

## **OUR COMMITMENT TO YOU**

**The Department of Housing and Residence Life will strive to be a “home away from home” residence for students. We are dedicated to the resident not only as a student, but also as a valued person and customer. We will strive to provide a safe, comfortable environment conducive to the educational, social and overall developmental growth of the resident. We will promote the concepts of wellness, academic excellence, civility, and community to those living within our halls and to the university as a whole.**

## **THE RESIDENCE LIFE EXPERIENCE**

We believe that the residence hall setting is an ideal place to broaden your life experiences. It is a place where you can learn how to communicate and interact within a community while growing and developing as an individual. The UNT Department of Housing and Residence Life welcomes residents from all backgrounds and cultures; we hope you will enjoy the diverse community you will experience in our residence halls and that it will complement the academic knowledge you find at the University of North Texas. Welcome! We're glad you're here.

## **HOW TO USE THIS HANDBOOK**

All information in this Handbook is arranged in alphabetical order under general headings as seen in the Table of Contents. Additionally, we have included a subject index and information on other departments and services available throughout the university. There is extensive cross-referencing (items in BOLD CAPS are alphabetical headings found elsewhere in the manual), but it may still be difficult to find a specific item. Residents who have difficulty locating a specific policy or other information needed should contact their RAs, Hall Directors or the staff at the main desks in their buildings.

Students are responsible for observing all regulations contained herein and are urged to read this handbook carefully. Because the ABCs cannot contain all University rules, regulations, and policies for which members of the UNT community are responsible, students are advised to consult other publications such as the Student Guidebook, Code of Student Conduct and University Catalog for more information. It should be recognized that no handbook or policy manual could contain a ruling on every conceivable situation. In such instances, students are expected to behave reasonably and responsibly, in accordance with the guidelines set by the specific hall staff and community.

This handbook is an official publication of the University of North Texas Department of Housing and Residence Life and is intended to provide general information. It contains policies, regulations, procedures and fees in effect as the publication went to press.

The UNT Department of Housing and Residence Life reserves the right to make changes at any time to reflect current board policies, administrative regulations and procedures, amendments by state law, and fee changes.

Information provided by this handbook is subject to change without notice and does not constitute a contract between the University of North Texas Department of Housing and Residence Life and a student.

This handbook may be found on the World Wide Web at [www.unt.edu/housing/abc](http://www.unt.edu/housing/abc)

Table of Contents

**ALTERNATE LISTINGS**..... 9

ALCOHOL POLICY FOR RESIDENCE HALLS ..... 11

APPEALS PROCESS..... 13

APPLIANCES ..... 14

ASSAULT..... 15

BATHROOMS ..... 15

BICYCLES ..... 15

BOMB THREATS..... 16

CABLE TELEVISION ..... 16

CAMPUS HOUSING POLICY..... 16

CENTRAL HOUSING OFFICE STAFF ..... 17

CHECK-IN PROCEDURES ..... 18

CHECK-OUT PROCEDURES..... 18

CHILD VISITATION IN THE HALLS..... 19

COMPLAINTS ..... 19

COMPUTER ROOMS..... 20

COMPUTER SAFETY- USE OF FACEBOOK, LIVE JOURNAL, MYSPACE..... 20

CONFIDENTIAL RECORDS..... 21

DAMAGES..... 21

DARTS/DARTBOARDS ..... 21

DECORATIONS ..... 21

DELIVERY OF PACKAGES ..... 22

DISCIPLINARY PROCEDURES..... 22

DISCRIMINATORY ACTS..... 23

DRUG POLICY ..... 24

ELEVATORS ..... 27

EMERGENCIES..... 28

EMERGENCY EVACUATIONS AND DRILLS..... 28

EMERGENCY EXITS ..... 28

EQUIPMENT AVAILABLE..... 29

EXHIBITIONISM ..... 29

EXPLOSIVES..... 29

EXTENSION CORDS..... 29

FALSE IDENTIFICATION/FALSE INFORMATION ..... 30

FEES FOR SERVICES NOT COVERED BY ROOM AND BOARD..... 30

FIGHTING..... 30

FIRE DOORS ..... 30

FIRE EQUIPMENT REGULATIONS..... 30

FIRE EVACUATION PROCEDURES..... 31

FLAMMABLE FLUIDS/FLAMMABLE CHEMICALS ..... 31

FURNITURE ..... 31

GRILLS..... 31

GUESTS ..... 31

HALL OR ROOM CHANGES..... 32

HALOGEN LAMPS ..... 32

HARASSMENT ..... 32

HAZING ..... 33

HEALTH AND SANITATION..... 33

HOLIDAY DECORATIONS ..... 34

HOUSING CONTRACT ..... 34

CONTRACT INFORMATION ..... 40

    Facilities for People with Disabilities:..... 40

    Nondiscrimination Policy: ..... 40

EXPLANATION OF ASSIGNMENT CHOICES ..... 41

HOUSING CONTRACT CANCELLATION ..... 41

IDENTIFICATION..... 42

INCIDENT REPORTS ..... 43

JUDICIAL BOARD..... 43

KEYS ..... 44

LAMPS ..... 44

LAUNDRY FACILITIES..... 45

LOFTING BEDS ..... 45

MAIL ..... 45

MAINTENANCE ..... 45

MEAL PLAN SHUT OFF ..... 46

MICROWAVE OVENS ..... 46

NON-COMPLIANCE.....	47
OPEN FLAME BURNING .....	47
PAINTING STUDENT ROOMS .....	47
PARKING.....	47
PARENTAL NOTIFICATION FOR DRUGS & ALOCOHOL ..	48
PERSONAL SAFES, LOCK BOXES .....	48
PETS .....	48
PHONES .....	48
POOL .....	49
PRACTICE HOURS.....	49
PRIVATE ROOMS .....	49
PROFANITY/OBSCENITY.....	50
PROGRAMMING IN THE RESIDENCE HALLS .....	50
QUIET HOURS .....	50
RECYCLING.....	52
REGISTERED SEX OFFENDERS.....	52
RESIDENCE HALL ASSOCIATION (RHA) .....	52
RESIDENCE HALL STAFF .....	53
RESNET .....	54
RESTRICTED ACCESS/RESTRICTED AREAS.....	55
ROOM ALTERATIONS .....	56
ROOM ASSIGNMENTS.....	56
ROOM CONSOLIDATION.....	56
ROOM ENTRY AND SEARCH.....	56
Non-Residence Hall Personnel Entry/Search .....	57
Maintenance and Service Personnel Entry .....	58
Residence Hall Staff Entry/Search .....	58
ROOM RESERVATION POLICY .....	59
ROOM USE.....	60
ROOMMATE CONFLICTS .....	60
RUNNING/ROUGHHOUSING.....	61
SAFETY IN THE RESIDENCE HALL.....	61
SCENT PRODUCERS .....	62
SCREENS .....	62
SELF-INFLICTED HARM .....	62

SEXUAL ASSAULT.....	63
SMOKE DETECTORS .....	63
SMOKING POLICY .....	64
SOLICITATION AND POSTING .....	64
STORAGE .....	65
STUDENT INTERACTIONS .....	65
STUDY LOUNGES.....	65
TEMPERATURE .....	65
TEMPORARY ASSIGNMENTS.....	66
THEFTS AND ASSAULTS .....	66
THERMOSTATS AND VENTS.....	66
TORNADO EVACUATION PROCEDURES/POLICY .....	67
TRASH .....	67
TRIPLE OCCUPANCY .....	67
UNLISTED PHONE NUMBERS .....	68
VACATION/INTERSESSION PERIOD .....	68
VACUUM CLEANERS .....	68
VANDALISM.....	68
VENDING MACHINES .....	68
VERBAL ABUSE .....	69
VISITATION PHILOSOPHY .....	69
VISITATION POLICY .....	69
General Visitation Rules.....	70
Upperclassman Visitation Rules.....	70
Crumley Hall.....	71
WALL HANGINGS .....	71
WATERBEDS .....	71
WEAPONS .....	71
WEATHER CONDITIONS AND REPORTS .....	72
WINDOWS.....	72
WING MEETINGS .....	72
ZONE DAMAGE BILLING .....	73
DINING SERVICES .....	74
MEAL PLAN 7-DAY.....	74
MEAL PLAN 5-DAY.....	74

ALL-YOU-CARE-TO-EAT ..... 74  
 APPROPRIATE DRESS IN DINING HALLS ..... 74  
 BACKPACKS, BOOKS, BRIEFCASES, AND CONTAINERS  
 ..... 74  
 CAFETERIAS ..... 75  
 COMMENT CARDS ..... 75  
 DIETS ..... 75  
 DINING GUIDELINES..... 75  
 FOOD ADVISORY BOARD (FAB)..... 76  
 GRAB &GO..... 76  
 GUEST MEALS ..... 76  
 MEAL PLAN CHANGES ..... 76  
 MEAL PLAN ID CARDS ..... 76  
 MENUS..... 77  
 SACK MEALS ..... 77  
 SERVING HOURS..... 77  
 SICK TRAYS ..... 78  
 TABLE TENT POLICY ..... 78  
 THEME DINNERS ..... 79  
 VEGETARIAN MEALS ..... 79  
 WEBSITE ..... 79  
 UNIVERSITY SERVICES..... 80  
 CHECK CASHING ..... 80  
 COUNSELING AND TESTING CENTER ..... 80  
 CENTER FOR STUDENT RIGHTS AND  
 RESPONSIBILITIES ..... 81  
 DEAN OF STUDENTS OFFICE ..... 81  
 OFFICE OF EQUITY AND DIVERSITY ..... 82  
     Non-Discrimination Policy ..... 82  
     Sexual Harassment Policy ..... 82  
     Complaint Procedure ..... 83  
 HEALTH CENTER ..... 83  
 POLICE DEPARTMENT..... 84  
 RECREATIONAL SPORTS ..... 84  
 STUDENT EMPLOYMENT & CAREER SERVICE ..... 85

UNIVERSITY UNION..... 85  
 UNIVERSITY TELEPHONE INFORMATION..... 86

“HELP! I CAN’T FIND IT . . .”

**ALTERNATE LISTINGS**

<b>Topic:</b>	<b>Covered in Section:</b>
Advertising.....	Solicitation and Posting
Arson.....	Fire Equipment
Assignments.....	Room Assignments
BB Guns.....	Weapons
Bugs.....	Maintenance
Cafeterias.....	DINING SERVICES
Candles.....	Open Flame Burning
Check Cashing.....	UNIVERSITY SERVICES
Christmas Trees.....	Holiday Decorations
Clove Cigarettes.....	Drug Policy
Cooking Appliances.....	Appliances
Counseling and Testing Center.....	UNIVERSITY SERVICES
Custodians.....	Residence Hall Staff
Center for Student Rights and Responsibilities.....	UNIV SERV
Desk Clerks.....	Residence Hall Staff
Dining Services.....	(pages 45-48)
Discipline Records.....	Appeals Process; Confidential Records
Entry/Exit Doors.....	Emergency Exits
Exemption Process.....	Housing Contract Exemption
Exits.....	Entrance and Exit Doors
Exposed Heating/Cooking Elements.....	Appliances
Extended Check-out Requests.....	Check-out Procedures
Fans.....	Appliances
Firearms.....	Weapons
Firecrackers.....	Explosives; Weapons
Floor Meetings.....	Wing Meetings
Guest Meals.....	DINING SERVICES
Hall Directors.....	Residence Hall Staff
Health Center.....	UNIVERSITY SERVICES
Holiday Housing.....	Vacation Periods
Housing Requirement.....	Campus Housing Policy
Incense.....	Open Flame Burning
Insects.....	Maintenance
Intersession Housing.....	Vacation Periods
Intimidation.....	Harassment
Inventory.....	Check-in; Check-out
Late Payments.....	Housing Contract, section F
Light Bulbs.....	Maintenance
Meal Plan ID Cards.....	DINING SERVICES
Noise.....	Quiet Hours

Obscenity.....	Profanity/Obscenity
Packages.....	Delivery of Packages
Pictures.....	Profanity/Obscenity
Police Department.....	UNIVERSITY SERVICES
Popcorn Poppers.....	Appliances
Post Office.....	Mail
Posters.....	Profanity/Obscenity; Solicitation
Potpourri.....	Open Flame Burning
Privacy.....	Private Rooms; Unlisted Phone Numbers
Recreational Sports.....	UNIVERSITY SERVICES
Records.....	Confidential Records
Refrigerators.....	Appliances
Refund Provisions.....	Housing Contract
Repairs.....	Maintenance
Resident Assistant.....	Residence Hall Staff
Room Changes.....	Hall or Room Changes
Sack Meals.....	DINING SERVICES
Scent Rings.....	Open Flame Burning
Serving Hours.....	DINING SERVICES
Sick Tray.....	DINING SERVICES
Signs.....	Profanity/Obscenity; Solicitation
Skateboards.....	Bicycles
Stereos.....	Appliances; Quiet Hours
Student Employment Service.....	UNIVERSITY SERVICES
Table Tent Policy.....	DINING SERVICES
Telephone Harassment.....	Harassment
Telephones.....	Phones
Television.....	Cable Television
Toilet Paper.....	Maintenance
Tornado Warning.....	Tornado Evac. Procedures
Tornado Watch.....	Tornado Evac. Procedures
Twelve Month Housing.....	Vacation Periods
University Union.....	UNIVERSITY SERVICES
Vent Tampering.....	Thermostats and Vents
Washers and Dryers.....	Vending Machines
Year-round Housing.....	Vacation Periods

**ALCOHOL POLICY FOR RESIDENCE HALLS**

The possession and consumption of alcoholic beverages in the residence halls is a privilege extended to those residents of legal drinking age. The following restrictions are designed to ensure resident safety and help maintain individual rights to privacy, sleep, and study within the residence halls. Loud or disruptive behavior, vandalism, interference with cleanliness of the residence halls, serving or making alcohol available to minors, or drinking habits which are injurious to the health or education of an individual or those around him/her are reasons for appropriate disciplinary or remedial action by the university.

- A. Residence hall staff and occupants are required to comply with state and local statutes concerning possession, sale, and consumption of alcoholic beverages.
- B. Alcoholic beverages may be possessed or consumed, but not sold, in the privacy of student rooms by those residents and their invited guests who are of legal drinking age as long as no minors are present and the door to the room is closed. In student rooms where both occupants are not of legal age, alcohol is not permitted under any circumstances.
  1. **In student rooms where both residents are 21 or over**, alcohol is permitted unless guests under the age of 21 are present, in which case no drinking and/or open containers is allowed by anyone.
  2. **In a student room where one student is 21 or over and his/her roommate is under the age of 21**, alcohol can be possessed by the older student in the room but no drinking and/or open containers is allowed when there are persons under the age of 21 (including the roommate) present. Of course, the underage roommate may never possess nor consume alcohol.
  3. **In student rooms where both residents are under the age of 21**, no alcohol is permitted under any circumstance. No guests of any age may possess/consume alcohol in the room while visiting.

*NOTE – Residents 21 or over may never consume alcohol in the presence of a person under 21 no matter the time, place, or occasion. Residents under 21 may never be in the presence of alcohol while in the residence halls, no matter the time, place or occasion.*

Students who are of legal age who possess/consume alcohol in their rooms are always responsible for upholding the law and not permitting minors to possess/consume alcohol or be in the presence

of alcohol while in the residence halls. Failure to do so will result in the revocation of the student's alcohol privileges in addition to other disciplinary action, including possible expulsion from the residence hall system and/or referral to the Center for Student Rights and Responsibilities.

- C. Possession and/or consumption of alcoholic beverages is not permitted in hallways, balconies, lounges, stairways, courtyards, community bathrooms, parking lots, or any public areas on campus. All alcohol that is transported through public areas must be unopened and inconspicuous (i.e. carried in a bag or sack, etc.).
- D. Private gatherings held in student rooms must be confined to the specific room and the door must be closed. These gatherings must adhere to quiet hour restrictions and any other applicable Housing or university policies.
- E. Students may not possess excessive amounts of alcohol; "excessive" according to the discretion of the residence hall staff. Kegs, trash cans or other large vessels that contain alcoholic beverages are prohibited in the residence halls.
- F. Residents are responsible for the actions of their guests at all times. Alcohol use/misuse does not excuse disruptive, excessively noisy, or indecent behavior.
- G. Progressive drinking parties are not allowed due to the potential for injury, damage, noise violations, illegal consumption, etc.
- H. Possession or use of false identification to obtain alcohol will result in disciplinary and/or civil action. All residents/visitors should have identification on them at all times.
- I. Appropriate disciplinary and/or civil action will be taken in cases where persons of legal age are found to be providing alcohol to persons under 21 years of age.
- J. Alcoholic beverage containers are prohibited in the rooms of residents under 21 years of age, even if only for decorative purposes. Alcoholic beverage signs are not allowed as window displays, per university guidelines. No posters, flyers, etc. promoting the use of alcohol may be posted in any public area.
- K. Alcohol will not be served at residence hall functions. Possession or use of alcohol at residence hall functions will result in appropriate disciplinary and/or civil action.
- L. Possession or use of alcohol in violation of the above policies will result in the immediate disposal or confiscation of the alcohol and appropriate disciplinary and/or civil action.
- M. Situations in which the illegal or excessive consumption of

alcohol takes place off campus and the resident then returns to the halls (i.e. underage residents return under the influence of alcohol or a resident over 21 returns inebriated) will also result in disciplinary and/or civil action when brought to the attention of the staff.

- N. Any alcohol confiscated by staff is disposed of immediately.

#### APPEALS PROCESS

When any misconduct results in documentation or other disciplinary action and the student questions the fairness of the action taken against him/her, s/he may make an appeal to the Hall Director of the residence hall. The appeal must be made and an appointment scheduled through the hall's front desk within three working days of the incident or action in question.

If a student wishes to appeal a decision or sanction made by the Hall Director, s/he must contact the Associate Director for Student Leadership and Judicial Affairs within three working days of the decision. (Sanctions imposed by a Hall Director less than an in-hall move are not permitted to be appealed.) A written appeal must be submitted to Central Housing within three days of the Hall Director's decision and will be assigned to a Central Staff Member, the Center of Student Rights and Responsibilities or the Residence Hall Judicial Board as deemed appropriate by the Associate Director for Student Leadership and Judicial Affairs.

