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COMMUNITY AT UIW

Living within a community offers a significant contribution to the total educational development of each student. The Residence Life program seeks to develop an atmosphere that stimulates growth, encourages individual responsibility in decision-making, and provides for acceptances of others as persons of worth. Developing good citizenship, learning and accepting the meaning of responsibility, and recognizing the rights of others are goals of UIW Residence Life living.

The Resident Assistants provide programming and activities, which allow the residents to explore the Six Dimensions of Wellness that can foster growth and development in their lives. The emotional, intellectual/multicultural, occupational, physical, social, and spiritual/service dimensions are all part of our community on campus, and residents learn outside of the classroom as much as in the classroom.

The residence halls and apartments are an excellent place to meet new friends, participate in numerous activities, develop new interests, and learn to live and grow in a community extremely rich in diversity.

Broadening horizons and increasing human understanding are all desired goals of the residence hall experience.

UIW MISSION STATEMENT

The first Sisters of Charity of the Incarnate Word, three young French women motivated by the love of God and their recognition of God's presence in each person, came to San Antonio in 1869 to minister to the sick and poor. Their spirit of Christian service is perpetuated in the University of the Incarnate Word primarily through teaching and scholarship. Inspired by Judeo-Christian values, the University aims to educate men and women who will become concerned and enlightened citizens.

The University is committed to educational excellence in the context of faith in Jesus Christ, the Incarnate Word of God. It promotes life-long learning and fosters the development of the whole person. The faculty and students support one another in the search for and the communication of truth. The University is open to thoughtful innovation that serves ever more effectively the spiritual and material needs of people. The curriculum offers students an integrated program of liberal arts and professional studies that includes a global perspective and an emphasis on social justice and community services.

The University of the Incarnate Word is a Catholic institution that welcomes to its community persons of diverse backgrounds, in the belief that their respectful interaction advances the discovery of truth, mutual understanding, self-realization, and the common good.

UIW RESIDENCE LIFE MISSION STATEMENT

The Office of Residence Life strives to implement the mission statement of the University of the Incarnate Word and to create a community where residents live and develop that focuses on service, education and safety. We encourage campus-wide involvement and provide guidance and support to all students. We embrace and celebrate diversity, which encompasses our community. Residence Life stands committed to the holistic development of our residence hall students.

LIVING IN A UNIVERSITY COMMUNITY

It is vital to ensure a safe, comfortable, and convenient residence community and that each person is aware of the rules, regulations, and standards for living on campus. It is expected that qualities such as self-discipline, social maturity, and respect for public and private property will be fostered and developed. The residence hall "Guidelines" were designed to allow for the freedom and flexibility of the individual, and to ensure the rights and privileges of the community as a whole are met.

Resident Rights and Responsibilities

Residents have the:

- Right to read, study, or sleep free from undue interference in or around the resident's room;
- Responsibility to observe quiet hours, control noise and limit distractions that inhibit the exercise of study or sleep by another person;
- Right to recreate in or around residence halls;
- Responsibility to modify recreation so as not to interfere with others or damage the facilities;
- Right to personal privacy;
- Responsibility to abide by visitation hours and respect the personal space of others;
- Right to facilities which are clean, healthy, safe, and orderly;
- Responsibility to respect all property, to keep common areas free of litter, to report vandalism, and to request necessary repairs;
- Right to the redress of grievances and recourse to due process in the University judicial system;
- Responsibility to cooperate with University grievance and judicial procedures, to refrain from conduct which infringes upon the right of others, and to initiate action should the circumstances warrant;
- Right to be free of intimidation, physical and/or emotional harm to include being free from peer pressure or ridicule regarding the choice to drink alcoholic beverages, to refrain from involvement in an organization, or to allow others to violate the law or University policy;
- Responsibility to respect others and their wishes and avoid discrimination, harassing, or hazing others.

Roommate/Suitemate Relationships

Having a roommate is an exciting and often rewarding experience. It is important that roommates are able to establish and maintain a positive relationship. Roommates need not share every aspect of college life together or necessarily become best friends; however, all roommates need an understanding of one another's lifestyles, values, and expectations. Likewise is expected of suitemates.

Communication between roommates is the key to establishing a positive relationship. This relationship will contribute to your overall satisfaction with college life. Roommates/suitemates should discuss any problems that arise, and should work together to resolve any differences. Keep in mind those individual rights to sleep, study, and to privacy precede all other rights, including visitation and other privileges.

When a conflict arises, utilize the following steps to resolve the conflict:

- In private, approach your roommates or person displaying unacceptable behavior.
- Be direct and specific (not insensitive) about the problem or concern.
- Discuss the person's behavior, not the person's personality (enables the person to be less defensive).
- If the situation does not improve, arrange to meet again with your roommate or person.
- Each person involved should take a turn describing his/her perception of the situation, how he/she feels about it and what he/she wants.
- Each person should agree to a compromise and help develop a solution.
- Together, develop a plan of action and set a time frame for the changes to occur.
- Set a future date to evaluate the situation and re-negotiate if necessary.
- If a person finds it difficult to approach a roommate or a roommate is unresponsive, seek assistance from the Resident Assistant. Take the initiative to act positively.
- A helpful tool to resolve conflict is a roommate or suitemate agreement. Your RA can walk you through the process to help alleviate the tension.

Mediation

If you discover that a conflict cannot be solved with just personal discussions, the University offers a formal conflict resolution service. Through mediation, 2 individuals from the university community who are not involved in the conflict help the two parties work through the problem. A

member of the Residence Life Staff can assist you with setting up a mediation session with our campus Coordinator of Mediation Services.

Solving Roommate Disputes

If during the mediation process, no agreement takes place, or if either party refuses mediation, Residence Life reserves the right to move the individual or individuals involved in the dispute.

Resident Housing Changes

If a resident poses a threat or danger towards other students, is disruptive to the community environment, in the view of the Residence Life administration is not abiding by the Student Code of Conduct, or for any other reason deemed appropriate by the Residence Life administrators, the University reserves the right to make room changes or remove the student from housing prior to and during occupancy for the good of the resident or the residence community.

ROOM ASSIGNMENT – RESERVATIONS – CHECK-IN AND CHECKOUT PROCESS

Resident Agreement

When you made an application for housing and paid the \$225 housing deposit, you also filled out a UIW Occupancy Agreement. By signing the bottom of the form, you indicated that you would live in the housing assigned by the University. In addition, your signature indicates to the Office of Residence Life that you read the conditions of the “agreement” and will abide by those conditions. Copies of the Terms of the University Housing/Board Agreement are available in the Office of Residence Life.

Procedures for Currently Enrolled Student Residents

To sign up for a room for the next academic year, residents need to take part in the Room Reservation Process. The Room Reservation Process will take place in the middle of the spring semester. Information will be distributed outlining the process. Students will be required to follow those procedures and reserve a room on their appropriate assigned day. Returning residents who have a deposit on file will not be required to pay a deposit, however all other students must pay a \$225 deposit in order to reserve a room.

Notifications and Refunds

Generally, housing notices and housing correspondence will be mailed to the student at the address designated by the student in his/her housing file. All refunds will be mailed to the address indicated on the Housing Departure form. Refunds will be issued by the Business Office 30-60 days after the close of school. Students who have changed addresses need to notify the Registrar’s Office and the Office of Residence Life.

Check In

During the summer, students should have received information concerning check in. New Students and Transfers will be allowed to move in on the Friday before the first day of class in the Fall between 9am and 4pm. Check-in will take place in Marian Ballroom located next to the Student Center and Cafeteria. Keys will be issued for resident’s rooms as well as a variety of others services provided to ease the process of moving onto campus.

Returning Students may begin checking in on the Saturday before the first day of class in the Fall between 10am and 6pm. All students must check in by noon for the Fall Semester two days before classes begin, or the space

assigned and your deposit will be forfeited if prior arrangements have not been made.

Returning students must also have cleared any outstanding balance with the Business Office before being allowed to check in.

** When you check in, you must have proof of medical insurance as well as the policy numbers.

Keys

Residents will receive keys once the housing application, housing contract, emergency contact form, and housing deposit are on file. During check-in, each resident will be issued a key to his or her room. If the resident lives in Agnese/Sosa, the Avoca Apartments or McCombs Building, an apartment/suite entry key will also be issued. The resident must sign for the key(s). Every resident is issued a campus mailbox. The resident must pick up the mailbox key upon check-in if a post office representative is present or at the campus post office located in the Administration Building. Room, apartment, building, and mailbox keys may not be duplicated. Lending keys to another for the purpose of entering a residence hall or room is prohibited. Please remember, you are the only one who can protect your belongings. Residents will be charged \$25 and or \$40 for lost keys.

Room Inventory Condition Records (RICs)

Upon check-in, residents will be given a Room Inventory Condition (RIC) Form. The Office of Residence Life uses this form to accurately assess the amount of damage, if any, is present in a room when a resident checks out. The residents are required to assess the condition of their rooms when they move in. The condition of the furniture, walls, ceilings, sinks, bathroom, etc., is recorded on the RICs form using the following descriptions – Excellent, Good, Poor, Unsatisfactory or Missing. Any damage should be recorded on the form to avoid being charged for damages. Residents should use as much detail as possible when describing the damage. Every RICs form must be turned into the resident's RA **by the first day of classes** in order to avoid an **Improper Check-in Charge of \$25**, which will be billed directly to the student's account if it's not returned filled out thoroughly by that date. The resident must sign the floorplan of his/her RA to verify that the RICs form is turned in. The RICs forms are kept on file with the Residence Life Coordinator of Operations.

