCard to anyone. Residents are financially responsible for lost keys and the cost of a core change, and lost or missing keys must be reported as soon as possible to the Housing Office. Resident will be charged \$25 to replace a lost/missing key.

If you are locked out during office hours, go to the front desk for assistance. You will be asked to provide identification to ensure that you do, indeed occupy the room you are asking to access. If you are locked out after office hours, call the RA On-Call. Resident Assistants and staff members are not permitted to open a room for anyone other than its occupant(s).

Each resident has one (1) free lock out. Beginning with the 2nd lock out, residents will be charged \$5 per occurrence.

## **MAIL AND PACKAGES**

Mailboxes for residents are located at each Clubhouse. A mailbox and key will be issued to you at move-in.

Mail is delivered to University Village and the Residential Learning Community once a day, Monday-Saturday and is not delivered on Sunday or Holidays. All packages for residents are delivered to the front desk. The Office of Housing & Residence Life uses an automated package/delivery tracking and notification system. If you receive a package, you will receive an email notification from the Residential Learning Community or University Village stating that your package is available for pick up. You can pick up your package during regular office hours. Please bring your photo ID.

The Address for the RLC is:

NAME  
5281 University Blvd. Unit #  
Laredo, TX 78041

The Address for UV is:

NAME  
4907 University Blvd. Unit #  
Laredo, TX 78041

Upon moving out, residents are responsible for having their mail forwarded. Forwarding cards can be obtained at the front desk. Any mail received in your name after checkout will be returned to sender.

## **PARKING**

- **GENERAL**  
Parking in the handicap spaces and/or reserved/employee spaces without authorization will result in citations and towing of the vehicle. Blocking a driveway or an accumulation of citations may also be cause for towing. Two yellow or white lines designate parking spaces; all other areas are prohibited for parking. The Office of Housing and Residence Life is not responsible for damage to vehicles that may occur during towing.
  
- **RESIDENTIAL LEARNING COMMUNITY PARKING LOT**  
The parking spaces surrounding the RLC are for RLC residents and staff members.
  
- **UNIVERSITY VILLAGE PARKING LOT**  
The Parking Lot surrounding University Village is designed to provide only residents and staff with parking privileges at University Village.

## **LIABILITY**

The University, Management and Staff of the Office of Housing & Residence Life do not assume any legal obligation for injury to a person (including death) or loss or damage to items of personal property. Students are strongly encouraged to purchase Renter's insurance to cover such possible losses. Keep your doors locked at all times and do not leave your items unattended!

## ON-CAMPUS LIVING

### OCCUPANCY

Housing contracts are signed on an academic year basis. Residents may occupy Residential Learning Community or University Village apartments or rooms on the opening date announced prior to each semester. Failure to occupy a reserved room within one (1) day of Semester classes beginning may result in cancellation of a specific space assignment. Resident will still remain responsible for the terms of your contract. Rooms shall be vacated no later than 5:00 p.m. on the final day of spring examinations. Exceptions are made for students participating in commencement activities or students that have a completed Summer Lease Agreement.

#### Move-in

The Housing staff works hard to provide a smooth transition to living on campus for all residents. Residents must provide a form of identification to be allowed to move-in, must have paid their Fall installment or have entered an approved payment plan, and must have completed all move-in paperwork in order to be allowed to pick up keys. Please follow all instructions from the Housing staff during move-in day so that your experience is a positive one.

You will have 48 hours to inspect your apartment and return the Unit Condition Form that is provided to you during Move-In. Failure to submit the Unit Condition Form in the allotted time could result in additional charges at the time of Move-Out.

#### Move-out

When checking out at any time during the year, residents need to follow the appropriate move-out procedures. The resident is held accountable with respect to following all move-out procedures.

**Improper Check-Out:** A resident who does not comply with the appropriate move-out procedures as explained here or in the move-out guide may be fined for failure to check-out properly.

#### Mid-year check-out:

When a resident is vacating their current space at any point during the academic year, the following steps must be completed:

1. The resident should notify the Housing Office that they are planning to vacate their room, by completing the "Petition for Contract Release".
2. All applications are reviewed and the resident will be provided a written response to the request within 10 business days of applying.
3. If approved the response letter will provide all of the necessary information to check out properly.

#### End of the year check-out:

At the end of Spring semester, residents will receive information on proper procedures for end of the year closing. Both communities are officially closed for the academic year on the day after finals week after 5:00 p.m. General end of the year closing procedures require residents to move out before this time. Students who have not signed a contract for the summer session must move completely out before this date; no exceptions will be made. Students who remain in residence after the assigned move out day and time, will be assessed an improper check out fine.

#### Graduating Seniors:

Graduating Seniors are welcome to move out of the facilities during finals week along with the rest of the residents. However, we realize that some of seniors would prefer to move-out after commencement. If a graduating senior would like to stay, they need to complete a Late Departure Request in order to be granted a later check out date. Graduating seniors will be permitted to stay until 12:00 p.m. on the Monday following commencement, provided they have completed the application for a Late Departure.

#### Changing Rooms:

Room changes will not be permitted during the first two weeks of each semester. After that time all room changes must be approved and directed by the Assistant Director for Communities for their coordinating housing community. In order for this to occur, residents requesting a room change must work with the residence life staff to find a resolution to the

problem. Seeking assistance from the Assistant Director should be one of your last alternatives, not first. If a resolution cannot be agreed upon and the Assistant Director does not see a solution to the problem then a room change may occur.

Unauthorized room/roommate changes are not permitted, and if a resident changes the type of room, they were originally billed for, it is their responsibility/obligation to pay for any additional costs of the new type of room.

**Consolidation:**

When a resident occupies a suite at the RLC or a 2- or 4-bedroom apartment at UV without a roommate, the Office of Housing & Residence Life may assign a new resident or consolidate you into another space to maximize occupancy. A multiple occupancy room with one occupant needs to remain clean because the room is not a single room. A new roommate can be placed in a suite or apartment with one occupant at any time throughout the year.

## **INTERSESSION HOUSING**

Intersession housing is available as an additional term and at additional cost during the academic year, you must however, apply and complete an Intersession Housing Agreement at your housing office to remain in residence between semesters. The Residential Learning Community is closed during the summer months, and summer housing is provided at the University Village. All residents wishing to reside on-campus during the summer session must complete the Summer Housing Application. The administrative staff will create a Summer Lease Agreement for your review and signature.

## **FLOOR MEETINGS/ STUDENT MEETINGS**

There will be occasional mandatory resident meetings. Non-attendance at these meetings may result in failure to obtain necessary and relevant information regarding your housing community. Residents that fail to attend these meetings will still be responsible for acquiring the information from property staff.

## **LIVING WITH OTHERS**

For most college students, sharing a residence hall room or apartment is a new experience. Your new roommate may be an old high school friend, distant cousin, friend of a friend, somebody's sister or brother, or a total stranger. The Office of Housing & Residence Life does not expect roommates to be "best friends," but to be able to live together in a respectful environment. Roommate changes are not granted the first two weeks of each semester and are viewed as a last resort, not a first alternative.

If one student infringes upon the rights of another, we expect the two students to work together in an atmosphere of mutual respect to resolve their differences. If you are experiencing trouble with another resident that you cannot resolve, follow the process outlined below. If you need assistance, contact your RA.

- If you are experiencing a roommate or neighbor issue you need to first approach, your roommate or neighbor about the problem. However, if you feel uncomfortable addressing your concerns with, your roommate or neighbor, feel free to ask your RA for assistance.
- If talking to your roommate or neighbor does not bring about a solution to your problem, then your next step is to get your RA involved. RAs are trained in mediation and will meet with both parties separately and then together as a group. The RA can set up a roommate contract or neighbor contract, which can help alleviate issues. All first-year resident students are required to complete a roommate contract.
- If mediation with your RA does not help the situation between you and your roommate or your neighbor, a meeting will be set up with the Residential Services Manager for Residence Life. The Residential Services Manager will meet with both parties and the RA to mediate solutions for the problems between the parties. If resolutions to the problem(s) cannot be met, the Office of Housing & Residence Life may grant a room change.

## **ROOMMATE AGREEMENT**

All residents are required to complete a Roommate Agreement and submit to their Resident Assistant. Roommate Agreements are put in place to assist students living in a community environment. They often address things such as temperature in the units, cleaning responsibilities, conflict resolution, and any other items the roommates would like addressed. In the event of a roommate dispute or conflict, the Residential Life staff reserves the right to revisit the current Roommate Agreement or complete a new one.

## **ENERGY CONSERVATION TIPS**

### **Electricity**

- Turn off lights when you leave a room.
- Unplugging or turning off appliances when you're not using them can save a significant amount of energy.
- Save energy by unplugging all computers, chargers, and electronics during vacation.

