Dear Resident,

Residential Life and Housing is currently undergoing a process where we are exploring the guiding policies (or community standards) by which the residents in our communities are expected to follow to ensure our residential environment is one that ensures safety, security, and academic success. As you well know, as a University of Houston student, not only are you a member of the larger university community, but also a member of the community that exists within your residence hall, suite, or apartment building.

Living in close quarters with people who are new to you is not always easy. Every person comes from a different background and brings a different set of experiences and expectations for living here in on-campus housing. Residential Life and Housing’s guiding policies and standards, as well as university policies, are intended to give you, your roommate(s), and your neighbors a common set of expectations by which you can all live and learn together in order to achieve academic success, develop lasting friendships, and continue to build your skills so you are well prepared for your career after graduation.

I welcome you to take some time (until mid-January 2012) to review this DRAFT and think of feedback you can share with the Task Force responsible for this document. In an RHA General Assembly meeting in January (specific date to be determined) the Task Force will be asking for your thoughts (what is missing and what needs to be edited/changed) so that the DRAFT can become intentional and meaningful for all residents living in our on campus community. The goal after that is to have a final draft for RHA to vote on (approve or send back to the drawing board) by the end of January so that this document can be included in the Priority Sign-up process—when current students sign up for 2012-2013 on-campus housing.

Ultimately, it is the responsibility of each individual to know and abide by these guiding standards, in addition to the University of Houston Policies and Regulations and Student Code of Conduct. In order to carry on its work of teaching, research, and public service, University of Houston faculty, staff, administrators, and students have an obligation to maintain conditions under which the work of the university can proceed freely. This is done in accordance with the highest standards of quality, institutional integrity, and freedom of expression, and with full recognition by all concerned, of the rights and privileges, as well as the responsibilities of those who comprise the university community. Each member of our community shares the responsibility of maintaining an environment conducive to the achievement of the university’s mission.

If you have any questions about this document or the process by which we are seeking to update our current policies/standards, please feel free to contact me at 713-743-6026 or by email at mvitek@uh.edu. I look forward to hearing your feedback in January (if not before, via e-mail), and in ensuring that this process is as transparent as possible.

Sincerely,

Mark G. Vitek

Mark G. Vitek, Ed.D.
Assistant Director, Residential Life and Housing
Living in close quarters with people who are new to you is not always easy. Every person comes from a different background and brings a different set of experiences and expectations for living here in on-campus housing. Residential Life and Housing community standards and university policies are intended to give you, your roommate(s), and your neighbors a common set of expectations by which you can all live and learn together in order to achieve academic success, develop lasting friendships, and continue to build your skills so you are well prepared for your career after graduation.

Being a member of a community means understanding and adhering to community standards, policies, regulations, and procedures, as well as being an active participant in the positive development and well-being of that community. One community expectation is to ensure that community standards are upheld. As a community member, you are responsible for your (and your guest's) behavior and the choices you make. It is our hope that you will choose to abide by all university and Residential Life and Housing policies and regulations, as well as Residential Life and Housing community standards. Residential Life and Housing has a conduct system in place to confront and address policy and community standard violations.

The following is a listing of your "rights" (things to which you are entitled as a student living in one of our housing communities) as well as your "responsibilities" (what is expected of you as a member of a residence community). These rights and responsibilities are not legally binding, but they are meant to complement the formal community standards and university policies:

RESIDENT RIGHTS AND RESPONSIBILITIES

- YOU HAVE THE RIGHT to a safe and secure living environment.
- YOU HAVE THE RESPONSIBILITY to keep your living space secured, and to not prop doors open or allow in strangers. You also have a responsibility to uphold all security policies and procedures. Violations of community standards and procedures put you and others at risk.
- YOU HAVE THE RIGHT to a reasonably peaceful and quiet space in which you can sleep and study.
- YOU HAVE THE RESPONSIBILITY to observe quiet hours, to keep your stereo, television, computer and your voice at a reasonable volume in your living environment, and to remind your guests and others that you expect the same of them.
- YOU HAVE THE RIGHT to privacy and to the fair use of your room, both in terms of space and time, and the right to be free of unwanted guests in your room.
- YOU HAVE THE RESPONSIBILITY to let your roommate know of your wishes and preference for hours of sleep, study, and visitation, and to work through any difference you may have in a peaceful manner. You also have a responsibility to make sure your guests do not violate your roommate's rights or interfere with his/her use of your living space.
- YOU HAVE THE RIGHT to confront another person's behavior when it infringes on your rights.
- YOU HAVE THE RESPONSIBILITY to examine your own behavior when confronted by another and to work toward resolving conflicts.
YOU HAVE THE RIGHT to the assistance of a Resident Assistant, Senior Resident Assistant, Area Coordinator, Associate Director, or other Residential Life staff members when you need help with a problem.

YOU HAVE THE RESPONSIBILITY to notify a staff person of your problem and request assistance in a timely manner and to cooperate with those involved as they work with you as you solve your problem.

YOU HAVE THE RIGHT to know what is acceptable and/or inappropriate behavior in your living environment.

YOU HAVE THE RESPONSIBILITY to read the information provided for you by the University of Houston. This includes, but is not limited to your Housing Agreement, Community Standards, and Student Conduct Code. You may report any violation, whether or not you were personally affected by it.

RESIDENT RIGHTS AND RESPONSIBILITIES
Each roommate has the right:
• To make mistakes.
• To have personal privacy.
• To refuse requests without feeling guilty or selfish.
• To feel safe to express ideas, opinions, and grievances.
• To have personal belongings off-limits.
• To have one's opinions given respect and consideration.
• To study and read in one's room.
• To be treated considerately and thoughtfully.
• To have one's needs considered important.
• To have one's race, color, gender, religion, national origin, age, disability, veteran status, or sexual orientation respected.
• To sleep with as little disturbance as possible.
• To have guests, providing they respect the rights of the roommate(s)/suite mates/residence hall community.
• To be independent.
• To have a clean environment in which to live.

EMERGENCY NUMBERS
Fire, Police, and Ambulance 911
University Police Department (UHPD) 713.743.0600
UHPD Emergency 713.743.3333

COMMUNITY STANDARDS
OVERNIGHT GUEST PROCEDURE
1. Overnight guests are allowed, but you must have the acknowledgment and approval of your roommate/suitemates(s).
2. Overnight guest stay is limited to two nights per week.
3. Guests of residents must be accompanied at all times.
4. Visitation procedures must be followed at all times. Failure to follow this procedure can result in nightly charges being levied, loss of visitation privileges, and/or further judicial action.

ROOMMATE MEDIATION PROCEDURE
Conflicts often occur due to a lack of communication between people and a resistance to compromise. Most of the issues that occur can be easily resolved if residents dialogue about the issues at hand. Here are a few easy steps to take if you are in a conflict:

1. Complainant discusses problem with the RA, who then gives options on how to deal with the situation.
2. Complainant addresses concern(s) directly with the individuals involved.
3. RA follows up with complainant. If problem remains, a mediation meeting is held with the parties involved and the RA. A roommate/suitemate contract may be formulated to help negotiate a compromise.
4. Staff will follow up on situation and revise roommate/suitemate contract as needed.
5. Only after a staff member feels that the mediation process has been worked through may changes in room or apartment assignment be considered. Failure to get along with a roommate/suitemate is not grounds for termination of Room and Board Agreement. There are certain rights one should be able to count on when living with others. When these rights are not respected, conflict may arise. We encourage you to talk with your roommate/suitemate at the beginning of the semester to explore issues of potential conflict.

Some things to discuss with your roommate/suitemate:
- What study environment do you prefer?
- Are you messy or neat?
- Are you a morning or night person?
- How do you feel about visitors in the room?
- May we borrow each other's belongings?
- What is your schedule?

These are just a few examples of some of the issues to discuss to help you coexist with your roommate/suitemate.

I. Behavior-Personal Conduct
1.1 Refusing to provide proper identification or information when requested by residence hall authorities.
1.2 Failing to comply with the official and proper order of a university official acting within the scope of his or her employment responsibilities.
1.3 Threatening or causing physical harm to self or another person, including university staff.
1.4 Harassing another student, faculty or staff member (including phone calls or notes).
1.5 Exhibiting lewd or indecent conduct.
1.6 Failing to cooperate or engage in reasonable compromise in interpersonal relationships with roommates or suitemates, staff, and other residents.

I
1.7 Disrupting the environment during quiet hours: an RLH Floor Designation may extend quiet hours beyond the minimum required quiet hours. The minimum quiet hours are from 10 p.m. to 10 a.m. Sunday through Thursday, and midnight to 10 a.m. Friday and Saturday. In addition, during the finals period quiet hours are extended to 24 hours per day from the last class day through the end of finals period.

1.8 Exhibiting noisy or disorderly conduct at any hour (courtesy hours are in effect 24 hours a day).

1.9 Violating the policies or procedures established for the residential dining areas or convenience stores. This includes such requirements as: shoes and shirts being worn, placing trash and service ware in the designated areas, and not removing service ware from a dining area.

1.10 Advertising private gatherings in a resident's room.

1.11 Smoking in an unauthorized area.

Personal Property

Retrieval of Personal Property
If you drop something down an elevator shaft, plumbing fixture, heating or cooling unit, or if you need an item retrieved for any other reason, enter a routine Maintenance Request Form. A maintenance worker will attempt to retrieve your belongings as soon as possible. If it is a valuable item and it can be lost if not retrieved immediately (i.e. jewelry dropped down the drain), contact your front desk and ask for an emergency work order. Maintenance staff will respond as soon as possible. Emergency work orders after hours will have a longer response time. Items will be retrieved at your expense. A charge will apply whether or not the worker is successful in retrieving the lost item. A minimum charge of $20 will apply. An actual charge will apply if retrieval takes longer than 30 minutes. For after-hours emergencies, a minimum charge of $100 will apply.