- A. A decision of the student Judicial Board may be appealed, within three working days of the decision and in writing, to the Judicial Board Appeals Committee. If a student chooses to appeal to the Judicial Board Appeals Committee the decision of the Judicial Board Appeals Committee is final and no appeal is warranted after their decision.
- B. Decisions made by any Central Staff Member (except the Associate Director for Student Leadership and Judicial Affairs who acts in the capacity of a University Judicial Officer) may be appealed to the Central Housing Judicial Review Board. These appeals must be submitted in writing no later than three working days after the sanction was rendered.
- C. Decisions made by the Central Housing Judicial Review Board may then, in turn, be appealed to the Center for Student Rights and Responsibilities. These appeals must be submitted in writing to the Center (Union, room 324) no later than three working days after the sanction was rendered.
- D. Beyond the Department of Housing and Residence Life disciplinary process, students should refer to the Student Guidebook "Code of Student Conduct" for university

disciplinary procedure. All appeals must be in writing, and must fall within the required time frame.

- E. The Associate Director for Student Leadership and Judicial Affairs acts in the capacity of a judicial officer for the Center for Student Rights and Responsibilities for residential cases. His/her decisions may only be appealed as described in the Code of Student Conduct when acting in this capacity.

Until notified in writing that an appeal has been granted, the student must comply with all existing sanctions and expectations unless these have been officially waived by an appropriate agency, pending judgment of the case.

In the event that a student wishes to appeal fines or charges assessed to his/her account (e.g. lost keys, cleaning, improperly checking out of room), it is in the student's best interest to appeal such charge to the Hall Director as soon as possible (within 60 days), as relevant individuals and records will still be accessible to ensure the student has a fair appeal opportunity.

#### APPLIANCES

Use of electrical appliances is permitted in the residence halls within certain guidelines. Generally, appliances should require no more than a thousand (1000) watts. Residents should be aware that several rooms are on the same circuit and should coordinate their use of appliances so that power is not interrupted. Use of adapters that allow more than one item to be plugged into a single socket is prohibited unless such adapters have an in-line fuse or circuit breaker. Residents who repeatedly cause power interruptions through misuse of appliances will be subject to disciplinary sanctions if they do not correct their behavior. Appliances used in the residence halls must be safe in design and structure (such as UL-approved appliances) and must be properly maintained. Residents should limit the use of noisy appliances that may disturb others.

Some appliances with exposed heating elements are permitted in the residence halls. Some exceptions include hair dryers, curling irons, and irons.

- A. Cooking appliances that are allowed include George Foreman type grills, quesadilla makers, sandwich makers, Panini grills, rice cookers, coffee pots, cup warmers, and Crock-pots.
- B. Cooking appliances that are prohibited include Woks, Hibachi grills, camping stoves, Fry Daddy, toasters, toaster ovens, and griddles. These items create a fire hazard from something falling into the appliance's heating element. Because of their unique living arrangements, residents at

College Inn, Santa Fe, and Mozart Square Residence halls have been granted certain exceptions and may use toaster ovens, and toasters.

- C. Small oscillating fans may be used in all the halls (windows must remain closed in all centrally air-conditioned buildings).
- D. Stereos and TVs are permitted, but students should always respect the comfort of their neighbors and adjust the volume accordingly.
- E. Refrigerators may be rented from outside vendors. Contact the desk for information. If you choose to bring your own refrigerator, it must be small and cannot exceed 1,000 Watts.
- F. Microwave ovens are allowed.
- G. Space heaters only with automatic turn-off and tip-over safety cut-offs are allowed.

#### ASSAULT

Any physical altercation and/or verbal threats should be reported to the University Police (565-3000) as well as to the hall's front desk, RA, and Hall Director. Such incidents are very serious and should be reported immediately. Involvement in such altercations will result in immediate referrals to Central Housing and/or the Center for Student Rights and Responsibilities.

(See also **FIGHTING, SEXUAL ASSAULT, THEFTS AND ASSAULTS**)

#### BATHROOMS

In halls with suite arrangements, residents are responsible for the regular cleaning of bathrooms. Residents are not allowed to paint suite bathrooms but should contact the front desk if their bathroom needs painting. In halls with community baths, custodians clean regularly, but students are expected to help keep the bathroom neat and clean by not damaging the facilities or the products put there for their convenience. For their own safety, residents are not allowed in the bathrooms during cleaning times. Only members of the sex for which they are designated may use residence hall bathrooms. Common bathrooms on wings or floors are for the use of residents only. The residents of the room(s) and same gender guests should only use suite and room bathrooms; guest bathrooms are located in the lobby area for other visitors.

#### BICYCLES

Bicycle racks are located outside each hall. Bicycles should always be locked to the bike racks to prevent theft. Housing is not

responsible for stolen or damaged bicycles. Students may store their bicycles in their rooms, provided their roommates agree and bicycles are clean before entering the residence hall. Under no circumstances, however, is anyone to ride a bicycle inside the residence halls. The use of rollerblades, skateboards, roller-skates, and other similar items is also prohibited in residence halls. Students must take their bicycles home at the end of the spring semester. Any bicycles not taken home will be removed and disposed of.

#### BOMB THREATS

If a student receives a bomb threat, s/he should remain calm and remember the following simple procedures:

- A. Note the exact time of the call.
- B. Write down as accurately as possible all statements made by the caller.
- C. Listen to the voice to determine the sex, age, accent, and distinguishing features of the voice.
- D. Listen for background noises.
- E. Notify the residence hall front desk immediately.

In the event of a bomb threat that requires a building to be evacuated, the residence hall staff will complete the evacuation. The residence hall staff will knock on each residence hall room door and instruct students to evacuate the building. In such an event, residents should follow the procedures outlined in the **FIRE EVACUATION PROCEDURES** section of this manual. A bomb threat, even made as a prank, is a violation of both federal and local laws. Any student connected to such an incident will be referred to the UNT Police and face possible suspension/expulsion from the university.

#### CABLE TELEVISION

All residence halls receive the basic cable stations offered in Denton as a regular part of their room contract. Televisions which are not "cable ready" will need a cable box which can be rented for a few dollars a month by contacting Charter Communications directly at (940) 566-2901. Students may contract for premium stations or other additional services by contacting Charter Communications directly.

#### CAMPUS HOUSING POLICY

Ref. From: University of North Texas Policy Manual  
Classification Number: 18.5.1 Date Issued: 11/22/74; 8/94; 8/98, 8/02; 6/05

On-campus housing, dining, and student life facilities are a vital part of the process of educating students at the University of North Texas.



In order to promote the education and personal welfare of students attending the University of North Texas, all freshmen are required to live in on-campus residence halls as long as space is available. The goal is to bring students together and thereby promote intellectual exchange and to allow the staff to encourage the educational process and monitor the personal welfare of the students. All unmarried undergraduate students who have graduated from high school the semester prior to enrolling at the UNT, who have completed fewer than thirty (30) semester hours of university work (any hours completed while in high school not included in the thirty hours) and who enroll for nine or more semester hours are required to reside in university operated residence halls under a contractual room and board plan as long as space is available. This housing policy shall be administered by the Director of Housing of the University who shall be authorized to grant exceptions or exemptions from the on-campus housing requirements when it is found and determined, after proper application being made, that:

- A. The student lives at home with a parent, grandparent, married brother or sister, or other approved relative or guardian, or in a dwelling owned by the same, or
- B. Because of the student's experience and maturity, (such as returning military veterans, or previously married students), he or she would be incompatible with the educational objective sought to be promoted by the on-campus housing policy and would have little to gain or to contribute to the educational objective, or
- C. The student will suffer significant hardship because of insufficient financial resources or because of medical reasons, which would impair the health of the student if required to live in the on-campus residence housing.

A student dissatisfied with the decision or finding of the Housing Department regarding an application for exception or exemption may appeal to the Assistant Vice President for Business Services.

#### CENTRAL HOUSING OFFICE STAFF

The Central Housing Office (565-2892) is located in Crumley Hall. Most inquiries about housing can be answered in the resident's own hall or by the Assignments and Collections personnel (565-2610) in Crumley Hall. A student may, however, have the occasion to seek out the Director of Housing, one of the Associate Directors, or the Assistant Directors, all of who are eager to assist students in any way they can. A capable staff of secretaries and clerks support the

administrators and can usually offer students the answers or assistance they need.

#### CHECK-IN PROCEDURES

When checking in, students verify a Room Inventory Sheet on which they double check all listed damages, missing furnishings, and other peculiarities for which they might otherwise be charged later. Students must submit the verified forms to their hall's front desk on the same day they check in to their rooms. This is of utmost importance since failure to return the completed Inventory sheet could result in the resident being charged for damages s/he did not create. Residents who live alone in multiple-occupancy rooms are expected to keep their rooms in such a manner that roommates who may be assigned to the rooms may move in at any time; this is especially important at the winter break between semesters when new residents assigned to a room frequently arrive before returning residents. Residents whose rooms require special attention before new roommates can move in will be charged an extra cleaning fee of up to \$75.

#### CHECK-OUT PROCEDURES

All UNT residence halls remain open during Thanksgiving and Spring Break. Students must sign up in advance so that we can arrange staff to cover the halls. Students staying after the sign up period has closed may still stay, but pay a small fee. All halls close over the winter semester break except College Inn and often one other designated hall. Students from other halls may move to the vacant spaces of these halls as space allows and pay a fee. Except for the 12-month residence hall--College Inn, all buildings close at the conclusion of each semester. Residents are required to be out of rooms by 5 PM and out of the building by 7 PM on closedown days. Students are allowed to stay over till Saturday noon if a situation exists that causes a need to stay and the hall director of the building agrees. Students should arrange this in advance. Each hall provides very specific instructions on closedown procedures that must be followed explicitly. Residents should contact their front desk if they have any questions. Students granted permission to stay until Saturday must coordinate their checkout with the hall staff through the front desk.

When checking out of a room for the final time, residents must arrange, 24 hours in advance, a check-out time with their RA. This is because the RAs are students also and must plan each of their days during finals week very carefully to clear their wing as well as take all their own finals. In order to properly check out, a resident must 1)

sign up for an appropriate time, 2) be present, with all personal items removed and the room clean and completely ready at the chosen time, 3) return their key to the RA, and 4) sign the appropriate blank on the Room Inventory Sheet. Students who fail to follow these procedures will be assessed a \$75 improper checkout fee and may also incur other cleaning and/or damage charges.

Residents are responsible for the condition of their rooms. When **DAMAGES** occur, the fees for these damages will be charged to the responsible party when attributable. If the person causing the damage cannot be identified, the residents of the room will split the charges for the damage equally. Rooms should be kept clean throughout the academic year for reasons of health and safety; students must leave their rooms in a very clean condition when they check out. Failure to meet the cleaning standards of the hall staff will result in an extra cleaning fee. In some halls, an Express Checkout option may be available. Students should contact the Front Desk for more information.

*Note: At the end of a semester, students must vacate the hall within twelve hours of their last final exam or by the final closedown times noted above, whichever is first.*

### CHILD VISITATION IN THE HALLS

UNT housing allows minors (children, siblings and cousins- especially during Family Weekend) to visit occasionally in the halls overnight. Our policy allows for a child who is the same sex as the resident to stay overnight in the resident's room at anytime without violating our VISITATION POLICY. Children under the age of 12 may stay with a resident of the opposite sex. Children 12 and over who are the opposite sex of the resident they are visiting will need to stay with a friend of the resident who is the same sex as the child. Residents and their guests must comply with the GUEST policy and must check in with the front desk so we have knowledge of minors staying with us in case there is an emergency. As in all cases with guests staying overnight we encourage both roommates to discuss the issue and come up with some guidelines in regards to the visitor's stay.

### COMPLAINTS

Most problems that arise in the residence halls can be solved in-hall. Residents who have concerns should take those problems to their RA first. The RA may decide that a Hall Director needs to be consulted. In situations where residents feel uncomfortable approaching their

RA, they may take their concerns directly to the Hall Directors. The resident should make an appointment with the appropriate Hall Director through the desk staff at the hall's front desk. A resident that is still dissatisfied after speaking with the Hall Director may then make an appointment with the appropriate housing official in CENTRAL HOUSING, 565-2892. The concern will need to be briefly described to the Central secretary in order to determine the appropriate housing official with whom to make the appointment.

### COMPUTER ROOMS

In an effort to aid students with their studies, modern Computer Rooms and numerous STUDY LOUNGES are available for student use. The Department of Housing and Residence Life has gone to great lengths to provide the most up-to-date computer service for the residents. Equipment should be treated with the utmost respect and problems should be reported to the Front Desk immediately. Students are not able to print materials from the computer rooms. Students who abuse the hall equipment or Computer Room guidelines may lose computer-use privileges.

### COMPUTER SAFETY- USE OF FACEBOOK, LIVE JOURNAL, MYSPACE

It now is common for our students to use their computers to interact with one another as well as with people around the world. We want our students to remember their safety when chatting online and divulging information about themselves to individuals over the internet. Students should be aware that over 3 million people can read everything they write online at any second and not assume it is "just friends" with which they are sharing personal information. Students should never give out their room/apartment location or address, their cell phone numbers, class schedules or other personal information. In doing so, students could be opening themselves to stalkers, identity theft and other problems.

Also, remember that what one puts out in cyber space can be there forever or someone can always print it out. More and more employers are using these avenues to check on people who apply for jobs. If someone brings to the attention of any member of the Housing staff that a student is in danger, has made any threats or has allegedly violated the Code of Student Conduct through a UNT Student's computer journals/blogging the University will investigate and respond to that behavior.

## CONFIDENTIAL RECORDS

In compliance with the Family Educational Rights and Privacy Act of 1974, student records, which generally include information concerning the student personally and the student's individual relationship with the educational institution, are kept confidential. Student records are available only upon request to UNT personnel with legitimate educational interest, to the student, to the student's parent or legal guardian (after a statement of dependency as defined by the IRS has been completed), with the student's written consent, or as allowed by law. To request any records specific to the Department of Housing and Residence Life, please contact CENTRAL HOUSING in Crumley Hall. Any such request must be in writing and from either the student or guardian. An appointment will be made with the appropriate Housing personnel, and identification and relevant paperwork must be supplied at the time of the meeting.

(See also **SELF-INFLICTED HARM & PARENTAL NOTIFICATION OF DRUGS & ALCOHOL**)

## DAMAGES

Residents will be held accountable – monetarily and/or through disciplinary action – for any damages they cause in common areas and resident rooms. It is not the practice of the Department of Housing and Residence Life to penalize residents with damage charges but rather to recoup the actual cost of eventual repair or replacement of the damaged item. This policy helps to keep down the overall cost of housing for the majority of residents who manage to avoid damaging their rooms and furnishings. Students will have only 10 days to appeal any charges for room or damage to the hall. For more specific information, residents should see their RAs or Hall Directors.

## DARTS/DARTBOARDS

Because of their potential danger to both persons and property, darts and dartboards are prohibited in the residence halls. Velcro dartboards are an acceptable alternative.

## DECORATIONS

Pictures, posters, and other items used to decorate a student's room can make residents feel more at home. Students are encouraged to decorate as long as they do not create health or fire hazards or cause damage to the room. Street signs must have a bill of sale (receipt) with them or they will be considered stolen property and returned to

the proper authorities. All items must comply with all appropriate Housing policies, including **ALCOHOL, HARRASSMENT, PROFANITY/OBSCENITY**, etc., and must not block vents or peepholes. All university furniture must stay in the assigned room (unless special permission is obtained in writing from the Hall Director). All decorations are subject to the approval of roommates. Students may be asked to take items down if they are offensive, create a hostile living environment, or are deemed inappropriate by hall staff. The State Fire Marshall prohibits any signs or postings outside residence hall rooms. Posters need to be 2 feet from the ceiling and beds need to be 3 feet from the ceiling. Holiday string lights are prohibited inside and outside of resident's room. (See also **HOLIDAY DECORATIONS**)

## DELIVERY OF PACKAGES

Residents who are expecting packages from an overnight or other shipping service should contact the desk clerks in their buildings to verify the hall's proper delivery address and to warn the staff of imminent deliveries. Students do not need to be present when the items are delivered; desk personnel will sign for the packages. Due to postal regulations, however, students will not be able to receive US Postal service at their hall. Services such as UPS and Federal Express do deliver to halls. Students wishing to receive personal mail from the US Post Office will need to rent a PO Box at the student union. A couple of times throughout the year there may be deliveries of Birthday Cakes, and Study Buckets to the front desk of each hall. If you receive notification that you have a delivery, please pick it up at your earliest convenience. Some of the items may be perishable. Any type of personal bill or statement will not be mailed to (or accepted by) residence halls or the Housing Department.

## DISCIPLINARY PROCEDURES

Policies for the residence halls have been developed in an attempt to establish an environment in which a large number of residents may live together with maximum freedom while recognizing the rights of other residents. Ideally, all residents accept the responsibility involved in living in a community situation and make an effort to be aware of how their actions affect their neighbors and suitemates. When a resident violates this basic standard of community living by endangering the safety or comfort of other residents through violating any of the policies outlined by the university or this guide, this behavior must be confronted.

Essentially, discipline in the Department of Housing and Residence Life involves effecting voluntary compliance with the policies and

regulations that govern conduct and activities in the residence halls. These policies are made available to all residence hall students in *The Policies and Regulations Handbook*, *the Housing Contract*, *the Code of Student Conduct*, and *the Undergraduate Catalog*. The student is viewed, in principle, as a civil person who may occasionally be involved in a situation that may result in a violation of policy. General department procedure is to counsel students, usually at the hall level, about their first violation of policy and how to avoid further violations **and in conjunction with the Center for Student Rights and Responsibilities if it is an alleged violation of the Code of Student Conduct**. Whatever the reason for the violation, discipline is almost always administered initially for educational purposes. *Behavioral Agreements* are employed by individual halls and the department both to remind students of their responsibility to community living in the residence halls and to discourage repeat violations. Usually, it is only after students have demonstrated a lack of responsibility and willful misconduct through repeated policy violations, lack of cooperation, or through involvement in situations that constitute a threat to the safety or security of other residents that measures beyond counseling or the Behavioral Agreement are administered. These measures may include a change of room assignment or expulsion from the residence hall system, along with possible sanctions imposed by the Center for Student Rights and Responsibilities. Serious violations, such as **DRUGS, ASSAULT, SEXUAL ASSAULT**, etc. will result in much more serious and immediate sanctions as these are beyond the scope of the Department of Housing and Residence Life's educational discipline system. If involved in a disciplinary situation you will receive a summons from the appropriate department. You will be contacted by the front desk to pick up a summons letter to address the situation that took place. It is of extreme importance that you pick up the letter and respond to what it requests. **Failure to respond to an official summons is violation of the Code of Student Conduct and could result in more stringent consequences: such as, meal card shut off, id card access shut off, or lock change ( at expense to student failing to respond).** (See Meal Plan Shut Off)

#### DISCRIMINATORY ACTS

##### *Nondiscrimination Policy*

"It is the policy of the University of North Texas not to discriminate on the basis of race, color, religion, sex, age, national origin, disability, sexual orientation, disabled veteran or veteran of the Vietnam era status in its educational programs, activities, admissions or employment policies. However, a simple policy of non-

discrimination is mere compliance with the law. UNT has pledged to reach actively toward instituting positive, concrete program goals and procedures that identify and correct any practices that perpetuate patterns of discrimination."