### **Water**

- Turn the water off when you're not using it: when lathering your hands with soap, brushing your teeth, scrubbing dishes, etc.
- Decrease your showering time to about 5 minutes.

### **Refrigerators**

- Open refrigerator door only long enough to get the food items you need.
- Organize your food on the shelves for easy access.
- Before storing leftovers, allow them to cool. That way your refrigerator or freezer won't have to work to cool them off.
- Refrigerators and freezers operate more efficiently when they are full, but over-loading will prevent cold air from circulating properly.

### **Dishwasher**

- Only wash full loads.
- Allow dishes to air dry.
- If you wash dishes by hand, fill the sink with water instead of letting the water run, and rinse with cold water.

### **Stove**

- Defrost food first in the microwave and cover pots to shorten cooking time.
- Keep your oven and stove free of grease and baked-on residue.
- Using an oven can significantly increase the temperature in your apartment, making your air conditioning work overtime. Use the microwave or a toaster oven when you can.

### **Laundry**

- Today's detergents are made to get clothes clean in cold water, saving energy needed to heat the water.
- Wash full loads and use cold water instead of hot water.
- Dry full loads and clean lint filter after each load.
- Most materials only need a 10–15-minute wash cycle to get them clean; excessive washing and drying will wear out your clothes faster.
- Utilize ONLY HE detergent.

## **PROGRAMS AND EVENTS**

Throughout the year, the Housing and Residence Life staff plans various educational, social, and recreational programs for our residents. The activities are always free and available for your entertainment. Programs can be found in various locations in the community. At times, the Housing and Residence Life staff will encourage residents to participate in activities and events at other

locations of the TAMIU campus. Housing and Residence Life staff will support all TAMIU organizations. Contact your Resident Assistant to find out how you can get involved with your community.

## **COMMUNITY STANDARDS OF CONDUCT**

All TAMIU students are responsible for abiding by the *University Student Conduct Code*, a set of rules that protects people and property within the TAMIU community. This code applies to all registered students and registered student organizations while they are on TAMIU premises or while they are attending TAMIU-sponsored events. A copy of the University Student Conduct Code is available online at [www.tamiu.edu](http://www.tamiu.edu).

In addition, Housing & Residence Life policies and procedures have been established to ensure residents' safety and well-being in the effort to foster a positive educational experience; they can be found in the rules and regulations section of the Resident Handbook. We expect all residents to read the Resident Handbook and adhere to the policies and procedures outlined within it.

Housing & Residence Life and University student conduct systems establish the essentials of fair procedure and are intended to be a part of the educational mission of TAMIU. Their purpose is to provide a framework for the fair and expedient completion of student conduct action, while encouraging students to live responsibly and to be accountable for their actions. These rules and regulations are based on the University's and the Office of Housing & Residence Life's commitment to developing personal integrity and self-respect for the rights of others and respect for the functioning and property of the University.

The Housing Staff along with TAMIU reserve the right to change, amend or modify any of these policies at any time. Implementation of such policy will begin after notice has been reasonably attempted.

Residents are also governed by the terms of the Residential Learning Community and University Village Lease Agreements and by standards of behavior established for each of the individual floors of the RLC and apartment buildings at University Village. Residents must also abide by posted residence rules.



# SafeZone

## What is SafeZone?

TAMU is enhancing security and support for the University community by launching SafeZone, a unified safety, communications, and well-being service.

SafeZone is a free mobile app for all University faculty, staff, and students.

Once installed, you can:

- Report safety concerns 24/7.
- Get connected quickly with mental health professionals if you are feeling depressed, anxious, or overwhelmed.
- Activate location sharing with authorities if alone and concerned for safety.
- Anonymously report incidents via text message, photograph, and location.
- Control your profile data and what is shared; location is only shared when you raise alerts, check in, send reports, or request assistance.

## SafeZone

A **FREE** safety app

- First Aid Call
- Help
- Emergency
- Wellbeing

## Download

SafeZone can be downloaded free of charge and installed on your mobile device by scanning the QR Code (below) or selecting the appropriate link from the [Apple Store](#) or [Google Play](#) store.

Download on the [App Store](#)



Get it on [Google Play](#)



## Activate

To activate SafeZone:

1. Register with your TAMU email
  - Faculty/staff: NetID@tamiu.edu and your password.
  - Students: Email Address (NetID@dusty.tamiu.edu) and your password.
2. Follow the prompt to sign in.
3. Once inside the App, follow the prompts to add your cell phone number, a photo, and accept the Terms of Service. You will also be prompted to give access to Bluetooth, Notifications, and Location Services for the most accurate experiences with the App; this information remains secure until you activate the App.

For more information, visit [www.tamiu.edu/adminis/police/safezone/index.shtml](http://www.tamiu.edu/adminis/police/safezone/index.shtml).

# **FAMILY EDUCATIONAL RIGHTS PRIVACY ACT**

Texas A&M International University is required to give annual notice to students, or parents of students, of the rights granted by the Family Education Rights and Privacy Act (FERPA) of 1974. In accordance with this act you are notified of the following:

**Right to Inspect:** You have the right to inspect and review information contained in educational records maintained by Texas A&M International University.

**Right to Request Amendment:** You have the right to request an amendment of an educational record that you believe to be inaccurate, misleading, or otherwise in violation of your FERPA rights. This includes the right to a hearing should the University decide not to alter a record according to your request.

**Right to Prevent Disclosure:** You have the right to restrict the release of information that may be disclosed on an unlimited basis by University personnel in response to oral or written requests. Certain exceptions to this rule are specified in the Act. See also Student Rights Regarding the Release of Directory Information.

**Right to File a Complaint:** You have the right to file a complaint with the Department of Education concerning any belief you have that Texas A&M International University has failed to comply with the provision of FERPA. Written complaints should be directed to The Family Policy Compliance Office, US Department of Education, 600 Independence Avenue, SW, Washington, DC 20202-4604. Phone: (202) 260-3887 Fax: (202) 260-9001.

A copy of Texas A&M International University's institutional policies on access to student records may be obtained by request from the Office of the University Registrar viewed on the web site at [www.tamui.edu](http://www.tamui.edu). These policies set forth the procedures for inspection and amendment of educational records.





The Texas A&M International University *OneCard* establishes a resident's identity.

- Residents must carry their *OneCard* at all times.
- Residents and their guests are required to show or provide this I.D. at the request of any Housing & Residence Life Staff member.
- The *OneCard* must be swiped at the Entrance of any residence hall or community gate entrance each time the resident passes through one of these entrances.
- Residents are not permitted to lend their *OneCard* to anyone at any time. If this occurs, the resident's guest privileges may be suspended.
- If your *OneCard* is lost or stolen, residents may go to the TAMIU *OneCard* Office to receive a new ID for a fee of \$10.
- Report a lost or stolen card immediately to the *OneCard* Office at (956) 326-2877. Your *OneCard* will be deactivated immediately. Until the time a card is reported lost, liabilities incurred on the card are the responsibility of the owner. Be sure to inform the *OneCard* Office that you are an RLC or UV resident so that your meals and building/gate access can be applied to your new card.
- Your *OneCard* is your official university ID, library card, meal ticket, etc. Care for it like you would a credit card.

#### Some important info to remember:

- Your card is the property of Texas A&M International University; it should be carried at all times and presented to any University official upon request.
- You agree to the rules and regulations governing the use of the card.
- Your card is non-transferable, and TAMIU is not responsible for any loss or expense resulting from the loss, theft or misuse of your card.
- Report a lost or stolen card asap to card office at 956-326-2877, TAMIU Police at 326-2100 or online at <http://onecard.tamiu.edu>.

## RESIDENT RIGHTS AND RESPONSIBILITIES

### ▪ RESIDENT'S RIGHTS

- The opportunity to read, study, and relax in one's room without undue interference.
- A clean and safe environment in which to live.
- Free access to one's room and the facilities of the community without undue pressure from others.
- The ability to host guests provided that the guests respect the rights of other community members
- To live in the RLC or University Village free of fear of intimidation and physical and emotional harm.

### ▪ RESIDENT'S RESPONSIBILITIES

- Resolve personal and community issues in a calm and diplomatic manner.
- Treat fellow residents and Residence Life Staff with respect, consideration, and cooperation.
- Understand and comply with all TAMU and Student Housing policies and regulations.
- Commit to maintaining a safe environment in the RLC and University Village.
- Respect community property and each other's belongings.
- Regard every resident with personal dignity and report incidents of racial or other discrimination or harassment to the Residence Life Staff.
- Show respect through appropriate language and actions.