Damage of Personal Property or Injuries (University Liability & Resident Responsibility)
In the event of a theft, UHPD should be contacted immediately and the incident also reported to your Resident Assistant. The University and Residential Life and Housing will not consider any claims resulting from theft. You should work with UHPD for resolution.
The University and RLH are not responsible for loss or damages to personal property by theft, fire, or other casualty, whether such losses occur in your room, public areas, or elsewhere in the residence hall. The University and RLH do not assume any liability for personal injury or personal property damage resulting from mechanical failure of the water, gas or electrical system; or for negligence by building occupants. The University and RLH are not responsible for loss or damage to personal property as a result of fumigation or pest control. If you wish to protect yourself from the possibility of such losses or injury, it is your responsibility to secure an insurance policy that will meet your individual needs.

While the University and RLH do not assume any liability, RLH may review on a case-by-case basis claims for personal property damage resulting from mechanical failure (as defined above.) You must report the damage or injury to your Resident Assistant within 24 hours following the incident. A Preliminary Summary Report must be submitted by your Area Coordinator to RLH within three (3) business days of the incident. You are required to present your complete claim for damages within thirty (30) days of the incident resulting in the damages. No claims will be considered if presented after thirty (30) days of the incident resulting in the damages.

The following criteria must be met for consideration of a claim:

- Damage or Injury is beyond your control.
- Damage or Injury reported to your RA within 24 hours following the incident.
- RA to inform Area Coordinator so they can prepare a Preliminary Summary Report and submit to RLH within three (3) business days of the incident. Area Coordinator will copy the Area Manager when the Preliminary Summary Report is submitted.
- Complete claim for damages must be submitted within thirty (30) days of the incident. No claims will be considered for payment if submitted after thirty (30) days of the incident.
- Do not throw away your damaged property. Damaged personal property must be turned in to RLH for inspection.
- Original or duplicate purchase receipts must be submitted with the personal property. In lieu of a receipt, documentation of pricing for a new item may be considered.

If the personal property is salvageable, RLH has the option to return the property and take no further action or launder and/or repair the property and return to you.

If upon RLH inspection the personal property is deemed a total loss and RLH pays you for the personal property, the property will not be returned to you; upon payment by RLH it becomes property of the University and RLH.

If reimbursement is approved, remuneration may be for a depreciated value.

Pranks
Pranks are considered a serious offense to community living. Individual or group activities that result in disturbances or distress to others, or that cause damage or destruction to property, are prohibited. Using or attempting to use University property in a manner inconsistent with its designated purpose is also prohibited. Residents who participate in pranks are subject to disciplinary action.

II. Facilities/Property
2.1 Tampering with or removing cable TV and other related equipment is a violation.
2.2 Tampering with magnetic card readers and/or operational equipment on gates or buildings.
2.3 Tampering, dismantling, removing, or incapacitating room smoke detectors.
2.4 Tampering with cable TV and other related equipment is a violation of policy. Allowing others to use cable is theft of services and is a violation of the law.
2.5 Failing to maintain an assigned room, apartment, or reserved room and its furnishings in its original condition (all rooms and their furnishings will be assumed to be in good condition unless otherwise reported at the beginning of the usage period). Roommates are jointly responsible for all damages, and monetary damages will be assessed to all parties unless individual responsibility can be established.

2.6 Opening or unlocking windows or obstructing air vents at any time. Closed and locked windows allow for the proper functioning of the air conditioning system, as well as for personal safety. Residence halls staff members may allow exceptions to this regulation under extreme circumstances.

2.7 Failing to maintain rooms and bathrooms in a clean, neat, and orderly fashion at all times (for purposes of health and safety). Rooms and bathrooms will be inspected monthly by designated staff.

2.8 Each resident is responsible for removing trash from his or her room. Garbage must be contained in tightly sealed bags and deposited in designated areas.

2.9 The public kitchen facilities in each area are for the convenience and use of residents only. The kitchen area may not be left unattended when food is cooking. Users must clean the appliances and area after each use.

2.10 Moving furniture from a room, lounge, laundry room, patio, or any other public area.

2.11 Possessing a refrigerator that is larger than six cubic feet or which draws more than three amps in a residence hall room. No more than one refrigerator per room will be approved.

2.12 Locating room furniture such that it obstructs access points, including plumbing, heating, ventilation, air conditioner (HVAC), etc. or evacuation routes. Additional furniture may be used to supplement room furnishings; however, exceptionally large and heavy items are prohibited due to building codes and safety standards (any lofts must comply with policy guidelines available through the Area Coordinator's offices). Unapproved lofts or obstructive items are subject to removal and disposal charges may be levied against all room occupants (including abandonment upon check-out).

2.13 Installing or placing an outside television or radio antenna.

1. Tampering with or damaging the central cable antenna system or telephone jacks will result in an assessment of charges and/or disciplinary action.

2.14 Hanging clothing, towels, bedding, or any items, on the porches, windowsills, window ledges or balcony railings is prohibited. The installation of clotheslines, flowerpot hooks, or any other alterations to the property is not permitted.

2.15 Possessing weight lifting equipment in excess of 150 pounds per room and/or without the written permission of the Area Coordinator and approval from roommates or suitemates.

2.16 Using sports equipment intended for outdoor use within the residence halls, (i.e., golfing, bouncing or throwing balls, throwing Frisbees, roller-blading, cycling, etc.).

2.17 Bicycles, motorcycles, roller skates/blades, and skateboards are not to be ridden near entryways or sidewalks close to the Residence Halls (or within the gates of Cougar Place) property. Motor vehicles are not allowed in any area not designated for motor vehicles. This does not apply to university service vehicles.

2.18 Using water guns or water balloons within the residence halls (due to safety and damage considerations). Charges for cleaning and/or damages will be assessed in addition to disciplinary sanctions.

2.19 Altering or modifying either the interior or exterior surfaces of rooms, balconies, porches, apartments or buildings without written approval of the Area Coordinator.

2.20 Possessing a waterbed within the residence halls.

2.21 Storing recyclables in residents' rooms (due to fire, health and safety concerns). Recycling is encouraged and paper bins are located in each living area. Contact your RA for information.

2.22 Posting any signs/posters/pictures/flags on your external room door, bathroom door or room window in view of the public regardless of content is not allowed. Posting in your room (areas not open to public viewing) with the agreement of your roommate is allowed.

2.23 Storage of bicycles in the student's room is not allowed.
Elevator Safety
If someone in the elevator with you makes you feel uneasy, get off at the next floor.
If you are accosted in an elevator, hit the alarm button and as many floor buttons as possible.
Report incidents to your RA and UHPD immediately.
If you are stuck in the elevator, use the phone inside the elevator to contact the 24 hour desk and
notify them of the elevator problem.
  o Inform the desk staff member which elevator is stuck. The elevator number is located on the inside
panel of the elevator.
  o Inform the desk staff member on which floor the elevator is stuck, and how many people are inside
the elevator.
  o Desk staff will notify emergency personnel of the problem.
  o Wait for emergency staff assistance. Remain calm. Do not attempt to pry the elevator doors open.

POLICIES/REGULATIONS GOVERNING STUDENTS
The following behaviors are prohibited in the residential community and are considered in violation of
policy:

I. Alcohol/Drugs
1.1 Being present during or participating in the illegal use, possession, or sale of drugs prohibited
under the Controlled Substance Act of Texas.
1.2 Possessing and/or consuming alcohol while a minor (less than 21 years of age).
1.3 Possessing and/or consuming alcohol in public areas (hallways, balconies, lounges, stairwells,
courtyards, community bathrooms, parking lots or any public areas on campus) unless within
the confines of an event registered and authorized by the Dean of Students Office.
1.4 Transporting opened or unpackaged (not inside a paper or plastic bag through which the
contents are not readily identifiable) alcohol through public areas.
1.5 Possessing and/or consuming alcohol in residence rooms where all residents are under the
legal age (in situations where a resident is under age and another is over 21 and possession or
consumption cannot be clearly established in a student of legal drinking age, all individuals will
have their presence documented and the hearing officer/board will determine the responsibility
of all parties involved).
1.6 Exhibiting drunk, disorderly or abusive conduct.
1.7 Possessing kegs or other large quantities of alcoholic beverages in residence hall facilities or
any associated public area such as porches, walkways, parking lots, courtyards, or breezeways,
(unless specifically registered and approved by the Dean of Students Office and the Associate
Director for Residential Life).

I. Safety/Security
1.1 Forging, altering or transferring a student identification card, board card, or other university
records.
1.2 Using, possessing, or selling of the following items: firearms (including stun guns, compressed-air guns, pellet guns, BB guns, shotguns or toys that look like guns); illegal knives (including
those used as decoration); nunchuks/fighting stars; dangerous chemicals, fireworks or any explosive device of any description; anywhere on University property including items stored in your vehicle.

1.3 Engaging in the theft of any university or individual property.

1.4 Failing to follow fire drill procedures, misusing fire doors or tampering with fire safety equipment (including smoke detectors and door spring hinges). Report any malfunctioning safety equipment to the Area Coordinator’s Office or to the area desk. Please note: smoke detectors are wired into a control panel which registers all activity and automatically feeds the information to the UH Police Department dispatcher.

1.5 Entering any residence hall, room, or office without authorization or interfering or attempting to interfere with the regular business of such areas.

1.6 Engaging in any act that jeopardizes community safety or personal security (i.e., propping outside doors, false fire alarms, gaining entry by devious means including the breach of physical barriers such as gates and/or fences).

1.7 Cooking food in an undesignated food preparation area (non-kitchen area). Exceptions are popcorn, hot beverages, and reheating already prepared food in a microwave. Possessing any food preparation appliances other than those specifically permitted. The following are permitted: small coffee pots, air popcorn poppers, and small microwave ovens. The following are prohibited cooking appliances: toaster ovens, hot plates, any open coil cooking device and deep fryers.

1.8 Outdoor cooking grills are permitted on the Cougar Place property. The grills must be used at least 4 feet from the porch. However, charcoal and flammable liquids cannot be stored in the room, on the porch or balcony area.

1.9 Obstructing any hallway, stairway, entrance, porch, evacuation route, or balcony. All entries and exits must be kept clear at all times due to fire regulations.