Upon check-out, the RA and Residence Life staff will do another inventory of the room and compare damage to what is recorded on the RICs form. Any damage that is found that was not detailed on the form will be the responsibility of the resident, and charges will be assessed accordingly.

Any appeals for room damage charges should be made in writing to the Residence Life Staff within one week of check out. If damage appeals to the Residence Life Staff do not occur within 30 days of check-out, the appeal will be void.

Note: Your RA or a member of the Residence Life staff will inspect rooms regularly to ascertain cleanliness, damages, and conditions potentially harmful to the health or safety of the community. Residents are responsible for all damages and are strongly encouraged to report any damage caused by their roommates or persons who do not live in their room to their RA or the Campus Life Office immediately. Residents are responsible for damages ensued by guests.

Renter's Insurance

As a tenant, your belongings are not protected from theft, vandalism, fire, or water damage, while paying for a room on campus. The University strongly recommends that all students purchase renter's insurance or make arrangements with their parents' insurance company to insure coverage of personal belongings. The minimal cost is a wise investment in the event of fire, burglary, or unexpected damages to personal belongings.

Room Assignments

Residence Life reserves the right to make all room assignments and to make any subsequent changes considered advisable or necessary. Residence Life reserves the right to require single occupants of double rooms to move in together as discussed in the consolidation policy on page 12. If a resident has not been assigned a roommate, then the room should remain half open in the event that a resident is assigned to the room. If the student occupies the entire room by using both beds, closets, desks or chest of drawers, the student could be charged the rate for a double as a single. Residence Life will make every effort to notify the student that a roommate has been assigned but this is not possible in some situations.

Housing Accommodations for Students with Disabilities

In order to request appropriate housing accommodations, students with disabilities who choose to live on campus should contact Student Disability Services at (210) 829-3997 or by e-mail at cdixon@uiwtx.edu.

Room Changes

The Residence Life Coordinator of Operations must approve requests for room changes. Room change requests will be addressed after the second week of class. Room change will be allowed when extraordinary circumstance exists. If you move to another room without authorization, you will be charged \$50 and be required to return to your original room. If you move more than once from one room to another room without authorization, you will be charged \$100 for each subsequent violation.

Consolidation Policy

At times, for various reasons, a consolidation may need to take place. This means students living in doubles without a roommate may be asked to moved to another room or receive a roommate. Roommates may also be split if situations warrant. This may be for reasons of discipline, safety, health, irresolvable conflict, or to achieve maximum space utilization. You will be given at least 48 hours notice before being required to move.

Check Out

At the end of each semester, Residence Life publishes procedures for check out. Residents are required to follow these procedures. The residence halls close for all non-graduating students at 3pm, the Friday before commencement. For graduating students, the halls will close at 12pm the day after graduation ceremonies. Residents must sign up for a check-out time slot with their RA no later than the Sunday before finals week. If a resident has an improper check-out by failing to sign up for a slot by Sunday, being late for the check-out time, or not showing up for the check-out time, a fine of \$25 will be given for each violation. The purpose of this policy is for residents to be responsible and make proper arrangements with the RA staff. Residents need to carefully follow the posted guidelines to avoid improper check-out.

Those students who need to stay past the time of checkout must gain approval from the Residence Life Coordinator of Operations by filling out a break housing form and discussing their reason for needing an extension with the RLCO. The student may also be required to pay for break housing for the extension requested. If a resident fails to check-out with Residence Life and does not gain approval from the RLCO in order to stay on-campus after the established dates of departure, the resident will lose his/her housing deposit; it will not be refunded upon permanent departure from campus.

Any resident not returning to the halls the following semester must complete a departure form (May 1st for the fall semester and December 1st for the spring semester). This alerts Residence Life that your space will be

available. It also begins the process for the refund of your housing deposit. Even if you are graduating, you must fill out a departure form.

Residents checking out in the middle of the semester must notify the Residence Life Coordinator of Operations 48 hours in advance.

Check-out Appeals

Appeals for check-out or room damage charges must be made in writing within one month of departure.

Abandoned Items

Personal belongings left behind when the owner vacates the residence hall, without prior approval of the ADRL, will be declared abandoned.

Abandoned items will be packed by residence hall staff members, for a fee of \$50-\$100, depending on the quantity of items. Items will then be stored, with an additional fine of \$50 per month of storage. Students wishing to claim abandoned property must be prepared to pay the cost of packing the items, as well as the storage fee, with cash or a money order prior to receiving the belongings. The University does not assume responsibility for loss of, or damage to, abandoned items. After a period of six months, abandoned items become UIW property.

Cancellations

Residents who are canceling the housing contract must submit their cancellation in writing by email to housing @uiwtx.edu or in person in the Residence Life Office. Keep in mind that a reservation is held for you for the entire academic year. Unless special arrangements are made when the application is filed to live in housing for only one semester, students are obligated to occupy the room for the entire academic year. Termination of a contract prior to its expiration will result in the student still being charged for the full year, along with a \$500 cancellation fee, and the \$225 deposit will be forfeited. No refunds or proration of housing charges will occur.

Emergency Information

Emergency Information forms must be completed and/or updated at check-in. Students must report any change in insurance, phone numbers, addresses, etc., within 48 hours of the change.

Summer School Housing

Summer school housing for each session is usually available for all applicants. A separate housing application for summer school is available in late spring and is accepted throughout the summer. Although there is no deadline for summer applications, early applicants receive priority concerning hall requests. Applicants should be certain of their summer

plans if applying after the summer cancellation deadlines. Cancellations after these deadlines will result in forfeiture of the housing deposit. Hall assignments for summer are completely independent of fall/spring assignments. Students may contract to live in summer housing as long as they are enrolled in the summer semester or fall semester. To request summer housing, please contact the Residence Life of Operations or the Campus Life Office.

Withdrawal

If for some reason you decide to withdraw from UIW, please discuss this with the Residence Life staff. The staff will not try to prevent you from withdrawing, but rather will talk the matter through with you in the interest of exploring all possible alternatives prior to your final decision. After thinking it over, if you decide it is the best thing for you to do, you must comply with official withdrawal procedures. You must check out of your room within 48 hours, unless the Director of Residence Life grants an extension. When you withdraw, be sure to check out properly with the residence life staff to avoid improper checkout charges. (Also, refer to section entitled, "Cancellations.")

Changing Addresses

Always be sure to update any address changes with the Registrar's and Residence Life Office. It is vital that you keep your address current in order to receive your class schedules, fee statements, and other University communications in a timely manner.

Break Housing

Fees are \$15 per night for students remaining on campus during the Christmas/New Year's holiday and the time between spring-summer and summer-fall. The Director of Residence Life has the discretion to designate certain residence halls to remain open during these times. Residents will have to advise the Residence Life Coordinator two weeks prior to the break commencing, and sign up with the Residence Life Office to receive break housing. Break housing fees are paid in advance of stay.

GUIDELINES AND POLICIES

Room Inspections / Entry into Rooms-Apartments

All due respect is given to the privacy that residents enjoy in their rooms. Occasionally circumstances present themselves which necessitate authorized University personnel to enter student rooms for the purpose of health and safety inspections, repair and maintenance, assessment of damages, inventory of University property, determination of compliance with University, State or Federal policies, or emergencies where imminent danger to life, safety, health, or property is reasonably suspected. When possible, advance notice will be given to residents.

Whenever a room is entered, the University personnel will knock, announce themselves, and wait thirty (30) seconds for permission to enter. If no response by the resident is made, the staff member will announce the intention enter, then use building master keys to enter. Whenever a room is entered without a resident being present, the staff member(s) will leave a note stating the room has been entered, by whom and the purpose for the entry. Any items in violation of University Policies, which are in plain view or discovered in a room search, will be confiscated and handled through the Student Conduct Process.

Room Search/Entry into Rooms

For sufficient cause, as determined by the Director of Residence Life, the Chief of Police, Dean of Campus Life, the Vice President of Academic and Student Affairs, or other officials as designated by the University Administration; a formal search of a residence hall room may be conducted if appropriate personnel believe one or more of the following conditions exist:

- There is a suspected violation of University policy
- There is a serious threat to persons within the residence hall
- There is possible stolen property in the room
- There are possible illegal substances in the room
- There is a sick or injured individual in the room

Alcohol Policy

Students must abide by the University's alcohol policy outlined in the Student Handbook.

Texas law requires that individuals must be at least 21 years old to purchase, possess, or consume alcoholic beverages. **STUDENTS WHO ARE OF LEGAL DRINKING AGE MAY NOT SHARE OR PROVIDE ALCOHOLIC BEVERAGES TO STUDENTS, ROOMMATES,**

EMPLOYEES, OR GUESTS WHO ARE UNDER 21 YEARS OF AGE.

Please refer to the student handbook for further information regarding the consequences of providing alcohol to minors.

Avoca Apartments, McCombs Building, Hillside, Hillside 2 2nd, 3rd, and 4th floors, and St. Joseph's Hall are classified as wet residence halls, which means that alcohol is permitted in these residence halls under limited situations. In apartments/suites in McCombs and the Avocas **all residents in those apartments/suites must be over 21 years of age for alcohol to be permitted.** If any residents in the apartment/suite are under 21 years old, alcohol is prohibited. Students who are 21 years of age or older and live in St. Joseph's, Hillside, Hillside 2 2nd, 3rd, 4th are permitted to have alcoholic beverages in their residence hall rooms.

Students who are 21 or older who choose to consume alcoholic beverages are expected to do so in moderation and respect other residents' rights to privacy, sleep, and study within their rooms. Loud or disruptive behavior, interference with cleanliness of the residence halls, or drinking habits, which are disruptive or injurious to the health or education of individuals, will not be tolerated.

