



STEPHEN F. AUSTIN
STATE UNIVERSITY

NACOGDOCHES, TEXAS



Community Guidelines

Residence Life Department 2020-2021

Quick Guide

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Welcome *FROM THE SFA RESIDENCE LIFE DEPARTMENT*

The opportunity to find your place on campus awaits you. The responsibility is yours, but you are not alone. Each community has staff members to help and support you as you find your place in the community. The staff members are well trained, energetic, and dedicated to making your on-campus living experience educational and positive. Please do not hesitate to ask for assistance.

Best wishes for a successful year from the Residence Life Department. Axe 'em, Jacks!

The purpose of this handbook is to provide on-campus students with important information regarding community guidelines.

Mission Statement

The Residence Life Department is an integral part of the educational experience and academic support services of students. The mission of the Residence Life Department is to provide a learner-centered residential environment that is conducive to the academic success and personal development of our students.

This will be achieved by providing:

- services that enhance the academic success and intellectual engagement of the residents
- a variety of programming opportunities that enhance student growth, learning and interactions
- multiple living/learning communities to meet diverse student needs
- facilities that are clean, well maintained, cost effective, convenient and adaptive to student needs
- and staff who are positive role models, encourage personal development and serve as leaders in the community.

Vision Statement

The Residence Life Department will be a catalyst for student success and excellence by striving to create a dynamic, supportive and inclusive residential environment that retains, supports and challenges our students; fosters and advances leadership skills, academic success, responsibility, lifelong connections and important life skills; and helps students achieve their academic and personal goals. We aspire to excellence as a leader in campus living and are recognized for our commitment to students and student learning; clean, safe and secure residential facilities; engaging and educating our students outside of the classroom; and creating communities of learners and responsible citizens.

Community Commitment

Each on-campus student has the right to live in an atmosphere of positive encouragement and mutual respect. You are entitled to:

- sleep, study and socialize in your room without disturbance
- live in a secure, healthy and clean environment

- be an active member within a supportive and stimulating community
- and gain access to a variety of programs and services.

Your individual responsibilities are to:

- comply with the policies and procedures as outlined in the residence hall contract and these community guidelines
- consider the needs of other residents and balance them with your own needs
- provide open communication with other community members and the Residence Life staff
- become involved in the community through participation in activities and the Residence Hall Association
- take care of the residence hall and the environment in which you live
- promote individual and community safety
- demonstrate dignity and respect for all individuals
- and respect the opinions of others.

** Adapted from "In Search of Community," Ernest Boyer, Carnegie Foundation for the Advancement of Teaching and Texas Tech University Housing and Dining Handbook.*

Students are Responsible for their Own Lives

Students learn responsibility when they bear the consequences of their actions, and inactions, in an environment marked by caring and support. The SFA community and Residence Life Department are committed to providing students with opportunities to make responsible decisions.

Residence Life Staff

The Residence Life staff is available to assist students in creating this type of environment. Staff members organize floor meetings, educational programs and individual opportunities to help create successful students. Residence Life encourages you to participate in community activities and take advantage of all the conveniences of on-campus living.

Student Staff

Community Assistants

The community assistant is a paraprofessional staff member who has direct and constant contact with residents. CAs are assigned to floors in the residence halls to act as facilitators for the community and enhance the social, educational, intellectual and cultural development of each student. They provide programming opportunities to enhance student development. The CA articulates to students the philosophy and policies of SFA and the Residence Life Department while representing the department as a role model in all facets of university life.

Desk Assistants

The desk assistant has the primary responsibility to act as a communication link between staff members and residents. The DA is responsible for individual desk shifts within the building they are assigned. They help answer student questions, direct phone calls, provide information and complete various administrative tasks.

Assistant Hall Directors

Assistant hall directors are graduate or undergraduate Residence Life paraprofessional staff members with direct and constant contact with students. AHDs are assigned to floors/areas of approximately 25 to 55 students in buildings ranging in size from 60 to 800 students. Assistant hall directors fulfill the roles and responsibilities of a community assistant with additional responsibilities of greater administrative and leadership duties within their hall/area.

Professional Staff

The hall director is a professional employee living in the facility and is responsible for the entire building/area. They directly supervise the AHDs, CAs and DAs and serve as a resource person and facilitator for the community to enhance the educational, social, intellectual and cultural development of the residents in the residence hall. Residence Life staff members are supervised by area coordinators and the assistant director of Residence Life.

Residence Life Operations

CUSTODIAL STAFF

The Residence Life Department employs a full-time custodial staff for the residence halls. These staff members are responsible for cleaning the common areas in the facilities, including the lobbies, hallways and community restroom facilities. Students are responsible for cleaning their rooms and suites or private bathrooms. Residents should report any cleanliness concerns to the front desk. For safety reasons, students may not enter the restroom/shower facilities when the custodial staff has blocked the entrance for cleaning purposes. The university wants to provide a clean and healthy environment for all residents.