In addition to complying with federal and state equal opportunity laws and regulations, the university through its diversity policy declares harassment based on individual differences inconsistent with its mission and educational goals. Direct questions or concerns to the Office of Equity and Diversity (940) 565-2456 or to the Center for Student Rights and Responsibilities (940) 565-2039. If you feel you have been discriminated against in the residence halls, please contact your Hall Director or the Housing Office for assistance.

##### Diversity Policy

The University of North Texas has a history of seeking to create and preserve an atmosphere of openness and tolerance. This university is committed to maintaining an unpretentious and accepting atmosphere that is welcoming to anyone striving to achieve his or her personal best. UNT possesses and values the increasing diversity among the individuals who make up its community. This is one of UNT's greatest strengths.

Individuals within the UNT community are unified by a primary purpose: learning. With that primary purpose in mind, UNT works to advance the ideals of human worth and dignity by facilitating open discussion, supporting rational resolution of conflict and encouraging a reexamination of values.

HARRASSMENT based on individual differences is inconsistent with UNT's mission and educational goals. Every member of the UNT community enjoys certain human and constitutional rights, including the right to free speech. At the same time, individuals who work, study, live and teach within this community are expected to refrain from behavior that could threaten the freedom, safety and respect that is deserved by every community member in good standing.

Members of the University of North Texas community must comply with federal and state equal opportunity laws and regulations. Such compliance will be not only a given standard, but is, in fact, a baseline from which our community works to ensure fairness and equity to all who pursue their educational and professional goals here.

##### DRUG POLICY

Use or possession of illegal drugs, to misuse any legal drug or other legal substance, or to possess drug paraphernalia is prohibited on the University campus and in all of its buildings. A student who violates

this regulation or whose behavior is affected by the use of illegal drugs, misuse of legal drugs or other legal substances, will be subject to disciplinary action by the Center for Student Rights and Responsibilities, Central Housing and/or UNT Police if they choose to act in the confines of the law.

**PROCEDURES FOR DETERMINING WHETHER A STUDENT'S ROOM SHOULD BE SEARCHED FOR ILLEGAL DRUGS AND PARAPHERNALIA**

The University has established a policy for room searches by residence hall staff. Specific procedures in determining whether a room should be searched for illegal drugs and paraphernalia are provided herein.

Ordinarily, a hall director is made aware of information regarding the illegal use, possession, or sale of drugs and drug paraphernalia in a residence hall room as follows:

- Actually observing the contraband or smelling the odor of what he/she believes is a drug. (Note: The use of incense or clove cigarettes is also a violation of University policy in residence halls. Residence hall staff assumes, for purposes of these procedures, that incense or clove cigarettes are being used to conceal the use of drugs and may enter a room under the same procedures as set out herein.)
- A roommate informs a member of the residence hall staff that he or she has observed or knows of the use, possession, or sale of illegal drugs or paraphernalia or misuse of any legal drug or other legal substance, and invites the residence hall staff members to search the room. In such case, the roommate shall be thoroughly questioned and a judgment shall be made regarding his/her credibility. If the roommate appears to be credible and invites the residence hall staff members to enter his/her room for purposes of a search, the search shall take place. The roommate shall be warned that knowingly providing false information is a violation of the UNT Code of Student Conduct.
- An informant (student or otherwise) informs a residence hall staff member that a specific resident or residents are using, in possession of, or selling drugs or paraphernalia. In such case, the informant shall be thoroughly questioned and a judgment shall be made regarding his/her credibility; if possible, other sources should be used to confirm the information. If other sources are not available, the informant's reputation for veracity and credibility as a witness shall be considered in making the decision as to whether or not to search. The

informant shall be warned that knowingly providing false information is a violation of the UNT Code of Student Conduct. If the informant is not a student, he/she may be trespassed from the University for knowingly providing false information.

- Any behavior that tends to create reasonable suspicion that drug activity is occurring.

All reports and information received must be fully documented. Informants should be requested (but not required) to give a written statement. Roommate informants should be requested (but not required) to sign a release to search the room.

In any of the above circumstances, which would justify a search, the following procedures will be used in searching a room:

1. Every search shall be based on timely information and conducted as soon as possible after the information or report is received.
2. There will always be present at least two staff members, one of whom will be either a Special Assistant, Assistant Hall Director, Hall Director, Area Coordinator, Assistant Director of Housing, Associate Director of Housing, or Director of Housing.
3. The campus police shall be notified and will normally become involved in the event of concern for safety, to receive contraband, when weapons or a large quantity of drugs are discovered.
4. Residence hall staff members shall go to the room with a master key, a room entry form, a staff incident report, a confiscation of property form, and a clipboard to record only the information. Residence hall staff members shall knock once on the door, identify themselves, and open the door. Before any search is begun, room occupants will be notified of the reason for the search and will be afforded an opportunity to voluntarily produce the items or materials sought if present. The room shall be searched in an orderly manner and all information shall be recorded. The finding of paraphernalia may justify further exploration of the room and its contents. (At no time is a person's body to be searched.)\* The student may be present during the search provided he/she does not attempt to inhibit the search. If the student is not present, a determination will be made as to whether there is an immediate need to search the room. In the event of an

emergency search where the student is not present, a room entry slip outlining the reason and time of inspection shall be left in the room. The room shall be left in the same condition as it was when entered.

1. During the search process, failure to comply with any reasonable request by a University Official could result in suspension. Reasonable requests shall include emptying of pockets, clothing, purses, etc.
5. All information shall be turned over to Central Housing and, if necessary, to the Center for Student Rights and Responsibilities office for appropriate action. The student will be provided an opportunity for due process in accordance with the Code of Student Conduct.
6. Any resident staff member who violates these procedures is subject to sanctions including termination of employment.
7. Residents shall not be required to take a drug test. However, a resident may voluntarily submit to a drug test should he/she so desire at his/her cost.
8. All confiscated contraband shall be turned over to the campus police. An independent decision shall be made by the Center for Student Rights and Responsibilities on a case by case basis as to whether to provide the campus police with the name of the resident accused of possessing, using, or selling contraband, or misusing any legal drug or other legal substance, and as to whether the Center for Student Rights and Responsibilities will request the campus police to criminally prosecute the resident. The purpose of the drug search is to maintain an environment in which learning can take place by providing a drug free living environment for UNT students. Its purpose is not to serve as an intermediary for police action.
9. These procedures do not preclude the campus police from investigating and searching students and residence halls where authorized by law.
10. *University police can use drugs and/or illegal contraband to obtain a subpoena for criminal prosecution.*
11. UNT students can also report suspected drug activity directly to the police by calling the Crime Stoppers Hotline, 369-8477

#### ELEVATORS

The passenger elevators located in Kerr Hall, Mozart Square, Santa

Fe Square, Victory, and Traditions Hall are provided for use by residents, their guests, and residence hall staff. In order to keep the elevators clean and in safe working condition, the following actions are prohibited and may result in disciplinary action:

- A. Smoking in the elevators.
- B. Intentional damage and/or vandalism to the elevators, such as prying elevator doors open, jumping, etc.
- C. Overloading elevators (11 people maximum).
- D. Use of emergency alarms and emergency stops in non-emergency situations.
- E. Evacuating people from the elevator without trained personnel (if you are trapped in an elevator, sound the alarm and wait for help to arrive before attempting evacuation).

#### EMERGENCIES

- A. In the event of an emergency, dial 911.
- B. When making an emergency call, give a clear description of the problem, your location (including hall, floor and room) and your name.
- C. Immediately following this call (during the call, if possible), please contact your hall's front desk so that immediate assistance may be initiated by the residence hall staff.

All residence halls have an RA on call and a Hall Director on call twenty-four hours a day, seven days a week. Students may obtain assistance through their front desk. Please note: Residents who violate Housing security guidelines or jeopardize the security of themselves or other residents will be subject to severe disciplinary action.

#### EMERGENCY EVACUATIONS AND DRILLS

In the event of an actual emergency (i.e. **FIRE, TORNADO**, etc.) or a periodic Emergency Drill, immediate compliance with the directives given by hall staff is required. All drills are performed in accordance with State Fire Codes and students and their guests are required to participate. These drills are timed and must be repeated if completion time does not meet safety standards. It is of the utmost importance that every individual in the residence hall responds promptly in emergency situations. Failure to comply during drills or emergencies will result in immediate, serious disciplinary action.

#### EMERGENCY EXITS

All residence hall exterior doors with the exception of the main front doors are restricted from normal access and are to be used only to exit

in a true (or in what is believed to be true) emergency. In some halls, one other door is keyed to student room keys and may be accessed twenty-four hours a day. Students will be made aware of which door in their hall, if any, can be used in this way. Students who use emergency exits when no emergency exists will not only annoy other residents with the alarms, but will also be subject to severe disciplinary procedures.

*Note: Non-emergency use of exit doors could also result in Class C Misdemeanor and a fine of up to \$200.00.*

#### EQUIPMENT AVAILABLE

Each residence hall provides a variety of games, recreational equipment, and other items that may be checked-out through the hall's front desk with a student i.d. card. Check with the front desk to see what is available in your hall. Misuse or negligent use of equipment could result in disciplinary action and/or loss of privileges.

#### EXHIBITIONISM

Indecent exposure, lewd, or sexual acts which take place in general-use residence hall areas (within and outside of the buildings) or in residential rooms (in front of roommates, guests, or other hall residents) are strictly prohibited. Such violations can result in immediate removal from the UNT housing system, as well as automatic referral to the UNT Center for Student Rights and Responsibilities.

#### EXPLOSIVES

Firecrackers, fireworks, explosives, flammable chemicals/materials, or pyrotechnics of any nature are not permitted within or around the residence halls for reasons of safety and noise. Possession or use of such items is considered a serious violation and will result in immediate disciplinary action.

#### EXTENSION CORDS

All extension cords not specifically approved by the Department of Housing and Residence Life are prohibited. Acceptable cords include those containing an in-line fuse or circuit breaker. Questions pertaining to approved types of extension cords should be directed to RAs and/or Hall Directors. Multiple plug adapters are prohibited unless such adapters have an in-line fuse or circuit breaker. Scented plug-ins with an extra outlet are not allowed.

#### FALSE IDENTIFICATION/FALSE INFORMATION

Acts of furnishing a University official with a false form of IDENTIFICATION, using someone else's identification as your own, or using outdated identification as your own will result in immediate referrals to the Hall Directors, Central Housing and/or the Center for Student Rights and Responsibilities. Providing false information or false testimony to University officials will also result in similar referrals.

#### FEEES FOR SERVICES NOT COVERED BY ROOM AND BOARD

Extra Cleaning .....	min. \$75
Guest, after three nights, per night	\$15
Improper Check-Out .....	\$75
Late Payment .....	\$15
Lock Change .....	\$50
..... (\$75 at College Inn & Mozart)	
ID Card.....	\$10
Administrative Room Change.....	\$25

#### FIGHTING

Physical abuse, **ASSAULT**, or any conduct that might threaten or endanger the health or safety of any student will result in immediate and serious disciplinary action.

#### FIRE DOORS

It is absolutely essential (and required by law) that corridor and stairwell fire doors be kept closed at all times. Closed doors retard the travel of smoke, heat, toxic gases, and fire from the area of origin.

#### FIRE EQUIPMENT REGULATIONS

Because it is imperative that fire and safety equipment function properly when it is needed, the following acts are prohibited:

- A. Tampering or playing with fire extinguishers, smoke detectors, exit lights, or emergency lights.
- B. Tampering with or pulling a fire alarm under false pretense.
- C. Removing smoke detector batteries or otherwise rendering a smoke detector inoperative.
- D. Propping open stairwell fire doors.
- E. Obstructing halls and stairwells with furniture, debris and/or other items.

Residents who jeopardize the security or safety of any resident will

be subject to severe disciplinary action. Tampering with fire equipment or acts of arson can result in civil prosecution, disciplinary measures, and/or possible fines.

#### FIRE EVACUATION PROCEDURES

The fire alarm sound in our residence halls is three (3) intermittent bursts. In the event of an alarm, all residents are required to follow Housing and university fire/safety regulations and must evacuate the building. Each floor of the residence halls has specific designated locations outside the building to meet during an evacuation. At the beginning of each semester residents are given information and training regarding evacuation procedures. Failure to follow appropriate evacuation procedures will result in severe disciplinary action.

#### FLAMMABLE FLUIDS/FLAMMABLE CHEMICALS

Use or storage of flammable fluids and/or flammable chemicals is prohibited anywhere in the residence halls.

#### FURNITURE

In common areas, the furnishings are for the use of all the residents of the hall. Therefore, students who misappropriate lounge or lobby furniture by taking it to their rooms are depriving other residents of facilities for which they have paid. Furniture must remain in the space for which it is designated. Common area furniture that has been removed by a student for their private use will be considered stolen and disciplinary action will be taken. Bunk beds are now available, but not guaranteed, in many halls. The university assumes no liability should a student injure himself/herself from a fall from a bunk bed. Beds must be un-bunked upon checking out of the room.

#### GRILLS

Most halls have grills available for residents' use. Residents wishing to use the grills at their buildings should ask for instructions and procedures at the main desk in their residence halls. Grills that are allowed are George-Foreman type grills, quesadilla makers, sandwich makers, and Panini grills. Gas grills/charcoal grill cannot be used on the balconies of College Inn. (See also appliances)

#### GUESTS

Residents may have overnight guests of the same sex as themselves provided they secure the consent of their roommates, inform their RAs, and abide by all **VISITATION** policy guidelines. When a guest

stays in a room for more than two nights in a ten day period, a charge of \$15.00 per night will be assessed. Guest stays of more than four nights in one semester are subject to Hall Director approval. A maximum of two guests is allowed in a multiple occupancy room on a given night. Each roommate must consent to all guests. Residents are responsible for the behavior of their guests, whether overnight, from another hall, or from off campus, and will be held liable for any damages their guests may cause. Residents will also be billed for their guests if they exceed the complimentary limit.

#### HALL OR ROOM CHANGES

Residents wishing to make hall or room changes should complete the proper request forms at the main desks of their buildings. Changing rooms or halls without written authorization from the Hall Director constitutes improper check-out and will subject those involved to disciplinary action as well as being charged the \$75 improper check-out fee. At the beginning of each semester, there is a room change freeze for approximately the first ten days during which no room changes are permitted. After the freeze, residents may request room changes at no charge for a specified period of time; after this period an administrative fee will be assessed for room changes. If it is not possible for Housing to complete the room change requested, the student who makes the request will remain in his/her current room. If it is possible to make the requested room change, the student will be required to complete the room change by the date established by the Hall Director in order to avoid being charged a \$75 improper check-out fee. Backing out of a requested room change arranged by the hall staff causes other room changes to be affected, therefore, once a room change is accepted, the new assignment cannot be reversed unless no other student will be affected by that change and the hall staff chooses to accommodate the resident.

#### HALOGEN LAMPS

Because of the potential fire hazard created by the intense heat of halogen light bulbs, their use is prohibited. Those who use halogen lamps need to replace the halogen light bulb with a regular bulb of no higher wattage than 100 watts. Each month during RA safety checks, the halogen lamp will be checked to be sure it is clear of flammable objects. Students may be asked to remove the lamp if proper safety precautions are not being followed. (see also lamps)

#### HARASSMENT

Harassment includes physical abuse, verbal abuse, threats,



intimidation, coercion and/or other conduct that threatens or endangers the health or safety of any person. Speech protected by the First Amendment is not a violation of this provision. However, fighting words and statements that reasonably threaten or endanger the health and safety of any person are not protected speech and will result in university action. Each allegation of a violation under this provision shall be reviewed with these factors in mind. If a student believes s/he has been a victim of this type of abuse, s/he should report it to the Hall Director or the Housing Office immediately.

Telephone harassment includes annoying, abusive, or obscene phone calls designed to irritate, anger, or threaten a listener. Such harassment is in violation of University and Housing policy. Students found responsible for or associated with the harassment of a resident in such a manner are subject to university and residence hall disciplinary action. If a resident should receive a threatening call or continued harassing calls, s/he should notify an RA or other housing staff member immediately. The student is advised to keep a log of the calls and will be encouraged to file a report with the UNT Police Department. Computer harassment includes abusive, sexual or threatening emails, instant messengers, blogging on journals, or documents sent to another individual designed to irritate, anger or threaten the receiver. If a resident receives harassing statements through email or computer correspondence, he/she should print out the correspondence and contact the hall front desk or UNT Police.

### HAZING

Hazing is specifically prohibited by the university. Hazing is defined by the Texas Education Code as “engaging in, soliciting, encouraging, directing, aiding or intentionally, knowingly, or recklessly permitting behavior such as physical brutality, risk or harm to mental or physical health or safety, intimidation, threat of ostracism, mental stress, humiliation, or other behavior adverse to health or human dignity to occur in association with pledging, being initiated into, affiliation with, holding an office in, or maintaining membership in a student organization or having firsthand knowledge of the planning of hazing or its occurrence and failing to report it to school authorities.” Fraternities, sororities, clubs, and other organizations may not bring their activities and functions, whether formal or informal, into the residence halls without expressed consent from the Hall Director or the Director of Housing.

### HEALTH AND SANITATION

Residence hall staff can and will ask residents to clean their own room if the lack of cleanliness could subject others to health risks or

extreme discomfort. If residents fail to clean the room when asked by hall staff, the hall staff can request the room be cleaned by custodial staff and the residents will be charged for labor and materials costs.