Those under legal drinking age (21) are not permitted to possess and/or consume alcoholic beverages.

Further, if **any** resident(s) of a residence hall room are under 21, guests or residents of that room that are of a legal drinking age are prohibited from bringing and/or drinking alcoholic beverages in that room, regardless of whether or not residents are participating. No alcoholic beverages or containers (empty or full) are permitted in residence hall rooms in which any resident is under 21. In addition, only guests who are of age can possess or consume alcohol as a guest in a 21 of age or older room, apartment or suite.

Regardless of age, no one may consume or carry alcoholic beverage containers or cups in the common areas of residence halls, apartments, breezeways, hallways, athletic grounds, pool area, parking lots, or sidewalks. Any alcoholic beverage brought into the residence hall or apartments by students 21 years or older must be concealed from view. Openly carrying alcoholic beverages -- whether they are open or not -- is not permitted, and the alcohol is subject to confiscation by residence hall staff or UIW Campus Police.

The following (but not limited to) are prohibited on campus:

- Kegs of beer
- Empty kegs and/or keg taps
- Margarita machines
- Punch bowls
- Trash can punch
- Alcohol soaked fruit
- Party balls
- Selling or manufacturing alcoholic beverages
- Display of alcohol containers
- Beer bongs
- Jello shots

The discovery of a bar will result in a fine of \$50, and the resident will be required to dismantle the bar. Displaying alcohol containers will result in a fine of \$25 and the resident will be required to remove the containers from sight. If a bar or alcohol containers are found in a living room and the responsible party is not found, all residents in the suite will be fined.

Advertisement of private gatherings in a resident's room is prohibited, and progressive drinking parties are not allowed because of the potential of noise violations, alcohol in public areas, and/or illegal consumption.

IF ANY RESIDENT OF A ROOM/SUITE/APARTMENT IS UNDER 21, THE ENTIRE SUITE IS A DRY APARTMENT/ROOM/SUITE. No alcohol can be consumed/remain within it. If any alcohol is found in a dry suite (where one or more residents is underage), ALL alcohol in that room will be confiscated, and disciplinary action will be taken against all parties. Alcohol will not be returned to students who are of legal age when a violation of the University alcohol policy has taken place.

The Dry Halls on campus include: Colbert, Clement, Dubuis, Agnese/Sosa, Hillside 5th and Marian 2nd. Any individual possessing alcohol, or alcohol containers (empty or full) in these buildings, including students that are 21 years of age or older, will have disciplinary action taken against them. Residents who are under 21 residing in Wet Halls/Apts./Buildings also cannot have alcohol containers (empty or full) in their place of residence. Residents under the age of 21 will be fined \$25 for having alcohol containers in their rooms

Alcohol Violations

First Offense

Possible sanctions include required participation in an alcohol education activity, reflection paper, fines, community service, an alcohol-related health assessment, and a mandatory participation in the “Minor in Possession” course, which is attended at the expense of the violator. Parents of residents who are under the age of 21 will be notified in writing.

Second Offense

An alcohol assessment is required, and parents of students under 21 years of age will be notified. Where appropriate, referral and mandatory attendance at AA meetings will be required for up to 90 days. Additional sanctions include disciplinary probation for up to one semester, fines, up to 50 hours of supervised community service in an alcohol education activity, and restitution if applicable. If appropriate, removal from residence hall will be implemented.

Third Offense

Third offenses will incur sanctions listed above, along with possible suspension from residence halls, as determined by the Director of Residence Life.

*Residents who do not complete their sanctions in the designated time can be fined and receive additional sanctions.

**Residence Life reserves the right to apply any other sanctions for alcohol offenses that are deemed appropriate.

Parties in the Residence Halls

Parties involving alcoholic beverages cannot be hosted in any room or apartment if any of the assigned residents are under the age of 21 years.

If all residents in a room or apartment are 21 years of age or older, they may host a party only after obtaining a “party permit” from the Director of Residence Life. A party permit must be submitted to the Assistant Director of Residence Life one week prior to the event for proper processing. Party permits requested less than one week in advance will not be approved. The party must be approved by the Director of Residence Life, Chief of Police and the Dean of Students. The following conditions apply:

- Keep your guest list short (no more than ten (10) in a room – no more than twenty (20) in an apartment/suite).

- Do not let guests wander into public areas, including corridors or “spill” into hallways or breezeways.
- You are responsible for the behavior of all guests.
- Do not infringe upon the rights of others.
- You cannot advertise your party anywhere.
- If, upon responding to a complaint, no resident of the room or apartment where party is being held is present, the gathering will be terminated.
- Residence hall staff will respond appropriately and promptly to address any complaints about your party. Contact Residence Life staff and/or UIW Campus Police if you cannot handle a problem by yourself.
- You cannot sell alcoholic beverages in your room or apartment.
- No trash and/or containers will be left strewn about the premises.
- No kegs, margarita machines, trash can punch, alcohol soaked fruit, beer bong, or party balls are permitted.
- Your party must have designated drivers. These individuals are not allowed to drink alcohol.
- You must provide food and non-alcohol drinks to your guests.
- If guests who are under age are found drinking alcohol, the party will be terminated.
- The individual holding the gathering is ultimately responsible for everything that occurs in and/or around the apartment/room. However, any person who is a part of a party that is in violation may receive sanction as well.

Hosting violations will result in possible sanctions of prohibition of further parties, alcohol education activities, reflection papers, letters of apology and fines. A party that is in violation of the party policy or other university policies could result in all persons in attendance receiving sanctions.

Drug Policy

The University of the Incarnate Word strictly forbids the use or possession of illegal drugs, or the use or possession of illegal drug paraphernalia. The drug policy also applies to residents who have or use illegal drugs off campus. The use of any illegal drug, except pursuant to a licensed doctor’s prescription, will make the student subject to dismissal from the University. UIW reserves the right to take into account extenuating circumstances when determining a final sanction for the illegal use of drugs or possession of illegal drug paraphernalia on campus or off campus. Any sanction that does not expel the student from the University must include a drug education requirement. Students who are found in possession or use of illegal drugs or drug paraphernalia will be immediately suspended from

University Housing. Students will be required to vacate their residence 24 hours after the request from the appropriate University Official (i.e. Director of Residence Life, Dean of Campus Life, Campus Life Judicial Officer, and Vice President of Enrollment Management and Student Services).

If drugs or drug paraphernalia are found in common areas of a residence hall room/apartment (living room, kitchen area, bathroom, etc....), all occupants of the unit will be held responsible, unless one of the occupants takes responsibility/ownership of the drugs and/or drug paraphernalia.

Residents who are found in possession of drugs off campus will also be asked to vacate the residence halls for one full academic year from the time of the offense. If a guest of a resident is found in violation of the drug policy, then the resident will also be found in violation.

Note: Roommate Responsibility: Roommates are obligated to report any possession of drugs or paraphernalia within their room.

See UIW Student Handbook for further information.

Alcohol and drug policy violations are cumulative for the resident's duration as a student at the University of the Incarnate Word.

Visitation and Cohabitation Policies

Visitation privileges are to be exercised with the concern for others' right to privacy. No student resident shall be denied access to his/her room at any time or be placed under undue hardship by the presence of a visitor. Residents are responsible for the actions of their visitors and must make every effort to control the behavior of their guests according to the Guidelines for Community Living.

Prohibited guests: Minors (anyone under the age of 18), and/or high school students, may not be guests in any residence hall room.

Visitation is:

- An organized method by which residents may have friends, relatives, and students visit their primary living areas for the purpose of studying, relaxing and socializing.
- A set of reasonable parameters that roommates/suitemates determine collectively, as to how to balance study, sleep, and social activities within their living quarters.
- A privilege extended to adult students living within the residence halls.

- A means by which the university facilitates responsible growth and development among residence hall students to prepare them to handle the freedom they will encounter when choosing to pursue independent living.

Visitation is not:

- Permission to engage in illegal or illicit activities.
- Permission for cohabitation.
- A means by which a student's right supersedes another student's ability or desire to sleep or study.
- The University assuming a parental role with our students.

Limited Visitation:

Limited Visitation Hours designate those times when non-residents are permitted to be present as a guest of a resident in the residence halls (lounges, stairwells, hallways, and balconies included). All students that are not assigned to the hall must leave at the end of Limited Visitation Hours. A residence life staff member, for appropriate reasons, may give permission to non-residents to remain in the hall. All others, unless registered as an overnight guest, must leave. All guests must be escorted at all times by a resident of that building. **Guests are not to be left in a resident's room alone.** Any person(s) in violation of this policy will be directed to leave that hall and be issued sanctions. There are no exceptions to this policy other than University personnel performing job-related duties.

Visitors must use bathroom facilities designated for their gender. At no time can visitors use shower facilities or restrooms designated for the opposite sex.

*Upperclass (non 1st year) residents who are found in violation of the visitation hours in a 1st year floor/hall will be sanctioned.

Limited Visitation include the 1st year floors/halls: They are – Agnese/Sosa, Clement, Colbert, Dubuis, Hillside 2 5th floor, and Marian.

Limited Visitation Hours:

Sunday through Thursday: 12 noon – 12 midnight

Friday through Saturday: 12 noon – 1 a.m.

24-Hour Visitation:

24-Hour Visitation is designed to limit the amount of unescorted traffic and access of non-residents to the residence halls. The policy states that guests must be escorted by a resident of the building in question at all times (including room, hallways, stairwells, lounges, and balconies).

Guests are not to be left in a resident's room or apartment alone.

Sanctions will be issued to guests and residents found in violation of this policy. Guests must contact the resident before entering the building and wait for the resident to escort the guest into the building. 24-Hour visitation does not mean having a guest overnight. Please see the overnight guest policy below.