1.10 Possessing candles, incense, marijuana-scented smoking substances, or open flames within a residence hall.

1.11 Using a multi-outlet, frayed, kinked, otherwise damaged, or extension cord is not permitted. An Underwriter Laboratories-approved power strip is the only type of extension device permitted in the Residence Halls and is encouraged to help protect equipment and reduce malfunctions. All electrical equipment must have UL (Underwriter Laboratories-approved) tag.

1.12 Possessing a halogen lamp within the residence hall is not permitted due to fire regulations.

1.13 Possessing a portable heater that does not have tip-over protection is prohibited due to fire regulations.

FIRE SAFETY
Study your building’s floor plan and become familiar with the placement of emergency pull stations, fire exits, and fire extinguishers. Plan an alternate escape route and review the Fire Evacuation Procedure. If you discover a fire, call 911 and give the room and building location, pull the alarm, and pass the word to evacuate.

FALSE FIRE ALARM-PENALTY:
Sec. 42.06. False Alarm or Report.
A. A person commits an offense if he knowingly initiates, communicates, or circulates a report of a present, past, or future bombing, fire, offense, or other emergency that he knows is false or baseless and that would ordinarily:
   1. cause action by an official or volunteer agency organized to deal with emergencies;
   2. place a person in fear of imminent serious bodily injury; or
3. prevent or interrupt the occupation of a building, room, place of assembly, place to which the public has access, aircraft, automobile, or other mode of conveyance.

B. An offense under this section is a Class A Misdemeanor, unless the false report is of an emergency involving a public primary or secondary school, public communications, public transportation, public water, gas or power supply, or other public service, in which event the offense is a state jail felony.

Sec. 12.21. Class A Misdemeanor.

1. Any individual judged guilty of a Class A Misdemeanor shall be punished by:
2. a fine from $1,000 to $4,000;
3. confinement in jail for a term not to exceed one year; or
4. a fine and imprisonment.

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<tr>
<th>VIOLATION</th>
<th>PENALTY</th>
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<tbody>
<tr>
<td>Setting off a false alarm</td>
<td>Minimum of $1,000</td>
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<tr>
<td>Discharging fireworks, explosives, weapons</td>
<td>$500</td>
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<td>or other devices that could inflict harm, damage physical property and/or result in disturbance</td>
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<td>Obstruction of fire sprinkler system.</td>
<td>$100 plus damage costs</td>
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<tr>
<td>Includes hanging items from sprinkler head or obstructing proper operation of sprinkler system. Examples include placing or storing items within 18 inches of sprinkler head (including sprinkler heads in closet), and covering or hanging items from sprinkler</td>
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<tr>
<td>Or hanging items from soffit (sprinkler pipe covering) or placing items on top of soffit</td>
<td>$25</td>
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<tr>
<td>Tampering with fire safety and sprinkler equipment</td>
<td>$100 plus damage costs</td>
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<td>(including but not limited to smoke detectors, sprinkler system valves, fire extinguishers, fire hoses, alarm horns, fire doors, door closers, exit and safety-related signage or activating sprinkler head).</td>
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<tr>
<td>Open flame</td>
<td>Minimum of $100 plus damage costs</td>
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<td>Having an open flame or use of open flame devices within the residence hall or within immediate surroundings outside any residence hall (except outdoor smoking and grilling).</td>
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<td>Failure to evacuate during a fire alarm</td>
<td>$50</td>
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<td>Possession of banned objects including prohibited appliances, candles, incense, electrical extensions, explosives,</td>
<td>$50 per item</td>
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fireworks (including poppers), weapons, halogen lamps in excess of 120 watts, neon lights and other prohibited lighting under lighting policy. Toasters and toaster ovens, which are permitted for professional live-in staff, are prohibited for resident use. Smoking indoors or in other designated no-smoking areas $50

**Obstructing a route of fire egress** including trash, debris and other physical barriers to egress from room, hallway or stairwell $50

**Covering evacuation diagram or excessive wall coverings** (more than 20% of wall space) Verbal warning 1st offense. $25 for each subsequent offense

I. **Miscellaneous**

1.1 Violating any residence hall or university policy or regulation while on disciplinary probation in the halls.

1.2 Violating local, state, federal, criminal, or civil law in the residence halls.

1.3 No animals or pets, with the exception of fish, are permitted.

1.4 Musical instruments may be played in designated areas only.

Failure to follow established residence hall policies or procedures as outlined in the University of Houston Residential Life and Housing Guidelines, or as disseminated to students through their mailboxes and/or conspicuously posted near the mail centers, in posting areas on floors, and in public areas.

**Sexual Assault or Harassment**

Sexual assault and harassment are serious violations of state law and University policy. Students who wish to bring allegations of sexual assault or harassment against another may simultaneously pursue criminal charges and University disciplinary action. Students wishing to speak with someone about an incident or report an allegation are encouraged to contact UHPD, the University’s Title IX Coordinator, a Voices Against Violence counselor in the University’s Counseling and Mental Health Center, the Office of the Dean of Students, or a member of the Residence Life staff. The University offers a wide range of services for students dealing with sexual assault or harassment, and students are encouraged to speak with appropriate officials and discuss available options.

Anyone can be the victim of sexual violence or harassment regardless of age, sex, race, status, etc. Many acts of sexual violence are committed by acquaintances of the victim. Be aware of the different possibilities and be prepared to decide what action is required in a potentially dangerous situation.

**If You are Sexually Assaulted**

Know that there are people on campus and in community who can provide valuable support and that you are not alone.

- Do not shower, bathe or change clothes
- Do not straighten the scene of attack
- Residence Life staff also encourages you to:
o Seek assistance from on-campus resources (the University’s Title IX Coordinator, a Voices Against Violence counselor in the University’s Counseling and Mental Health Center, the Office of the Dean of Students, or a member of the Residence Life staff)
o Seek medical assistance
o Report the sexual assault to the UHPD for investigation
o Utilize the University Counseling and Mental Health Center at 471-3515

Attempted Sexual Assault
The following strategies have been found helpful in averting the attack:
  Perceiving danger early
  Yelling, fleeing, talking
  Using physical resistance (kicking or punching)
  Displaying outrage rather than fear
  Taking advantage of environmental interferences
  Most important, persisting in using combinations of these strategies.

Safety on Dates
  Know your sexual limits and communicate them clearly and firmly.
  Avoid excessive use of alcohol and all drugs. They interfere with clear thinking and effective communication.
  Be assertive and trust your instincts.
  In an effort to ensure that no one has the opportunity to slip drugs into your beverage, never leave your beverage unattended and do not let someone else get your beverage for you.
Sexual Harassment
The university has a commitment to providing an educational environment for students that is free from inappropriate conduct of a sexual nature. Sexual harassment is a form of gender discrimination. It involves unwelcome advances, requests for sexual favors, or other verbal or physical conduct of a sexual nature when:
1. Submission to such conduct is made an explicit or implicit term or condition of employment or one’s status as a student in a course, program or activity;
2. Submission or rejection of such conduct is used as a basis for employment or educational decision affecting an individual, or
3. Such conduct has the purpose of effect of unreasonably interfering with an individual’s work or educational performance, or creates an intimidating environment.

If you feel that you have been sexually harassed the Residence Life Staff encourages you to:
Ask your RA or Area Coordinator for assistance.
Report the sexual harassment to the Office of the Dean of Students, Room 4.104, Student Services Building, 471-2841.

Emergency Communications
In the event of a residence hall or campus wide emergency, Residential Life & Housing and the University will use various methods to communicate with students. In most incidents, emergency communications will provide instruction on Shelter in Place or Emergency Evacuation.

Campus Siren System
The campus siren system will activate to inform students that a dangerous situation exists. Verbal instructions will accompany the siren. Students should immediately seek indoor cover when the alarm activates. Once indoors students should seek cover away from windows and listen for further instructions.

Residence Hall Fire Alarm System
Residence Life staff will utilize the fire alarm system as a primary method to communicate with residence hall students.

Missing Persons Notification
On August 14, 2008, the Higher Education Opportunity Act was signed into law. As a direct result of this act, a Missing Persons Notification Procedure was created that addresses appropriate response to reports of missing students. The Missing Persons Notification Procedure applies to all students who reside in on-campus housing.

All students who reside in on-campus housing must designate another individual as a contact. This contact will be notified by the university if the student is determined to be missing for more than 24 hours.

Notification will be made to the designated contact and the appropriate law enforcement agency for students of any age who reside on campus and are determined to be missing for more than 24 hours.

The Missing Persons Notification Policy also covers emancipated students under 18 who reside on campus, and stipulates that the student’s custodial parent or guardian must be notified within 24 hours after the student is determined to be missing.
Many missing person reports in the university environment result from someone changing their normal routine and failing to inform others of this change. Students can take a proactive role in supporting the Missing Persons Notification Procedure by:

- Keeping emergency contact information up-to-date on a semester basis with your institution
- Updating friends and family members with changes to e-mail, cell and other contact information
- Making sure that a roommate, designated friend, and/or family member knows how to reach you and what your routine is
- Establishing a habit of “checking in” with family and friends on a regular basis

**RESIDENTIAL DISCIPLINE**

The basic philosophy of university discipline is one of education. Behavioral education centers on encouraging the growth and development of student potential through the responsible practice of good, sound principles and relationships. This implies a need for attention to the rights and privileges of others by those who are involved in the educational process. It is our sincere hope that this system will promote and encourage self-discipline and that it will guarantee fundamental fairness to each student involved in a disciplinary situation. All University of Houston resident students are expected to observe local, state, and federal laws. The university does not condone the violation of such laws. The UH Student Handbook outlines the residents’ responsibilities as members of the educational community.