MAINTENANCE

Students are obligated to report any maintenance problems or safety hazards on the work request link on the Residence Life website at sfasu.edu/reslife or to the front desk. Maintenance personnel are on duty beginning at 7 a.m. and may not always arrive at hours convenient to the students.

Residents should cooperate with all maintenance personnel so that repairs may be made as quickly as possible. The university is not responsible for any damage to a resident's personal property for any reason.

EXTERMINATION

Exterminators will treat the residence halls on a regular basis throughout the year, normally during semester breaks. Residents must remove live animals from their rooms prior to the treatment. If an attempt is made by the contractor to exterminate a room and the resident refuses to allow entry, the resident will be assessed a fee to have the contractor reschedule. If medical problems exist, a letter from a physician must be sent to the Residence Life Department to determine if an alternate type of treatment may be available. Material can be obtained from the department concerning the types of chemicals used and optional forms of treatment. The university wants to provide a clean and healthy environment for all residents.

Room Entry

ENTRY INTO A STUDENT'S ROOM BY AUTHORIZED RESIDENCE LIFE PERSONNEL

A Residence Life staff member may conduct a general inspection for fire safety, maintenance checks, head counts (to verify who is living in each room), health reasons or to identify damages prior to the student's departure. Routine checks may be made before university holidays, at the beginning and end of each semester, during health and safety inspections, and prior to checkout of a resident from the room.

Entry into a student's room does not normally constitute a search. However, staff members would not usually enter a room without the resident's consent except to inspect for a potential fire, safety or health hazard; to perform maintenance; to conduct an inventory of university property; to correct situations intruding upon the comfort of other residents (a phone or alarm clock continuously ringing, loud stereos, etc.); to retrieve items upon request of the resident's immediate family (under the appropriate circumstances); to retrieve the personal belongings of another student where there is no apparent dispute as to ownership of the property and where there would apparently be no undue infringement of privacy; and to enforce Residence Life policies. If entry is made for one of the above reasons and the resident is not in the room, the staff member will normally leave an explanatory note stating what occurred. In the case of entry into a large number of rooms, an explanation will be left with the supervisor. In the event of danger to life and/or property, entry may be made by any authorized university official or appropriate emergency personnel (fire safety, maintenance, medical technician, police, etc.).

ENTRY INTO A STUDENT'S ROOM FOR MAINTENANCE PURPOSES

Maintenance personnel or Residence Life staff members may enter a student's room in order to perform maintenance or to determine maintenance needs. The university wants to protect the residents on campus.

ENTRY INTO A STUDENT'S ROOM BY LAW ENFORCEMENT OFFICIALS

Under ordinary circumstances, a search warrant will be secured and served by the University Police Department, but a search warrant might, in some instances, be served by another agency. No one may interfere with the service of a search warrant. If it is necessary to enter a room, a passkey will be provided to the officer. University police may enter any room without a search warrant where there is reason to believe a situation exists constituting a real and present danger or harm to people or property. Entry under these provisions shall not be construed as a search. Under certain circumstances, an officer may conduct a search without a search warrant. These circumstances include situations where evidence may be destroyed or secreted elsewhere or where it is impractical to secure a search warrant because of time delay.

An officer may search when the officer believes a crime is being committed in the officer's presence. The officer may search the immediate area and the person of anyone arrested or may search a room when the occupant of the room gives voluntary consent. If the officer feels there is a legal basis for a search and voluntary consent is not given, the officer may tell the person in possession of the room the officer will maintain control of the room until a search warrant can be secured. A police officer may contact a member of the Residence Life staff to accompany them to the student's room. It is the usual practice of the university police, where practical, to make the supervisor aware of any police activity in the building, either prior to or in conjunction with, the activity.

University police may conduct walk-through patrols in the facilities to reduce theft and vandalism, as well as to provide other protective and safety services.

COVID-19 Health Protocol

PERSONAL PREVENTION PRACTICES

COVID-19 is mostly spread by respiratory droplets released when people talk, cough or sneeze. It is thought that the virus may spread to hands from a contaminated surface and then to the nose or mouth, causing infection. Therefore, personal prevention practices (such as handwashing and staying home when sick) and environmental prevention practices (such as cleaning and disinfection) are critical principles.

- Wash or disinfect your hands often, particularly when entering your residence hall and after any interaction with others. If soap and water are not readily available, hand sanitizer containing at least 60% alcohol can be used.
- Cover coughs and sneezes with a tissue or use the inside of your elbow. Used tissues should be thrown in the trash and hands should be washed immediately with soap and water for at least 20 seconds.
- All individuals on the SFA campus are REQUIRED to wear a face covering/mask that covers both the nose and mouth in all indoor public areas.
- Frequently clean and disinfect any regularly touched or shared surfaces. Keep your personal living space, cell phone and other electronics clean. Develop a schedule with your roommate(s) for increased, routine cleaning and disinfection of private restrooms.
- Avoid using others' phones, computers, books or other personal items.
- Most rooms with very few exceptions, will have shared bathrooms. Residents will be trained on proper bathroom cleaning protocols and will be asked to attest to their agreement to adhere them.