### HOLIDAY DECORATIONS

If students decorate their rooms or doors for the holidays, the following guidelines must be followed:

- A. All materials used (i.e. paper, foil) must be flame resistant.
- B. Trees and other greenery must be artificial and must have proof of flame resistance.
- C. Fire alarm pull stations, fire extinguisher cabinets, smoke detectors, sprinkler heads and exit signs must not be covered and exits must not be blocked.
- D. All decorations are to be removed within two days following the holiday or prior to the last day of semester finals, whichever occurs first (any exceptions must be approved by the Hall Director).
- E. No candles or any item producing an open flame may be used.
- F. Students are prohibited from decorating the outside of their residence hall room door.

### HOUSING CONTRACT

In accordance with policy #18.5.1 it is the University of North Texas' policy for all new freshmen to live within UNT Housing while in their freshman year.

([http://www.unt.edu/policy/UNT\\_Policy/volume3/18\\_5\\_1.html](http://www.unt.edu/policy/UNT_Policy/volume3/18_5_1.html))

*University agrees to provide housing accommodations for student subject to the following:*

- A. Student agrees to comply with and abide by all terms and conditions which appear in this contract, the University Catalog, the printed ABC's of Resident Hall Living, and all other University rules and regulations governing the conduct of students which are now in effect and any that may be adopted and published either on paper or on the web at a later date.
- B. Residing in University-owned Residence halls is considered a fundamental part of the student's education. Therefore such residency is only a license to occupy and use the residence space assigned the student for limited purposes and is not a lease of University property.
- C. Consideration of Contract: This contract is made in consideration of the fact that the student will be accepted for

admission to the University. If denied admission, this Housing Contract is nullified and unused monies will be refunded upon request with proof of denial.

- D. **Period of Contract:** This contract is for the academic year (approx. 9 months) or for students entering the University after the beginning of a semester, it will be for the remainder of the academic year or contracted summer session(s).
- E. **Refund Provision:** Adjustments in room charges will be made only for the late move-ins that occur two weeks after the halls have opened in both the fall and spring semesters. Room and board refunds will not be made for any reasons for the two weeks immediately preceding the end of a semester. Room charges do not cover the non-contract winter break period when the halls are closed. A student may stay during Thanksgiving and Spring breaks, but must register in advance at the residence hall front desk. A fee will be assessed to those students who return to their room prior to the end of the break who have not pre-registered with their hall. Staying in your exact room is not guaranteed as some halls may have to close for renovations. In such a case, we try to place you in another hall for the holiday. A student who is absent from the residence hall due to an illness may apply at the Dining Services office for a board refund for any period of absence in excess of ten days. A written statement from the attending physician certifying the student's period of illness must accompany such application. Refunds are not made because of meals missed, special diets, religious activities, employment, class conflicts, mechanical, heating or air conditioning malfunctions, or any other reason. The payment plans provide for advance payment in compliance with State Law. Proper checkout procedure will expedite refunds. Such refunds will be mailed within 2 to 4 weeks upon request. Under no conditions can on-the-spot refunds be given.
- F. **Late Payment Provision:** A late payment fee of \$15.00 will be assessed if a student has not made the room and board payment required on or before the 1st of September, October, November and December for the Fall semester, and the 15th of January, February, March and April for the Spring semester. If the account remains unpaid five (5) additional working days, the student's meal card will be suspended and formal procedures to withdraw the student from Housing will be initiated.
- G. **General Rules of Operation:**
1. This contract is for a space in the University of North Texas residence hall system. While every effort will be made to comply with student preferences, full power is reserved by

the University to make assignments of space including assignment to temporary space.

2. Changes in room assignment may be made only with the approval of the Hall Director.
  3. Any student whose actions are found to be detrimental to the welfare of the student living group may be required to move into another space or withdraw from the residence hall and may also be subject to University action.
  4. The student agrees not to sell, sub-lease or assign this contract to anyone.
  5. If one or more vacancies occur in multiple occupancy rooms, the remaining student(s) agree(s) to accept other roommates, as assigned, or move into another room or building if requested.
  6. The University reserves the right to consolidate vacancies by closing complete residence halls or any part thereof.
  7. The University may also transfer a student to another hall or space when it is deemed in the best interest of that student or the residential population.
  8. The staff reserves the right to contact the student's "emergency contact" when an emergency is perceived by the staff to exist concerning the student.
- H. **Priority of Assignment:** Typically, residence hall assignments are made by priority according to the date the housing application is received in the Housing Office online.
- I. **Date of Occupancy:** A room reservation will not be held beyond midnight of the first day of classes unless the student notifies the Director of Housing of the student's intention to occupy the space at a later date. No credit will be given for the period the space is held unoccupied. All residence halls except for those designated by the Housing Office are closed between semesters. There is an extra fee between semesters that must be paid prior to the start of such period.
- J. **Conditions of Occupancy:** Completion of any portion of the check-in procedures - acceptance of a room key or placement of personal belongings in the room - constitutes occupancy and obligates the student to the contract.
- K. **Care of Room, Equipment, Inspection:** Students shall be responsible for maintaining their room in a neat and orderly fashion at all times and for correcting any abuse called to their attention by University representatives. Authorized representatives of the University shall have the right to enter any space at any time for the purpose of maintenance, drug searches, close down, safety checks, perceived emergencies, or

if a University policy is believed to be violated. Students shall be responsible for all damage to University property in a room during their term of occupancy.

- L. Loss of Property: Students shall be responsible for the security of their own property. The University shall not accept responsibility and is not liable for theft, damage, or other loss of money, valuables or personal effects of the student regardless of the causation of the loss. Student agrees that any personal effects, valuables or other property of the student left in the halls after expiration of the current semester rental period and not reclaimed within 30 days after the end of such semester, shall be abandoned property and may be retained by the University as its property or may be disposed through sales, donation, or in such other manners as the University in its sole discretion may determine. Student articles and belongings cannot be stored during the summer months of May, June, July and August. Students are urged to purchase their own insurance for valuable items or possessions.
- M. Use of facilities: Student rooms and the furnishings provided therein are to be used in the manner for which they are designated. No University property, including room and lounge area furnishings, may be moved within the building or taken from the Residence hall without the written authorization of the building staff. Vandalism and hall damages are billed to individuals who are found to be responsible.
- N. Triple rooms: In the event of increased demand for space, the University reserves the right to move or assign one additional student to rooms that were originally designed for three persons. These include all of West Hall and various rooms in Maple Hall, Clark Hall, and Kerr Hall. All rooms that remain tripled after October 1 (in the Fall Semester) and February 10 (in the Spring semester) will have the room rate (not food) reduced by 10% for the days tripled. The resulting credit will be applied to the student's account at the end of each semester, for the actual number of days the student was housed with two roommates.
- O. Vacating: Students must vacate their rooms by 5 PM and their halls by 7 PM on the last day of final exams. Extra time can be approved by the Hall Director. Residents withdrawing from the University prior to the end of the semester must vacate their rooms within 72 hours after such withdrawal. All rooms will be inspected as prescribed by checkout policy for damages and cleanliness. Failure to abide by proper checkout procedures will result in forfeiture of room deposit plus any additional charges.

- P. Cancellation Provisions:
  1. This contract is binding and the Student and/or Guarantor shall be responsible for the full amount of charges for the contract period except as follows: A student may cancel this contract and recover the full amount of the previously paid deposit and prepayment if written notice of cancellation is received in the Housing and Residence Life office by the dates listed in Section Q.
  2. Residents may break their contract with a 30-day notice to the Assignments & Collection office. This notice does not include the winter break holiday, which is not a part of the student's contract amount. They will incur a loss of their Room Assurance/Damage Deposit (Section P); a \$500 surcharge; any damage or late charges; and room and board charges through the date of checkout. Students with fewer than 30 hours (precluding AP hours) must also provide the necessary documentation that they will be commuting from home; otherwise they will not be allowed to break their contract. Students who have graduated from high school more recently than 2 long semesters prior to the date of withdrawal must also provide the necessary documentation that they will be commuting from home; otherwise, they will not be allowed to break their contract.
  3. A student will be considered a "no show" if he/she does not claim the room by midnight of the first day of class. If the "no show" is an enrolled student at UNT for that semester, they will incur all room and board charges for the contract. If the "no show" is not an enrolled student at UNT, loss of deposit and prepayment will result.
  4. This contract may be terminated without charge other than payment of room and board for the student's length of stay in the residence hall and any late or damage charges if the student graduates after the fall semester, marries at the end of the fall semester and resides with spouse, participates in University academic programs requiring residence outside the community or withdraws from the University. Students who are expelled or suspended from the residence halls or university will incur full penalties.
  5. The University reserves the right to cancel this contract at any time for any reason deemed in the best interest of the University.
- Q. Room Assurance/Damage Deposit: A Damage Deposit of \$75.00 must accompany this contract. The \$75.00 deposit is to

guarantee occupancy and to cover the first \$75 worth of charges for damage to the premises and other applicable charges at the end of the contract period. Charges above \$75 will be added to the student's account for immediate payment. The deposit will be refunded within 2 to 4 weeks of departure, upon request, if there are no charges.

R. Refund Provisions: This contract is binding and the Student and/or Guarantor shall be responsible for the full amount of the charges for the contract period if not cancelled according to the following schedule:

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 |Fall 2006-Spring 2007 Refund Provisions With Written Cancellation  
 Postmarked By|

July 1	100% Prepayment & Deposit (\$400)	
July 15	100% Prepayment only (\$325)	
August 1	\$200	
August 11	\$100	

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 |Spring 2007 Refund Provisions With Written Cancellation  
 Postmarked By|

December 14	100% Prepayment & Deposit (\$400)	
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Cancellations can also be emailed to housinginfo@unt.edu according to the above guidelines. Cancellations received or postmarked after August 11 and December 14 forfeit entire deposit and prepayment unless accompanied with copy of denial of admission to the University.

S. Dining Service:

1. Students living in the Residence halls, except non-freshmen students at College Inn, Santa Fe Square, and Mozart Square, are required to have a 5 or 7-day meal plan. Students missing more than 50% of their weekly meals due to a work and/or class conflict, or major medical reason may complete a "Request for Meal Plan Exemption Form." The forms are

only available in the Dining Services Office. Any changes to a meal plan MUST be made with Dining Services in person. Students are financially responsible for all meal plan charges from the date the residence halls open each semester until the exemption request has been approved and the student signs the appropriate form in the Dining Services Office.

2. Failure to eat meals in the residence hall cafeterias will not result in any reduction in meal plan charges since the meals are prepared and costs are incurred. It is the student's responsibility to contact the Dining Services Office should their meal card not work properly.
3. The deadline for making meal plan changes occurs two weeks from the date that the residence halls open. All meal plan changes and cancellations must be made in the Dining Services Office, not in the Housing Department. There will be a \$5.00 charge for all changes.
4. Students who consistently miss lunch or dinner due to class or work conflict may request a sack meal from the cafeteria manager. At least 24 hours advance notice is required for this special service.
5. Visit Dining Services online at <http://dining.unt.edu/>

## CONTRACT INFORMATION

### Facilities for People with Disabilities:

The residence hall system makes every reasonable effort to provide facilities that meet the needs of people with disabilities. There are a limited number of wheelchair accessible rooms and we are able to make other reasonable adaptations upon advance request. If you have a disability for which you will require such accommodations, please contact the Housing Office at least 60 days in advance. A private room is usually not possible because of our high occupancy.

### Nondiscrimination Policy:

It is the policy of UNT not to discriminate on the basis of sex, race, color, religion, age, national origin, disability (where reasonable accommodations can be made) disabled veteran status or veteran of the Vietnam Era status in its educational programs, activities, admissions or employment policies. In addition to complying with federal and state equal opportunity laws and regulations, the university through its diversity policy declares harassment based on individual differences (including sexual orientation) inconsistent with its mission and educational goals. As a resident student we do consider gender, classification, smoking, and extreme age

differences in making room assignments. Please do not ask for a room change based on other discriminatory considerations.

#### EXPLANATION OF ASSIGNMENT CHOICES

**Roommate Preference:** If there is a specific person with whom you would like to live, the following will increase your probabilities of the assignment:

- A. Both students must request each other to be roommates.
- B. Both students must select the same residence hall.
- C. Contracts received prior to April 1 will have a better chance of preferred roommate selection.

**Hall Choice:**

A. When applying for Housing online, you will know immediately if your first choice is available. If not available, you will be able to continue to choose in order of preference.

**NOTE:** Larger rooms in Maple, Clark and Kerr Halls are usually tripled. All rooms in West Hall are triples.

#### HOUSING CONTRACT CANCELLATION

A Freshman student may be released from his/her housing contract only when s/he can provide proof of a change in circumstances that results in a hardship situation. A hardship situation is defined as a financial, medical, or personal change in circumstances which has occurred after signing the contract which prevents the student from being able to meet the terms and conditions of his/her housing contract and which cannot be alleviated through any means or method under his/her control. The exemption process for freshman and upperclassman residents is a continuous one; however, November 15 is the date the Department of Housing and Residence Life prefers to have all requests submitted.

**NOTE:** Residents released from their contract will be assessed a \$500 surcharge (for their shorter-term contract) and will pay for housing through the date of departure.

**Breaking the Housing Contract.** To break the housing contract, the student must take the following steps.

#### **Upperclassman and Freshman students:**

- A. Student is required to give a 30-day notice. A form can be picked up from the Assignments & Collection office in Crumley Hall. The student must complete and return the form best fitting his/her reason for requesting a contract break (financial, medical, or

personal) as soon as possible. All students will be charged room & board for those 30 days in addition to the \$500 surcharge, regardless if they reside in their hall or not. If student is a freshman, requirements below must be met.

#### **Freshmen only:**

- A. The student must bring to Central Housing any written proof of hardship such as a financial aid needs assessment, income tax information, notarized parent statement of changes in income, etc. for financial hardship; signed medical statements from your physician or other qualified medical practitioner for medical hardship; or details of date, place, time, and circumstances for personal hardship. The student must also be prepared to answer questions in regard to efforts s/he has made to solve the problem without breaking his/her contract (examples: job applications made, proper use of savings, etc. for financial hardships; efforts to get a special diet through Dining Services or other applicable efforts to solve a medical problem for medical hardship; or proof of illness, death in the family, etc. in the form of a notarized letter from parents for personal hardship). This letter should also state that the student will be commuting from home. Exemptions usually will not be granted to Freshman moving to an apartment, to live with a friend or relative, other than parents.
- B. A decision by Housing will be made and the student will be notified of the decision by letter or by calling 565-2610.
- C. If the decision by Housing is to approve the exemption, the student's final bill or refund will be prepared by the Assistant Director for Business Operation's office. The student's account must be settled before leaving the housing system.
- D. If the decision is to deny the exemption, the student must fulfill the terms and conditions of the housing contract.
- E. If the student can provide additional written documentation of hardship, s/he may call ext. 2892 and request an appointment with the Director of Housing. Finally, denied students may appeal to the Assistant Vice President for Business Affairs. Students found presenting false information will be subject to severe university penalties and/or disciplinary action.

#### IDENTIFICATION

The student I.D. card is distributed to a student after all fees have been paid, and is the student's official University identification. Identification may be required of any person on University property, and the student I.D. card must be presented to any UNT official upon request. If the student I.D. card (or other suitable ID such as a

driver's license) is not presented to a UNT official upon request, the individual(s) may be asked to leave, escorted to the hall's front desk, or trespassed by the University Police. Failure to produce an ID is an act of non-compliance and will be referred to Central Housing or the Center for Student Rights and Responsibilities. Acts of furnishing a University official with a false form of identification or using someone else's identification as your own (i.e. Meal Card abuse) will also result in an immediate referral to Central Housing or the Center for Student Rights and Responsibilities.

#### INCIDENT REPORTS

Incidents requiring the attention or intervention of residence hall staff members are regularly reported to the housing office. Violations of university policies, medical and emergency situations, and instances of property loss or damage are documented on Incident Report forms and forwarded to the building administrator for appropriate follow-up and/or referral.

#### JUDICIAL BOARD

The "Judicial Board System" is a generic term, which encompasses the activities of the Student Appeals Board, Student Judicial Board, and Administrative Hearings.

The Judicial Board is composed of students from residence halls who meet regularly for planning purposes and to hear cases involving behavioral concerns. This system is based on the belief that peers can often best understand another resident's situation and how that resident's behavior affects other residents of the hall. The judicial system is concerned with the individual and his/her actions with an emphasis placed on due process to insure a fair hearing.

A Hall Director may refer a case to the Student Judicial Board. When a case is referred to the Judicial Board, the resident will be notified of the date and time of the hearing where the charges will be considered.

At a Judicial Board hearing, the resident and department staff have the opportunity to bring pertinent eyewitnesses to hearing; judicial hearings are closed to on-lookers unless otherwise requested in writing by the student being called before the Board, or requested in writing by Housing administration. The Judicial Board Office requires notification 48 hours in advance of the hearing of those witnesses. Both the resident and the staff member are given an opportunity to present their account of the incident. At the close of the hearing, the board will decide the resident's involvement and, if necessary, will recommend proper disciplinary measures.

The Judicial Appeals Board hears appeals from Judicial Board cases. Administrative hearings are conducted by the Special Assistant for

Judicial Affairs. A request for appeal must be submitted to the Judicial Affairs Office within 3 working days of the initial hearing. Judicial Board Appeals decisions are final and do not warrant an appeal.

#### KEYS

Residents are issued keys to their rooms at the beginning of each semester. If a resident loses his/her key, s/he should report the loss immediately to the front desk of the hall. Residents who lose their key will be charged \$50 for a lock change (lock changes at College Inn are \$75).

Students may not have university keys duplicated or locks altered. A key to a given room will be issued only to the resident of the room and may not be issued to any friend or relative. Misuse of this service can result in disciplinary action, assessed charges and/or loss of key check-out privileges.

Once a lock change has been completed, the charge cannot be reversed, even if the keys are found.

Charges for lock changes for common areas with multiple entrances (laundry rooms, computer rooms, etc) are \$50 (\$75 at College Inn) for the first lock and \$30 (\$45 at College Inn) for each additional lock that must be changed.

Residents should carry their keys with them at all times to avoid being locked out. After three temporary keys have been issued, residents will meet with the Hall Director in an attempt to assist in the correction of the resident's irresponsible behavior. Residents are not permitted to give their keys to friends and/or visitors or to leave their key at the front desk for a visitor to pick up.