**DISCIPLINE PROCESS**

The various steps in the residence hall discipline procedure are as follows:

1. Alleged Violation: Documentation of an alleged violation of policy or regulation is submitted to the Area Coordinator’s Office.
2. Notification: The resident is notified of the alleged violation and advised to set an appointment through the Area Coordinator’s Office within 72 hours.
3. Intake Interview: The resident and university hearing officer meet to discuss the discipline/behavior education process, review the notification of specific violation(s), and select the resolution methodology (Administrative Agreement or hearing options [either administrative-Area Coordinator (or Hall Director in minor issues), or the Judicial Board–group of peers [if operational]]).
4. Administrative Agreement: The Administrative Agreement option is endorsed or waived (if endorsed, hearing and appeal options are therein waived due to admission of responsibility and agreement as to sanction option).
5. Hearing: A hearing is conducted (may coincide with investigation of allegations).
6. Outcome: The resident is notified of the findings of the hearing board or officer (whether he/she is found to be “in violation” or “not in violation” with respect to each alleged policy/procedure violation).
7. Appeal: If a resident wishes to appeal a sanction, a letter requesting a review and indicating the reasons an appeal should be granted must be filed with the office of the Associate Director for Residence Life within three school days from the date the resident received the sanction. An appeal serves as a review of the hearing process; however, it is not a second hearing in which the appeals officer substitutes his or her judgment for that of the hearing officer. For this reason, there is a limited number of reasons for which a hearing finding or sanction may be reversed or modified, including:
   a. substantial procedural error resulting in prejudice to the student because of a lack of due process (notice, hearing, etc.).
b. a clearly erroneous finding reached based on information presented through the hearing,
c. the sanction is unreasonable in light of the violation(s) that were found to have occurred, or
d. substantial new evidence is discovered that could alter the outcome of the case that was not available at the time of the hearing.

8. Sanction(s): Possible sanctions include but are not limited to the following: verbal or written warning, community service hours, program presentation, written report, restricted privileges (e.g., removal of television or stereo), relocation, probation, removal from residence halls, and restriction from premises (persona non grata). Multiple sanctions may be applied as appropriate to ameliorate the impact of inappropriate behaviors and to attempt to achieve an educational outcome. Creative or "educational" sanctions may be imposed in an effort to resolve disciplinary issues and promote student development.

9. Process Compliance: Failure to respond to a referral (endorsed or not) may result in suspension of meal plan, building access, or room lockout (at resident's expense) until compliance with the judicial process is reached. Once a student complies with the referral, all privileges will be restored.

10. Interim Removal from Housing: The Executive Director for Residential Life and Housing or his/her designee may remove a resident from housing on an interim basis when the resident's conduct indicates a danger to himself/herself or the residential community pending an expedited hearing.

11. Counseling Referral: If a resident appears to lack the ability to understand the discipline process or raises the issue that a mental condition has influenced the behaviors at issue, the hearing officer shall refer the student to the Counseling and Psychological Services Department. If the resident chooses to participate in the assessment and provides written permission for Counseling and Psychological Services to release/discuss the results of the referral with the hearing officer, this information will be included in the hearing on the alleged behaviors. The resident may refuse to submit to the assessment without penalty, at which time the disciplinary process will continue as if no referral had been made.

Residence Hall Sanctions
A sanction is an educational measure implemented by the Student Judicial Board or Judicial Administrator designed to effect a change in behavior and to help the student understand how his or her behavior impacted others in the residence hall community. In addition to the loss of privileges, educational sanctions may be assigned that are reasonably designed to positively impact the student’s understanding of the rule under consideration and/or responsibility as a member of the residence hall community. Examples of educational sanctions include, but are not limited to, online educational modules, meetings with University staff members, educational/reflection papers, poster assignments, or presentations at hall meetings.

Reprimand
Verbal or written notice that resident was found in violation of policy/procedure

Conditional Probation
Status in effect until sanctions are completed
Residence Hall Probation Status extends for set period of time and may involve loss of a privilege. Used in conjunction with Residence Hall.

Forced Room Change Probation and involves relocating resident to another living area.

Fine/Restitution Requires resident to pay a pre-established fine for a particular violation and/or repay the amount (including labor costs) of actual damages to university or personal property.

Bar The bar on a student's record remains in effect until the student resolves the disciplinary matter.

STUDENT HOUSING GUIDE

ON-CAMPUS HOUSING

Residential Life and Housing (RLH) is a department within Student Affairs consisting of three primary areas: Residential Life, Operations, and Housing and Conference Services. Approximately 5,300 students live in six distinct housing areas that provide a comprehensive student services program. These areas are managed by live-in full-time staff members, including professional Area Coordinators, para-professional Senior Resident Assistants, and Resident Assistants (student staff).

RESIDENCE HALLS DEVELOPMENT STAFF

Your closest partners are the members of the residence halls development staff. The overall management of resident development lies with Residence Life staff, which consists of Area Coordinators (ACs), Senior Resident Assistants (SRAs), Resident Assistants (RAs), and Desk Assistants (DAs).

Area Coordinators (ACs) are full-time live-in professional staff who develop goals for the halls, promote student leadership opportunities, provide overall administration of day-to-day operations, and work to deliver quality service.

Senior Resident Assistants (SRAs) supervise the Resident Assistants and Desk Assistants, promote student leadership through advising Hall Councils, provide guidance in educational and social programming, and deal with conduct issues by hearing low-level judicial cases.

Resident Assistants (RAs) are trained student staff members who coordinate programming, serve as a resource and referral agent for floor members, assist in building upkeep through room/area inspections, and help maintain community standards of behavior. The RAs are selected as peer educators based on their skills and willingness to assist. Your RA is an important, helpful resource.

Desk Assistants (DAs) are compensated students who provide resource assistance and monitor building access in each area. Please help the Desk Assistants maintain the security of your community by showing your ID when entering (Moody Towers), by not propping doors open or allowing strangers into the building (Quadrangle), and by reporting strangers or suspicious behavior in all areas.
Housing and Conference Services Staff
Housing and Conference Services staff members are responsible for the administrative coordination of University housing and conference services. If you have questions concerning your Room and Board Agreements, room assignment, meal plan, release of Room and Board Agreements, or billing, please visit the Housing Office in Room 108 Oberholtzer Hall or call 713.743.6000. If you are interested in hosting a conference in the residence halls or would like to be involved in the Conference Services Program, please visit the OB Administration Offices in Suite 250 Oberholtzer Hall or call 713.743.6020.

Operations Services Staff
The Operations Services staff, which includes maintenance, housekeeping, and information technology, shares the University’s commitment to maintain all of its facilities and services in good condition. The operations staff works to constantly upgrade facilities and services to meet student needs.

Office Administrative Staff
Office administrative staff in each office or service center provides service, information, and assistance to students, faculty, staff, and community visitors. Please use them as a resource when you have questions or concerns.

STUDENT LEADERSHIP

RESIDENCE HALLS ASSOCIATION (RHA)
The Residence Halls Association (RHA) plays an important part in your life. Every student living in the UH residence halls is a member of RHA and may participate in the programs organized by RHA and hall governments. RHA meetings are held biweekly and are composed of representatives from each hall or living area and other interested students. Representatives address current issues, review policies, and sponsor programming to enrich the living environment for the residence halls community.

The General Assembly consists of the RHA president, vice president for administration, vice president for special events, secretary/treasurer, national communications coordinator, national residence halls honorary chair, committee chairs, and hall council representatives. The executive council is the governing board of RHA and is responsible for recommending and implementing policy throughout the residence halls. Residents are informed through the General Assembly of policies, procedures and events.

The six primary officers of RHA receive compensation as long as they continue to be in good disciplinary standing and maintain the requisite GPA. RHA is your voice in the residence halls. By getting involved in RHA, you have the opportunity to meet a variety of people and expand your leadership skills. We encourage you to participate in residence hall government programs or events at some level—your floor, hall or system government. To learn more about how to get involved or become a leader, call the RHA Office at 713.743.6069, ask your RA, or go to www.uh.edu/rha.

HALL COUNCIL
Hall Council, the next level of residence hall governance, serves as the governing body of a building area. Students involved in Hall Council plan and organize activities that interest the residents in their building. The Hall Council brings resident issues and concerns such as food service, new facilities, or other living area needs to the Residence Halls Association.

HOUSE COUNCIL
Each floor is referred to as a house and is designated by a name corresponding with a building theme. Participating in house activities can be an exciting experience for you and is frequently the first step toward building a strong house community. Getting involved in your House Council is a great way to meet others and adjust to your new environment. From coordinating social, cultural, and educational programs to planning intramural activities, ask your RA about ways you can get involved in house
leadership. By taking leadership role in house activities, you contribute as a participant. By attending house meetings and programs and taking an active interest in your house community, you will help define the house atmosphere. The quality of life in your house can be significantly enhanced by strong and consistent resident participation.

DINING SERVICES

Students know how important food is to the body and they know a good meal when they taste one. University of Houston Dining Services has designed a meal plan with students in mind - those who expect quality and variety but rarely have enough time to eat. Dining Plans offer great value and flexibility and provide students time to relax and rejuvenate from studying or going to class. UH Dining Services offers everything from restaurant-style dining to convenience stores to enhance the dining and community experience. Please see our website www.uh.edu/dining for more information.

Meal Plan Options
Research shows that students who live on campus and eat in the residential restaurants are more likely to finish college and enjoy their school experience than those who do not. To assist in that success the UH Dining Services team has developed multiple plans that offer variety and choice. Dining Plans come in many convenient shapes and sizes. A magnetic strip on the back of the student ID card (Cougar 1 Card) works with the computer system to identify each dining plan member. By combining a “Weekly Meal Allowance” or “Block Plan” with the new “Cougar Cash,” meal plans can be customized for individual needs. Each option includes the following:

Weekly Meal Plans
- Enjoy all-you-care-to-eat dining four times per day in the Fresh Food Company @ Moody Towers and RFoC @ Oberholtzer (Quadrangle).
- Receive a varying number of guaranteed meals per week. Each time you eat in the residential restaurant, one meal is subtracted from your meal allowance.
- Meals per week do not carry over from one week to the next.
- Meal plan cards cannot be shared and are only valid for the meal plan member.

Block Plans
- Enjoy all-you-care-to-eat dining at any time in the Fresh Food Company @ Moody Towers and RFoC @ Oberholtzer (Quadrangle).
- Receive a varying number of guaranteed meals per semester. Each meal is subtracted from your block of meals.
- Meals do not carry over at the end of the semester
- Use your meals when you want!