24-Hour Visitation halls are: Avoca Apartments, Hillside, Hillside 2 (2nd-4th floors only), McCombs Building, and St. Joseph's. After the bookstore and Java on the Hill close, McCombs is classified entirely as a residence hall. Therefore, all guests must be escorted at all times, including the lounges and public areas.

*Residents who consistently abuse this policy by having guest(s) on consecutive nights (for example 12am to 6am) will be sanctioned.

Visitation Violation Sanctions:

- 1st Offense – 2 week visitation restriction
- 2nd Offense – 4 weeks visitation restriction
- 3rd Offense – one semester visitation restriction
- 4th Offense – relocation or possible removal from university housing

Visitation Restriction:

Residents on visitation restriction may not have a guest or guests in their residence hall room/hall during the duration of the visitation restriction period. This also includes being a guest in another resident's room or residence hall.

Overnight Guests

The University, at its discretion, allows students to have overnight guests in the Residence Halls under certain circumstances. Residents are permitted to have overnight guests in their room provided the guest is of the same sex. Guests are considered any individuals who do not live in the designated residence hall. In order to house your guest(s), you must receive prior permission from your roommate(s), notify your suitemate(s) and you must register your guest(s) with your RA 24 hours in advance. Residents are allowed to have guests for a total of five nights per semester, and no more than two (2) consecutive nights. Guests will not be issued keys or a guest ID card. They must remain in the presence of the resident at all times and should never be left alone in a resident's room. Residents shall be held fully responsible for their guests' conduct throughout the visit.

Overnight Guest Violation Sanctions:

- 1st Offense – 1 month visitation restriction and per diem charge to resident

2nd Offense – Loss of visitation for the year, per diem charge and community service

3rd Offense – Suspension from the residence hall

Cohabitation

Cohabitation is not allowed in the residence halls. Cohabitation is defined as a person using a residence hall room as if that person were a resident of the room. This includes, but is not limited to: keeping clothing and other personal belongings in the room, sleeping overnight in the room, studying in the room on a regular basis, being in the room without the presence of the host, and using the bathroom and shower facilities as if they lived in that room. Violations of this rule may refer to the Guest policy outlined above. Violating a roommate's right of entry into their room, or hindering a roommate's ability to study and/or sleep within their room, because of guest's continual presence or cohabitation, is considered a violation of the rule. If a violation of this policy takes place, the guest and resident of that particular room (who allowed the guest to stay) will be charged a prorated per day rate for the time period the guest stayed, not to exceed \$250, and disciplinary sanctions will be imposed.

Residence Life will not knowingly pair individuals with an intimate relationship as roommates. If, at any time, Residence Life becomes aware of a pairing of roommates with an intimate relationship, action will be taken to reassign one or both of the roommates.

Cohabitation Violation Sanctions:

1st Offense – 1 month restricted visitation and per diem charge to resident

2nd Offense – Loss of visitation for the year, prorated daily room charge, and community service

3rd Offense – Suspension from the residence hall

*Residents are not allowed to shower with other residents and or guests regardless of sexual orientation. Residents in violation will be sanctioned, fined and or relocated from their respective rooms/halls.

ADDITIONAL GUIDELINES AND POLICIES

Appliances and Electrical Equipment

Due to electrical requirement and safety precautions, appliances with exposed heating elements, sun lamps, tanning beds, space heaters, ceiling fans, black lights, window air conditioners, microwave ovens more than 750 watts, hot plates, electric frying pans, toaster ovens, George Foreman type grilles, rice cookers, crock pots, open-faced electrical or heating appliances, outside antennas of any kind are not permitted in residence halls rooms. The storage of any flammable fluid is not allowed. Waterbeds or any variation of unauthorized furniture may not be used.

Residents are permitted to use rice cookers, crock pots, and George Foreman type grilles in residence hall lounges and kitchens. In addition, residents living in McCombs or the Avoca Apartments are all permitted to use toasters and toaster ovens.

Refrigerators must not exceed 4.5 cubic feet.

Irons may be used in rooms, but must not damage university property, to include carpet, chairs, all other furniture or any part of the residence hall. Residents will be charged for damage done to these items. Extension cords that exceed 12 feet in length or are constructed with less than 16-gauge wire are prohibited.

Students are urged to use power strips when plugging in their electrical devices in their rooms. Never run an extension cord from a power strip or plug in a power strip to an extension cord. This situation poses a fire risk. Also, students should never remove the third grounding prong from any device and force that plug into an outlet.

Students who violate this policy and discovery of any of the previous mentioned non-approved items would result in confiscation of these items, a fine of \$35, to include possibility of further disciplinary action.

Bicycles/Motorcycles

Motorcycle and bicycle parking should be restricted to available motorcycle lots and bicycle racks. These vehicles may be impounded if they are left in walkways, breezeways, sidewalks, or hallways. Mopeds are considered the same as motorcycles and should follow the same regulations.

Candles, Incense Firearms, Firecrackers, Flammable Items, Other Weapons

Because of the fire hazard of burning candles, incense, and other devices, which use an open flame (potpourri pots), these items are not allowed in the residence halls. Unlit candles are not permitted. Failure to follow the Candle/Incense Policy will result in confiscation of the materials and a \$25 fine will be imposed. A \$50 fine will be imposed for each subsequent violation of this policy.

The possession of firearms, ammunition, air rifles, sling shots, pellet guns, paint guns, explosives, firecrackers, pyro-technical devices, projectile firing devices, flammable items of any nature, switchblades, knives over 3 inches long, clubs and chemical weapons (mace, tear gas), and any other item that Residence Life and/or Campus Police believe to be a weapon are prohibited on campus. Violations of the following policy could result in a \$50-\$2000 fine, expulsion from the residence hall, or more severe sanctions.

Christmas Trees & Lights

Live Christmas trees present a fire hazard, especially when decorated with lights, therefore, are prohibited in any residence hall location. Christmas lights are allowed in moderation within the residence hall rooms. Outlet should not be overloaded with multiple strands of lights and fines may be issued if violations occur. Residents shall not damage the room in the process of displaying lights. Residence Life reserves the right to ask any resident to remove Christmas lights.

Common Areas

Common areas, including lounges, kitchens, bathrooms, laundry rooms and elevators are designated for appropriate use for the residents of each building. If these areas are consistently abused, misused, or vandalized they can be shut down to the community if appropriate, or they may be cleaned, fixed by the entire community and or fined. See Furniture for additional guidelines.

Complying with University Officials

Failure to comply with reasonable directions or requests of University Officials is a violation of the Student Code of Conduct. Students who fail to comply will be in violation of University Policy and subject to disciplinary action, with the possibility of no less than (4) four hours of community service, fines, or other sanctions deemed appropriate. This includes complying with all Residence Life staff members in the performance of their duties. Failure to comply includes, but is not limited to, giving false information or a false ID to a university official, including University of the

Incarnate Word police officers. Residents who are in non compliance in following through on discipline sanctions or responding to meet with a university official will receive additional sanctions and or fined. Residents who do not respond to a summons on the date and time of meeting, then the meeting will be held in their absence.

Cooking

In accordance with the residence hall appliance regulation, cooking in the residence halls is allowed with approved cooking appliances only, and only in University approved kitchen/lounge facilities. Residents are responsible for ensuring that proper sanitation, ventilation, and fire safety precautions are taken. Failure to keep these areas clean and safe could result in the area being shut down for a period of time. Residents are permitted to use rice cookers, crock pots, and George Foreman type grilles in residence hall lounges and kitchens. In addition, residents living in McCombs, or the Avoca Apartments are all permitted to use toasters and toaster ovens.

Decorations

The University allows decoration of individual rooms. However, such decorations must comply with fire codes, and seasonal decorations must be completely removed prior to breaks and vacation periods. Decoration shall not be offensive in nature or inappropriate for a public setting.

Any tape adhesive, nails, thumbtacks, or permanent adhesives shall not be used on walls. No colored sticky tack, stars or any type of adhesive that damages the ceiling, wall, or door surfaces are to be used. Residents will be automatically charged for removal, repainting and fixing the room when items previously mentioned are observed on ceiling, walls, and doors.

Vandalism of hall decorations will result in a \$50 fine and/or sanctions. If responsible individuals of damage cannot be found then charges will be access to all residents of the floor. See Group Billing.

Doors

Tampering with interior/exterior doors in any way will incur disciplinary action. "Tampering" includes, but is not limited to propping or ripping doors open. Propping doors to a residence hall presents a serious safety issue. It is important that doors remain closed and locked at all times. An individual who is found tampering with a door will be issued a fine of \$50.00. If it is unknown who props or rips the doors open, a warning in writing will be issued to all the residents in the residence hall. If the propping or ripping continues, all residents will be issued a fine of \$50.00.

Elevators and Dumbwaiter

Do not tamper with elevators and dumbwaiter. Horseplay is very dangerous and has resulted in death and serious injury at other universities.

Inappropriate use – or misuse – of the emergency bell in an elevator or riding in the dumbwaiter will result in a minimum fine of \$50 and disciplinary action. If damage occurs, residents will be responsible for the cost of repair.

Emergency/Safety Equipment

Tampering with, damaging, or inhibiting the use of emergency/safety equipment, including exterior residence hall doors, in any residence hall is prohibited. Residents shall not use emergency equipment for any purpose other than emergency use. Residents involved in such activities will be subject to disciplinary action, fines and may be removed from University housing. This regulation includes, but is not limited to, fire extinguishers, heat and smoke detectors, exit lights or panels, fire alarm pull stations, or locked exterior doors. Tampering with emergency/safety equipment could endanger everyone's life.