#### LAMPS

The following lamps are considered safe and are allowed:

- lava lamp
- touchier lamps
- black lights

#### **The following are not allowed:**

- halogen lamps are not permitted due to heat they generate
- any light or lamp that hangs from the wall or ceiling
- any rope or string lights
- neon signs

Non-halogen desk lamps with an extra outlet in the base are OK.

## LAUNDRY FACILITIES

Laundry rooms are provided in each building and students using them are subject to quiet hours and visitation hours. The machines are serviced by a private vendor and all inquiries regarding repairs and refunds should be directed to the front desk.

## LOFTING BEDS

UNT Housing standard rules for loft beds:

- Plans to set up a loft must be discussed between roommates.
- Lofts are subject to safety checks by staff at any time.
- Lofts should be free standing and not attached to the wall, floor, or room furniture.
- Lofts cannot damage the room in any way.
- Lofts made of wood should have 4x4 posts, and all lumber must be treated with fire retardant.
- Lofts must have at least three feet of space between the top of the mattress and the ceiling. (Mattresses are 7" thick, and standard ceiling height is 9 feet)
- Lofts cannot be built from stacked-up plastic crates/cinder blocks or rest on desks, window sills, or other furnishings.
- Lofts must not in any way endanger any resident.
- Lofts are the sole responsibility of the owner.
- The original mattress and the entire bed frame must be stored safely and undamaged in the room.\*
- Lofts must be taken down by the student when the student leaves and cannot be stored in the hall during the summer.
- The hall director has the right to refuse the use of a loft bed at any time.

\*Since most mattresses are both flame retardant and anti-microbial, it is recommended that a student uses the provided mattress. If the provided mattress is damaged or dirty, you may contact the front desk about receiving a replacement.

**Note:** West hall rooms are already provided with full lofting beds.

## MAIL

Students may rent post office boxes at the Post Office in the University Union. U.S. Mail cannot be delivered to the residence halls. For the **DELIVERY OF PACKAGES** to the residence hall, residents should consult their front desk.

## MAINTENANCE

For any repairs needed in a resident's room, the resident must contact the front desk. Please report problems as soon as possible to prevent

larger problems. For emergency repairs (such as broken water pipes), the front desk should be contacted immediately. Residents will be charged for damages for which they are responsible or for potential charges incurred when maintenance responds to requests of a personal nature, such as retrieving a contact lens from a sink drain. Maintenance personnel work between 8 AM and 5 PM on weekdays and may not always be able to arrive at hours most convenient to students. Residents should cooperate fully with university personnel so repairs may be made as quickly as possible. Typically, maintenance personnel will enter students' rooms only after 9 AM. Students are responsible for keeping their rooms clean, taking their trash to the dumpster, and for changing their own light bulbs (available at the front desk of the residence halls). Most halls require that the burned-out bulb be exchanged for a new one. Students who discover insect problems should report them to the front desk so that their room may be sprayed. Students should keep in mind that food attracts insects. In halls with common bathrooms, toilet paper is stocked by the custodians. Those with private or suite baths are responsible for purchasing their own toilet paper and cleaning needs.

## MEAL PLAN SHUT OFF

When reasonable attempts to solicit a disciplinary appointment with a student have failed, that student's meals may be blocked until the **NON-COMPLIANCE** has been rectified. Students are notified in writing, in advance, when their deadline for scheduling the delinquent appointment will occur. If they fail to respond to this deadline and written warning, their meal plan may be blocked for use until the appointment is scheduled. Failure to appear for a delinquent disciplinary appointment may also result in the meal plan being blocked and referral to Central Housing or the Center for Student Rights and Responsibilities.

A student's meal plan may also be temporarily suspended for non payment of their Housing balance. This will only happen if all other attempts to reach the student have gone unanswered. Meal plans may be blocked as early as the 5th business day after payment is due. Meal plans will be reactivated upon receiving the outstanding balance.

## MICROWAVE OVENS

Small microwave ovens which use no more than 1,000 watts and which are safe in design and structure (such as UL approved appliances) are permitted. All halls have a microwave available for student use in a kitchen or designated public area.

#### NON-COMPLIANCE

Failure to comply with reasonable directions and requests of a university official, or failure to heed an official summons of any university officials acting in the performance of their duties will result in immediate disciplinary referrals to the Hall Director(s), to the Central Housing Office and/or the Center for Student Rights and Responsibilities. Failure to appear for disciplinary appointments is viewed as non-compliance and may result in similar action as noted above. Failure to schedule disciplinary appointments or appear for them can also result in a student's meal plan being blocked and **MEALS SHUT OFF.**

#### OPEN FLAME BURNING

Odor-producing paraphernalia requiring the use of open flames (such as candles and incense) are fire safety hazards and are prohibited. Heated elements that could be left unattended for long periods of time (such as simmering potpourris or scented light bulb rings) and which require heat to release scent are also prohibited. Decorative candles, candles used for religious worship and incense burners are prohibited. A \$50 fine may be assessed the first time a candle or incense is found in a resident's room; a \$100 fine may be assessed for each additional offense. Ultimately, students who do not comply endanger all other students and may be removed from the hall.

#### PAINTING STUDENT ROOMS

Because all rooms throughout the residence hall system are being systematically painted, individual painting of rooms is not allowed. Students will be assessed a fine for painting all or any part of the room.

#### PARKING

Parking permits for Residence Hall Residents only may be purchased from the UNT Parking Office. Permits may be displayed only on those vehicles for which they were purchased, and are valid from the date purchased until the beginning of the following Fall Semester. Parking complaints or concerns should be addressed to the UNT Police Department Office, 565-3020.

#### PAYMENT SCHEDULE

A. A student may make payments on the first of September, October, November and December for the fall semester and on the 1st of February, March, April and May for the spring

semester. Students are responsible for making the payments by the correct date. A fee of \$15 is assessed for a late payment.

B. Failure to make payment may cause a student to be withdrawn from their classes and/or have their student account blocked from receiving grades, transcripts or registering for subsequent semester.

Please refer to Housing Contract, Section F regarding payment for summer sessions.

#### PARENTAL NOTIFICATION FOR DRUGS & ALOCOHOL

In accordance with the Higher Education Reauthorization Act of 1998 the UNT Housing and Residence Life Department has the authority to contact the parents of students who engage in drug and/or alcohol behavior under the age of 21. The Housing Department will not contact parents for every violation of drugs or alcohol, only when it is severe enough that the department believes the parents of the underage resident need to be involved in the incident (when an action, or an ongoing pattern of behavior, represents an imminent risk to the health, safety or welfare of a student or other members of the University of North Texas community; or when we are aware of a student's alcohol or drug-related condition which requires emergency or medical care, etc).

#### PERSONAL SAFES, LOCK BOXES

Although we encourage students to keep valuables of an expensive nature (i.e. jewelry) at home, we understand that students may want to have lock boxes or safes for these personal belongings. If an administrative search needs to occur in the room of a resident who has a personal, locked safe the Residence Hall Staff will ask the resident to open it. If a student in this situation is non-compliant in opening the safe with the Hall Staff, the lock box/ safe will be confiscated by the staff and either turned over to the UNT Police as evidence or turned over to Central Housing for investigation.

#### PETS

Fish are the only pets permitted in the residence halls. For health reasons, other animals such as mammals, birds, insects, reptiles, turtles, arachnids, crustaceans and amphibians are prohibited. Aquariums must be unplugged during semester breaks, along with all other electrical appliances, so even fish are difficult to keep.

#### PHONES

All student room come equipped with an active phone line. Some



older halls may still have phone instruments. Most students now bring their own phones. Custom calling features such as Call Waiting, Three-way Calling, and Caller I.D. are included as part of the local service. Instructions for the use of the custom calling features can be found in the front section of the Denton Telephone Directory under Special Services. Denton directories are available at the front desk of each hall. Room phones receive long-distance calls (exclusive of collect calls and third party billed) without special arrangements. Residents will need to make their own arrangements for outgoing long distance service with a long distance carrier that utilizes a toll-free number to gain access. Residents may also use a calling card to make long distance calls. Students should be sure to have individual long distance accounts billed directly to them and mailed to their personal post office boxes. Any type of personal bill or statement will not be mailed to (or accepted by) residence halls or the Housing Department.

Residents may use their own phones in the residence hall rooms if they so choose but should be careful not to damage the university phone in the process. Many university phones have a small lever on the left side of the phone's casing. The lever slides left, away from the phone, to allow the phone's easy removal. After this lever has been pushed left, the phone should be pushed up and off the wall. Students should properly store the phone within the room and replace it before CHECK-OUT.

We know that many students choose to use cell phones rather than their land lines. We encourage you to use both. The Housing staff will try to reach you via land line first.

#### POOL

The College Inn pool is available for use by all UNT Housing residents and their guests. Please see additional rules posted by the College Inn pool.

#### PRACTICE HOURS

Music practice hours vary greatly from hall to hall. Some halls do not have practice hours at all (practicing is prohibited). Students should consult the staff in his/her hall to find out the policy in his/her building.

#### PRIVATE ROOMS

There are many semi-privates and a few private rooms in Mozart. There are private rooms in Traditions and Victory Hall. When there is a high demand for space in the residence halls, private rooms may

be unavailable in our traditional halls because both spaces must be utilized regardless of the reason for the private room request. Students who harass their roommates in an attempt to obtain a private room are subject to immediate disciplinary action, an in- or out-of-hall move, consolidation, and/or charges for a private room. Residents living in a private room are charged higher rates.

(See also **ROOM ASSIGNMENTS**)

#### PROFANITY/OBSCENITY

The use of rude, vulgar, indecent or obscene verbal or written expressions, while protected by the First Amendment, is considered detrimental to the community residence hall environment and is certainly not condoned. The posting of materials in public areas must be approved by the residence hall staff. The Department of Housing and Residence Life reserves the right to refuse any postings, which contain rude, vulgar, indecent, or obscene expressions. Hallways and bathrooms are considered public areas and are subject to the same restrictions as other public postings.

#### PROGRAMMING IN THE RESIDENCE HALLS

Each semester, the residence halls sponsor numerous academic, cultural, educational, social, and recreational activities. Housing programming has been developed through a "wellness-wheel" model geared toward the holistic development of the student and the community. Most programs are provided free to residents and provide excellent opportunities for residents to grow socially, culturally and educationally while interacting with their peers and having fun. Many programs are sponsored by the **RESIDENCE HALL ASSOCIATION (RHA)**. Each hall has an individual Hall Association, which presents programs and coordinates student-based policy generation and revision within the hall. These Hall Associations are wonderful ways to get involved in hall and campus life and provide exceptional leadership development opportunities. The individual Hall Associations collectively join to form the university RHA, which in turn acts as an advocate for all residents. Note: Residents requiring special assistance to attend RHA functions or any hall-sponsored event should contact the appropriate hall's front desk.

Please contact your hall desk if you want to get involved in your Hall Association.

#### QUIET HOURS

Quiet hours produce an atmosphere conducive to good scholarship

and help to create an environment where individuals can benefit most from the group living experience. During specified times, residents are asked to keep noise levels to a minimum in order to accommodate the sleep and study habits of their peers. Although Quiet Hours may be amended with the approval of Central Housing and the individual hall staff, most Quiet Hours will be as follows (for all halls except Santa Fe Traditions and Mozart Square):

Sunday - Thursday 10 PM - 10 AM  
Friday and Saturday Midnight – noon

Santa Fe Traditions has 22hour quiet hours:  
Monday through Sunday 8pm – 6pm.

Mozart Square has 24-hour quiet hours.

Extended Quiet Hours during Dead Week and Finals Week each semester will be instituted in most halls and normal Quiet Hours may be restricted if deemed necessary by the hall staff. The Department of Housing and Residence Life may establish “quiet wings” in certain halls (with extended Quiet Hours all year) if considered beneficial, based on student interest and hall need.

During Quiet Hours, residents are expected to respect their neighbors and keep all noise to an absolute minimum. This includes conversations in hallways and on the phone as well as other noises such as radios, televisions or slamming doors. Staff members will uniformly enforce Quiet Hours not only to ensure fair and consistent treatment of all residents, but also to protect the comfort of neighbors next door, across the hall and on floors above and below.

In order to foster a sense community and promote individual maturity, the primary, initial responsibility for the enforcement of Quiet Hours belongs to the residents. If anyone on the wing is being loud after Quiet Hours have begun, residents are encouraged to approach the other student personally and ask him/her to be quiet. In addition, “Courtesy Hours” exist in every hall 24 hours a day. This means that students are expected to respect their neighbors at all times, keeping conversations, music and other noise at a reasonable level. Any student approached by his/her peers during Courtesy Hours or Quiet Hours should demonstrate respect and courtesy by attempting to lower noise levels any time a reasonable request is made. If a staff member must intervene, the situation will be documented and consistently loud residents will have to meet with the Hall Director to discuss their disruptive behavior.

## RECYCLING

The Department of Housing and Residence Life is committed to helping the environment by recycling. Centers for recycling are located in every residence hall lobby, trash rooms, and on individual wings in various halls. These bins are to be used for mixed paper, newsprint, plastic bottles, and aluminum. Cardboard to be recycled should be placed in the designated area for each hall. Recycling bins are not for use as trash receptacles. (Also see: Trash)

- A. Card board bins are placed near outdoor trash dumpsters during move in and should be utilized to maintain space within dumpsters.
- B. Recycle Bins for abandoned and unwanted items will occur during closed down week of the spring semester. Please read signs or see hall front desk on details where to place your unwanted items.

## REGISTERED SEX OFFENDERS

To uphold the safety and security of the community in the UNT residence halls, students who are required by the State of Texas and /or Megan’s Law to register as a sex offender are not permitted to reside in the residence halls at the University of North Texas.

## RESIDENCE HALL ASSOCIATION (RHA)

Students are given many opportunities to participate in their own residence halls. Each hall has its own individual hall association, which provides a variety of programs and serves as the students’ voice to the hall staff, Housing, and the university.

The university Residence Hall Association (RHA) unifies each of the individual hall governments into one larger campus group and promotes UNT school pride. All students are welcome to participate in RHA at both the hall and university levels. RHA sponsors cultural, recreational, social, and educational events as well as representing the students’ opinions about residence life issues to the Housing administration and larger campus community.

UNT’s RHA has distinguished itself on the state, regional, and national levels. Over the past years, UNT’s RHA has been the proud recipient of many prestigious awards at the Texas Residence Hall Association (TRHA), Southwest Affiliate of College and University Residence Halls (SWACURH), and the National Association of College and University Residence Halls (NACURH) conferences. Student delegates are given the opportunity to attend many leadership workshops at these conferences, and many of UNT’s RHA leaders have presented award-winning workshops for students of other

universities.

RHA is comprised of students who are enthusiastic, energetic, and creative. All residents interested in having a good time while meeting other student leaders are invited to get involved in RHA. If you would like to get involved please contact RHA at 565-2897. There are many opportunities for everyone to get involved.

#### RESIDENCE HALL STAFF

Each residence hall has a full complement of personnel to help make the building safe and comfortable and the experience of living there a positive one. Staff members are here to help students; they are to be treated with courtesy and respect.

##### **Custodians**

The custodians are responsible for light maintenance and for keeping public areas of the building clean. Residents should help in keeping their surroundings clean and attractive by not abusing the facilities available to them and by cleaning up after themselves.

##### **Desk Staff**

Except at Santa Fe Square and Mozart Square, the main desks of each building are staffed twenty-four hours a day, seven days a week, when halls are open. Clerks at these desks are responsible for assisting visitors to the building; issuing equipment, games, keys to study rooms, and other materials available to residents for check-out; forwarding emergency maintenance requests; and other administrative tasks that may arise. They are also an excellent resource for Housing and University information.

##### **Hall Directors**

The Hall Director and the Assistant Hall Director are full-time, live-in staff and are ultimately responsible for the smooth operation of the hall. They supervise the other staff members, coordinate hall functions, advise the hall government, monitor hall maintenance and cleanliness, provide counseling and discipline when necessary, and perform administrative functions as needed. Students who have special problems or who have ideas for hall programs or other hall improvements should see their Hall Directors.

##### **Resident Assistant (RA)**

Each wing or floor has its own Resident Assistant. These upperclassman or graduate students report directly to the Hall Director and aid students in solving problems of virtually every kind. They also help in planning programs for the wing and the building and work with the hall government to create and maintain an environment conducive to academic, personal, and social growth. RA duties include many administrative functions, desk and rounds shifts, programming, counseling and a variety of other obligations. As

university officials, RAs are also responsible for the enforcement of Housing and Dining Services policies and the documentation of policy violations. RAs should not be seen merely as disciplinarians, however; they have been trained extensively to meet the needs of university students and if the RA cannot personally solve a student's problem, s/he can act as a resource and direct the student to someone who can help. The primary contact between the Housing Office and the residents is the RA. Therefore, residents should not hesitate to take their problems or ideas to their RA.

##### **Peer Advisor (PA)**

The Peer Advisor program was started in the Fall of 1998 in an effort to bring more of an academic focus to Housing and increase student retention. It was thought that the best way to get students to utilize resources on campus was to bring the resources to them, where they live! The PA program was so successful in its pilot year at West Hall, it was decided to expand the program to Kerr Hall in the fall of 1999 and then to Clark Hall in the fall of 2000. While PAs are not the same as professional advisors, they are trained University wide on the various resources, requirements, and opportunities across campus. PAs regularly contact all residents on their floor to inquire how the adjustment to college and classes are going. These initial contacts break the barrier that often exists when students need advising. Often students are too shy or busy, or their advisors are too difficult to see. Residents often feel more comfortable talking to their peers since their peers are holding down the trenches with everyone else. PAs continuously provide information and resources to residents by making signs, making phone calls, going door to door, or through interactions.

##### **Housing Counselors**

Housing and Residence Life employs four part-time counselors (doctoral students in our counseling program) to assist with individual issues our residents may run in to at all times of the day. Each counselor is on an on call rotation to react to student crisis issues. A counselor can be called out in the middle of the night if one of our students is in crisis. A student can talk to a counselor by contacting their front desk. They also have appointments available through the Counseling & Testing Center 940-565-2741.