Cougar Cash
- Pay as you go! Cougar Cash works like a bank debit card and can be used at all locations including the Fresh Food Company @ Moody, RFoC @ Oberholtzer (Quadrangle), any convenience store and other retail dining locations on campus that are operated by Campus Dining.
- Cougar Cash only comes with a meal plan but you may add to your balance by visiting the Cougar1 Card Office.
- Unused Cougar Cash will be carried forward until you withdraw, graduate or become inactive for a one year period.

RESIDENTIAL DINING LOCATIONS

Residential Restaurants
Enjoy Residential Restaurants located in a relaxed atmosphere at either the Fresh Food Company @ Moody or RFoC @ Oberholtzer (Quadrangle). RFoC is a concept developed by students and stands for Real Food on Campus. The RFoC concepts have been designed so that students can enjoy fresh
ingredients and made-for-you cooking while experiencing good friends and great fun! Grab a Panini or
dine on a veggie sauté—it's your choice. The friendly, comfortable, all-you care-to-eat RFoC residential
restaurants are the perfect place to catch up with friends. Venture to one of the international or home-
style stations, or choose one of your favorites from the grill, deli, or salad bar.

C3
When you need to stock an in-room fridge or grab a snack and beverage to keep going, the on-campus
convenience stores provide everything a student may need, including health and beauty products.
Designed to make life easy, they're located where students need them most.

Retail Venues
Students also have the opportunity to use their Cougar Cash at a variety of fast food and specialty
restaurants at the University Center, the University Center Satellite, PGH, and the Library. They include
AFC Sushi, Subway, Chick-fil-A, Wendy's, Java City, Kim Son, Montague's Deli, Pizza Hut Express,
Cranberry Farms, Taco Bell, Starbucks, Einstein Bros., and Smoothie King. For questions and up to
date information, please contact us at 713-743-FOOD or visit our website at www.uh.edu/dining.

Cable Television
Basic cable service is free to all residents. Basic cable service includes all local broadcast networks
such as ABC, CBS, NBC, Fox, and CW; a variety of cable channels such as CNN, MTV, and USA;
campus broadcast channel Student Video Network. Three HBO Premium channels are also available
for a fee. Applications for the HBO premium cable service package are available at the Towers Service
Center during normal business hours. All applicants must comply with conditions set forth in the service
contract. Residents of Calhoun Lofts (only at this time) are provided with AT&T U-verse U-100
programming. Additional upgrade packages for U-verse are available as well for residents in Calhoun
Lofts. For more information call 713.743.6060 or come by the Towers Service Center.

Laundry Facilities
The residence halls provide card-operated washers and dryers. You may add money to your
Cougar1Card at the VTS machines or at the Bursar’s Office. The washers and dryers are located on
the 18th floors of both Towers and in the basements of all Quad buildings except Oberholtzer Hall.
There are accessible laundry facilities in the basement of the North Tower for students with disabilities.
At Cougar Place, the washers and dryers are located in the area’s Student Services Building. In
Calhoun Lofts, there are laundry facilities located on floors 2-10. Residents furnish their own detergent
at all facilities.

Mail
A locked mailbox, opened by your room key, is assigned when you move into your hall. Residential Life
Staff are not permitted to open your mailbox and remove mail, even to give it to you. The following are
held for pick up in the mail room or Service Center until you claim them: special delivery, registered
postage due and express mail; telegrams; and packages. Students can pick up packages during the
academic year Monday through Friday (8am – 5pm), and Saturday (11am – 3pm), except for holidays
and when classes are not in session. Mail is delivered and picked up once a day, Monday through
Saturday. Mail is forwarded only during summer, if and when you move to another hall, or if you leave
the university. Residents should use their full address for faster processing of mail. The full address
includes the resident's name, building, room number, street number and name, and ZIP code. The
University of Houston designation is not required. There are mailboxes in each area for outgoing mail.
Please do not call the service centers to see if you have mail. These requests cannot be
accommodated.
Please note: No mail will be given to a resident if it is not fully addressed to that particular individual.
Calhoun Lofts Resident
Student Name - Campus Box Number (Not Room Number)
PO Box 4774 - Houston, TX 77210-4774

Moody Towers Resident
4401 Wheeler
North or South Tower Room Number
Houston, TX 77004

Quad Resident
4361 Wheeler
Bldg. Number, Room Number
Houston, TX 77004

A notification slip will be placed in your mailbox if you receive a large package or envelope (UPS, Federal Express). All mail parcels must have your name on the item to be claimed. Proper ID is required to pick up your package. The mailrooms will not accept large shipments without prior notification. A charge may be assessed for labor charges.

Special Deliveries
As a service to students, flowers, cakes and fruit baskets for special occasions may be dropped off at area desks by vendors for resident pick-up. The vendor is responsible for contacting residents to inform them that a delivery is ready for pick-up. Residential Life and Housing is not responsible for items delivered to area desks by vendors. Concerns with delivery should be addressed directly to the vendor. Residence hall mailrooms and desks will only accept mail and packages delivered by the U.S. Postal Service or a certified shipping company. It is the responsibility of the delivery/courier service to contact the resident via the telephone located in the lobby of each residence hall to arrange pick-up.

Maintenance
Maintenance, Housekeeping, and Information Technology operate five days a week, Monday through Friday, 8 a.m. to 5 p.m. Maintenance, Housekeeping and IT requests may be reported by going online to http://www.housing.uh.edu and clicking on the "FIX-IT" link. This system lets you track the status of your work request online. For emergency maintenance or housekeeping needs, contact the front desk in your living area, or your RA.

Drain Cleaners
Drain cleaners should not be used to unstop a clogged drain. Drain cleaners are caustic, can damage fixtures and can be hazardous to maintenance personnel. If you have a drain problem, a plumber needs to make necessary repairs. Fill out a Maintenance Request Form to report slow drainage. Report an overflowing drain directly to the area desk.

Information Technology
In Calhoun Lofts, U-verse services are provided and serviced by AT&T. For problems with telephone, Internet or video services in Calhoun Lofts, contact the U-verse Customer Care Center at 800.288.2020 or online at http://www.att.com/u-verse/support. Students reporting a maintenance, housekeeping, or IT problem authorize the staff to enter their room to assess the problem. All staff will leave an entry card indicating that they have been in your room, and the status of the reported problem. AT&T U-verse service providers will schedule appointments, generally in two or four hour time windows, with the individual for their convenience. Requests for service are reviewed and prioritized, with safety being the primary concern.
Computer Clusters
Computer clusters are available in all residence hall areas 24 hours a day during Fall and Spring semesters. All clusters have Windows XP systems, laserjet printers, and high-speed connections for University and Internet usage for purposes associated with your school work. Students must provide their own paper for printing and flash drives/memory sticks for file storage. Paper and flash drives/memory stick are available at the University Center bookstore.

Parking
All motor vehicles must be registered through the Parking and Transportation Department. Vehicles are subject to traffic and parking rules and regulations, and may be towed for serious or cumulative infractions.

Enforcement of Parking Rules and Regulations is through the University of Houston Police Department. Lots 1A RHE (in front of Moody Towers) and 6A RHE (next to Settegast Hall) are designated as reserved parking for residents who purchase the special RHE parking decal. Decals for the RHE lots are at a higher rate since they are reserved only for students living on campus. For more information, contact the Parking and Transportation Office at 713.743.1097 or go to www.uh.edu/parking.

Bicycle Racks
All bicycles should be secured on bicycle racks located outside Moody Towers, the Quadrangle, and Cougar Village. Do not secure bicycles to stairways, handrails, entryways, light poles, porch supports, balconies, fences, trees or shrubbery. Bicycles improperly stored or secured are subject to having the locks cut and being impounded by the UH Police Department at the owner's expense. For safety reasons, bicycles should not be ridden on crowded sidewalks or in buildings. Students may not store bicycles in their rooms.

Ethernet
Wired Ethernet connections are available in every room in all residence halls. Residents provide their own Ethernet cables in all areas. Cables are available at various sources, including CougarByte, Radio Shack, and so on. Wireless connections are also available in the public lobby areas of the residence halls. The UH VPN client may be required for external Internet access when using wireless. The Ethernet jack in all rooms at Calhoun Lofts is located on the back of the Residential Gateway unit through which all AT&T U-verse services are received.

ROOM TRANSFER PROCEDURE
This is a procedure in which a student moves from one room to another. This may include moving within the same building, within the same area, or to another area. Students are permitted to request one transfer per academic year without incurring a fee. If the student requests additional transfers, a cost of $25 per transfer is charged to the student’s fee bill. Should the Residence Life staff deem that moving a student is necessary as part of a disciplinary situation or other administratively motivated decision, there is no fee attached even if it would be the second or subsequent transfer. Students who do not properly complete their transfers or transfer paperwork, who move without permission, or otherwise violate the room transfer policies and procedures are subject to a $50 illegal transfer charge at the discretion of the Area Coordinator’s Office. A student wishing a room transfer should go to his or her Area Coordinator’s (AC’s) Office for the Transfer Request Form. When a request is honored, the AC Office will contact the student. After notification, students should pack and box all personal belongings. Students then have the following options:
Option 1
If your room is empty and clean and you are ready to turn in your key:
1. Go to the AC’s Office where you currently live.
2. Tell them you are ready to check out. Staff will check your room for damages.
3. Turn in your key and pick up your transfer papers.
4. Go to the AC Office of your new area.
5. Complete paperwork and pick up new key.

Option 2
If you need to keep things in your room while you transfer and you are NOT ready to turn in your key:
1. Go to the AC's Office where you currently live.
2. Pick up your transfer papers.
3. Go to the AC Office of your new location.
4. Complete paperwork and pick up new key.
5. Move all your belongings out of old room into new room IMMEDIATELY.
6. Return to your old AC Office to check out. Staff will check your room for damages.
7. Turn in your old key. (If the request is honored, specific details on how to make a proper transfer will be provided by the AC Office.)