## ANTI-HARRASSMENT STATEMENT

Anyone who chooses to live in or visit our residential community must understand that we will not tolerate any form of bigotry, harassment, intimidation, threat or abuse (whether verbal or written), physical or mental, directed or implied.

## SEXUAL HARASSMENT

Sexual harassment is a form of sex discrimination that is both reprehensible and unlawful. Sexual harassment is contrary to the most fundamental ethical canons of the academic community. Sexual harassment violates the special bond of intellectual dependence and trust between students and faculty. It exploits unfairly the power inherent in the relationship between supervisor and subordinate or teacher and student, and it can occur between persons of the same university status. Whenever and wherever sexual harassment occurs, it undermines the entire collegial process of recruitment, appointment, and advancement at the institution.

### ▪ SEXUAL HARASSMENT POLICY STATEMENT

It is the policy of Texas A&M International University that no member of the University community shall engage in sexual harassment. The University community will not tolerate sexual harassment because it creates an unacceptable or injurious working or educational environment. Members of the University community who believe that they have been sexually harassed should seek resolution of the problem through the University's informal and formal grievance procedures. See Texas A&M International University Student Handbook Article 11.

### ▪ DEFINITION OF SEXUAL HARASSMENT

Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature constitute sexual harassment when:

- Submission to such conduct is made either explicitly or implicitly a term or a condition of instruction, employment or participation in any University activity
- Submission to or rejection of such conduct by an individual is used as a basis for evaluation in making decisions affecting instruction, employment, or other University activity;

Such conduct has the purpose or effect of unreasonably interfering with an individual's academic or work performance or creates an intimidating, hostile or offensive University environment.

## **STUDENT HOUSING AGREEMENT**

### **RENT PAYMENT/OBLIGATION**

*Residents are responsible for paying their housing fees (rent, utilities, fees) as outlined by the Lease Agreement or approved payment plan.* The Office of Housing & Residence Life **DOES NOT** accept cash at the desk for any student payment. If a student wishes to make a payment in cash they must make this payment at the TAMIU Bursar's Office. The resident must bring the original payment receipt from the Bursar's Office and turn it in as proof of payment to avoid Late Fees or additional charges. Housing fees may also be paid by credit card, by visiting [www.tamtu.edu/pay](http://www.tamtu.edu/pay).

*All residents must pay for their room and board prior to the beginning of each semester.* If financial aid has not been credited to a student's account prior to move-in, the student must show verifiable evidence that aid has been awarded and is pending disbursement. If a student does not have sufficient financial aid to cover housing and meal costs then they must pay the minimums due as outlined by their lease agreement. Each resident must show proof of payment when checking in at the beginning of each semester.

*If a resident does not fulfill his/her payment plan obligations.* The Housing & Residence Life staff routinely monitor all housing account status' and attempt to make appropriate plans with the student to pay the room and board charges. If a pattern of non-compliance is determined the Director will remove the privilege of housing and a letter will be sent approximately 1 week prior to the date of removal to the resident's private bedroom, their student mailbox/apartment door, and to the student's permanent address.

*Removal of residents from housing.* On the date of removal, the student will have until 12:00 p.m. to remove his/her belongings, check out of the room, and vacate the premises. If this does not occur, the student's ID will be deactivated at 12:00 p.m. The 2<sup>nd</sup> day after date of removal, all items belonging to the student will be removed and discarded by the staff. If evicted, individual is no longer allowed to be on either property.

## RELEASE FROM LEASE

All leases are for one full academic year (August – May) or summer session (May to August). All lease cancellation requests must follow our outlined procedure and be approved by the Director; No Exceptions! Residents are eligible to be released from their Student Housing Agreement if they withdraw from TAMIU or are placed on academic dismissal by the University. Any cancellation request that is approved will follow with a \$200 cancellation fee. Residents are NOT eligible to cancel their Student Housing Agreement if they will continue to be TAMIU students. If residents are NOT eligible for cancellation, they will be responsible for paying the remaining balance due for the remainder of the lease. Residents are not allowed to sublet their lease.

## DAMAGES

### Damage Assessments

When a student checks-out of a room, the residence life staff will review the Unit Condition Form completed at the time of the resident's check-in. These staff members are responsible for initially assessing damages during the check-out appointment. Once a check-out is complete, the Residence Life Staff will thoroughly assess the room for final damages. The residence life staff does not have the final word regarding damages. In general, roommates will split the cost of all damages found, unless one roommate takes full responsibility at the time of check-out.

### Room Damages

A resident is liable and judicially accountable for all damages to the housing facilities resulting from negligence and misuse. All residents of a unit will be held mutually liable for damage once occupancy is established. All residents of the unit are liable for damage to the unit. When individual responsibility can be clearly established, charges will be administered appropriately. This includes, but is not limited to damages caused by electrical appliances or other personal equipment and belongings, and those caused by adhesives, nails, tacks, and vandalism.

#### Common Area Damages

All residents of a floor or apartment are liable and accountable for all damages to the public areas of their floor or apartment resulting from negligence and misuse. Residents should attempt to identify the person(s) responsible for the damage and hold them accountable. If this fails, the cost of repairs will be split among all the residents of that floor or apartment.

#### Disputes

Whenever damages are assessed, residents will have the right to dispute the damage charges, within stated time frames. Appeals for charges can only be submitted by filling out the Housing & Residential Life Damage Dispute form. All appeals for damages should be received within one week of receiving your damage charges notice. Please be as detailed as possible in your description of the appeal.

## RIGHT TO CANCEL

The Office of Housing & Residence Life reserves the right to refuse admission or readmission to housing facilities or to cancel the contract during the academic year for the student's failure to meet University and/or Housing & Residence Life requirements, policies or regulation or in the event of criminal action by civil authorities. The management may invoke its right to cancel for reasons including, but not limited to, non-payment of fees due the Office of Housing & Residence Life or University from the previous term or outstanding debt to the University from the previous year for which provisions for payment have not been made.

## ROOM ENTRY

Housing & Residence Life staff members are not permitted to open a room for anyone other than it's occupant. The Residence Life Staff and University Police are authorized to enter any locked or unlocked room at any time deemed necessary for the following purposes:

- Maintenance
- Personal safety
- Verification of occupancy
- Emergency situations

## **MOLD PROVISIONS AND PEST CONTROL**

**ABOUT MOLD:** Mold is found virtually everywhere in our environment—both indoors and outdoors and in both new and old structures. Molds are naturally occurring microscopic organisms which reproduce by spores and have existed practically from the beginning of time. All of us have lived with mold spores all our lives. Without molds we would all be struggling with large amounts of dead organic matter.

Mold breaks down organic matter in the environment and uses the end product for its food. Mold spores (like plant pollen) spread through the air and are commonly transported by shoes, clothing and other materials. When excess moisture is present inside a dwelling, mold can grow. There is conflicting scientific evidence as to what constitutes a sufficient accumulation of mold which could lead to adverse health effects. Nonetheless, appropriate precautions need to be taken.

Please note: It is the Office of Housing and Residence Life's goal to maintain a quality living environment for its residents. To help achieve this goal, it is important to work together to minimize any mold growth in the dwelling. That is why the following contains important information for students, and responsibilities for both Housing and residents.

**PREVENTING MOLD BEGINS WITH YOU:** In order to minimize the potential for mold growth in the dwelling, the student must do the following:

- a. Remove visible moisture accumulation on windows, walls, ceilings, floors and other surfaces as soon as reasonably possible. Look for leaks in washing machine hoses and discharge lines—especially if the leak is large enough for water to infiltrate nearby walls. Turn on any exhaust fans in the bathroom and kitchen before you start showering or cooking with open pots. When showering, be sure to keep the shower curtain inside the tub or fully close the shower doors. Also, the experts recommend that after taking a shower or bath, you (1) wipe moisture off of shower walls, shower doors, the bathtub and the bathroom floor; (2) leave the bathroom door open until all moisture on the mirrors and bathroom walls and tile surfaces has dissipated; and (3) hang up your towels and bath mats so they will completely dry out.
- b. Promptly notify Housing in writing about any air conditioning or heating system problems you discover. Follow property rules, if any, regarding replacement of air filters. Also, it is recommended that the student periodically open windows and doors on days when the outdoor weather is dry (i.e., humidity is below 50 percent) to help humid areas of the student's dwelling dry out.
- c. Promptly notify Housing in writing about any signs of water leaks, water infiltration or mold. Housing will respond in accordance with state law and this Lease to repair or remedy the situation, as necessary.