##### **RESNET**

In accordance with University the computer use policy pertains to the residence hall students in the following manner:

The policies and procedures which apply to users of University computer resources include, but are not limited to, this policy, as well as University policies against harassment, plagiarism, and unethical

conduct and any procedures which govern computer usage at a particular facility on campus. Laws which apply to users of University computer resources include, but are not limited to, federal, state and local laws pertaining to theft, copyright infringement, insertion of viruses into computer systems, and other computer related crimes. This policy applies to all University computer resources, whether administered centrally or within a department, on-campus or remote, single or multi-user, mainframe or network server, etc. Computer resources include hardware, software, communications networks, electronic storage media, and manuals and other documentation. Data includes all files, regardless of size or storage media, including e-mail messages, system logs, and software (commercial or locally developed).

The following is prohibited by all Users according to the University computer resources policy:

Criminal and illegal acts. University computer resources are not to be used in support of or for illegal activities. Any such use will be reported and dealt with by the appropriate University authorities and/or law enforcement agencies. Criminal and illegal use may involve, but is not limited to, unauthorized access, intentional corruption or misuse of computer resources, theft, obscenity, and child pornography.

Unauthorized duplication and distribution of commercial software and other copyrighted digital materials. All commercial software and many other digital materials are covered by a copyright of some form. The unauthorized duplication and distribution of software and other copyrighted materials (including copyrighted music, graphics etc) is a violation of copyright law and this policy. Exceptions to this are specific authorization by the copyright holder or use under the fair use provisions of the copyright law.

There is no need to arrange for outside internet providers, as this service is already provided for students. Please reference the following site on the UNT website for the latest details and user guidelines regarding ResNet: <http://resnet.hsl.unt.edu>

#### RESTRICTED ACCESS/RESTRICTED AREAS

Unauthorized entry to restricted areas such as building mechanical rooms and custodial closets is prohibited, as is venturing onto roofs or breezeways. Entering the building through windows or other surreptitious entry is prohibited. Emergency exits are for emergency

use only.

#### ROOM ALTERATIONS

Residents who wish to alter their rooms in any way must contact their Hall Director first and fill out and have approved a "Room Alterations Proposal" before making any changes in their rooms. A Hall Director must inspect the completed alterations for safety and compliance with the proposal. Residents are liable for the finished product and for any damages caused by the alteration. Lofts cannot be attached to the wall and must be disassembled before the residents check out. Plastic milk cases are not to be used to create lofts. Lofts are also subject to a safety check by staff at any time. In all cases, students are responsible for returning their rooms to original condition, regardless of whether they plan to return to the same room the following year. Charges will be assessed if the room has been damaged, or altered without approval. Housing staff reserves the right to require that students remove/repair alterations if they are deemed unsafe or unsightly.

#### ROOM ASSIGNMENTS

Every attempt is made to accommodate student preferences for housing assignments. Priorities for assignments are based on the date contracts and deposits are received. Assignment to a private room depends on the availability of space.

#### ROOM CONSOLIDATION

Due to a higher number of vacancies than projected, it is sometimes necessary to close down a residence hall and reassign the students of that hall to other buildings. At other times, it is only necessary to close down a wing or several rooms in a particular hall. If half of a double occupancy room is vacant and other space is available, the student occupying the room will generally be given an option to 1) pay the private room rate, or 2) maintain the double occupancy rate, in which case a new roommate will be assigned to the resident's current room or the resident will be consolidated with another room. To make the consolidation process as smooth and convenient as possible, most halls hold meetings for those residents who are affected by consolidation so that they may attempt to make arrangements with residents in similar circumstances.

#### ROOM ENTRY AND SEARCH

The university appreciates students' desire for privacy, particularly in the context of residence hall group living, and will do all it can to

protect this privacy. It is, however, occasionally necessary for the university to exercise its contractual right to room entry; the established procedures are designed to ensure reasonable, restrained use of the right of entry. In essence, the policy states that a residence hall staff member may enter a room in any of the following circumstances:

- A. During building closedowns for holidays and semesterly closings;
- B. At the invitation of the resident;
- C. To provide maintenance;
- D. If there is cause to believe that a violation of university regulations is occurring (including failure to evacuate during drills or to respond to the request of a staff member to open the door during a policy violation);
- E. If an emergency exists or is believed to exist;
- F. For monthly safety checks;
- G. Upon reasonable suspicion of a violation of the drug policy.

No student's room should be entered without knocking. Entry following the knock shall be preceded by a time lapse of sufficient duration to provide the occupant(s) ample opportunity to open the door. Rooms may be entered in the absence of either occupant. Students will be notified in writing of any entry, and the reason for it. When university personnel enter a student room in the absence of the occupants, the privacy of the occupants with respect to other students will be maintained.

With the exception of regularly scheduled Safety Checks, Resident Assistants must obtain permission from Hall Directors to enter student rooms unless an emergency exists or there is evidence that an emergency exists. This evidence may not necessarily be revealed to the students unless an inquiry is made, but in all cases, a room entry form will be left in the room informing the occupants of entry. In all cases, Hall Directors will be informed of all entries made. Each month during the Fall and Spring semesters, RAs will enter rooms to perform necessary Safety Checks, checking smoke detectors and conducting a visual scan of each room for unsafe conditions (see **SAFETY IN THE RESIDENCE HALL**). During holiday closedown preparations, staff members will enter each room to make certain required closedown procedures have been followed and to once again conduct a visual safety scan of the room.

#### Non-Residence Hall Personnel Entry/Search

All non-maintenance related entries and searches by non-residence hall staff should be coordinated with the University Police. A member of the police staff will participate in the search. A Hall

Director will usually accompany personnel as an observer. Unless one of the situations listed below exists, or an emergency exists or is believed to exist, staff will not allow an entry or search:

- A. A legal search warrant entitles the name holder to search the area designated for a specific item.
- B. Entry and search is incidental to arrest or probable cause for arrest. If an arrest for certain unlawfully possessed items is the result of either a warrant or "hot pursuit," an incidental search may be made of the immediate vicinity of the arrest (including the body of the person being arrested).

#### Maintenance and Service Personnel Entry

Maintenance and service personnel may require entry to a room for maintenance or repair. They will follow the established procedure for room entry: (1) notify front desk personnel who will call resident room; (2) knock on door and wait for a response and, if there is no answer, unlock the door. When a resident is not present, a notification that the room has been entered to provide maintenance will be left. Maintenance personnel are not authorized to search student rooms, but if during the performance of their properly assigned duties they encounter or observe evidence of activities or articles in violation of university rules and regulations and/or the laws of the state of Texas, they will immediately report such evidence to the Hall Director.

#### Residence Hall Staff Entry/Search

The university is opposed to general room searches (search of a number of rooms in a given area in the absence of "causes" to search a certain room). General room searches will be permitted only in the case of very extreme situations and must be approved by the Director of Business Services.

All room searches by residence hall staff will be cleared with the CENTRAL HOUSING Administration, unless an emergency or what is believed to be an emergency precludes such a delay. The room will be searched by two or more Hall Directors and/or Special Assistants unless extreme emergency dictates immediate action by one or more Special Assistants, Hall Directors or Resident Assistants. Following all searches, a written report will be prepared by the Hall Director and forwarded to the Director of Housing. This report will be filed within twenty-four hours of the search. If appropriate, the report will be submitted to the Center for Student Rights and Responsibilities as well.

Rooms will be searched only with "cause" and the occupants will be notified of the reason for any room search regardless of the results. There are two general situations that might precipitate a room search:

- A. A clear indication exists that the established conduct,

standard of health, or safety regulations are being violated. While this involves a judgment call from staff members, residents should understand that rigorous procedures and checks are in place to protect residents and help avert fruitless room searches. (See also **DRUG POLICY**)

- B. An emergency situation occurs that makes it necessary for a staff member to search a room for a particular item (i.e. a discarded prescription bottle or a particular telephone number or address).

Before any search is begun, present room occupants will be notified of the reason for the search (if they are present) and will be afforded an opportunity to produce voluntarily the items or materials sought. Only items that are specifically prohibited or that pose immediate danger to the health or safety of the residents will be removed from the student's room without prior consultation with the owner. The student(s) will be notified of the removal by a receipt left for the item removed. If the removed item may be legally possessed by the student outside the residence hall system, it may be claimed by the student but must be immediately removed from the residence halls.

#### ROOM RESERVATION POLICY

It is the commitment of the University of North Texas Housing Department that the residence halls are "a home away from home" for our students. We are dedicated to the residents not only as students, but also as our customers. We will strive to provide a safe, comfortable environment conducive to the educational, social and overall developmental growth of the resident. We will promote the concept of wellness and community to those living within our halls and to the University as a whole. With this commitment in mind, the Housing Department has the following guidelines for reserving rooms (as defined below) within the halls.

- Non-Reservable Space- Common and Public Areas (lobbies, TV lounges, Living Rooms) are limited to resident interactions and Housing programming functions and meetings. Non-university groups, student organizations and departments may not use these facilities for meetings or programs of any sort. It is the Department of Housing's belief that these facilities are the living rooms for our residents and this interest should not be interrupted by outside venues.
- Reservable Space- The following facilities can be reserved by residents, registered student organizations and University Departments: Bruce Hall- Concert Hall; Clark Hall- Blue Room; Crumley Hall- Conference Room; Kerr Hall- Blagg

Room, Kerr Beach; Maple Hall- Maple Suites; McConnell Hall- Board Room, Mac Café, Bewley Parlor; Mozart Square- Third Floor Study Room; Santa Fe Square- Study Room; Traditions- 4 study rooms, North Texas Exes meeting room on the 3rd Floor; Victory Hall- media room, seminar room; and West Hall- Kitchenette.

- Guidelines for Room Reservations- The first priority for use of Housing facilities is for residents and programs sanctioned, approved or sponsored by the Housing Department. A student or organization given a key to the room is responsible for all activity that occurs in the room while in possession of the key checked out from the desk. The student or organization may not transfer or assign the key or responsibility for the facility to another person or organization. Reservations for student organizations and University Departments will be granted after residents and hall staff have had first priority. Organizations and departments wishing to reserve a room must go through the hall director of that particular building (Charges are assessed for rental of the Crumley Conference Room). All University and Housing policies must be adhered to while using the room. Students and the representative for organizations and University Departments must acknowledge in writing that he or she has read the applicable University and Housing policies (as stated on the Room Reservation form).

#### ROOM USE

Students are not permitted to sublet or assign their rooms or to use their rooms for commercial purposes. Residents are not permitted to remove equipment or furnishings from any room in University Housing. ROOM ALTERATIONS may be made only in adherence to departmental guidelines.

#### ROOMMATE CONFLICTS

Most roommate conflicts that arise can be solved directly by the residents involved through open, respectful communication. When these efforts fail, the residents should make their RA aware (so a conflict mediation can be arranged). If the RA is unable to resolve the matter with the roommates, the matter will be referred to the Hall Director or Judicial Board (especially in cases where the parties do not wish to make compromises or resolve the conflict but are not interested in relocating from the room). If a conflict is deemed volatile or irresolvable, all parties are relocated within the housing system (unless one or more parties request to voluntarily move to

another room in the system). Hostile roommate: If intentional roommate conflicts occur (i.e. a resident appears to "run off roommates" for individual gain), the "hostile" roommate is subject to re-location or removal from housing, as well as a possible referral to the Center for Student Rights and Responsibilities. As stated in the Housing Contract, G. (3) "Any student whose actions are found to be detrimental to the welfare of the student living group may be required to move into another space or withdraw from the residence hall and also may be subject to University action." See also **COMPLAINTS**.

#### RUNNING/ROUGHHOUSING

In order to prevent damage or injury, running, speed walking, jogging, rollerblading, skateboarding, skating, roughhousing, scuffling, using water guns, water balloons and the throwing, bouncing, or kicking of objects in halls, stairwells, and other common areas is prohibited. This list is by no means exhaustive.

#### SAFETY IN THE RESIDENCE HALL

Safety within the residence halls begins with the resident. The Department of Housing and Residence Life encourages all residents to keep their doors locked at all times, when they are in their residence hall room and when they leave (even for short periods of time). Door viewers should be used before opening the door to visitors.

Residents are asked to report suspicious behavior to the University Police (extension 3000) and/or the hall Front Desk. Students should never confront a suspicious individual. Residents are encouraged to get to know the residents of their wing, and to get a feel for people who normally pass through it.

Residents should never prop **EMERGENCY EXITS** open. Any resident who does prop doors open, places all others in the hall at risk and will be subject to serious disciplinary action. In most buildings, the front doors and one other door will be available for use. All traffic should flow through these doors. All other doors will have audible alarms which will sound when opened. These doors are for emergency exit only. Failure to respect and comply with any of these security systems will result in strict disciplinary action and/or police action.

When on campus during evening or early morning hours, students are urged to walk with a friend or utilize the escort service offered by the Police Department.

Resident Assistants conduct Safety Checks of every resident room once every month. S/he will be testing smoke detectors, ensuring the safe use of electrical cords, and looking for potential fire hazards.

The following are prohibited because of their serious potential fire hazards:

- A. **OPEN FLAMES**, especially candles and incense. A \$50 fine may be assessed the first time a candle or incense is found in a resident's room; a \$100 fine may be assessed for each additional offense.
- B. Some **APPLIANCES** with exposed heating elements. (see also Appliances)
- C. Use or possession of fireworks or firecrackers.
- D. Christmas trees and other materials of a flammable nature.
- E. Any extension cord not approved by the Department of Housing and Residence Life.

Students found in violation of these safety guidelines will be subject to disciplinary action.

#### SCENT PRODUCERS

Scent producers that are not fire hazards are allowed. Residents may have plug-ins without an extra outlet. Items that produce a scent that are prohibited are scented candles, wax burners, incense, incense burners, light bulb rings, and plug-ins with an extra credit.

#### SCREENS

Screens must be kept in place and locked at all times. Throwing or hanging objects from the windows or railings is prohibited. For safety reasons, students are not allowed on ledges, nor are ledges to be used for storage. Students will be held liable for damages to property or personal injury resulting from items being thrown from windows or falling from ledges. Removal of window screens will result in damage and reinstallation charges. Additional sanctions may result depending on the actions of the individual(s) and/or the consequences of their actions.

#### SELF-INFLICTED HARM

The University of North Texas is committed to maintaining the physical and emotional well-being of students and has established the following guidelines for instances where students have attempted or accomplished self-inflicted harm:

- A. No Immediate Threat to Self. If there has been talk of self-destructive behavior but no physical action has been taken, then the student will be evaluated by Housing personnel and the Counseling and Testing Center. Based upon this evaluation, staff may elect to 1) call the

student's Emergency Contact person, 2) refer the student to the Health Center for further evaluation, 3) mandate counseling within or outside the university, and/or 4) establish a Behavioral Agreement between the student and the university. Refusal by a student to cooperate with the reasonable requests of the staff regarding his/her disruptive and potentially dangerous behavior could jeopardize the student's status as a Housing resident.

- B. Immediate Threat to Self. If a student has actually made and attempt to self-inflict harm upon him/herself, immediate physical assistance will be given to ensure the student's physical safety and any of the following may occur: 1) 911 may be called, 2) UNT Police and professional medical personnel may be contacted for transport to the hospital, 3) the student's Emergency Contact person may be called, 4) referral may be made to the UNT Health Center, Counseling and Testing, or a local treatment facility, 5) the UNT Police may contact the Crisis Unit of local MHMR or the Denton County Sheriff's Department for aid in student evaluation.

#### SEXUAL ASSAULT

Allegations of physical violence are considered extremely serious and will be dealt with immediately. Investigations of this type of offense will include the Department of Housing and Residence Life, Center for Student Rights and Responsibilities Office, and the Police Department. Students are encouraged to report any knowledge of such offenses immediately, for their own safety and the safety of others.

#### SMOKE DETECTORS

All student rooms are equipped with smoke detectors. Each fall, every detector is thoroughly checked. Each month during the fall and spring semesters RAs check each detector and visually scan the room for other fire hazards (i.e. overloaded circuits, etc). If the resident suspects a problem with his/her smoke detector, s/he should contact the front desk or an RA immediately. The smoke detector beeping once every minute indicates that the battery is low and should be replaced immediately. The smoke detector beeping once every minute indicates a problem that requires attention by a trained service person.

Disciplinary action will result if a student removes the detector or otherwise renders the detector inoperative. Disciplinary action may also be taken for residents who cause potential fire hazards through

unsafe practices (i.e. overloading circuits, using inappropriate extension cords, using unauthorized cooking appliances, etc.). Residents must understand that everyone's safety is jeopardized when this occurs.

#### SMOKING POLICY - Cigarettes, Cigars, Pipes

The university is committed to providing a safe and healthy work and educational environment for all students, staff, and visitors on campus. Since many individuals express discomfort when exposed to secondhand smoke and/or smokeless tobacco receptacles, the university has adopted a policy that restricts smoking and the use of smokeless tobacco on campus. Residents are prohibited from smoking in the residence halls (including balconies and stairways at College Inn); residents who are found to be smoking in the residence halls will assessed a \$50 fine for the first violation; a \$100 fine will be assessed for each additional violation in addition to more serious disciplinary measures. Clove cigarettes, herbal cigarettes and similar items are also prohibited since such items make it difficult for staff members to effectively evaluate possible violations of the University DRUG POLICY. Residents are responsible for putting their cigarette butts and ashes in the appropriate receptacles.

#### SOLICITATION AND POSTING

For safety reasons and to protect residents from unwanted disturbances, soliciting in the residence halls is prohibited. Students and campus organizations desiring to sponsor informational tables in the halls may contact the Associate Director for Student Leadership and Judicial Affairs two weeks prior to the event for permission. Due to the fact a number of tables can be overwhelming to the residents only one table will be permitted on a daily basis in the hall.

All postings in the residence halls must be approved and officially stamped by the front desk and is limited to designated bulletin boards. Only staff members may post items on these bulletin boards unless express permission has been given for a student to post something. Postings are limited to student organizations, housing events and University events. Individuals wishing to post items that involve leases, rental property, sale of items, etc are not permitted. The University Union is the appropriate avenue for such postings. System-wide postings that meet the above criteria can be submitted to the Associate Director for Student Leadership and Judicial Affairs for approval and distribution at least four working days before flyers should be up.



## STORAGE

Typically, the University has no storage space available. Occasionally, as a small closet or room becomes available, very limited space may be offered to residents for University property only. Residents should inquire at the desk of their buildings about space availability and for storage procedures. No furniture from home should be brought, nor should existing furniture in rooms be moved out, until storage arrangements have been approved by a Hall Director in writing. Residents who arrange for furniture storage are responsible to see that all stored items are returned to the room before check-out.