Room Change
Each student living in the University Residence Halls is expected to respect individual rights and follow community living standards. The behavior of students who choose to disregard residence hall community standards and roommate contracts agreed upon by both roommates will be addressed through the disciplinary system. If warranted, the student may be required to change rooms, be removed from university housing or be barred from contracting for future premises and services. Residential Life and Housing is responsible for approving all assignments and reserves the right to reassign individuals to other rooms or residence halls in event of roommate conflict, pending disciplinary action and non-compliance with university regulations. Unauthorized room changes are subject to improper checkout charges and cancellation of the move.

Your RA is available to discuss room assignment problems and future room change requests. Room change requests during the semester must be submitted online to be approved by your Area Coordinator. The room change form can be found online. Room changes must be completed within 48 hours after receiving approval or move may be cancelled or resident will be charged for both rooms. Except for extenuating circumstances, no room changes are made during the first 12 days of a new session or the last two weeks of a session.

ROOM INSPECTION PROCEDURE
1. University officials, including residence hall staff, housekeeping and maintenance personnel, may enter rooms to fulfill their daily duties, in cases of emergencies, or in cases of reasonable suspicion of activity endangering the individual or community, or in cases where there is suspicion of policy violation.
2. Monthly health and safety checks are announced with a posted flyer at least 24 hours in advance.
3. Unannounced fire safety checks as mandated by the Fire Marshall may take place at any time.
4. Rooms are inspected for cleanliness, damage to property and fire hazards.
ROOM CONSOLIDATION PROCEDURE
1. This procedure will be instituted by housing administration (based on need for space) within the first four weeks. After the first four weeks, consolidation will only be utilized in extreme need as determined by housing administration.
2. Students in rooms without roommates or on sparsely populated floors will be notified of the consolidation process.
3. Depending on the situation (i.e., consolidating floors or rooms), students will be instructed to choose from the following possibilities:
   a. Move to another room with a roommate (a list would be available) and/or possibly move to another floor.
   b. Pay for the room as a super single (this option may not always be available).

LOST ROOM KEY OR BUILDING ACCESS PROCEDURE
1. It is the responsibility of each resident to secure a building access card and key to his or her room and keep them on his or her person at all times.
2. There is a lock change charge for lock replacement or card reissue when a key or card is not returned or when lost or stolen.
3. Duplication of keys or cards is PROHIBITED.
4. If you are locked out of your room or building:
   a. You may sign out a key from the Area Coordinator's office during regular business hours, and return it within two days. After two days, the lock will be changed at your expense.
   b. During non-business hours (after hours, weekends and holidays) go to the service desk in your area and notify them that you are locked out. They will notify the on-call staff to come and let you into your room. The first lock out (per academic year) will be free of charge.
   c. After the first free lock out, you will be charged $5 to $10 depending on the day and time (after midnight, weekends and holidays will be charged at the higher rate). After three charged lock outs, a mandatory lock change and/or disciplinary sanctions may be applied.
5. Any transfer or loan of a key to another person will result in disciplinary action.

VISITATION PROCEDURE
Visitation is a privilege, not a right. Abuse of this privilege impedes the rights of others' privacy and safety, and may result in loss of visitation privileges.
1. The resident host is responsible for the conduct of his or her guest.
2. The right of your roommates/suitemates to use the room and have their privacy takes precedence over the privilege of visitation.
3. Visitors of the opposite sex must use only the restroom facilities on a floor of the same sex (Towers only).
4. The resident host/hostess must sign in all nonresidents at the desk each time they enter (Towers only).
5. Guests of residents must be accompanied at all times.
VACATE/REMOVAL PROCEDURE
This procedure applies to situations in which a resident is required to vacate or be removed for nonpayment of rent, health, discipline, or other administrative reasons.

1. Residential Life and Housing staff will contact the resident in an attempt to resolve the difficulty. If no contact or no mutually agreeable arrangement can be reached within 72 hours, an administrator will prepare and issue a notice to vacate.

2. If, at the end of this period, the resident has not responded, the administrator prepares a "Notice To Vacate for Breach of Agreement and Demand for Possession." A residence hall staff person will deliver the notice (delivery will be attempted in person, but failing that, placement upon the resident's bed will serve to effect notice). The resident will be given 72 hours from the date of delivery to vacate. Residents removed from the halls pursuant to a notice to vacate will be charged a $400 contract break fee. After the notice to vacate has been served, should the resident's behavior disrupt community standards, the resident's departure may be accelerated.

3. If, at the end of the 72 hours, the resident has not complied, he or she will be locked out of the space and charged expenses incurred by the University.

4. If the former resident's personal belongings are not claimed during normal business hours within three days after the lock-out, the items will be removed at the former resident's expense so that the space may be reassigned. If the space requires cleaning, additional charges will be assessed.

5. The former resident is given the opportunity to claim his or her personal belongings within a 30-day period during normal business hours. After 30 days, these items are considered abandoned and disposal will result. This process does not limit the Department of Residential Life and Housing from implementing an Interim Suspension which will result in the immediate removal of a resident who is considered to be an imminent threat to him- or herself or others, pending an expedited hearing.

Abandoned Property
Property left in your room after you have checked out will be removed and stored at your expense. You may also incur improper checkout charges. You will be notified in writing and given 30 days from date of notification to claim all items in person. If items are not claimed within 30 days, RLH will dispose of these items in accordance with University policy. To claim items, you will need to provide proper identification. We will only release items to the resident to whom they belong, unless the resident has provided written notification to us to have another individual retrieve the items. Items will not be mailed.

Lost and Found
Lost and found departments are located at area and hall desks. At the end of each week, lost and found articles are turned over to University Police, 2201 East Campus Drive, 471-4441.

BATHROOMS
Community Bathrooms
It is the responsibility of each resident to help keep the community bathrooms clean and usable for other residents between scheduled cleaning by Building Services Staff. Toilet paper is provided in community bathrooms. Community bathrooms are designated as male or female. Community baths with locking devices should remain locked and are accessible by entering your bathroom code. To ensure the safety and privacy of your floor community, do not share the bathroom code.
Connecting/Private Bathrooms
It is the responsibility of each resident in the room or suite to clean and maintain the connecting or private bathroom facility. Toilet paper is not provided in connecting or private bathrooms.

Refrigerator
Only MicroFridge® units provided by RLH are permitted. Do not detach the microwave unit from the refrigerator as this overrides the power coordination function of the MicroFridge® unit. A $30 fee will be assessed to reattach the units.

Toilet Tissue
It is the responsibility of each resident in the room or suite to clean and maintain their private or connecting bathroom facility. Students living in rooms with private or connecting baths are responsible for providing their own toilet tissue.

Toilet tissue and other convenience items are available for purchase at the convenience stores located in Oberholtzer, Cougar Village, and Calhoun Lofts.

Appliances
Most electrical appliances will place strain on the wiring system which creates a fire hazard. All appliances used in residence halls must be UL approved and should be properly maintained by the student. By order of the University Fire Marshal, the use of any appliance with open heating coils is prohibited. Students found in violation of policy will be directed to immediately remove prohibited items and may be subject to disciplinary action.

Allowed Appliances
Blenders
Coffee Grinders
Coffee Pots (12 cups and under)
Electric Can Openers
Food Dehydrators
Hot Pots
Juicers

Banned Objects and Appliances
These objects are banned under Fire/Life Safety regulations as stated in the Residence Hall Manual. Residents found in possession of banned objects are subject to disciplinary action.
Any Appliance with Open Heating Coils
Bread Maker
Candle with a burned or unburned wick
Coffee/Drink Warmer
Crock Pot
Deep Fryer
Electric skillet or griddle
Electric wok
Explosives
Facsimile of a weapon
Fireworks
George Foreman Grill
Halogen lamps over 120 watts
Hamburger cooker
Homemade furniture
Hot plate
Incandescent bulbs
Lofted furniture not supplied by RLH
Microwave (other than the one provided by RLH)
Neon lights
Paper lamp shades or lanterns with bulbs
Paper on your door (larger than two 8x11)
Refrigerator (other than the one provided by RLH)
Rice Cooker
Soldering iron
Space heater
Toaster
Toaster oven
Toxic chemicals
University furniture not assigned to you
Weapons

Candles and Incense
By order of the University Fire Marshal, candles, incense, or other open-flame devices may not be burned in student rooms. Candles are not permitted in student rooms as decoration. Students found in violation of policy will be directed to immediately remove prohibited items and may be subject to disciplinary action.

Pets
Residents are permitted to have fish in small aquariums in their rooms. Residents who have pets or animals other than fish in their rooms may face disciplinary action and be charged for damages and/or cleaning. Students are permitted to have one aquarium per residence hall room provided that the aquarium is stocked with (non-dangerous) fish only. Aquariums must be no larger than 20 gallons. Snakes, turtles, salamanders, newts, frogs, and rodents are specifically prohibited. Remember to plan for your fish over break periods. Aquariums must be unplugged before you leave. The temperature of the water will fluctuate, thus putting your fish at risk. Students with specific disabilities may have service animals if the need is documented through the Services for Students with Disabilities (SSD) Office.
As specified above, (non-dangerous) fish in one small aquarium or tank (20 gallons or less; only one per residence hall room) and service animals (for residents with a specific need documented through SSD) are the only pets or animals allowed in the residence halls. Any other animals found in the residence hall will be removed. The removal and any necessary cleaning, repairs and/or pest control will be done at the expense of the resident(s) responsible who will also be subject to disciplinary action.

Approved Electrical Extensions
UL Approved Power Strip with Built in Circuit Breaker
The University Fire Marshal has indicated that use of extension cords or multiple plug converters is prohibited. The University Fire Marshal has approved the use of the following devices when electrical extensions are required:

The power strip must be:
   Constructed from heavy-duty materials, consisting of 12-, 14- or 16-gauge wire.
   A three-wire grounded unit.
   Rated for a maximum of 15 amps and 1875 watts and have a built-in circuit breaker.

Multi-Plug with Built in Circuit Breaker (note: these will usually have a red or green indicator light). A "multi-plug adapter" with a built-in 15-amp circuit breaker that can be plugged into one wall receptacle is also approved.

Universal or Uninterrupted Power Supply Device (UPS). A UPS protects your computer from power surges and failures and allows you to "run" the attached device safely during these times.