Fighting

Successful communities respect differences of opinion and confront appropriately when necessary. Physical fighting, boxing, sparing, attempting or causing injury to an individual, or verbal threats/assaults are not an acceptable form of problem resolution and shall not be tolerated in the residence halls. Disciplinary action will be taken immediately, including, but not limited to, a \$50 fine, 5 (five) hours of community service, residence life probation, and/or possible removal from the residence hall.

Furniture

The University generally furnishes the following items in each room: window blinds, beds, desks, chairs, chests of drawers and closets. The University provides lounge furniture, bulletin boards, and other community items for the benefit of all the hall residents.

All pieces of furniture placed in the residence hall rooms are considered University of the Incarnate Word property and under no circumstances are these items to be removed from their designated locations or vandalized. Furniture cannot be stored in campus storerooms or off-campus storage facilities.

Any improper movement of university furniture, including lounge furniture is considered theft and will result in a \$50 fine.

Any addition or alteration of the premises, such as dismantling beds and desks or adding locks, without the prior written permission of the Director or Assistant Director of Residence Life can result in a fine of \$30.

At the end of the year or when residents vacate the room, beds and furniture must be restored to the room's proper arrangement. Beds must be unbunked (except Clement and Hillside 6th Floor) and set at standard height and desks and chest-of-drawers placed against the walls. A fine of \$30 will be issued if room is not in order.

Gambling

Games of chance, betting, or any other form of gambling is a violation of federal, state or local law is strictly forbidden on campus. There will be a \$25 fine for the first violation. For subsequent violations, there will result in a \$50 fine and possible disciplinary actions that could include removal from student housing.

Group Billings

Financial charges relating to the cleaning of, damage to, or theft of University property are billed to the specific individual(s) responsible whenever such individuals can be identified. However, when damage or theft cannot be assigned to a specific individual(s), the charges may be divided equally among the residents of the affected floor, building or area.

This means that if any damage occurs in such areas as your floor, hallway, or common areas, which cannot be properly charged to an individual, all members of the floor or community may be sanctioned a minimum fine of \$10 and/or the costs of the repairs. Similarly, damage or theft in your building that cannot be assigned to an individual may result in all buildings residents equally sharing in repair or replacement costs. If applicable, each resident will be billed on their student billing for their share of public area damages at the end of the semester. Residents will be given every opportunity to identify the individual(s) responsible for the damage before a group billing is finalized. Residents will notified of such billings by flyers in the residence halls and or residence hall doors.

Your active involvement in reducing damages within your community is encouraged. You can assist by following these guidelines:

1. Report damages to your RA immediately.
2. Treat residence hall property with as much respect as you would your own personal property.
3. Speak up and discourage others from behaving irresponsibly in your hall.

4. Encourage a positive floor/building “community” by emphasizing concern and respect from University property and other residents.
5. Take “ownership” of your building and hall.

Hallway Decorum

For safety and noise reasons, participation in any sporting activity is prohibited within all residence halls, breezeways, rooms or apartments (i.e. hockey, roller-blading, skateboarding, soccer, Frisbee throwing, football throwing, water fights, etc.). Hanging laundry or using drying racks in the breezeways or other common areas of a residence hall is also prohibited. Violation of these policies will result in disciplinary action, including a possible \$25 fine and payment for damaging University property.

Harassment

University of the Incarnate Word and the residence halls are a community of diverse individuals. Amidst our diversity, we must strive to understand the individuality and uniqueness of those around us. We need to learn from one another in an atmosphere of positive encouragement and mutual respect. The Office of Residence Life believes that we are individually and collectively responsible for our behavior and are fully accountable for our actions.

Bigotry has no place within the residence hall and University community, nor does the right to denigrate another human being. Everyone within our residence hall community should be aware that any form of harassment or illegal discrimination against any individual is inconsistent with the values and ideals of the University community. The Office of Residence Life will not tolerate verbal or written abuse, threats, intimidation, violence, or other forms of harassment against any member of the University community. We will strive to protect the rights and privileges and to enhance the self-esteem of all community members. At the same time, we will determine conduct that goes beyond the legally defined boundaries. Likewise, Residence Life will not accept ignorance, humor, anger, alcohol, or substance abuse as an excuse, reason, or rationale, for harassment.

All of us at University of the Incarnate Word have chosen to live here and are committed to these principles, which are an integral part of our purpose, values, mission and daily activities.

Hazing

Absolutely no form of malicious treatment or hazing of one student or other person by another student or students or organization will be tolerated at UIW. For more information, please consult the UIW Student Handbook.

Immoral or Illicit Activities

At University of the Incarnate Word, we pride ourselves in providing a safe and comfortable community to live in that is free from conduct that is inappropriate as listed under our Student code of Conduct. In the case of any activity by a resident that denies a fellow resident access to the room, causes an undue hardship, or creates an uncomfortable environment, responsible individuals will be held accountable for their actions. The following sanctions will be used at the discretion of the Director of Residence Life:

- 1st Offense – Written warning with disciplinary sanctions
- 2nd Offense – Relocation to another residence hall space and further disciplinary sanctions
- 3rd Offense – Suspension from the residence hall

Lofts

Due to safety and liability limitations, hand-built wooden lofts are not permitted in the residence halls. If lofts are found, you will be immediately required to disassemble the loft and be fined \$25.

Lounges

The residence halls provide spaces and lounges that can be used for studying and socializing. Students may request to use these spaces for special events by contacting the Senior RA of the building at least two weeks prior to the time of the event. Permission must be granted before any advertising can begin. Lounge furniture shall not be removed from the lounge.

Mandatory Meetings

The Department of Residence Life will hold mandatory meetings throughout the year for the purpose of distributing information related to check-ins, check-outs, room reservation, etc. Residents who miss the meeting will be issued a \$25 fine and be responsible to contact their RA to acquire the presented information. Conflicts with attendance of a meeting must be discussed with Residence Life professional staff 24-hours before the meeting.

Misuse of Identification

The misuse of another person's identity to include, but not limited to, UIW ID, License, Passport, SS#, etc. is a violation of University Policy. Students violating this policy will receive disciplinary sanctions.

Noise Violations

Negatively affecting other members of your living community with noisy activities will incur a noise violation sanction which may include (but is not limited to): a minimum \$25 fine, community service hours, removal of stereo or other bothersome equipment, and /or change of room assignment.

Offensive Odors

An offensive odor is any odor or aroma of such intensity that it becomes apparent and is offensive to others. Any odor can become offensive when it is too strong. Some examples, but not limited to, are perfume, air freshening spray, or large amounts of dirty laundry. Residence Life staff will address offensive odors when complaints are received. Residents that are identified as being responsible for the offensive odor will be asked to eliminate the cause of the odor.

Pets

Pets are not allowed in any Residence Hall or Apartment at any time. The first violation will result in a \$50 fine and immediate removal of the pet. A second and each subsequent violation will result in a \$100 fine and disciplinary action. Fish may be kept in properly maintained aquariums of 20 gallons of water or less.

Pranks

Pranks resulting in disturbances or distress to others, or causing damage to University or personal property, are prohibited. Sanctions may include, but are not limited to: fines and community service.

Projectiles

For reasons of health and safety, propelling devices such as rockets, catapults, slingshots, paintballs and/or paintball guns, or any homemade device for the purpose of launching an object are prohibited. Storage of the above items in vehicles parked on campus is also prohibited. Objects and/or university furniture may not be thrown into or out of balconies, windows, etc. A fine of \$50, along with possible residence life probation, will be issued if a violation occurs.

Quiet Hours

Quiet hours are observed in all residence halls and the Avoca Apartments at all times. Student residents cannot change these hours. Extended quiet hours occur during mid-term and finals periods. Violations of quiet hours will result in sanctions, see NOISE VIOLATIONS.

Radios, stereos, TV's and other audio equipment should be kept at a low volume with the bass low at all times. Stereo speakers may not be placed on windowsills and/or directly outside. The playing and practicing of musical instruments is only permitted in student rooms if it is not a disturbance to any other residents. Students playing or practicing musical instruments must observe quiet hours and courtesy hours.

Courtesy hours are in effect at all times. Therefore, all residents are expected to abide by any request to lower the volume or bass whenever it prohibits study or sleep.

Designated Quiet Hours for all residence halls and apartments:
Sunday through Thursday: 10 p.m. - 10 a.m.
Friday through Saturday: 12 a.m. - 10 a.m.

During finals, residents will observe a time of 24-hour quiet hours.

Roof Policy

University building roofs and exterior walls are considered restricted University property and are off limits to students for safety reasons. If something is lost on a roof, contact the Residence Life Office. For safety reasons, students are not permitted on the roof of any campus building at any time. Students found in violation will be subject to disciplinary sanctions and a \$50 fine for each violation. Residents are responsible for their guests and shall be fined \$50 for guest found in violation.

Health and Safety Checks

For the purpose of reducing the chance of increased presence of pests and rodents, as well as limiting the hazard of fire or evacuation, all residence hall rooms and apartments will be subjected to a plain view inspection in order to assure adequate cleanliness, upkeep and fire safety. After a written warning has been issued to the resident(s) for uncleanliness, the room or apartment is reinspected. If the room(s) does not pass inspection, the resident(s) will be charged \$100 for each occurrence.

Smoking Policy

For public health reasons, smoking is prohibited in all buildings of the University campus. This includes any residence hall rooms or apartments. Further, the littering of cigarette butts in common areas on campus is prohibited. The first violation will result in a \$50 fine and subsequent violations are \$100 to include disciplinary sanctions.