**AVOIDING MOLD GROWTH:** it is important to prevent excessive moisture buildup in the dwelling. Failure to promptly pay attention to leaks and moisture that might accumulate on dwelling surfaces or that might get inside walls or ceilings can encourage mold growth. Prolonged moisture can result from a wide variety of sources, such as:

- a. rainwater leaking from roofs, windows, doors and outside walls, as well as flood waters rising above floor level;
- b. overflows from showers, bathtubs, toilets, lavatories, sinks, washing machines, dehumidifiers, refrigerator or A/C drip pans or clogged up A/C condensation lines;

- c. leaks from plumbing lines or fixtures, and leaks into walls from bad or missing grouting/caulking around showers, tubs or sinks;
- d. washing machine hose leaks, plant watering overflows, pet urine, cooking spills, beverage spills and steam from excessive open-pot cooking;
- e. leaks from clothes drying discharge vents (which can put lots of moisture into the air); and
- f. insufficient drying of carpets, carpet pads, shower walls and bathroom floors.

**IF SMALL AREAS OF MOLD HAVE ALREADY OCCURRED ON NON-POROUS SURFACES** (such as ceramic tile, Formica, vinyl flooring, metal, wood or plastic), the federal Environmental Protection Agency (EPA) recommends that you first clean the areas with soap (or detergent) and water, let the surface dry, and then within 24 hours apply a pre-mixed, spray-on-type household biocide, such as Lysol Disinfectant®, Pine-Sol Disinfectant® (original pine-scented), Tilex Mildew Remover® or Clorox Cleanup®. (Note: Only a few of the common household cleaners will actually kill mold). Tilex® and Clorox® contain bleach which can discolor or stain. Be sure to follow the instructions on the container. Applying biocides without first cleaning away the dirt and oils from the surface is like painting over old paint without first cleaning, and preparing the surface.

Always clean and apply a biocide to an area 5 or 6 times larger than any visible mold because mold may be adjacent in quantities not yet visible to the naked eye. A vacuum cleaner with a high-efficiency particulate air (HEPA) filter can be used to help remove non-visible mold products from porous items, such as fibers in sofas, chairs, drapes and carpets— provided the fibers are completely dry. Machine washing or dry cleaning will remove mold from clothes. **DO NOT CLEAN OR APPLY BIOCIDES TO:** (1) visible mold on porous surfaces, such as sheetrock walls or ceilings, or (2) large areas of visible mold on non-porous surfaces. Instead, notify Housing in writing.

**COMPLIANCE:** Complying with these provisions will help prevent mold growth in the dwelling, and both Resident and Housing will be able to respond correctly if problems develop that could lead to mold growth. If there are questions regarding this information, please contact the Housing front office.

Failure to comply with the foregoing provisions, students can be held responsible for property damage to the dwelling and any health problems that may result. Housing can't fix problems in your dwelling unless it knows about them.

Students should maintain the premises in a manner that prevents the occurrence of an infestation of bed bugs and other pests. Students shall immediately notify Housing in writing of the presence of bedbugs and any other pests.

- Student should keep the premises in clean and sanitary condition at all times and should not introduce any furniture or textiles from unknown sources into the apartment.
- Student should cooperate with Housing with timely access to the student's dwelling to inspect, plan, and eradicate pests and the student should complete all tasks recommended by a qualified expert.
- Student should immediately notify Housing in writing of any signs of re-infestation or indications that treatment has been ineffective.
- Student may be responsible for all costs incurred to remedy any infestation that may occur including, but not limited to, professional pest control services and replacement costs of furnishings provided by Housing.

## **ROOM MODIFICATION**

Residents are not permitted to repair, replace, paint or adjust any room or apartment furniture, equipment or property themselves. The Office of Housing & Residence Life staff has the authority to remove any offensive or inappropriate items displayed on student doors or walls. If a staff member sees anything inappropriate or offensive, not limited to graffiti, sticker marks on doors, etc., fee damages will be assessed immediately and the problem will be corrected.

## **SUBLETTING**

The Housing Contract shall not be transferred or assigned to any other person than as named on the contract.

## **COMMUNITY RULES AND REGULATIONS**

### **RESIDENT AND STUDENT CONDUCT PROCEDURES**

Housing & Residence Life residents and their guests are responsible for knowing and adhering to the policies set forth in The TAMU Resident Handbook. Housing & Residence Life policy violations will be reviewed and adjudicated within the Housing & Residence Life Student Conduct System. In instances where there is/are violation(s) of the University Student Conduct Code, formal student conduct referral will be forwarded to the Office of Student Conduct Affairs.

- **INTERIM SANCTIONS/OUTCOMES/OUTCOMES**

An interim sanction is a temporary administrative action taken only under serious circumstances when time does not permit conducting a routine procedure and immediate action is deemed necessary. The imposition of an interim sanction is not to be construed as a determination of responsibility and will not prejudice an alleged offender's case before the student conduct officer.

This action is only taken when there is strong reason to assume that failure to do so poses a substantial threat to normal functions and/or to the emotional or physical welfare of the student in question or to other persons. Any residents involved in physical altercations may be immediately removed from the housing facilities for a three-day period. After the three-day period, all individuals involved will meet with the Housing & Residence Life Student Conduct Officer to discuss the incident. This meeting is not a Student Conduct hearing. Interim sanctions/outcomes cannot be appealed.

- **THE INCIDENT REPORT**

The student conduct process is initiated by the completion of an Incident Report naming a person(s) in violation of University Housing Policy and/or The University Student Conduct Code. There are times when an incident violates both TAMU Housing & Residence Life policies and the broader Texas A&M International University policies. The Housing & Residence Life staff is responsible for documenting situations involving policy violations. Residents are also encouraged to document policy violations in order to resolve conflict or unsafe conditions.

- **THE HEARING PROCESS**

In the case where a resident or guest violates a policy, The Assistant Director will process the Incident Report and the following will occur.

- A Student Conduct Notice letter and the charges will be sent to the alleged violator(s) usually within 3 working days. In the case of a violation by a guest, the resident who housed the guest will be held accountable for the guest's behavior. The Athletic Compliance Officer will receive a copy of the notice if a student athlete is involved.
- The alleged violator will have 5 days to schedule an administrative hearing with the Office of Housing & Residence Life. Failure to schedule and/or show up to the scheduled hearing will result in a decision being made without the alleged violator present.

- The Student Conduct Hearing is held and affords the alleged violator the opportunity to present their case and any supporting witnesses.

- **DISCIPLINARY SANCTIONS/OUTCOMES**

The alleged violator(s) will be informed of his/her sanctions/outcomes usually within three working days after the hearing has taken place. The sanction letter will either find the student Not Responsible or Responsible. If the letter denotes the individual as Not Responsible, the charges will be dropped and the case will be considered settled.

If the letter denotes that of Responsibility, sanctions/outcomes will be attached and explained in the letter. Sanctioning is intended to accomplish four goals, to ensure the resident(s) have learned from the experience, to ensure this does not happen again, to make clear the expectations of Housing & Residence Life and of the University are clear to the student, and to provide restitution.

The following sanctions/outcomes represent a standard recognized by Housing & Residence Life. Typically, one or more sanctions/outcomes may be applied when violations occur. Any severe violations may be grounds for removal from Student Housing. However, emphasis is



placed on ensuring that residents learn to make careful choices, take responsibility for their choices, and grow through their mistakes. Whenever feasible, sanctions/outcomes will be given for a particular offense as established by previous decisions in similar cases; however, individual circumstances of a particular case may determine specific sanctions/outcomes.

- ❑ Verbal Warning  
A verbal warning by a Residence Life Staff member and noted in the resident's Housing & Residence Life file.
- ❑ Written Warning  
Provides official notification of a violation and informs the student that continued misconduct will result in further disciplinary action. It is a formal and official recognition of misconduct. Its intent is to declare that the behavior displayed in the incident was inappropriate within the RLC or University Village.
- ❑ Disciplinary Counseling  
Counseling with qualified person(s) provided by the Counseling Center/Testing Services.
- ❑ Restitution  
Reimbursement for damage to or destruction of University property or property of any person. In addition to the penalties described above, a student may be required to pay compensation limited to the actual cost of repair or replacement of such property.
- ❑ Community Service/Work Assignment  
Work or service to be performed in conjunction with other sanctions/outcomes. A specified number of hours will be assigned to a student. Work will be given and performed for the Office of Housing & Residence Life, under direct supervision, the student performs hours without compensation.
- ❑ Room Transfer  
Mandatory relocation to another room, apartment, floor, or building. Requires that the accused move from the area in which the incident took place to reduce the chance of additional problems occurring. The effect that such a decision may have on the other area will be considered. (It is usually the case that a period of probation will accompany any such required move.)
- ❑ Disciplinary Probation  
An account of the infraction of regulations specifying the date of the beginning and end of the probation period will be placed in the resident's student conduct file. A student on disciplinary probation is not in good student conduct standing with the Department of Residence Life; conditions may be imposed when the student is placed on conduct probation. If the student is found in violation of any rules or regulations prior to the completion of the probationary period, he/she may be subject to removal from Student Housing. The duration of the probationary period and conditions imposed will be in direct proportion to the degree of seriousness attached to the misconduct.
- ❑ Removal  
Removal from housing for a specified period of time. Along with the removal notice, the student will receive a written statement denying him/her access to the housing facilities, including the surrounding premises (clubhouse, gated lot, front area etc.), after a specified date.
- ❑ Educational Sanctions/outcomes
  - Posting Quiet Hour signs during finals weeks
  - Writing a letter of apology
  - Taking a Fire Safety Quiz
  - Working with an RA (i.e., doing rounds of the building at night)
  - Co-hosting a community event with RA
  - Creating a bulletin board
  - Agreeing to and signing a Behavioral Contract
  - Attending Alcohol Awareness programs
  - Discussion/interview with a staff person
  - Completing a typed paper on a topic

Again, the student conduct system's purpose is to educate. Every effort will be made to arrive at a sanction that fits the incident. Therefore, the above list should not be considered as the only possible alternatives for sanctions/outcomes.