Prohibited Electrical Extensions
Multi-Plug
6-way Multi-Plug
Indoor Extension Cords
Outdoor Extension Cords
Holiday Lights
Daisy Chained Power Strips

Room Painting
Residents may not paint their rooms. Murals, wallpaper, and contact paper may not be placed on the walls. Residents who violate these policies are subject to disciplinary action.

Care of Facilities
Students are responsible for maintaining their rooms in a neat and orderly fashion at all times. "Neat and orderly" includes maintaining an acceptable level of cleanliness and a room free of mold, mildew, trash and debris. Residence Life and Housing staff conducts health, fire and life
safety room inspections twice each semester. Students found in violation will be given 48 hours to remedy the situation. Failure to take corrective actions will result in disciplinary action, including a room-cleaning fee of $50 for each resident. Cleaning of private or connecting bathrooms is subject to an additional fee of $120 (divided by the number of residents using the bathroom).

**Courtesy and Quiet Hours**
Quiet hours are enforced in all residence halls from 10 p.m. to 9 a.m. The noise level during these hours should be such that if the room door is closed, a person walking down the hall could not hear anything. The use of headphones is strongly encouraged for music and video games. Beginning the week before final exams through the end of final exams, a 24-hour quiet period is expected. It is essential that residents' sleep and study needs are particularly respected during final exams. At all times, courtesy hours are in effect.

Playing musical instruments is permitted within the living area, as long as it is not disturbing others. The same guidelines outlined under Courtesy and Quiet Hours apply to the playing of musical instruments.

For a community atmosphere to develop and flourish, residents must show respect and courtesy toward each other. This particularly applies to requests made of you by other residents concerning noise reduction or other community concerns. Students who continuously fail to maintain appropriate quiet hour standards may be reassigned to another area and may be subjected to disciplinary actions.

Residents who violate quiet and courtesy hours are subject to disciplinary action.

**Door Access**
All residence halls are equipped with door access. To enter the residence halls, you must have a University ID card. These may be obtained at the University ID Center (471-4334). You can increase your safety by using the residence hall access system properly. This includes not allowing others to gain access through a door you have opened, securing your card and not propping doors open.

**Door Propping**
Doors should never be propped. This includes room doors, locked doors to hallways, bathroom doors and exterior doors. The lock disabled or the door held open for an unknown person creates a safety risk to all residents. Doing so is a violation of residence hall policy and subject to disciplinary action.

**Furniture**
Common areas are furnished with tables and lounge furniture for your comfort and enjoyment. Televisions are also provided in selected areas for your use. Furniture or equipment owned by the University may not be moved around in the public areas or removed from the public areas. Furniture that is provided in student rooms and accounted for on a resident's Room Condition Form must remain in the room and cannot be moved from one student room to another or removed from the residence hall. You are subject to disciplinary action as well as a $50 charge
for the unauthorized movement of furnishings or equipment belonging to the residence halls, including dismantling of University-owned furniture, in addition to any necessary repair or replacement costs of moved furniture.

Residents may bunk or loft their beds if they have furniture designed to allow it. Pins for bunking or lofting are available at the front desk. Facilities staff can perform this work for a standard charge of $30. The beds must be returned to their original position at the end of the semester unless they were bunked or lofted prior to resident occupancy. Failure to do so will result in a $50 charge. Only University-provided beds designed for bunking or lofting may be arranged in such positions.

Safety rails for bunked or lofted beds are available upon request on a first-come, first-served basis. Residents desiring a safety rail must submit a Maintenance Request online. The rail will be delivered to your room.

Students may not construct their own lofts or beds or arrange room furnishings using residence hall furniture or structure or other construction materials (e.g., cinder blocks, wood, etc.) in such a way that furniture is supported by other residence hall furniture or residence hall structure. Water-filled or home-made furniture is not permitted.

Residents who damage or use University property without authorization are subject to disciplinary action.

**Aspirational Statement**

Postings, whether on doors or windows, should respect the mission and values of the university residence halls, which include providing all residents with a "comfortable, friendly environment" and "sense of community." Posters should not engage in gratuitously offensive expression that might be destructive of the desired community. Gratuitous insult is seldom persuasive. Nevertheless, the University encourages all members of its community to support the freedom of speech. Students are free to communicate their ideas vigorously; those who are exposed to such ideas, whether in the classroom, the grounds of the campus, or in the residence halls, should tolerate the expression even of views that they find offensive or unacceptable. Students who passionately disagree about important matters should be able to confront one another civilly and to recognize that, despite profound differences, they are engaged in the common pursuit of truth. The best response to offensive speech is more free speech.

**Recreational Equipment**

Riding bicycles, skateboarding and rollerblading are prohibited inside of all residence halls due to risk of injury and damage to facilities. Residents who violate this procedure will be subject to disciplinary action.

**Recycling**

A recycling program is provided for plastic bottles, aluminum cans and paper products. Blue and green recycling bins are located in each student room. The blue bin is for paper products and the green bin is for plastic bottles and aluminum, tin or steel cans. Larger receptacles for depositing your recyclables are located in laundry and trash rooms.
Steps to Address Roommate Conflicts
Residential Life & Housing is committed to making residence hall living an enjoyable and growth-filled experience. All student residents who share a room or living quarters (roommates) will complete a roommate agreement in order to ensure a positive and respectful interaction between roommates. When conflict between roommates occurs, Residence Life staff may be asked to intervene and help roommates come to an agreement. Roommates may be asked to update their "roommate agreement" to address specific concerns. This agreement between roommates becomes binding and will be used to resolve future conflicts that may occur. When dealing with conflicts between roommates that become difficult to resolve, or when dealing with an aggressive roommate, it is the prerogative of the Hall Coordinator to move one or both residents from the room.

An aggressive roommate is one whose acts or communication are intended to harass, intimidate or humiliate. One or both roommates may be moved under the following circumstances:

- One of the roommates is an aggressive party and the person(s) being harassed refuse(s) to pursue appropriate action.
- Both roommates are violating each other's rights.
- One or both roommate(s) refuse(s) to complete a roommate agreement, or adhere to agreements contained within the roommate agreement.
- A violation of RLH procedure/s has occurred.

Residential Life & Housing may recommend sending a case to the Office of the Dean of Students and may elect to cancel a resident's contract should the resident be involved in similar circumstances after a move has occurred.

If a resident harasses another resident in the course of a roommate conflict, the resident is subject to disciplinary action.

Social Networking
Residential Life and Housing advises all UH residents to be responsible for the information they post online in electronic communities. We recommend that students monitor their own personal activities to ensure that their safety and reputation are not compromised.

While it is not our practice to go "surfing" for resident information, Housing staff may take into account information posted on online communities, such as Facebook and MySpace, during judicial investigations.

Sports in the Halls
Sports should be played in designed recreational areas and facilities. Residents may not engage in sports or sports-related activities within residence hall rooms, lounges or other public areas.

Sports include, but are not limited to, playing Frisbee, rollerblading, skateboarding, tossing balls and/or wrestling. Playing sports in confined areas such as rooms and hallways can lead to student injury, activation of sprinkler system, and/or damage to personal and University property.
Residents who play sports inside the residence halls are subject to disciplinary action.

Vaccination Required
As a new incoming student to The University of Texas at Austin it is important to be aware that House Bill 4189 (HB4189) was passed during the 2009 legislative session and recently signed into law. This new law, which is effective January 1, 2010, requires that all first-time students attending an institution of higher education in the state of Texas, including transfer students, who plan to reside in University Housing, show evidence of having received the Meningococcal Meningitis Vaccination. Students must have received the vaccination at least ten (10) days prior to check-in. The law also allows for exemptions on medical grounds or reasons of conscience, including religious belief.

Please send the Meningococcal Meningitis Vaccination Requirement Form plus supporting documentation to Residential Life & Housing as soon as the housing contract has been accepted. Please note that all official documentation submitted must be in English.

SECURITY
With resident support and cooperation, the residence halls staff strives to maintain a secure environment. Moody Towers, the Quadrangle and Cougar Village have 24-hour staffed desks with access limited to residents and escorted guests. A key/lock system has been installed in every resident room to upgrade security. A card access system (using the Cougar 1Card) was put into operation in Moody Towers, the Quadrangle, and is used for limited hours in Cougar Village. In addition, access entries and exits have been limited in all Quadrangle buildings for better monitoring. Some important security reminders for residents:

1. Always lock your room door. The majority of thefts in residence halls occur when students leave for five to 10 minutes and do not lock their doors.
2. Do not sign in people you do not know (Towers).
3. Never prop open an outside door or let unknown people enter with you. Security is jeopardized.
4. Secure your belongings by keeping serial numbers, tagging or identifying items, and keeping them in a safe place. Protect yourself by keeping credit cards, meal cards, phone cards, and checks in a secure place.
5. As noted in your license agreement, Residential Life and Housing is not responsible for theft, accidents or damage to your property. It is highly recommended that you check your parents’ or guardian’s homeowners policy and/or carry renters insurance.
6. Report individuals you feel do not belong in your building area. If an individual is not visiting a resident or is not properly escorted, contact your RA or the DA on duty.
7. If you notice any security problems in your building, please inform your RA or the DA on duty. Ideas to improve security are welcomed. If an emergency should arise, student and professional staff are on-call 24 hours a day in the residence halls. They may be reached at the North and South Tower desks, Oberholtzer Hall desk, and the Cougar Village desk. For your convenience and additional security, the UH Police Department has an escort service.
SUMMARY OF DAMAGE CHARGES
The following is a summary of charges most frequently levied in the residence halls. The partnership properties have their own summary of charges specific to the community. This list is not intended to be comprehensive or exclusive, and also may involve other disciplinary actions. Other or unusual charges are computed on a time and materials basis. Appeals may be filed with the appropriate Area Coordinator Office within 30 days of checkout.