No space is available for students who wish to store belongings over the summer or while they are not enrolled. Items left in storage by students not currently living in the residence hall will be considered abandoned. The Department of Housing and Residence Life will dispose of these items as outlined in the **HOUSING CONTRACT**.

## STUDENT INTERACTIONS

The mission of the Housing and Residence Life Department is to foster community development in the residence halls through daily interactions among and with our residents, programming efforts, leadership opportunities, and promoting the traditions and ideals of the University of North Texas. Your RA will be setting up one on one meetings with each resident on the floor once each semester. This is a great opportunity to get to know one another as well as answer questions residents may have about campus, academics, extracurricular activities, etc. We encourage each resident to take part in this effort. Peer Advisors (PAs) will also be contacting residents (who live in halls with PAs) to answer academic questions and serve as an academic resource.

## STUDY LOUNGES

Both Computer Rooms and Study Lounges equipped with tables and chairs are available in most residence halls. These facilities provide a private area to study anytime during the day or night and are large enough to accommodate several students. So that all residents may benefit from the study areas, lounge furniture is not to be removed from the Study Lounges. In some halls, a student must leave his/her ID at the hall's Front Desk to "check out" the study room facility.

## TEMPERATURE

The Department of Housing and Residence Life strives to keep resident rooms at a comfortable temperature year-round, but

occasionally the temperature in the room will become uncomfortable. Whenever students feel that the temperature in your room is no longer at a comfortable level, they should contact the front desk for a temperature probe or a possible work order.  
(See also **THERMOSTATS and WINDOWS**)

## TEMPORARY ASSIGNMENTS

There are often semesters in which more students desire housing than can be accommodated in designated student rooms. In these instances, especially during the fall semester, the Department of Housing and Residence Life makes additional space available for temporary housing in areas such as residence hall meeting rooms, activity rooms, conference rooms, or other available areas which can be converted to provide housing. Because many students typically fail to claim their permanent space or to withdraw shortly after the semester begins, students housed in temporary housing then find permanent placement in these spaces. The use of temporary assignments, while uncomfortable for a few days for those placed in a temporary assignment, gives more students the opportunity for on-campus housing and allows the Department of Housing and Residence Life a better opportunity to serve the residents.

## THEFTS AND ASSAULTS

Thefts and assaults should be reported immediately to the University Police (565-3000) as well as to the building staff (i.e., front desk, RA, and Hall Director). As a precaution, students should keep their doors locked (including suite and community bathroom doors) at all times. Services offered by the police to deter theft include Bike Theft Prevention Education and other educational programs, TAG-it (engraving identification numbers on valuables), and the supervision of parking areas.

## THERMOSTATS AND VENTS

Tampering with thermostats and vents in student rooms or in common areas is prohibited and will subject residents to charges for readjustment or replacement, and/or disciplinary action. Student room vents are part of an airflow return system, which has been scientifically calibrated. Opening windows or tampering with these vents alters the correct airflow and disrupts the comfort of the entire wing. If students have a temperature complaint, they should call the front desk and report it. A fee up to \$75 will be assessed to residents

who tamper with vent or thermostat units.

#### TORNADO EVACUATION PROCEDURES/POLICY

The National Weather Service issues two types of tornado alerts: tornado watch and tornado warning. Residents should be familiar with this distinction because it dictates which course of action to follow.

##### Tornado Watch

A tornado watch signifies that atmospheric conditions are such that a tornado may develop. The National Weather Service will issue a tornado watch for a specific time period and geographic area. Residents should monitor both television and radio weather bulletins for details and changes in weather conditions. The residence halls will not activate hall alarm systems unless the Watch becomes upgraded to a Warning. (See also **EMERGENCY EVACUATIONS AND DRILLS**)

##### Tornado Warning

A tornado warning is issued when a tornado has been sighted in the immediate area. The civil defense sirens will sound when a tornado warning has been issued and the residence hall alarms will sound in one long continuous alarm (in Kerr students will also hear a voice with pre-recorded instructions on how to proceed). Residents are expected to remain in the designated area through the duration of the warning for their safety. Residents will be trained where to go in case of a warning each semester during the wing/hall meetings. Failure to follow staff directions will result in severe disciplinary action.

#### TRASH

Dumpsters are provided next to each building for residents' trash disposal. For health and safety reasons, personal trash, boxes, pizza boxes, etc. should be taken to the dumpster by the residents. Students who leave trash in the halls or around the halls will be subject to disciplinary action. For health reasons, students will be expected to keep their own rooms acceptably clean. Staff members can and will ask residents to clean their own room if the lack of cleanliness could subject others to health risks or extreme discomfort.

#### TRIPLE OCCUPANCY

In emergency situations (such as fires, flooding, etc.), the Department of Housing and Residence Life reserves the right to add a triple assignment for a limited period of time, adding a third person to what are typically two-person rooms. Additionally, West Hall and various

rooms in other halls are designed large enough to accommodate a triple assignment and will be tripled when occupancy demands (as discussed in the HOUSING CONTRACT)

#### UNLISTED PHONE NUMBERS

The hall staff will not give out resident room numbers. If residents also do not want their phone numbers given out, they must inform the main desk in their halls, the Housing Office, the Operator, and Registrar's Office.

#### VACATION/INTERSESSION PERIOD

Students may sign up for intersession housing for an additional charge. With the exception of College Inn, Mozart Square, and one other hall (to be determined based on need), all other halls close over the winter break. Students who need housing for either a continuous 10-month or a 12-month period are encouraged to live in College Inn.

Two halls will be selected for summer housing. One is always College Inn and the second is usually a more traditional hall. Students from other halls may temporarily move to the halls that are open, space allowing.

#### VACUUM CLEANERS

Vacuum cleaners may be checked out from the front desk of each residence hall with the resident's UNT ID. Due to the limited number of vacuums available, students are asked to handle vacuums carefully and to return them in a timely manner. Vacuum cleaners are provided as a service to residents and should not be removed from the residence hall for use outside the hall.

#### VANDALISM

Residents who remove, destroy, or deface personal property or any property or area related to the university or Department of Housing and Residence Life (including vandalism committed in the elevators, or on the ceilings, walls or grounds surrounding the buildings) will be subject to disciplinary action and required to pay for any damages and/or fines. Common areas may be temporarily closed because of vandalism.

#### VENDING MACHINES

Persons who lose money in soda or candy machines should report the loss to the Dining Services Office, Crumley 130. Persons who lose money in a washer or a dryer should contact the hall's front desk. The refund will be left at the front desk at time of the repair. The abuse of

vending, laundry, or ice machines only aggravates whatever problem the machine may have and will be considered **VANDALISM**.

#### VERBAL ABUSE

Sometimes staff members must speak to residents and their guests to remind them of various policies and procedures and to document policy violations. Unfortunately, some residents respond inappropriately to staff members by being argumentative, shouting, or making rude, vulgar, indecent or obscene comments and/or gestures toward the staff member. Such disrespectful behavior is considered verbal abuse, or "Staff Abuse." The incident will be automatically referred to the Hall Director or to Central Housing regardless of how minor the initial policy violation. Major violations will also be referred automatically to the Center for Student Rights and Responsibilities. Any student who feels that s/he has been treated with disrespect by a staff member should address the matter appropriately by making an appointment with the Hall Director to discuss the matter the following day.

#### VISITATION PHILOSOPHY

Visitation is considered a privilege within the residence hall system. Visitation Hour limitations exist to ensure both the comfort and the security of all residents within the hall. Because students should feel safe and comfortable in his/her own room, a resident's request for any guest to leave his/her room (regardless of the guest's sex) must be honored, even if the request is made within regular visitation hours. The Department of Housing and Residence Life believes that the students residing in the room should be comfortable to study, nap, or enjoy their privacy at all times. The comfort, safety and security of the residence hall environment could be compromised if guests are present too often or too late, or if guests refuse to leave because they are visiting within posted visitation hours. It is expected that the spirit of this policy is understood and upheld, irrespective of sexual preference and regardless of the gender of the consensual partner or guest.

#### VISITATION POLICY

Visitation refers to the privilege of having guests of the opposite sex within a student's room, in the hallways, and on the wing during specified hours. Below are the visitation policy guidelines.

- A. Freshmen must abide by more restrictive visitation hours:  
 From.....To  
 10 AM, Sunday.....1AM, Monday

- 10 AM, Monday.....1 AM, Tuesday
- 10 AM, Tuesday.....1 AM, Wednesday
- 10 AM, Wednesday.....1 AM, Thursday
- 10 AM, Thursday.....1 AM, Friday
- 10 AM, Friday.....2:30 AM, Saturday
- 10 AM, Saturday.....2:30 AM, Sunday

- B. Visitation Hours apply to the residence hall room. Thus, students in a room designated as a Freshman Room must adhere to the Freshman Visitation Hours, regardless of their designation. Similarly, freshmen are allowed to visit other residents in Upperclassman designated rooms during appropriate Upperclassman Visitation Hours.

#### General Visitation Rules

The following pertains mainly to guests of the opposite sex:

- A. Guests will enter and exit through the main entrance.
- B. The host or hostess may need to accompany the guest upon entering and leaving the residence hall, according to individual hall preference (this is required in some halls).
- C. All guests of the opposite sex must be off of the wings, out of the hallways, and out of the stairwells by the end of the Visitation Hours (except in the case of mixed-sex wings).
- D. No individual will be allowed to remain in TV rooms, lounges, resident rooms, etc. unless s/he is the guest of a resident in the residence hall.

#### Upperclassman Visitation Rules

Upperclassmen wishing to have a guest of the opposite sex visit after 2:30 on Friday and Saturday must follow certain guidelines:

- A. Upperclassmen students enjoy extended weekend visitations hours on Friday and Saturday nights (24 hours/day).
- B. Upperclassmen must abide by the same visitation hours as Freshman Sunday – Thursday.
- C. A roommate contract should be filled out stating the agreed upon visitation hours. Students having a hard time agreeing on an appropriate time should contact their RA. Contracts may be amended as needed with the agreement of both residents. If there are problems or one roommate is not compliant with the contract, it is the responsibility of the roommate who is unhappy with the situation to enlist the aid of the RA in order to resolve the problem.
- D. If a visitor arrives alone and comes to the Front Desk, desk personnel will call the student room to verify resident approval for the visit.
- E. Residents are responsible for the behavior of their guests.

Individuals visiting residents of the opposite sex after midnight on

Friday or Saturday must abide by all the guidelines mentioned above. Guests are expected to stay in the room they are visiting and not wander the halls. If students wish to visit a room that has not completed its roommate contract, Freshman Visitation Hours will apply.

Regardless of the Visitation Hour distinction, guests are expected to respect residence hall policies at all times. Noise must conform to established standards and all guests are expected to cooperate fully with the hall staff. Visitation Hours help protect residents; all residence hall students should consider themselves personally responsible for upholding visitation hours.

#### Crumley Hall

Crumley Hall is an all female residence hall. Due to this, when the front doors lock, all male visitors must be escorted by a Crumley resident at all times (upon entering the building, in the hallways and rooms, and upon leaving the building), until visitation hours end. No males are allowed in the building in areas other than the Crumley lobby, Living Room, or TV room after visitation hours end. Crumley exercise room is all-female only.

#### WALL HANGINGS

Because walls must be returned to their original condition prior to check-out, any damages resulting from nails, screws, double stick tape, or tacks must be repaired to a point of being undetectable to the naked eye. An appropriate wall filler compound must be used and the damaged area must be painted over to match the room. DECORATIONS visible through the window or blocking windows are prohibited.

#### WATERBEDS

Because of the great weight of a filled waterbed and the potential for numerous waterbeds to threaten the structural design of the hall, waterbeds are prohibited.

#### WEAPONS

Use or possession of any weapon including but not limited to rifles, shotguns, hand-guns, airsoft guns, CO2 guns, BB guns, air rifles and pistols, bows and arrows, knives (with a blade longer than 5 ½ inches), daggers, swords, spears, brass knuckles, numchucks or ammunition is prohibited within the halls. Furthermore, it is illegal for any student to bring a firearm into the residence hall or any building on campus, even if that student has a permit to carry a concealed weapon. Violations of Housing or university Weapons

Policies will result in immediate action, such as referral to the UNT or Denton Police Departments, referral to the Center for Student Rights and Responsibilities and/or serious disciplinary action. Use of weapons such as BB guns, airsoft guns, pellet guns can cause both personal and property damage. Students who use these weapons will be removed from housing and referred to the Center for Student Rights and Responsibilities. EXPLOSIVES are similarly prohibited.

A ROOM ENTRY AND SEARCH for weapons may be conducted by the Department of Housing and Residence Life or the Police Department in order to maintain a weapon-free, safe environment that is more conducive to learning.

#### WEATHER CONDITIONS AND REPORTS

During severe weather watches and warnings, residents should be prepared to take proper precautions. Windows should be closed during thunderstorms and battery operated lights should be kept close at hand in case of a power failure. Residents must be prepared to evacuate to the safe areas of their buildings when tornadoes are likely.

On rare occasions, the University will close during ice storms or heavy snowfall. The residence halls will remain open. Students may learn of the open/closed status by consulting local television and radio stations or phoning the UNT Police at extension 3000.

#### WINDOWS

Due to the sensitive nature of the residence hall heating and air-conditioning systems, windows must remain closed unless otherwise advised by the hall staff or publicized by the hall front desk. Bruce, Mozart Square, and Santa Fe Traditions residents may open windows when not using their individual heating or air conditioning units. Excessive open window violations can damage or render ineffective very expensive climate control equipment (often resulting in the extreme discomfort of other rooms in the hall and on the wing) and may result in fines and/or disciplinary measures.

#### WING MEETINGS

Each semester during the first week of classes, the residence halls will conduct Wing Meetings for the residents of each wing or floor. Attendance at these meetings is mandatory. Information concerning rules, safety and security, wing expectations, and other important information is distributed. Residents are responsible for all information disseminated at all such meetings and any other Wing Meetings called throughout the semester. Residents who have

conflicts with scheduled Wing Meetings should inform their RA as soon as they are aware of the conflict. In many halls, residents may attend the meetings for other wings in order to obtain policy-related hall information. Such an arrangement is not ideal: although students can learn relevant rules and expectations this way, they miss the opportunity to meet their peers on the wing and wing community and security are thus diminished. In any case, residents should not wait until immediately before the scheduled meeting to inform their RA of a conflict but should make other arrangements with their RA well in advance.

#### ZONE DAMAGE BILLING

The Department of Housing reserves the right to use zone damage billing if extreme or continued vandalism occurs in an area in the building. The preferred method of assessing charges is that every effort will be made to see that vandalism and hall damages are billed to individuals that are found responsible.

#### DINING SERVICES

Dining Services and the Department of Housing and Residence Life work closely together to provide the most pleasant experience possible for the residents living in the residence halls. The departments are separate; however, and questions concerning meal plans, menu items, etc should be directed to Dining Services (extension 2462) rather than Housing and Residence Life. Dining Services staff are helpful and professional and welcome student feedback and suggestions.

#### MEAL PLAN 7-DAY

For a 7 day meal plan a student is allowed unlimited “all you can eat” meals in any cafeteria 7 days a week during normal cafeteria hours. No unused meals can be “carried over” to later semesters. No unused meals can be credited back to the student at the end of the semester.

#### MEAL PLAN 5-DAY

For a 5 day meal plan a student is allowed unlimited “all you can eat” meals in any cafeteria Monday through Friday. A 5 day meal plan does not provide for meals on the weekend. No unused meals during the week can be “carried over” to the weekend, or later semesters. No unused meals can be credited back to the student at the end of the semester.

#### ALL-YOU-CARE-TO-EAT

Unlimited servings are available for all meals. All cafeterias, except Clark, offer an extensive salad bar, soft serve ice cream, ice cream novelties, soft drinks and desserts. You may enter any cafeteria and eat as much as you like as many times as you wish during operating hours.

#### APPROPRIATE DRESS IN DINING HALLS

The following minimum standards of dress must be maintained in all dining facilities:

- Shoes and shirt are required to enter the dining room.
- Swimsuits are not acceptable.

#### BACKPACKS, BOOKS, BRIEFCASES, AND CONTAINERS

Please keep seating areas and walkways clear of backpacks, instrument cases, large purses, etc. Most cafeterias have a designated area where these items may be placed while you are dining. Personal cups and mugs are not permitted inside the cafeterias; however, you may bring in your Dining Services sports bottle, and take out the

beverage of your choice any time you dine in the cafeteria. Dining Services is not responsible for lost or stolen items.

### CAFETERIAS

There are six cafeterias under the direction of Dining Services located in Crumley Hall Room 132. Your meal plan offers you the freedom to eat at any of the cafeterias: Bruce Cafeteria, Clark Grill, Kerr Cafeteria, Maple Street Café, Champs at Victory Hall or West Cafeteria.

### COMMENT CARDS

If you would like to comment on your dining experience, comment cards are available in each cafeteria and on the dining services website, <http://www.dining.unt.edu>. Use these cards to request special items or to let us know what you think of our services and food. Managers will respond on the bottom of the card and post the reply near the tray return area. You may also ask the cashier to call a manager or supervisor if you would like to personally discuss a positive or negative dining experience or make a suggestion. We welcome your comments!

### DIETS

If you have special dietary requirements, or would like counseling regarding food choices and nutrition, we provide the services of a licensed and registered dietitian. The dietitian accepts referrals from physicians at the Student Health and Wellness Center or from one's personal physician. A graphic display similar to the new MyPyramid is posted in each unit to assist students in making healthy food choices. We label most food items with attractive color-coded cards that list the calories, carbohydrates, fat and protein. Ingredients to which some may be allergic are also shown on the food labels. Students who wish to start a commercial weight control diet should see the dietitian for assistance prior to starting a program. Students are obligated to pay their board contract unless the physician-approved diet meets specific criteria. Call 565-2542 to schedule an appointment. There is no additional charge for this service.

### DINING GUIDELINES

All facilities have an all-you-care-eat policy with only one restriction; you must eat the meal in the cafeteria. Food, drink, glasses, dishes and silverware must remain in the cafeteria. However, customers are allowed to take out one ice cream, fruit, or drink (in the Dining Bottle). Not only does the cost of replacing these items increase the

board rate for all students, it also violates the Dining Hall policy and is subject to disciplinary action within the hall. To help keep the dining room tables clean for all students' use, we ask that everyone bus their own trays. All cafeterias are smoke free. Smoking is permitted on the outdoor deck at West Cafeteria. Please respect the dining rooms by not throwing or abusing food, utensils or furnishings. Please be courteous of others dining by not being disruptive, excessively noisy or destructive.