#### ▪ APPEAL PROCESS

An appeal will be heard only if new evidence that was not known at the original hearing presents itself

or if it can be demonstrated that there was a failure to adhere to student conduct procedures. When a student has grounds for an appeal, a detailed written petition must be submitted within two working days (48 hours) after a sanction letter is received. The appeal should be directed to the Director of Housing & Residence Life.

The Office of Housing & Residence Life will have 5 working days to schedule an appeal hearing. Appeal judgments will be considered a final decision.

## **UNIVERSITY STUDENT CONDUCT PROCESS**

In instances where residents violate the University Student Conduct Code within the housing facilities, formal student conduct referrals will be forwarded to the Office of Student Conduct Affairs by the Office of Housing & Residence Life. The Student Conduct Affairs Officer, in the Division of Student Success, will review the report and notify the charged party of the charges and his/her options for a hearing. In instances where a Residence Life Staff member is the author of the Incident Report or resident refuses to file formal charges; the Office of Housing & Residence Life will act as the charging party. Please refer to the Texas A&M International University Student Handbook for information about University violations and student conduct proceedings. Handbooks are available in the University Student Center.

## **RULES AND REGULATIONS**

The policies of Housing are in place in order to aid our residents' development and to ensure that our community is conducive to studying and academic success. Community living requires each member of the community to be a good neighbor.

### **ALCOHOLIC BEVERAGES**

- “Alcoholic beverages” include beer, malt liquor, wine, mixed beverages, and spirits/liquor. The Residence Life Staff may ask for identification and may confiscate and/or dispose of any alcoholic beverages/apparatus associated with the violation of these policies:
  - Excessive quantities of alcoholic beverages as stated by the laws of the State of Texas.
  - Any apparatus whose intention is to accelerate or intensify the consumption of alcoholic beverages (i.e., beer bong) is prohibited.
  - A resident or guest of a resident may not drink alcoholic beverages or possess an open container (broken seal), glass, paper cup or other receptacle of alcohol in areas other than student rooms. This includes any area outside of the room of a student that is of legal age to possess and consume alcohol.
  - An underage resident is prohibited from receiving guests with alcoholic beverages.
  - A resident (21 years of age or older) is prohibited from supplying alcohol to an underage resident or guest.
  - Residents under the age of 21 may not be in the presence of alcohol at any time in the housing facilities. This policy is in effect regardless of whether the underage individual is consuming alcohol or not. Anyone in the presence or possession of alcohol, whether consuming or not consuming it, must be 21 years of age. If at any time of-age and underage residents or guests are in the presence of alcohol together, both parties are in violation of University and Housing policy as well as state and local laws regarding alcohol possession and consumption.
  - Common source containers (kegs, party balls, etc.) are prohibited.
  - Any underage resident found in possession of alcoholic beverages will be cited by TAMIU PD for Minor in Possession of Alcohol (MIP) and face Housing and University Disciplinary procedures.
  - Disorderly conduct or inappropriate behavior, based on public intoxication for both of age and underage individuals is strictly prohibited and students conducting themselves in this manner will face Housing and University Disciplinary Procedures as well as legal action from TAMIU PD.
  - RLC is an alcohol free zone. No alcohol is allowed on the premises.

### **APPLIANCES**

Residents may bring personal items to campus for use in their rooms, provided that such items do not endanger resident safety, restrict reasonable freedom of movement with a room's shared living space, and do not violate policy guidelines. All appliances must have the Underwriter's Laboratory (UL) approval. If any prohibited items are found, they will be confiscated. Any items that are confiscated will be held in the Community Office until the next break period.

- A mini-fridge is provided to all residents of the RLC and a full size refrigerator to residents of University Village.
- Please note a microwave is provided to all residents as part of the appliance package.
- For Fire Safety reasons appliances with open heating elements (i.e., hot plates, toasters, toaster ovens, electric skillets, indoor grills, etc.) may not be used in RLC resident rooms.
- Residents of University Village may have toasters and other common small appliances.
- Halogen lamps are strictly prohibited.

### **BICYCLES/ROLLER BLADES/SKATE BOARDS/SCOOTERS**

Bicycles brought to campus must be stored at the outside bike racks, and are not to be stored in resident rooms/apartments because they can potentially obstruct the entrance/exit of the room/apartment. Riding bikes, scooters, roller blading, & skate boarding inside the interior spaces of any housing facility are prohibited.

### **COHABITATION**

Cohabitation is prohibited in the Housing & Residence Life facilities, there are limited exceptions to this policy for families. A guide to define cohabitation is any guest, male or female, who has stayed 3 days in a 7-day period and is not a legal dependent. All overnight guests need to be approved by all roommates in advance. Violation of any of these policies could lead to disciplinary action based on both Office of Housing & Residence Life and Texas A&M International University policies and procedures. Violation of these policies could also lead to criminal action. Residents are held accountable for any violations of their guests.

### **DAMAGES AND VANDALISM**

Residents are held judicially accountable and financially liable for vandalism or damages they cause to University and/or Housing & Residence Life property (including, but not limited to, damages caused by electrical appliances or other personal equipment and belongings, and those caused by adhesives, nails, and tacks.) Residents are not permitted to tamper with, repair, replace, paint or adjust University or Housing & Residence Life equipment, furniture or property.

- All residents of a room/apartment are held mutually liable for damage to the room once occupancy is established (including computer and cable equipment).
- An individual resident of a room/apartment is solely liable for damages to the room/apartment when individual responsibility for damages can be clearly established.
- Residents are responsible for vandalism or damage done by their guests.

### **DOORS**

- Residents are not permitted to alter or add any additional locks, chains, or latches to their room or bathroom doors.
- Permanent stickers are not to be placed on resident doors.
- Tampering with communal doors is prohibited.
- Adjoining room doors should remain closed and secured.

### **ILLEGAL DRUGS**

Texas law, University and Housing & Residence Life Policy, prohibits the use, or possession, or sale of drugs or narcotics not prescribed by a physician. Drugs and narcotics are defined as barbiturates, hallucinogens, amphetamines, marijuana, or other narcotics, except as authorized by law. Any student involved in the sale, use, or possession of non-prescription drugs will be subject to disciplinary and/or legal action, in addition to possible immediate removal from the housing facility. Residents in possession of perceived drug-related paraphernalia will also be subject to disciplinary action.

### **EXERCISE EQUIPMENT**

Free weights, other weight lifting equipment, and other exercise equipment exceeding 10 pounds may not be used in resident rooms.

### **FAILURE TO COMPLY WITH HOUSING & RESIDENCE LIFE STAFF**

Residents and guests must cooperate and comply with professional and student staff member's reasonable requests while at University Village and the RLC. Failure to comply with a staff member's reasonable request in the performance of his or her duties is a policy violation. A student can ask a staff member for verification of his/her status. Any student concerns about a request can be brought to the Office of Housing & Residence Life the next business day.

### **FIRE EQUIPMENT**

Residents who tamper with fire equipment are subject to disciplinary action, possible prosecution, possible eviction and a possible fine.

- Tampering with smoke detectors is strictly prohibited.
- Tampering with fire alarms is strictly prohibited.
- Tampering with fire hoses/extinguishers is strictly prohibited.
- Tampering with sprinkler systems is strictly prohibited.

Tampering with any of the above, which results in a response from the local fire department, is in violation of state and local ordinances.