- Damage to property: Varies (materials, labor, and overhead costs)
- Abuse of checked-out equipment (not returned or returned late): (plus replacement costs, if applicable) $25
- Illegal transfer of residence hall furniture: $50
- Illegal transfer from one room to another: $50
- Window (opened, causing broken seal), Towers or Quad: $25
- Window (opened with A/C or heater on), Cougar Place: $10
- Blockage of air conditioning/heating vents: $25
- Removal of bicycle required from undesignated area: $20
- Tampering with fire alarms, smoke detectors, spring door hinges or hanging pipes in student rooms and hallways or maintaining flammable materials including candles: $100 - $500
- Tampering with or abuse of entrance doors - (plus repair costs): $100 - $250
- Locking/unlocking doors: (depending on time of day and frequency) $5 - $10
- Lost key resulting in a lock change: $67.50
- Retrieval of keys or other possessions from Tower elevator pits (minimum) $100
- Unauthorized stay-over charge (per night): $25
- Improper checkout (failure to schedule and complete check-out with staff): $50
- Unclean room at check-out: (minimum) $150
- Unclean room or bathroom requiring housekeeping services: (minimum) $150

Minimum charges quoted are based on average time and materials. Actual charges will be based on real time and material costs. Damage charges or fines do not limit our ability to pursue other remedial steps, up to and including removal from housing.

RESIDENTIAL LIFE AND HOUSING ADMINISTRATION
Executive Director 713.743.6030

HOUSING & CONFERENCE SERVICES
Housing Services 713.743.6000
Conference Services 1.800.247.7184

OPERATIONS SERVICES
Operations Office 713.743.6070
Work Order Control (24 hours a day)
Report: Maintenance, Housekeeping, Telephone, Internet and Cable Concerns 713.743.6060

For routine work requests concerning maintenance, housekeeping or IT, go online to www.housing.uh.edu and click on the “FIX-IT” link. Any emergency or after hours requests should go to your living area front desk or RA.

RESIDENTIAL LIFE SERVICES
Residential Life 713.743.6020
Moody Towers
Main Number 713.743.6050
Fax Number 713.743.5974
North Tower Desk Number 713.743.6057
South Tower Desk Number 713.743.6056

Quadrangle
Main Number 713.743.6040
Fax Number 713.743.5973
Desk Number 713.743.6044
Convenience Store 713.743.5953
Residence Halls Association (RHA) 713.743.6069

Cougar Village
Desk Number 832.842.6020
Main Number 832.842.6019
Fax Number 713.743.2754

ACADEMIC AFFAIRS & ADMINISTRATION
University Studies Division (USD) 832.842.2100
Academic Advising Center. 713.743.8982
Admissions 713.743.1010
Scholarships and Financial Aid 713.743.9090
M.D. Anderson Library 713.743.1050
Parking and Transportation 713.743.1097
Registrar’s Office 713.743.1010

COLLEGES
Gerald D. Hines College of Architecture 713.743.2400
Academic Advising 713.743.2400
C. T. Bauer College of Business 713.743.4600
Academic Advising 713.743.4900
College of Education 713.743.5010
Academic Advising 713.743.4950
Cullen College of Engineering 713.743.4200
Academic Advising 713.743.4208
Honors College 713.743.9010
Academic Advising 713.743.9006
C. N. Hilton College of Hotel and Restaurant Management 713.743.2610
Academic Advising 713.743.2492
UH Law Center 713.743.2100
College of Liberal Arts and Social Sciences 713.743.3000
Academic Advising 713.743.4001
College of Natural Sciences and Mathematics 713.743.2611
Academic Advising 713.743.2626
College of Optometry 713.743.1889
Academic Advising 713.743.2047
College of Pharmacy 713.743.1300
Academic Advising 713.743.1239
Graduate School of Social Work 713.743.8075
Academic Advising 713.743.8082
College of Technology 713.743.4050
Academic Advising 713.743.4100

STUDENT AFFAIRS
Office of Vice President for Student Affairs 713.743.5390
Campus Activities 713.743.5180
Campus Recreation 713.743.7529
Center for Students with DisABILITIES 713.743.5400
Dean of Students. 713.743.5470
Learning & Assessment Services (LAS) 713.743.5498
Ombudservice 713.743.5470
Student Legal Services 713.743.5450
University Center. 713.743.5280
University Career Services 713.743.5100

HELPFUL WEBSITES

Bibliography Links:
www.encarta.msn.com/sidebar_701538478/Bibliography.html

UH Catalog Online
www.uh.edu/academics/catalog/

UH Core Curriculum Requirements
www.uh.edu/academics/corecurriculum/core_courses.html

UH Finals Schedule
www.uh.edu/enroll/rar/final_exam_schedule.html

UH Dining Services
www.uh.edu/dining

UH Intramural Sports Info.
www.uh.edu/recreation/intramurals/index.html

Commonly Misspelled Words
www.esldesk.com/esl-quizzes/misspelled-words/misspelled-words.htm

Online Thesaurus & Dictionary
www.m-w.com/dictionary.htm

Goal Setting and Motivation
www.mindtools.com/page6.html

Careers
www.jobhuntersbible.com/index.html
COUGAR VILLAGE COMMUNITY RESOURCES

Space Reservation
Facilities are available for reservation by residence halls groups or for rent by campus and external groups. For more information on pricing and policies, visit Oberholtzer Hall, Suite 250, or call 713.743.6020.

Personalizing Student Rooms
Students are encouraged to personalize their room. When personalizing the room, students should take into account the following guidelines:

1. Students should not drill or nail holes in walls, ceilings, doors or furniture.
2. Tack strips, bulletin boards or removable adhesive tape should be used to mount items on walls, doors and furniture.
3. Decals, posters, tacks, adhesive tape or other items should not be affixed to the ceiling.
4. Students may not paint rooms. Paint requests can be submitted through your area desk.
5. No more than 20 percent of any wall may be covered with posters or other flammable materials, including curtains.
6. Cloth or paper materials should not be used to cover lighting.
7. Furniture may not be disassembled unless specifically designed for this purpose.
8. Stickers should not be adhered to furniture, walls, doors or ceilings.
9. Students should be familiar with residence hall guidelines pertaining to approved and non-approved items.
10. Street signs, cones, barricades, etc. that have been illegally acquired are prohibited.
11. Residence hall rooms must be returned to their original condition upon check-out, including removal of adhesive tape, cleaning and furniture arrangement.

Residents who violate these policies are subject to disciplinary action and charges.

SOLICITATION PROCEDURE
1. All organizations may request table space for solicitation. A permit from the Dean of Students Office is required if items are to be sold. Requests should be made to the Area Coordinator's Office at least 72 hours in advance.
2. Residents are not allowed to operate businesses from their rooms.
3. The Department of Residential Life and Housing reserves the right to restrict the duration and number of organizations soliciting during any one time and in any location. Soliciting organizations must abide by all residence hall and university policies. Failure to comply with policies will result in termination of access to the residence halls and referral to the appropriate student affairs authority.
4. No door-to-door solicitation is permitted, including flyers under doors or attached to doors. The Associate Director for Residential Life may make exceptions.
5. Banners and table tents that are to be used in the cafeteria and at the entrance to the cafeteria (not on glass entry doors) must be approved by both the Area Coordinator in...
that area and the Campus Dining Services manager for that area and must be for residence halls and/or campus activities only.

RESIDENCE HALLS POSTING POLICY

A. Purpose
1. These regulations are designed to permit maximum orderly use of the Residence Hall property by University of Houston students, faculty, staff, alumni, university departments and registered student organizations for publicity purposes.

B. General Policies
1. All materials must be sponsored or co-sponsored by a registered student organization or a university department.
2. All materials must include the full name of the sponsoring department or student organization, and all content must be printed in or translated into English.
3. Materials may not be posted if considered to be offensive or inappropriate in nature by the Residence Life staff.
4. Materials may not be posted in any unauthorized places, including doors, car windshields, or over previously posted materials.
5. Materials may not include advertising for personal or commercial benefit.
6. Materials from other campuses, nonprofit organizations or those not affiliated with the university which advertise student, university, or community programs and are co-sponsored with a university department or registered student organization may be posted with special approval from the Area Coordinator.
7. Failure by a student organization to comply with regulations within this policy may result in suspension of posting privileges for one semester (15 school weeks). Continuing to post while privileges are revoked can result in the suspension of the student organization.

C. Special Requirements for Posters and Flyers
1. A "poster" is defined as any printed or pictorial matter displayed on University property.
2. Posting is permitted in designated areas only. All special posting locations must be approved.
3. All posters must be removed within 24 hours of the advertised event.
4. Poster size cannot exceed 8.5 x 14 inches. The Area Coordinator must approve any exceptions.
5. Only one posting per event, idea or product is allowed per posting location.
6. The University may remove and discard any posters displayed on campus property that are in violation of these policies. In case of shortage of bulletin board space, the Area Coordinator will assign priority and determine a removal date.
7. The Assistant Director for Residential Life may authorize extended posting periods for certain items of an academic or administrative nature.
8. All items to be posted should use 3M Command Strips™ or Mountable Squares™ for posting.
10. All items posted in Residence Halls must be stamped and approved by RLH staff or they will be removed.

D. Special Requirements for Banners

1. A "banner" is defined as paper, cloth or vinyl advertising matter displayed on university property.
2. Banner size cannot exceed 3.5 x 10 feet and all exceptions must receive approval by the Associate Director for Residential Life.
3. Each organization may display only one banner per residential area at a time.
4. In case of shortage of banner space, the Area Coordinator will assign priority and a removal date.
5. RLH assumes no responsibility for the removal of or damage to any banners posted on Residential Life property.
6. The university may remove and discard any unstamped or past-due banners.
7. No banner may be posted for more than 72 hours unless granted special permission by the Area Coordinator’s Office.
8. Residential Life assumes no responsibility for loss or destruction of banners.

E. Posting Locations

**Quadrangle**
Posting locations are: corridor between convenience store and cafeteria, above mailboxes, the wall adjacent to mailboxes of OB, east wall of OB lobby and bulletin boards located in each building or floor.

**Cougar Village**
Posting locations are: general bulletin boards, bulletin boards located on the floors.

**Moody Towers**
Posting locations are: general bulletin boards, bulletin boards located on the floors.

**Cafeterias**
Posting locations are: bulletin boards and table tent locations. Large banner placement requires approval from the Area Coordinator’s Office.