Solicitation Policy

For the protection of residents, no solicitation is permitted, including door-to-door sales, sales-oriented programs, hosted sales parties, or literature leaflets near or under room doors or on vehicles. All posted flyers must receive permission from the Office of Campus Life and be stamped prior to posting. The Director of Residence Life may grant some exceptions to this solicitation policy. These exceptions include sales by a recognized residence hall group, collections for charities, educational purposes, or literature that is displayed in the residence halls advertising campus activities. Any flyers that are not stamped by Campus Life will be removed. Residents found distributing non-approved flyers on campus will be fined from \$25-\$200 and receive disciplinary sanctions.

Street/Road Signs

Street/Road signs are considered the property of the respective government agencies where located and any inappropriate taking or possession by unauthorized individuals may result in disciplinary action. The Residence Life Office will confiscate signs immediately.

Stickers/Marker Boards

Stickers and marker boards mounted for a permanent time period are not allowed on residence hall property including doors, windows, walls and floors. Damage charges will be issued for the removal of the item(s).

Torchiere Lamps

This type of lamp can pose a serious fire hazard and because of this, they are not permitted inside any residence hall. Halogen torchieres fixtures found in student rooms will be confiscated and residents will face disciplinary charges of \$25. As an alternative to the halogen torchieres a compact fluorescent light (CFL) fixture has been developed that will provide 20% brighter light and uses one-fifth the energy of current 300-watt halogen lamps. Using advanced compact fluorescent technology, the bulbs will last 5 times as long as halogens. Besides longer life and brighter light, this energy efficient CFL's give off only 100 degrees of heat and are permitted in the residence halls.

Trash Disposal

For the purpose of reducing the presence of insects, rodents, and animals, trash or trash containers may not be stored outside the apartment or breezeway for any length of time. If trash is discovered, each resident of the particular apartment will be fined \$25 for each occurrence. If trashcans in hallways are full, residents must take trash to the large gray trashcans located near residence halls. If trash is discovered and no one apartment

takes ownership, all residents of that particular apartment level will be charged.

University ID Card

Your University ID Card is the property of University of the Incarnate Word and is to be presented upon request of any University Official. This card is your official ID, which should be carried at all times. Failure to present your ID to a University Official upon request is a violation of University Policy and makes you subject to disciplinary action. No one may carry, hold, or be in possession of another's ID card. The ID belonging to another student will be confiscated and a fine of \$10 will be assessed prior to return to owner. A fee of \$10 is charged for a lost, stolen, or damaged ID.

Vandalism/Property Damage

Persons causing damage to any property of the University will be charged the replacement value thereof and are subject to disciplinary action and fines. Removal of property from the building or room to which it is assigned will be cause for disciplinary action to include a fine of \$50-\$1000. All above listed forms of vandalism and property damage may also incur possible suspension from residence halls.

In the event of damage within a student's room, all occupants will be held responsible. In the event of damage to furnishings, fixtures, safety equipment, walls located in hallways, and common areas and the responsible individuals are not identified, all the residents of the particular floor will be assessed charges to cover the cost of repair/replacement. Please refer to the housing and boarding agreement for further information.

Water Fights

Water fights, water balloons, or any activities historically associated with water fights (throwing mud, rocks, or use of scalding water) are not allowed in or near the residence halls. Water shall not be thrown inside the hall, onto or from balconies, stoops, or windows. Additionally, instigation or participation in such activities could result in disciplinary action and/or billing of damages.

Window Screens

Occupants of any residence hall room or apartment are responsible for any damage to window screens. Fees are assessed at checkout if any of the screens have been removed, torn, dented or bent – once dented or bent, screens cannot be restored to original shape. Residents shall not remove the screens for any reason. There will be a \$50 fine per screen damaged or removed.

Windows

Residents are not allowed to display items such as paper, tin foil, flags, posters, or neon signs in the windows or between the window and mini-blinds of any residence hall. No item should be visible from the outside. Residents will be required to remove these items immediately. No clothing or any other item should protrude from any windowsill. Residents are also prohibited from throwing anything out of a window. Students are also not allowed to shoe polish or spray fake snow on the windows. Violation of this policy will result in a \$25 fine to include disciplinary sanctions.

DISCIPLINARY PROCEDURES

The Director of Residence Life is responsible for enforcing all regulations of the residence hall program with the authority to administer disciplinary sanctions. As official agents of the University, the other members of the residence life staff assist the Director of Residence Life in this task.

Any violation of residence hall regulations should be reported promptly to the Residence Life Staff. Students who are asked for identification must present their ID card to a University official, which includes any residence life staff member, UIW Campus Police, or other University Officials. All residence hall violations and other University offenses affecting student residents will be referred to the Director of Residence Life.

Incident Reports

Incidents requiring the intervention of attention of the Residence Life are regularly reported using an "incident report" form. Violation of University of Residence Life policies, emergency situations and instances of property loss or damages are documented on the "incident report" forms and forwarded to Residence Life for appropriate follow up.

Disciplinary Sanctions

Disciplinary sanctions may take several different forms depending on the severity of the incident. Students living in University housing who are charged with violations will be required to meet with the Residence Life Professional Staff - Director, Assistant Director, Judicial Officer, and/or Resident Life Coordinators. The Dean of Student Life and/or the Student Conduct Review Council (SCRC), or the appropriate University representation will handle violations that are more serious. The process will include a notice of the disciplinary charge being made, a mandatory meeting between the student and the appropriate Residence Life personnel, which will occur after the offense and before the plea is entered. The student will be advised of his/her rights, the procedures, and the penalties involved. The student will meet with the SCRC, or the appropriate

University representative who will render a disciplinary sanction, if one is necessary. If repeated violations occur, the student will be liable for sanctions, which may include dismissal from housing, Please refer to the UIW Student Handbook for information regarding the Student code of Conduct, and the disciplinary process.

Appeals

A fine or sanction issued by a representative of Residence Life may be appealed by accused students or complainants within five (5) school days of the issued sanction/fine. Such appeals will be made in writing and delivered to the Assistant Director of Residence Life. Depending on the nature of the fine/sanction, the Assistant Director will review the appeal and make a ruling or forward the appeal to the Director of Residence Life for a ruling.

Disciplinary Sanctions

If alcohol-related sanctions are not fulfilled, a \$100 fine may be assessed. Alcohol and drug policy violations are cumulative for the resident's duration as a student at the University of the Incarnate Word.

If community service hours due to alcohol- or non-alcohol-related offenses are not fulfilled, a fine of \$5/community service hour not fulfilled may be assessed.

Refer to the Student Handbook for additional sanction information.

RESIDENTIAL SERVICES

Campus Life Office: While your Resident Assistants can answer most of your questions, you may come to the Campus Life Office for lost keys, ID cards, discipline appeals, and assistance in other areas dealing with the residence halls. This office is open during the academic year weekdays from 8:00 a.m. until 6:00 p.m., except Fridays 5:00 p.m.

Cable Service: Only basic television cable service (no premium channels) is provided in each room. There is no charge for this service. You must provide your own television and cable cord.

Dining Services: All students living on campus are required to purchase a meal plan each semester. The remaining balance of declining points from the fall semester will transfer to the spring semester plan. After the spring semester, the balance will not be refunded. Students residing in Avoca Apartments, St. Joseph's Hall, McCombs, Hillside, or Hillside 2 may choose any meal plan – all other residents will be assigned the full meal plan.

All meal plans are taxable and not transferable. Students desiring to change their meal plan from a higher to a lower plan must contact the Residence Life Coordinator of Operations at least one week before the start of a new semester. Residents may add money to their meal plan at any time by contacting the Business Office. Meal plan changes will not be accepted two weeks after each semester begins.

Meal plan points may be use at the main dining hall located in Marian Hall, Hortencia's that includes Chick-fil-A, in the Administration Building, Finnigans coffee shop and Java on the Hill in McCombs Building. Meal plan points will be transferred from the Fall to the Spring semester; any meal plan points remaining at the end of the Spring semester will be lost.

All residents must have their UIW ID card to use their meal points. Meals will not be purchased with another resident's ID card unless that resident is present or proper authorization if presented (see sick trays). A card presented by a non-owner shall be confiscated by food services and turned over to Campus Life.

Exceptions to the Meal Plan Requirement could be granted for medical reasons only. Requests for exceptions to the meal plan must be submitted to the Dean of Campus Life two weeks prior to the start of each semester. Medical exceptions are granted only when the campus food service cannot meet a student's special dietary needs as outlined by a physician. The

student will be asked to submit a copy of his/her special dietary needs to the Food Service Director before a waiver is granted. Applications for exceptions must be resubmitted each semester.

NOTE: Fines and possible disciplinary sanctions will be imposed if any dishware or trays belonging to Food Service are found in resident rooms, if students are found using meal cards that are not their own, or they are found stealing food from other students or the cafeteria.

Sick Trays: If you are prevented from going to meals because of illness, a friend can pick up a meal for you. You must give the person a signed and dated note along with your ID card.

Special Diets: Special diets due to medical disorders may be requested from the Food Service Director. Requests must be submitted at least two weeks in advance of each semester and you must provide a letter from your physician that includes the diagnosis and special dietary requirements.

Ethernet Connections: All residence halls are wired to the University network. These connections allow for one connection per resident. If a student uses a computer that is not a part of the laptop program, they must provide their own Ethernet 10/100 card, patch cable to use the connections in the residence hall. The advantage to the Ethernet connection is the cost and the speed of the access. More information on the Laptop University can be found at <http://universe.uiwtx.edu/~Laptop/>

Health Services and Emergencies: The Residence Life Staff keeps limited first aid supplied for minor illnesses or emergencies. In addition, the Student Health Services Office, located in the Basement of the Agnese/Sosa Parking Garage (found on the walkway between the residence hall and the Nursing Building) is open Monday through Friday from 8:00 a.m. to 5:00 p.m. The office is coordinated by registered nurses and is staffed by a physician who is available one morning each week. The Office provides a wide variety of medical and educational services, first aid, treatment of minor illnesses, testing, information of preventative health care, and many other free services.