### **WEAPONS**

- The possession, keeping, and or use of a firearm or dangerous weapon, or look-a-likes, are not permitted in the housing facilities. Such weapons include, but are not limited to: bows and arrows, slingshots, darts, sharp objects that can inflict wound, guns or pistols, flare guns, air pistols, stun guns, rifles, and martial art implements.
- Possession or use of any explosive device of any type, including, but not limited to, firecrackers, cherry bombs, and bottle rockets is not permitted.
- Residents are obligated to report the possession, use of or storage of firearms, weapons or explosives to Residence Life Staff immediately.
- If any of the items listed above (or items falling into this category) are found and ownership identified, the resident may face immediate eviction and University Student Conduct charges.

### **FURNITURE**

- Room furniture is not to be removed, transferred or interchanged among other rooms or public areas. Room furnishings provided by Housing & Residence Life may be arranged in any reasonable manner that does not endanger resident safety.
- Waterbeds are prohibited.
- Lounge or pool area furniture is not to be removed from its assigned location to any other location at any time. A \$25 fine will be assessed to each resident in the room for each piece of furniture found. Residents also risk being criminally charged with theft if this furniture is found in their rooms.

### **GUESTS/VISITATION**

- Guests 18 or older are welcome to visit residents, provided they adhere to the Office of Housing & Residence Life and University policies and procedures; and residents are responsible for their guest's actions. Roommates must verbally approve all overnight guests in individual student rooms. The guest policies are as follows:
  - All guests must be in possession of a state issued ID or TAMIU OneCard while on the premises. These forms of ID are necessary for guests to possess in case of emergencies.
  - Guests must be escorted at all times by the resident they are visiting.
  - The resident is responsible for both informing his/her guest(s) of the policies and for the behavior of the guest(s) while visiting, Residents will be held accountable for any violations of their guests.
  - Guests are permitted to stay overnight for up to two (2) consecutive nights no more than four (4) times during the lease term. Exemptions can be made for additional days; however, overnight guests are not allowed to exceed 4 consecutive nights.
  - Children, anyone 17 years of age or under, are permitted to visit the RLC or University Village under strict limited circumstances. In order for a child to visit, the resident must provide written permission from his/her parent to a staff member upon request. The written permission must contain the following; parent name, address, telephone number, and extent and reason for the visit.
  - Resident(s) cannot have more than 4 guests at the same time or have more than 1 over-night guest in a single night.

- Lounges may not be used to provide overnight accommodations for guests.
- Residents are not permitted to baby sit or nanny children.

### **ROOM CAPACITY**

For safety purposes, the maximum number of persons allowed in a resident room or apartment at one time is four (4) and eight (8) in a University Village 4 Bedroom 2 Bath unit.

### **KEYS**

Keys are issued to the assigned occupants of a room, including 1 room key, 1 bedroom key and/or 1 mailbox key.

- Residents are not to lend their room key to anyone.
- Lost or missing keys must be reported as soon as possible to the Housing Office.
- Keys shall not be duplicated other than by housing officials.
- All keys must be surrendered to the Housing & Residence Life staff upon termination of the Housing Lease Agreement.

### **INAPPROPRIATE BEHAVIOR**

Behavior or acts that are unreasonably disruptive to orderly community living are prohibited. These include, but are not limited to, the following:

- Inappropriate calls or requests of fellow residents and/or residential staff.
- Disorderly conduct that is disruptive, or may cause personal or physical injury to themselves or others, including but not limited to: physical altercations, bouncing balls, preventing others from studying or sleeping, horseplay (water balloon or shaving cream fights), playing sports indoors (including skateboarding, rollerblading, riding bikes, scooters, throwing Frisbees, etc.).
- Inappropriate language (curse words, racial slurs, jokes about ethnicity, sexual orientation, religious background, etc.) in public areas of the residences (lobby, TV lounges, etc.).
- Appropriate dress is required at all times in public areas.

### **BANNED STATUS**

Any guest or former resident who has been placed on the banned list are not allowed in any Housing & Residence Life facility. This includes the Clubhouse and any outside vicinity. Stipulations have been put on each person banned. Individuals who desire re-admittance to the housing facilities must first meet with Office of Housing & Residence Life for a reinstatement interview/meeting. This meeting does not guarantee a person's re-admittance.

### **NOISE**

All residents are entitled to quiet whenever they request it. Maintaining a good study/sleep environment is one of our top priorities. Courtesy hours exist 24 hours a day, seven days a week. Excessive noise is always prohibited and Housing & Residence Life staff may take whatever action is appropriate to curb excessive noise from a stereo, residents, or guests. During exam week in the fall and spring, all floors observe a 23-hour quiet from 12 noon the Sunday before exams to 12 noon the Saturday following the completion of exam week.

### **QUIET HOURS**

Quiet hours are times where excessive noise is prohibited. Quiet hours are from Sunday through Thursday 10pm-8am and Friday through Saturday 12am (midnight)-8am. Residents are required to observe quiet hours in order to prevent disturbance to other community members.

### **PERSONAL PROPERTY**

- If any prohibited items are found, they will be confiscated. Any items that are confiscated will be held in the Community Office until the next break period.
- Extension cords may not be placed across aisles, wrapped around metal fixtures or furniture, run under carpet, or taped to the carpet.
- Paper, fish nets, parachutes, flags, tapestries or other combustible items must not be hung from or attached to the room ceiling or cover the ceiling or fire detector. Covering the ceiling or fire detector with these or other such items constitutes a fire hazard.
- No items, signs, or posters may be hung on the windows. Painting on individual resident windows is also prohibited.
- No nails or stickers may be used on the door. Please use masking tape or use sticky sponge type substance (i.e., Memo boards).
- The Residence Life Staff has the authority to remove any offensive or inappropriate items

- displayed on student doors or walls.
- Candles and incense (whether lit or unlit) or other open flames and incense burning are strictly prohibited.

#### **PETS**

Pets are not permitted within Housing facilities. Pets of guests are also prohibited within Housing facilities. Pet prohibitions apply to all mammals, reptiles, birds, and insects. Any resident in violation will be fined \$150.00. Any subsequent violation will result in an additional \$150.00 fine and resident may be considered at Default. Housing may contact the humane society or local authority to have the unauthorized pet removed after a one day's written notice of intent is left in a conspicuous place in the apartment.

#### **PHOTOGRAPHIC AND RECORDING EQUIPMENT**

- Unauthorized use of video, photographic, listening devices and recording equipment (including, but not limited to, web cameras, camera phones, and tape recorders) in common areas (including, but not limited to hallways, lounges, and stairwells) is prohibited.
- Video, photographic, listening devices, and recording equipment may be used within residents' own rooms only with the verbal consent of all residents and/or guests of the room.
- Photographic and recording equipment in a room may not be used to view, eavesdrop, broadcast or record any material from Housing & Residence Life facility common areas without the written consent of the Director of Housing & Residence Life and the verbal consent of all present.
- Housing & Residence Life staff reserve the right to authorize the use of such equipment in both properties in a manner permitted by applicable laws, when necessary or advantageous to enhance community responsibility and to maintain safety.
- Video, photographic, listening devices, and recording equipment should be used only for academic purposes.

#### **ROOFS AND LEDGES**

For safety reasons, residents are not permitted on the roofs and window/balcony ledges of the Residential Learning Community or University Village. Items, such as plants, garbage, bottles, etc., should not be placed on the window ledges. A \$25 per item fine will be assessed for all items found on resident window ledges.

#### **SALES & SOLICITATION WITHIN HOUSING & RESIDENCE LIFE FACILITIES**

- To protect resident privacy, canvassing or solicitation of funds, sales, memberships, subscriptions, or distribution of literature is prohibited unless permission is first granted, in writing, by the Associate Director.
- Some of the bulletin boards may be used by TAMIU groups to advertise. If you or a TAMIU student organization is interested in the posting policy, stop by or call the Housing Office for Posting Instructions.
- Individuals or groups may not act as vendors or sales agents, or set up a business enterprise of any kind in the housing facility.
- Individuals or groups, who wish to distribute questionnaires, or undertake other research projects involving residents or staff, must contact the Associate Director for written permission. Requests should be made at least two weeks before the project begins for authorization.
- Telephone solicitation is prohibited.

#### **SMOKING**

- Smoking is prohibited inside at all times in all housing areas.
- Smoking is **NOT** permitted in resident rooms.
- Smoking is permitted only on the sidewalks of the housing facilities and no closer than 30 feet from the nearest window or door.
- If a resident or staff member asks you to move further away from their apartment due to unwanted smoke entering through an open door or window, you must abide by their request.
- Smoking is not permitted within the designated common amenities of the housing facilities.