### FOOD ADVISORY BOARD (FAB)

The Food Advisory Board, a group of students who represent their Residence Hall to Dining Services, holds regular meetings in the cafeterias to voice personal concerns, offer menu suggestions and to provide feedback. Dining Services welcomes your feedback in order to continue to improve our service and quality. Students interested in joining FAB should contact the Dining Services Office, ext. 2462.

### GRAB & GO

Students who are in a hurry will find Breakfast To Go at Traditions and Crumley lobbies. Lunch To Go is also served at Crumley. Students may use their meal plan and select up to five items (no more than two of the same item).

### GUEST MEALS

Students are encouraged to invite family and other guests to dine with them. They are welcome to pay cash and eat in any cafeteria.

### MEAL PLAN CHANGES

Students have until September 23, 2005 to change their meal plan for fall and January 27, 2006 for spring changes. After that date students are obligated to remain on that plan for the entire semester. Student who miss more than half of the meals due to class and job schedules may apply to change to a plan with fewer meals or an exemption. Requests for meal plan changes may be made on our website at [www.dining.unt.edu](http://www.dining.unt.edu). There is a \$5.00 charge for changing from a 7-Day to a 5-Day meal plan.

### MEAL PLAN ID CARDS

Dining Services uses a computerized access system at each dining room entrance. All students who are on the meal plan use their UNT photo ID card to be admitted for meals. Meal plans are not transferable, only the student pictured may use the card for meals. Unauthorized use of an ID card will be handled by the Residence

Hall Director and the Judicial Board. Lost or stolen cards should be reported to the ID card office. Temporary ID's are available for 3 days if a student should misplace their card. There is a \$10 replacement fee. Under certain circumstances meal privileges, at times, will be temporarily disconnected. (See MEAL PLAN SHUT OFF).

#### MENUS

Weekly menus are posted on the dining services website, in each residence hall lobby and in each cafeteria. You may also call the Menu Hotline to hear daily menus at 369-5000.

#### SACK MEALS

In the event you are unable to eat in the cafeteria due to a work or class schedule conflict; we will be glad to prepare a sack lunch or allow you to prepare your own carry out meal. Contact the cafeteria manager at least 24 hours in advance to request this special service.

#### SERVING HOURS - Fall and Spring Semesters

BRUCE CAFETERIA-	Monday - Friday
Breakfast	7:00 AM - 11:00 AM
Lunch	10:30 AM - 3:00 PM
Light Lunch	3:00 PM - 4:30 PM
Dinner (Mon-Thurs)	4:30 PM - 8:00 PM
Friday only	4:30 PM - 7:00 PM

CHAMPS at Victory-	Monday - Friday
Breakfast	7:00 AM - 10:30 AM
Lunch	10:30 AM - 3:00 PM
Grill	3:00 pm - 5:00 PM
Dinner	Monday - Thursday 5:00 PM - 9:00 PM
Dinner	Friday only 5:00 PM - 7:00 PM

CLARK GRIL-	Monday - Thursday
Dinner	5:00 PM - 12:00 midnight
Extra Value Meal	Sunday 5:00 PM - 8:00 PM

CRUMLEY TO GO	Monday - Friday
Breakfast	7:00 AM - 10:00 AM
Lunch	11:00 AM - 1:30 PM

KERR CAFETERIA	Monday - Saturday
Breakfast	7:00 AM - 10:30 AM
Lunch	10:30 AM - 3:00 PM
Grill/Sub Shop	10:30 AM - 4:30 PM
Dinner	4:30 PM - 7:00 PM

Coffee House	Monday-Thursday 8:00 PM - 12:00 AM
Brunch	Sunday 8:30 AM - 11:00 AM
Lunch	11:00 AM - 3:30 PM

MAPLE STREET CAFE-	Monday - Friday
Breakfast	7:00 AM - 10:30 AM
Lunch	10:30 AM - 2:30 PM
Light Lunch	2:30 PM - 4:30 PM
Dinner	4:30 PM - 7:00 PM

TRADITIONS TO GO	Monday - Friday
Breakfast	7:00 AM - 10:00 AM

WEST CAFETERIA-	Monday - Friday
Breakfast	7:00 AM - 10:30 AM
Lunch	10:30 AM - 2:00 PM
Light Lunch	2:00 PM - 4:30 PM
Dinner	4:30 PM - 7:00 PM

Dining Services	
Meal Plan Information	565-2462
Office (Crumley Hall Room 132)	565-2462
Dietitian	565-2542
Daily Menu	369-5000

#### SICK TRAYS

Students who are too ill to eat in the cafeterias may obtain an authorization slip from their RA or HD to receive a sick tray. A friend can pick up the tray with the sick student's photo ID card and authorization slip.

#### TABLE TENT POLICY

Table tent is the term used to describe promotional information placed on tables in the dining areas. All table tents must be approved one week in advance by the Advisor of RHA and the Director of Dining Services. Since space for table tents is limited, it is

recommended that you reserve space early.

### THEME DINNERS

Special Theme Meals and Monotony Breakers will be featured in each Dining Room throughout the year! Look for spectacular holiday meals, fun theme dinners and special event celebrations that are coordinated with campus activities. Watch for flyers announcing these events each month and join the fun.

### VEGETARIAN MEALS

Bruce Cafeteria offers an exclusive vegetarian line at lunch and dinner daily. Selections are available for vegans (no animal products) as well as for vegetarians (includes eggs and dairy products). Vegetarian options are also offered at Kerr Cafeteria daily at lunch and on week-ends. Vegetarian substitutes for breakfast meals are also offered at Bruce daily.

### WEBSITE

View the Dining Services website at [www.dining.unt.edu](http://www.dining.unt.edu) for more information about meal plans, menus, special dinners, nutrition, and more.

### UNIVERSITY SERVICES

A few of the services provided by the University are listed below. Be sure to check the University Catalog and Student Guidebook or with the Center for Student Rights and Responsibilities Office for a complete listing of all services.

### CHECK CASHING

Students with proper identification may cash checks in limited amounts at the check cashing window, Union Information Desk, third floor of the University Union.

#### University Union Check Cashing Policy

Checks may be cashed only by full time faculty/staff members and currently enrolled students.

Before a check may be cashed, you must have:

A valid student I.D. card.

A current mailing address and phone number on the check.

We do not accept two party checks except from the parents of the individual.

Checks may not be cashed to pay for blocks or debts owed to the university.

Only one check may be cashed per day.

The individual to whom the check is issued must be present to cash the check.

Check limits are as follows:

A. Personal Checks	\$50.00
B. Money Orders	\$150.00
C. Cashier's Checks	\$150.00
D. Traveler's Checks	\$150.00
E. UNT Payroll Checks	\$150.00
F. Between semesters w/o valid UNT ID	\$15.00

All checks must be made payable to University Union, except as noted previously.

A \$25.00 fee will be assessed on returned checks.

All checks cashed are subject to a service charge as follows:

Service Charges	
\$ 1.00 - 25.00	\$. 25
25.01 - 50.00	\$. 50
50.01 - 100.00	\$.75(UNT Payroll Checks Only)

### COUNSELING AND TESTING CENTER

The center provides confidential, professional psychological services



to the university community with students as the primary clients. Individual counseling related to personal, social, and emotional concerns; vocational counseling for help with selection of a major field of study or career plan; educational counseling; and marital and pre-marital counseling are offered at the center. All individual counseling is limited to eight sessions. Developmental group offerings in such areas as interpersonal skills, assertiveness training, weight control, etc. are offered at various times. The Department of Housing and Residence Life also provides 3 part-time counselors who make themselves available to residence hall students 24 hours a day. Counseling and Testing also has available educational materials on many mental health topics. Additional information on these subjects plus anonymous online screening for mental health issues such as depression, eating disorders, anxiety and alcohol can be found on their web page <http://www.unt.edu/cat/>.

Counseling and Testing Center provides a variety of testing services. Information on most national tests is available. Additionally, computer-based testing is available for the GRE, TOEFL, GMAT and CLEP tests. Computer-based testing is located in Gateway 14.

#### CENTER FOR STUDENT RIGHTS AND RESPONSIBILITIES

The Center for Student Rights and Responsibilities (CSRR), located in the Union Suite 324, is responsible for addressing student conduct, enforcing university policies and procedures and providing students with the resources necessary to resolve their own personal disputes. The CSRR administers student disciplinary procedures in accordance with the Code of Student Conduct and maintains official disciplinary records. However, emphasis is placed on educating students about their rights and responsibilities as members of the UNT community. In addition, the CSRR seeks to educate the campus community through literature and training. The office provides policy interpretation and rights adjustment as well as handling complaints against students. The CSRR is committed to enhancing students' competencies as productive citizens and promoting life-long learning and community standards. You can find a copy of the Code of Student Conduct online at [http://www.unt.edu/csrr/student\\_conduct.htm](http://www.unt.edu/csrr/student_conduct.htm).

#### DEAN OF STUDENTS OFFICE

The Dean of Students Office offers services that assist students with personal, social, financial, academic and organizational concerns. We aid our students through medical withdrawals, crisis intervention, absence policy management, and policy interpretation. Programs

such as Seeking Options and Solutions (S.O.S.) are an integral part of DOS; this intervention system was designed specifically for students experiencing problems at UNT. The S.O.S. program allows us to connect with students at critical moments and assist them with making important decisions regarding their academic career.

The Dean of Students Department promotes the continued development of a "student friendly" campus environment; provides programs and activities that promote retention and student involvement; develops student leadership; promotes an appreciation of diversity and a sense of community; and fosters campus pride and school spirit. Offices that support the mission of the department are Greek Life, Off-Campus Student Services, Office of Disability Accommodations, Recreational Sports, Student Activities and Organizations, and the Volunteer Center. The Dean of Students staff are here to help you form life long friends, develop skills that will compliment your academic career, create networking opportunities and to build a strong foundation for the future. Feel free to stop by suite 216I, University Union, visit us at our web site [www.unt.edu/dos](http://www.unt.edu/dos) or call (940) 565-2648.

#### OFFICE OF EQUITY AND DIVERSITY

The purpose of the Office of Equity and Diversity is to provide students, faculty and staff an educational and work environment free of discrimination, sexual harassment and intimidation. The University of North Texas has a history of seeking to preserve an atmosphere of openness and tolerance. This university is committed to maintaining an unpretentious and accepting atmosphere welcoming to anyone who will strive to achieve his or her personal best. UNT possesses and values an increasing diversity among the individuals who make up its community.

#### Non-Discrimination Policy

It is the policy of the University of North Texas not to discriminate on the basis of race, color, religion, sex, age, sexual orientation, national origin, disability, or disabled veteran, or veteran of the Vietnam era status in its educational programs, activities, admissions or employment policies.

#### Sexual Harassment Policy

It is the policy of the University of North Texas that no member of the university community may sexually harass another. All members of the faculty, staff and student body will be subject to disciplinary action for violation of this policy. Others over whom the university

has substantial control are also subject to this policy.

#### Complaint Procedure

Any UNT student, faculty or staff member who has a complaint, or needs more information regarding discrimination or sexual harassment should notify the Office of Equity and Diversity.

Multicultural Affairs offers a number of services to students, including programs and activities designed to foster cultural diversity and awareness, increase the recruitment and retention of under-represented students, and develop a university-wide multicultural community. Community, state, national and international partnerships developed through Multicultural Affairs contribute to advancements in equity and diversity in both the University community and abroad.

#### HEALTH CENTER

The Student Health and Wellness Center is committed to providing Quality health care in a cost effective manner the staff is also committed to promoting prevention and Wellness through health and medical education. Patients of the Health Center are required to complete a medical history form.

Students enrolled in the current semester who have paid the medical service fee are eligible for services at the Health and Wellness Center. Physician and nurse practitioner visits are by appointment only. To schedule an appointment call (940) 565-2333. A valid UNT students ID card must be presented at check-in. The center offers competitive pricing on ancillary services such as pharmacy, lab work, and radiology services. Radiology services, lab testing, and treatment procedure pricing is available on the Center web at [www.healthcenter.unt.edu](http://www.healthcenter.unt.edu) as, well as a complete listing of the services we offer. Payment is expected at the time of service and can be made in cash,, check, I plus card, or by credit card(MasterCard, Visa, or Discover).Services are available for non-enrolled students the semester following enrollment by paying a semester use fee and all accumulated visit charges.

As an extension of our customer service, the Center files medical claims on University sponsored policy only. Other patients will be given appropriate paper work to file a claim with their insurance carrier. Claims are not filed on HMO's. Information is available patients who prefer to file their own claims. For insurance questions please call (940) 565-2792.Services include outpatient care, hospitalization, psychiatric consultations for diagnostic evaluation, and a comprehensive Wellness Resource Service.

OUR NEXT EDUCATORS (ONE) formerly known as SAVE, MAV and BOLD, comprise a peer education network dedicated to providing UNT students with factual information about health, Wellness, nutrition, fitness, and stress management. ONE members also provide programs and presentations on sexual and reproductive health, drug and alcohol prevention and education and violence risk reduction programs. The Sexual Assault Survivor Advocate Program is sponsored by the WRS, along with a free, anonymous HIV test site. THE WRS/SARC provides private screening for alcohol use and misuse, depression, anxiety and stress, along with many on-line screenings, such as E- CHUG and Alcohol- Wise (alcohol use) and mental health screening.

Students having a medical and/or physical condition that could necessitate specialized medical care may be required to furnish records from their private physician to the Health Center. At any time a student becomes medically unable to continue in classes, the Medical Chief of Staff may request administrative withdrawal and require clearance through Health Center facilities before permitting re-enrollment and a comprehensive Wellness Resource (WRS) and Substance Abuse Resource Center (SARC).

#### POLICE DEPARTMENT

The mission of the UNT Police Department is to protect life, property, and individual rights and freedoms. Their purpose is to provide an environment that will aid and support the learning process. As a university police department, responsibilities include the prevention, reduction, and investigation of crimes committed on UNT property, community service, the maintenance and preservation of order, and the safe movement of pedestrian and vehicular traffic. University police officers are commissioned and licensed by the state of Texas, and are empowered with the same authority and police powers as state law enforcement officers. The UNT Police Department shares an area of jurisdiction with the City of Denton Police Department and is responsible for the enforcement of state and local law, as well as university rules and regulations. The Department also offers such services as crime prevention programs, shuttle bus transportation, 911 emergency, and parking and visitor information. Police Department is located at 1700 Wilshire. The Department is open 24 hours a day and may be reached at (940) 565-3003. Dial (940) 565-3000 or 911 for emergency.

#### RECREATIONAL SPORTS

Recreational Sports offers program to all UNT students through

Informal Recreation, Group Exercise, Aquatics, Intramurals, Outdoor Pursuits and Sport Clubs. The Student Recreation Center features the following areas: climbing wall, bouldering wall, lap pool, leisure pool and spa, indoor track, weight room/cardio area, indoor and outdoor basketball courts, indoor soccer court, outdoor sand volleyball court, group exercise rooms, Sidelines Deli and the Outdoor Pursuits Center. Racquetball courts and tennis courts are also available at the PEB.

Currently enrolled students bring your student ID! UNT faculty, staff, retirees, alumni, spouses and dependents may purchase memberships. The Recreational Sports office is located in the Rec Center, room 103. You can reach us at 565.2275 or 369.8347 or visit [www.unt.edu/recsports](http://www.unt.edu/recsports).

#### STUDENT EMPLOYMENT & CAREER SERVICE

The University provides a centralized employment service for students who desire part-time jobs to assist them with meeting their educational expenses. As a division of Student Development, Student Employment Services assists students in securing jobs both on and off campus. UNT students can access current employment opportunities by coming to the Student Employment Office (Union 323), or calling (940) 369-JOBS (off-campus only). For further information, students may call (940) 565-2425.

#### UNIVERSITY UNION

The University Union is the community center for all university students, faculty, administration, alumni and guests. The physical facility is combined with an organized program providing opportunities for informal association outside the classroom. A 500-seat theater, meeting and banquet rooms are available for University or community groups, as well as a multi-choice food court. The University Store, University Post Office, and Student Services Offices are housed in the Union. For further information and facility-use arrangements, contact Verde Catering and Reservations at (940) 565-3806.

#### UNIVERSITY TELEPHONE INFORMATION

The PHONES in student rooms are part of the campus phone system. The prefix for student rooms is 369 and offices are 565. Any extension that begins with 2,3,4,5 or 6 is a part of that system and may be dialed using only the last four digits. Other 565 numbers are regular Denton numbers and not a part of the campus system. Off-campus numbers require that you first dial 9 and then the seven-digit number.

Report telephone problems to 565-2525.  
To reach the Campus Information Operator dial 565-2000.

Directory of Frequently Needed Numbers	
Activities and Organizations	565-3807
ASSIST	565-3701
Bookstore	565-2592
Counseling and Testing Services	565-2741
Court Reservations: P.E. Building	565-2275
Center for Student Rights and Responsibilities	565-2039
Dean of Students	565-2648
Dining Services	565-2462
Meal Plan Information	565-4088
Daily Menu	565-5000
Facilities Coordinator	565-2600
Financial Aid	565-2032
Health Center	565-2333
Housing Department	565-2892
Assignments and Collections	565-4481
Information	565-2000
International Programs	565-2197
Learning Center	369-7006
Libraries	
Hours and Information	565-4111
Main	565-2411
Media Library	565-2480
North Texas Daily	565-2353
Phone Trouble	565-2525
Police	565-3000
Police (non-emergency)	565-3003
Emergencies	911
Fire	911
Parking	565-3020
Recreational Sports	565-2275
Registrar	565-2111

The ABCs of Residence Hall Living, 2006-2007

Religious Organizations:	
Baptist Student Center	(9) 387-6686
University Ministry Center	(9) 382-3813
Residence Halls:	
Bruce Hall	565-4343
Clark Hall	565-4588
College Inn	565-4131
Crumley Hall	565-4844
Kerr Hall	565-4676
Maple Hall	565-4389
McConnell Hall	565-4955
Mozart Square	565-3322
Santa Fe Square/ Traditions	565-2701
Victory Hall	565-4409
West Hall	565-4685
Student Accounting	565-3225
Student Employment	565-2425
Telephone Trouble	565-2525
Union	565-3806
Writing Center	565-2563