In the event of an emergency occurring after regular business hours, residents are to contact the RA on duty in their building, the All-Campus Phone at (210) 216-6831 or notify the UIW Police, 829-6030 or 828-6020. All students are encouraged to utilize the Student Health Services before symptoms intensify and become serious.

All residents are required to complete an Emergency Information form and return it to their RA during check-in.

Housekeeping Service: Housekeeping services are provided for public areas only. Bathrooms are cleaned weekly and public areas are cleaned daily. No individual maid service is available for student rooms. For Avoca Apartments, no housekeeping service is provided.

ID Cards: All students are required to have and carry an ID card at all times while on campus. This card is utilized to purchase meals, gain access to the residence halls, check out books from the library, and for admittance into University events. All ID cards are obtained through the Office of Campus Life. There is no fee for the first ID card. Replacement cards are \$10. Residents are not allowed to give their ID card to another person. Giving his or her card to someone else will result in a \$10 fine.

Laundry: Coin-operated washers and dryers are located in each building. Any malfunctions with the laundry equipment and/or refund requests should be made immediately by contacting your RA or the laundry company. Please be sure the washer number and dryer unit number is given to the company when reporting malfunctions.

Change machines are available in the Avoca laundry room and the Student Center.

Mail: Mail for each student is delivered to the Campus Post Office located on the basement floor of the Administration Building (Colbert Hall). Each resident will be assigned a mailbox and receive their own key from the post office. Services at the Post Office include selling stamps, shipping packages (USPS, UPS, Airborne Express, DHL), and assistance related to mail. Residents are required to turn in their mailbox key at the end of the school year and when they depart the residence hall permanently. The address is as follows:

Your Name
University of the Incarnate Word
4301 Broadway CPO ____
San Antonio, TX 78209

Parking Services: Residents with cars on campus are required to have a parking decal which can be obtained at the Business Office. The decal will allow the student to park in designated areas on campus. The charge for a parking decal is automatically included with the resident's charges. If a resident does not have a car, then they must notify the Business Office to waive the fee. Students who have a disability and are using the

handicapped parking spaces on campus must provide proper documentation to receive a handicapped-parking permit. If you have guests driving a car on campus, you must obtain a temporary guest-parking pass from the Campus Police Office located in Clement Hall.

Picnic Area: Residents are encouraged to use the picnic areas and charcoal grills around campus. Only charcoal briquettes may be used. Please be sure to clean up the area after yourselves. No alcohol is allowed in these areas. No bar-b-queing is allowed within ten feet of any University building. The picnic areas with grills and table are located next to and east of the tennis courts, beside Avoca C, D and E, by the outdoor volleyball court and behind St. Joseph's. Additional picnic tables are located between the river and natatorium, next to Dubuis and next to Agnese/Sosa.

Repairs and Maintenance: Any repairs or maintenance needs should be reported to your RA who will fill out a "maintenance request" form and submit it to the maintenance department for immediate attention. If a request has not been completed within a few days, notify your RA again. After the form is submitted, a member of the maintenance staff will respond to the maintenance need. If a maintenance emergency arises after hours, please contact your RA or UIW Police, 829-6030, immediately.

Shuttle Service: The shuttle operates on a regular time schedule during the regular semester. All other times the shuttle is on call, and special holiday hours will be posted.

Telephones: The University provides local telephone service for its student residents. However, each student must provide his/her own telephone. No calls or charges may be made against your University telephone number. There will be a \$25 fine, plus the charge of the call for accepting collect phone calls or charging calls to any campus phone number. Each phone line is equipped with Caller ID. Students are responsible for providing their own Caller ID device. Each phone line is also equipped with an AUDIX answering service that can be set up by each student. Call the Help Desk at extension 2721 for further assistance.

Tennis Courts: Eight tennis courts are available for use by students, faculty, and administration and staff members at specified hours. Classes, athletic practices, and matches have first priority. Rules are posted at the tennis courts.

Vending Machines: Snack and soda machines are located in various residence halls. Any malfunctions with vending equipment and/or refund requests are to be made at the Campus Life Office (located in Marian Hall).

Wellness Center: The Wellness Center houses offices, a weight room, an aerobics room, classrooms, three racquetball courts, gymnasium, and locker rooms for UIW students, faculty, administration, and staff members. Memberships for the greater community may be purchased at the front desk. Hours vary during the year; please check with the Wellness Center staff for posted hours and fitness classes that are offered.

SAFETY AND SECURITY

Residence Halls

For the safety and protection of students and their belongings, residents should ALWAYS lock their doors whether you are in or out of your room. Any theft should be reported to UIW Police immediately, and then your RA. Inquiries about lost articles in the residence halls should be made to the residence hall staff. Found articles should be turned over to the UIW Police.

Exterior doors of all halls are locked at posted hours every night for security purposes. These doors are locked to discourage access to the halls by nonresidents and to provide students a secure living environment. Students shall not prop open any door. Some entrances may be locked on a more restrictive basis as the need arises. Students must carry their UIW ID with them whenever they leave the hall. Students are not to force open a locked door.

Residents play a significant role in ensuring building safety. Students are responsible for abiding by all residence hall policies.

Access to each residence hall is limited to designated entrances. All other doors are alarmed and to be used for emergency exit only. Any tampering with these doors will result in a \$25 to \$100 fine for responsible parties.

Card Access System

The Office of Residence Life offers increased residence hall security through the use of the ID card system. The residence hall card access system is a computer-coordinated system that allows access to the residence halls at selected entrance doors. Exterior and interior doors are locked 24 hours per day. Residents use their Incarnate Word ID card instead of a key to unlock building doors. Residents need only slide the ID card smoothly through the slot on the reader to unlock the door. These readers are located near the entrance doors on several buildings to include some interior doors and elevators. Residents are given access to their building only. Please ask your RA for assistance if needed.

Two indicator lights are displayed on the reader and will let the resident know if entry is allowed or denied. The red and green lights will continuously blink when the reader denies entry. The red light will glow when the door is secure. The green light will glow when the ID card is valid and entry to the hall is granted.

Residents should not allow others to enter the hall behind them. Better known as “tailgating,” this jeopardizes the safety and security of all residents in the building. Each door is equipped with an alarm to the campus computer, and it sounds if a door is left ajar. Propping doors open for guests allows easy entry for anyone who is walking past the building. Disciplinary action will result for residents who leave such doors propped open. ALL RESIDENT’S of a particular floor will be fined when tampering with doors is discovered, the magnetic plates are prohibited from working properly, or the card swipe system is damaged, and no one individual is found to be responsible.

Typically, during the check-in process at the beginning of the semester and the checkout process at the end of the semester, the exterior doors are unlocked from 9 a.m. to 7 p.m. to assist students with moving in or out. Should you have any problems in accessing your residence hall with your card or any related questions, please feel free to contact your Residence Hall staff.

Residence Hall Security Tips

Never prop open your room or building door, even if you will be gone for only a few minutes. Always lock doors, screens, and windows to prevent uninvited guests.

Never let strangers into your hall. This puts you and others at risk. Telephones are available at most residence hall entrances for visitors to contact residents. Do not go inside your residence hall room if you return and find that the door is ajar. Immediately notify the police and the residence hall staff.

Be aware of persons demonstrating unusual behavior and/or activities. If you observe someone or something suspicious, notify your RA, the All-Campus RA (paging 266-1520) or the UIW Police at ext. 6030 or 6020.

Do not give anyone your ID card or a key to your room.

Do not leave valuables in plain sight.

Register, engrave, mark, and/or photograph all your valuables including bikes, stereos, jewelry, vehicles, computers, etc.

Do not leave backpacks and/or other belongings unattended. Safeguard your books by writing your name on certain page numbers.

Ten Safety Tips For Your Protection

1. Lock your doors always! Whether you are in or out of your room.
2. Report all suspicious activity or persons to your residence hall staff or UIW Campus Police.
3. Do not leave valuables in plain sight.
4. Record serial numbers of electronics.
5. Engrave your valuables. (Ask hall staff or UIW Campus Police for assistance.)
6. Use the buddy system after dark.
7. Tell friends or your RA about your plans or whereabouts.
8. Never prop open doors for others.
9. Your RA or UIW Campus Police can help with security situations or questions.
10. In case of emergency, call UIW Campus Police 829-6030.

Convenience and Emergency Phones

Convenience phones (yellow call boxes), as well as pay phones are located near or in each residence hall on campus. These phones are provided to contact residents, who can then open exterior doors, and escort guest to their room. These yellow box courtesy phones also have a red button that when depressed can contact campus police immediately for emergencies.

Harassing Phone Calls

- Should you receive harassing telephone calls, you should do the following:
- Don't talk. A person who makes obscene or harassing telephone calls is looking for an audience. Don't be that audience.
- Hang up. After hearing the first obscene word, hang up, especially if the callers do not identify themselves or do not say anything. Don't slam the receiver down. That's admitting the call bothers you. It also gives the callers the reaction they are looking for...knowing the call is disturbing to you. Hang up quietly! Again, you can control the situation. You can end any phone call by simply hanging up.
- Call for assistance. Whenever you feel threatened, harassed or annoyed by a caller, contact a member of the Residence Life staff or University Police.
- Your terms. Always use your telephone on your terms. Don't talk to anyone unless you want to.
- Silence: If it is the kind of caller who remains silent after you answer, hang up.
- Heavy Breather: Don't give a breather a chance to get started.