#### **UNAUTHORIZED ROOMMATE CHANGES**

Residents who wish to change roommates must follow Departmental guidelines and receive appropriate permission from the Assistant Director for Residence Life. If a room change occurs without this approval, all residents involved may be required to move back to their original rooms within 24 hours, be fined \$500 each, and be subject to Student Conduct Procedures.

#### **UNAUTHORIZED ENTRY**

- Residents, guests, TAMIU employees (with the exception of the University Police in conjunction with their official duties), contractors, etc. are prohibited from entering the RLC or University Village without checking in at the Office.
- It is prohibited to enter any RLC or University Village room/apartment that has not been assigned to you without the permission of the resident assigned to that room.
- Unauthorized use of or tampering with any door in or around the RLC or University Village is prohibited.

#### **VENDING and LAUNDRY**

Tampering with or maliciously damaging any machine or appliance is prohibited. Please do not sit on any of these machines.

#### **WINDOWS**

- Stops or seals on windows may not be loosened or removed. A fine of \$100 will be assessed for the cost of window stops or seals that are damaged or otherwise need to be replaced.
- Draperies must have the white backing facing the public.
- Projecting any objects from the window is prohibited. A \$100 fine will be assessed for projecting any objects from the window.
- No items, signs, posters, or flags may be hung on the windows. Painting on individual room windows is also prohibited.

## **DINING SERVICES**

### **MEAL PLANS**

Students living at the Residential Learning Community are required to purchase a meal plan. The meal plan can be used at Dusty's Diner, located on the first floor of the TAMIU Student Center.

Additional information regarding food service on the Texas A&M International University campus can be found at <https://tamiu.campusdish.com/>.

Please see Food Service's website for additional information.



## APPENDIX

### COMMUNITY SAFETY AND EMERGENCY PROCEDURES

#### Residential Learning Community and University Village Emergency Evacuation Plan

The City of Laredo, Texas A&M International University, and the Office of Housing & Residence Life have worked together to secure evacuation plans in the remote chance that there is an emergency requiring evacuation. These plans will be put into place in the event that the City orders their Secondary Evacuation Zone, which include TAMIU Student Housing, to be evacuated. They will be utilized in the event of a fire or some other emergency that necessitates our evacuation of the RLC or University Village. Please read the following carefully so you will have an awareness of the actions that need to be taken in case such a situation occurs.

#### PERSONAL DATA CARD

All residents must complete a Personal Data Card at check-in. The Office of Housing & Residence Life will use the Personal Data Card to help them coordinate resident placement in case of an evacuation. By your responses, we have a better idea of how many residents will have prior alternate housing arrangements and who will need housing in the event of an emergency evacuation.

#### UNIVERSITY VILLAGE AND RESIDENTIAL LEARNING COMMUNITY EVACUATION

If the RLC or University Village is evacuated, please observe the following:

- Do not panic, stay calm and in control of your actions.
- Follow directions of Residence Life Staff. At some point you will have access to a phone – be patient.
- Pack items you will need quickly, if the RAs indicate that there is time to do this.
- Meet a Residence Life Staff Member in the Parking Lot Directly Outside of your building.
- Let your RA know if you are going home on your own, going with your roommate, friend, coach, or family.
- Residents who have their own transportation may leave the campus community after reporting to an RA. You must give the RA the phone number where you can be reached. Watch the News for information to return to TAMIU.
- Residents who need transportation or housing will proceed to the Clubhouse.
- Once in the Clubhouse, you will be given transportation instructions.
- We will be transported to a holding center or hotel depending on the situation.

#### **SAFETY CONCEPTS TO KEEP IN MIND**

- Know your buildings emergency procedures. They are critical to your safety!
- Always remain calm in any emergency.
- If an evacuation is ordered, use your pre-designated route for leaving the downtown area.
- If you cannot use your pre-designated route, heed all safety personnel instructions and/or follow the general flow of traffic.
- Pre-plan with other family members or car poolers how each will get home in the event of an evacuation.
- Plan and discuss secondary access numbers and meeting locations with your family members in the event that you are unable to contact each other using normal methods.

#### **FIRE PROCEDURES & EXPECTATIONS**

When you hear the fire alarm you should do the following:

- Touch your door and doorknob to see if it is hot.
- If not, immediately leave your room and walk to the nearest stairwell to exit the building, closing all doors behind you. Once outside, walk around to the side of the building and follow instructions from a Residence Life Staff Member.
- If you cannot leave your room, remain calm. Place a wet towel under the door. Call 911 and notify the Police of your situation. Wait patiently for assistance.

If you detect a fire and the fire alarm is not sounding:

- Leave your room/area immediately closing all doors behind you and proceed to the nearest exit.
- Pull the manual fire alarm located near the stairwell exit and exit the building.
- Once outside, walk around to the side of the building and follow instructions from a Residence Life Staff Member.
- Always know a second way out of the building in case the primary exit is blocked by smoke.
- Tell a Police Officer or Firefighter of any important information that you know (i.e.; physically challenged persons, location of fire, what is burning, etc.)

When an alarm goes off in your building, it is very important that you take it seriously! You must vacate the building by leaving your floor via the stairwells nearest to you and exiting through the doors marked with exit signs. All of the emergency exits will be open so that you can exit the building directly from the stairwell.

Look for an RA to direct you once you are outside the building. The RA on Duty or On-Call Professional Staff is responsible for directing the staff and working with the Fire and Safety Staff when students may re-enter the building.

Evacuation locations are the following:

- Residential Learning Community:
  - Sanchez Hall (Building 1)- Evacuation site is across the parking lot in front of the building.
  - Cabeza de Vaca Hall (Building 2)- Evacuation site is across the parking lot by the basketball court behind the building.
  - Champlain Hall (Building 3)- Evacuation site is across the parking lot by the basketball court behind the building.
  - Balboa Hall (Building 4)- Evacuation site is across the parking lot by the dumpsters at the south side of the property.
- University Village:
  - Coronado Hall (Building 2)- Evacuation site is across the parking lot towards the north side fence line.
  - Cardenas Hall (Building 3)- Evacuation site is across the parking lot towards the dumpster fence line.
  - Ojeda Hall (Building 4)- Evacuation site is across the parking lot towards the pond area.
  - Hudson Hall (Building 5)- Evacuation site is across the parking lot towards the pond area.

If a student is able to leave, but does not leave his/her room or the building during an alarm, it will result in a student conduct sanctioning and may result in a monetary fine of \$100. When the alarm is sounding and/or you have been asked to leave the building for an emergency situation, you must comply.

## **MENINGITIS**

Meningitis is an infection of the brain and spinal cord covering; meningococcal disease can also cause blood infections. College freshmen, and particularly those who live in residence halls, have a slightly increased risk of getting meningococcal disease. That is why both the CDC and the American College Health Association have recommended that college freshmen, especially those who live in residence halls, receive this vaccine. For more complete information or to schedule an appointment for the vaccine, contact your primary care provider or TAMIU Student Health Services at 956-326-2237

## **TEXAS IMMUNIZATION REQUIREMENT (HB 4189)**

*Texas A&M International University complies with Texas Education Code 51.9192, "The Jaime Schanbaum Act", House Bill 4189 (HB4189) which requires that all first-time students attending an institution of higher education in the state of Texas, including transfer students, who plan to reside in*

## APPENDIX

*or have applied for University Housing, show evidence of vaccination against bacterial meningitis, allowing for medical or religious exemptions. Evidence of the student having received the vaccination from an appropriate health practitioner must be received by the institution of higher education. The student must have received the vaccination at least 10 days prior to the student taking up residence in University Housing.*

### WHAT YOU NEED TO KNOW ABOUT MENINGITIS

*What is Meningococcal Meningitis?* Meningococcal disease is a serious bacterial illness. It is a leading cause of bacterial meningitis in children 2 through 18 years old in the United States. Meningitis is an infection of the fluid surrounding the brain and spinal cord. Meningococcal disease also causes blood infections. About 1,000-2,600 people get meningococcal disease each year in the U.S. Even when they are treated with antibiotics, 10-15% of these people die. Of those who survive, another 11-19% lose their arms or legs, become deaf, have problems with their nervous systems, become mentally retarded, or suffer seizures or strokes.

*Who is at risk?* Anyone can get meningococcal disease, but it is most common in infants less than one year of age and people with certain medical conditions, such as lack of a spleen. College students who live on-campus and teenagers 15-19 have increased risk of getting meningococcal disease.

*How is it spread?* Meningococcal meningitis is spread through the air via respiratory secretions or close contact with an affected person. This can include coughing, sneezing, kissing, or sharing items like utensils, cigarettes and drinking glasses.

### SAFETY ESCORTS

The TAMU Police Department provides safety escorts to and from any location on or near campus 24 hours per day. Just call 956-326-2100.

### SAFETY

The management would like you to be aware of some important guidelines for the safety of yourself and the property. We recommend that you consider following these guidelines, in addition to other common sense safety practices:

#### *While Inside Your Apartment*

1. Lock your doors at all times.
2. You have deadbolt locks on the doors; use them while you are inside your room.
3. When answering the door, first determine who is there by looking through the peephole. If the person is unknown, first talk with them without opening the door and don't open the door if you have concerns. If the person says they work for management, maintenance, housekeeper etc., please feel free to call the office to confirm it's an employee needing into your room.
4. Make sure to keep your windows locked when you are not in your room and at night.
5. Do not give or lend your keys, your ID, access card, or mailbox key to anyone.
6. Do not put markings on your key ring to identify your name, address, or phone number. This includes your apartment/room number.
7. If you are concerned because you have lost your key or because someone you distrust has a key, ask to have your locks re-keyed. You have a statutory right to do so, provided you pay the cost for re-keying in advance.
8. Dial "911" for emergencies. Immediately following, please call the office or RA so they may take appropriate measures.
9. At least monthly, check your smoke detector for dead batteries or malfunctions.
10. Frequently check your door locks and other devices to make sure they are working properly.

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11. Immediately report to the office in writing any malfunction of other devices outside your room, such as broken gate locks, burned out lights, blocked passage ways, broken railings, etc.
12. Mark or engrave identification on valuable personal possessions, such as your computer or bicycle.

### While Outside Your Apartment

1. Lock your doors and windows every time you leave your apartment regardless how long you will be away.
2. Tell your roommate where you are going and when you will be back.
3. When walking at night, please walk with another person.
4. Let your CA and your roommate know if you are going to be gone for an extended period of time.
5. If you are going to be gone for an extended period, notify your RA or the manager and have mail and newspaper delivery temporarily stopped.

### While Using Your Car

1. Always lock your car doors.
2. Whenever possible, do not leave any visible items in your car, such as CDs, wrapped packages, briefcase, purses, etc.
3. Do not leave your keys in your car.
4. Carry your key ring in your hand while walking to your car...whether it is daylight or dark...whether you are at home, school, work, or on vacation.
5. Remember to check the back seat and under the car before getting in it.

### Around the Community

1. Room and apartment doors should be locked at all times. Residents should always keep their keys with them even when leaving for a short period of time and/or when your roommate is in the apartment and not expected to leave.
2. Valuables should be kept locked and out of sight.
3. Residents should practice being their "neighbor's keepers". This can be done by knowing the other residents and reporting to management staff any suspicious person(s) seen around the property.
4. Please call 911 or local law enforcement if your personal safety or the personal safety of another is at risk.
5. The Office of Housing & Residence Life does not allow soliciting. Please report those individuals to your RA or office.
6. Lost keys should be reported immediately to your housing office.

Please remember there is no such thing as a fail safe system. Even the most elaborate of safety precautions are not guarantees against crime. You should always proceed as if such systems do not exist. All systems are subject to mechanical malfunctions, tampering, human error, and personnel absenteeism. The University and the Office of Housing & Residence Life makes no expressed or implied warranties of security. The best safety measures you can take are the ones you yourself can perform as a matter of common sense and habit.

**The Office of Housing & Residence Life is not responsible for any personal damages or thefts. We highly recommend that you obtain renter's insurance.**

### SEVERE WEATHER

There are three types of severe weather that typically occur in the Laredo area. These include Severe Thunderstorms, Tornadoes, and Flash Floods. In each case of severe weather, the National Weather Service will issue either a watch or a warning.

- Watch

A watch is used when the risk of a hazardous weather has increased significantly, but its occurrence, location, and/or timing is still uncertain. It is intended to provide enough lead-time so that those who need to set their plans in motion can do so.

- Warning

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A warning is issued when a hazardous weather is occurring, is imminent, or has a very high probability of occurring. A warning is used for conditions posing a threat to life or property.

### General Guidelines for Severe Weather

- In the case of severe thunderstorm and tornado watches residents should seek shelter in the first floor hallways or clubhouses. Residents should avoid elevators and glass windows during severe weather.
- In the case of severe thunderstorm and tornado warnings residents should seek shelter in the hallways or lowest point possible in the community. Room doors should be closed and residents should avoid the lobby areas due to the glass windows.
- High winds from a tornado passing nearby can damage adjacent structures. Residents should use care when exiting the building if there is wind or water damage, or downed electrical lines.

### UNIVERSITY CAMPUS POLICE

The University Police Department is a recognized law enforcement agency and has full police powers within the geographical boundaries of the State of Texas. It is located in the University Police Department Building.

Report any emergency and crime on campus (theft, assault, suspicious individuals, etc.) to the TAMIU Police.

**Emergency Phone:** (956) 326-2911

**Non-emergency Phone:** (956) 326-2100

TAMIU Police Department can provide motorist assistance on campus, including keys locked in vehicles, changing flat tires, and jumping dead batteries.

### CAMPUS CARRY

Weapons are NOT allowed in campus housing.

You may have heard that a law, known as S.B. 11, has passed that allows license holders to carry a concealed handgun throughout university campuses in the State of Texas effective August 1, 2016. While this is true, the law provides that there is some discretion to regulate campus carry. It has been determined that carrying and/or storage of weapons in all on-campus housing is prohibited.

Please be advised that as a resident in on-campus housing you may not bring any weapons into the housing facilities.

As a reminder, you agreed to the following policy upon signing your lease agreement –

**FIREARMS AND WEAPONS** – Firearms and weapons are not permitted on the Premises. Tenants and their guests must comply with all federal, state, local and University laws and regulations pertaining to all weapons including, without limitation: ammunition, fireworks, explosives, bows and arrows, illegal knives, martial arts weapons, air rifles, BB guns and paintball guns.

### OTHER FACTS ABOUT CAMPUS CARRY

- The law does not allow open carry anywhere on campus.
- A person must have a license to carry a concealed handgun on campus.

Texas A&M International University

**(956) 326-2001**

# APPENDIX

## General Phone Numbers

NOTE: Area code for Laredo is "956."

Academic Affairs	326-2240
Graduate School	326-3020
Admissions	326-2200
Outreach Office (at LCC campus, University Hall 211)	796-1975
American Heart Association Training Center	326-2829
Arts and Sciences, College of	326-2460
Biology and Chemistry	326-2441
Fine and Performing Arts	326-2654
Humanities	326-2470
Engineering, Mathematics and Physics	326-2440
Psychology and Communication	326-2465
Public Affairs and Social Research	326-2475
Planetarium (Reservations Office)	326-2463
Planetarium (Showtimes)	326-2444
Athletics Department	326-3000
Bookstore (Barnes & Noble)	326-2980
Business, A.R. Sanchez Jr. School of	326-2480
Division of International Banking & Finance Studies	326-2490
Division of International Business & Technology Studies	326-2486
Center for Small Business & Border Economic Development	326-2546
Small Business Development Center	326-2827
Business Office (Comptroller's Office)	326-2378
Camps & Programs for Minors	326-2837
Career Services	326-HIRE
Continuing Education, Office of	326-3068
Education, College of	326-2420
Curriculum and Pedagogy	326-2426
Professional Programs	326-2430
Early College High School Principal	728-5342
Early College High School Counselor	728-5342
Finance and Administration	326-2380
Financial Aid	326-2225
Food Services (Aramark)	326-2091
Housing and Residence Life	326-1300
Human Resources	326-2365
Employment Office	326-2360
Information/Main Number	326-2001
Information Technology, Office of	326-2310
Institutional Advancement	326-GIVE
Casa Ortiz	326-3200
Killam Library	326-2138
Circulation Desk	326-2112
Periodicals Desk	326-2108
Reference Desk	326-2138
Government Documents	326-2121
Inter-Library Loans	326-2078
Nursing and Health Sciences, Dr. F.M. Canseco School Of	326-2450
Physical Plant (SSC Service Solutions)	326-2325
President's Office	326-2320
Public Relations, Marketing and Information Services	326-2180
Purchasing and Support Services	326-2350

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Mail Room	326-2353
Print Shop	326-2354
Receiving	326-2342
Support Services	326-2354
Recreational Sports	326-3015
Recruitment and School Relations	326-2270
Student Affairs, Office of the Associate VP for	326-2280
Student Government Association	326-2947
Student Center	326-INFO
Student Counseling and Disability Services	326-2230
Student Health Services	326-2235
Student Success	326-2273
University College	326-2134
University Learning Center	326-2723
University Police Department	326-2100
University Registrar	326-2250

The Academic Calendar can be located at:

<https://www.tamtu.edu/academiccalendar/>