- **Unplug Your Phone:** Unplug your phone before going to bed. If an emergency arises where information needs to get to you, Residence Life staff will notify you.

Lock Outs

Each resident is expected to carry his/her key at all times. A student who is locked out of his/her room during normal office hours should go to the Campus Life Office. The resident will be issued a loaner key to their room. The resident will have 24 hours to return the loaner key. If the loaner key is not returned within the allotted time then the room will be rekeyed and the resident will be charged for the cost.

If the resident is locked out after hours then they contact the RA on duty who will let him/her into his/her room. Students who are locked out of their room should be prepared to show their ID to the RA to verify their identity (unless the RA already knows you) and to produce their room key when they are let into their room.

There is a \$1 charge for the first lock out. The second lock out however is \$5. The third and subsequent lockouts are \$10. Any lock out between the hours of 12 a.m. and 7 a.m. will be \$10. Residence Life Staff will document all lockouts. The \$5 and \$10 charges will be billed to the resident's account.

Lost or Stolen Keys

A resident whose key(s) is lost, stolen or misplaced will be held responsible for the cost of lock and key replacement. The charge for lock replacement in Clement, Colbert, Dubuis, Hillside, Marian, and St. Joseph's is \$25 per lock. For Agnese/Sosa, Avoca, ICC2 (McCombs Building) and residents, a \$40 replacement charge will be assessed for entry doors and \$25 for room doors.

Should the key be broken, a replacement key will be provided when the broken key is returned. If you believe your keys have been stolen, contact UIW Police at 829-6030 to fill out a police report.

Property Loss and Insurance

You are encouraged to carry personal property insurance. UIW cannot assume responsibility for destruction, theft, loss of money, valuables, or other property belonging to or in the custody of a student for any cause whatsoever, whether or not those losses are in a student's room or in a public area. UIW or Residence Life is not responsible for property left behind after the resident has moved out of the residence halls. Property found may be discarded or given away.

Safeguard Your Vehicle

- Whether you leave your car for a minute or several hours, roll up the windows, lock the doors and take the key.
- Carry your registrations with you. Do not leave any personal identification documents, keys or credit cards anywhere in the vehicle.
- Keep packages or valuables in the trunk. If you leave anything in the car, make certain it is covered and out of sight.
- Stereo components or cell phones should be removed from your vehicle and placed in a more secure location after you park your car.

Security in Campus Buildings

- Never leave your personal property unsecured or unattended.
- Look around and be aware of your surroundings when you enter and exit a building.
- Always tell someone where you are going and what time you expect to return.

Severe Weather

Local radio and television stations announce tornado or severe weather watches when the weather conditions are right for a tornado or severe weather. Warnings are when tornadoes have been sighted or storms are taking place. You should follow these procedures when there are storm alerts:

1. Stand clear of windows, exterior walls and doors.
2. Move to an interior space (i.e. bathrooms, closets, hallway, etc.).
3. Avoid standing near areas with glass.
4. If you are unable to move to an interior space, get under something sturdy if possible (i.e. sturdy tables, desks, etc.).
5. If time permits, go to the lowest possible floor and stay with a friend.
6. Call 9-911 if emergency help is needed.

UIW Campus Police

Located in Clement Hall foyer, UIW Campus Police operates 24 hours a day, 7 days a week. UIW Police works closely with the Office of Residence Life to help make the campus more safe and secure. If you need police assistance, call 829-6030. Be ready to give the officer all the important information including your name, location, and nature of your need. UIW Police also provides escort service during evening hours, which can be asked for by phone or in person at the front gate police Kiosk.

Students are expected to follow all traffic laws on campus. Violation of traffic laws will result in sanctions being issued by Campus Police.

CRIME PREVENTION STRATEGIES

While Walking:

- Avoid walking alone, particularly after dark. If walking alone is unavoidable, be aware of your surroundings.
- Walk with confidence and determination, holding your head up. Look behind and around you frequently.
- Stay in well-lit areas as much as possible.
- Avoid shortcuts. The shortest route is not always the safest route.
- Walk close to the curb. Avoid doorways, bushes and dark areas.
- Wear clothes and shoes that give you freedom of movement.
- Carry your personal belongings in a backpack or similar container that will enable your arms and hands to be free at all times.
- If you are in trouble, attract help any way you can. Scream; yell for help or yell, "Fire!"
- If you feel you are being followed, walk into a public building or knock on someone's door.
- Placing your car keys between your fingers (protruding) can be utilized as a self-defense weapon to the eyes and face of a mugger.

While Driving:

- Keep your car in good working order and gas tank at least half full.
- Park in well-lit areas and lock the doors, even if you will be gone only a short time.
- When you return to your car, have the key ready and check all seats and the floor before getting into the vehicle.
- Drive with all the doors locked.
- Never pick up hitchhikers.
- If you are being followed, do not drive home. Go to the nearest police or fire station and honk your horn, or drive to an open gas station or other business where you can safely call the police. If you are near campus pull into the campus and locate the nearest officer to help you. Don't leave your car unless you are certain you can walk inside the building safely. Try to obtain the license plate number and description of the car following you.

FIRE SAFETY TIPS

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

- 1.** Know at least two ways to exit from your room. Practice exiting your room with your eyes closed (have someone help you with that). Smoke rises, so you want to crawl below it. Be prepared to reverse your direction or return to your room. Keep one hand on the wall in the direction you turn, so you can keep your orientation. Memorize landmarks, such as drinking fountains and bulletin boards. If you do become disoriented, enter any room that will provide refuge until you are rescued.
- 2.** If a fire alarm sounds, exit the building immediately and keep a safe distance from the building. Prior to leaving your room, feel the highest portion of your door. If it is hot, do not open it. If it is cool, brace yourself against the lower portion of the door as you open it. If the hallway appears safe, take your key and UIW ID, close your door, and exit the building. Follow instructions from hall staff or emergency personnel.
- 3.** If you cannot leave your room for safety reasons, block cracks around the door with wet towels. Call 9-911, giving your name, room number and situation. Do not leave your room until you are told it is safe to do so, firefighters will evacuate those most in danger, so you may not be evacuated immediately. If smoke enters your room, lie on the floor for the freshest air. Open the window if there is no smoke visible on the outside. Attract attention by dangling a sheet (daytime) or flashing your room lights (nighttime). If you must break a window, use a chair and knock out all of the glass to provide the most ventilation.
- 4.** If you are the person who discovers a fire, activate a pull station. When you get to a safe area outside, call 9-911 from a convenience/emergency phone. Answering their questions will clearly ensure a quick response from emergency personnel.
- 5.** Do not re-enter the building until instructed by staff, even though this may be some time after the fire appears to be out, since the building has to be inspected.
- 6.** By following these suggestions, you will provide yourself with the best chance of surviving a fire. Review these tips often, practice your exit routes,

and follow good fire prevention practices to insure you will not have to use these skills.

Fire Safety Equipment

Fire extinguishers, fire alarm systems, and other fire prevention and protection equipment are provided in University buildings as a safeguard for lives and property. The rendering of a false alarm is prohibited by University regulations and Texas law. Tampering with fire bells, alarms, extinguishers, hoses, exit signs, instruction signs, sprinkler systems, and other equipment is punishable by fines up to \$1000 and/or additional disciplinary action up to and including expulsion from the University. Due to the seriousness of tampering with fire safety equipment and any items previously mentioned, any infraction will result in an automatic fine of \$100. (Tampering with fire safety equipment also includes removing batteries from smoke detectors.)

When the fire alarm sounds:

- Quickly put on a coat and hard soled shoes.
- Take a towel with you to put over your face to prevent smoke inhalation.
- Check your door or doorknob. If it is hot do not open it. If it is cool, exit cautiously and shut your door.
- Leave the building immediately.
- Use the designated fire exits (if possible). It is unlawful to use elevators during an actual fire or fire drill.
- Close all doors behind you as you exit.
- Walk as you exit the building. **DO NOT RUN!**
- Stand clear (at least 100 feet) of the building after evacuating. Do not re-enter the building until the fire alarm is silenced and you are instructed to do so by a residence life staff member or UIW Campus Police.

Fire Drills

All residents and visitors are required by state law to evacuate the building during emergencies, fire drills, and any other time that the fire alarms sound. Failure to do so is grounds for disciplinary action, to include a \$30 fine and/or community service. Repeated offenses for failing to evacuate may result in double fines and greater sanctions.

Fire, Health, and Safety Inspections

For the protection of all residents, the residence hall staff will conduct fire, health, and safety inspections on a periodic basis during the academic

year. All residents will be notified no earlier than one (1) week in advance. Residents are encouraged to be present; however, if resident is not present, Residence Life representatives are authorized to conduct the inspection.

In the wake of the fire during spring break of 2000, and subsequent inspections by the Fire Marshall's Office and the university's insurance company, the Office of Residence Life began conducting fire and life safety inspections of all campus residence halls in Fall of 2000. These inspections will continue to be conducted on a semester basis. The intent of these inspections is to increase the level of safety and safety awareness for all occupants of the residence halls. These inspections will include residence hall rooms and staff offices, as well as all mechanical and common areas.

Inspections will begin around the third week of the semester and will continue until all residence halls have been inspected. All inspections will be conducted between the hours of 10 a.m. and 8 p.m. and will be conducted in the presence of a residence hall staff member, a member of the residence hall or maintenance staff. Advance notification of all inspections will be provided to all residents. A follow-up inspection may be necessary if needed changes are noted.

Safety practices in general and the checklist of items noted in this section will be the primary focus of these inspections. The Office of Residence Life appreciates your cooperation in this effort and will make every effort to minimize inconvenience to occupants during these inspections.