Move-in items for Covid

COVID-19 ITEMS Cleaning supplies (recommended list at epa.gov)
 Extra month supply of prescriptions (if applicable)
 Face coverings (reusable, washable)
 Hand sanitizer (alcohol based, 60% or more)
 Resources to help complete classes remotely (if needed)
 Thermometer

SELF-SCREEN

While living on campus, continue to self-screen for any of the following new or worsening signs or symptoms of possible COVID-19:

- Cough
- Shortness of breath or difficulty breathing
- Chills
- Repeated shaking with chills
- Muscle pain
- Headache
- Sore throat
- Loss of taste or smell
- Diarrhea
- Feeling feverish or having a measured temperature of 100 degrees Fahrenheit or higher
- Known close contact with a person who has tested positive for COVID-19

If symptoms are present, stay in your on-campus room and immediately contact the SFA Health Clinic at (936) 468-4008. The staff is prepared to answer questions and provide support.

NOTIFICATION TO UNIVERSITY POLICE OF POSTIVE COVID -19 CASE

To guard against the spread of COVID-19, the university has enacted a quarantine/isolation protocol for suspected and confirmed cases of the virus. Should individuals be placed in mandatory isolation, they will receive ongoing support from the university. This includes medical and mental health services, food and mail delivery, and daily trash removal.

Students who believe they have been infected with COVID-19 or are exhibiting symptoms of COVID-19 are urged to contact the SFA Health Clinic at (936) 468-4008 to speak with a nurse.

In the event that a student tests positive for COVID-19 or has been in close contact with someone who tests positive for COVID-19, he or she must immediately notify university officials to determine next steps and assist the university in identifying any others on the campus who may have come in contact with the student. If the student is required to self-isolate due to possible COVID-19 exposure or a positive test, he or she may be required to temporarily move to a different location during self-isolation until the CDC guidelines for returning to his or her room are met.

LIMIT SOCIALIZATION

Your roommate/suitemates are considered part of your “household” on campus; try your best to limit your interactions with anyone outside your assigned living space.

-Shared spaces (e.g., kitchens and common areas) may have reduced hours and/or enhanced health and safety protocols to decrease the likelihood of community spread. Our staff will be working on creative ways to make connections with other students via video conference software and other channels. We will continually monitor our guidance and relax policies when it is safe to do so.

-Maintain at least 6 feet of separation from other individuals not living within the same residence hall room or suite. If such distancing is not feasible, other measures such as face covering, hand hygiene, cough etiquette, cleanliness and sanitation should be rigorously practiced.

-Residence halls are special-purpose buildings and are not open to the general public. As always, the rights of roommates and suitemates to study, sleep and have privacy take precedence over visitation privileges. Visitation privileges have been amended to allow no more than two extra people in a room or suite at any given time.

NON COMPLIANCE TO COVID-19 HEALTH PROTOCOL

It is important that everyone adhere to these policies for their own well-being and the well-being of those around them, including other students, faculty and staff members, and our Nacogdoches-area neighbors, especially those who are elderly, immune-compromised or otherwise vulnerable to COVID-19. Failure to comply with the expectations above, and as listed in the housing contract, may result in a referral to the Office of Student Rights and Responsibilities. Interim disciplinary measures—including immediate removal from SFA housing—may also be taken to protect our SFA family and members of the community.

Health and Safety

Emergencies

Emergencies should be reported to the University Police Department at (936) 468-2608 or (936) 468-9111 and to a staff member. Emergencies include life-threatening situations, fires, floods, exposed electrical wires or danger to life or property.

University Police Department

SFA has its own police department on campus that employs full-time, certified police officers. UPD is available for services such as contacting a student in an emergency situation, assisting with dead car batteries, helping with keys that are locked in a car, providing escort service on campus at night, transporting students to the hospital or bus station and meeting various other needs as they arise. There are approximately 150 yellow emergency call boxes located on campus. Students can contact UPD for both emergency and routine calls by pressing a button on these phones. Students may access the UPD website for crime information, as well as safety tips at sfasu.edu/UPD. For more information, call (936) 468-2608.

JackAlert Emergency Notification System

The JackAlert Emergency Notification System is designed to alert the campus in case of an imminent threat. Sirens for the centrally located outdoor alert system are installed on the roof of the Steen Library to ensure the alert sound may be heard across the main university campus. While the alert system may be heard inside some buildings on campus, the system is designed to provide an audible alert outdoors. Specific details about this policy may be found at sfasu.edu/UPD/JackAlert.asp.

Emergency Call Boxes

Emergency call boxes have been placed at various locations on the SFA campus. These call boxes are bright yellow and are labeled "POLICE" in black letters. Operation is easy. Push the appropriate button, and talk directly into the speaker when the call is answered. The call goes directly to the University Police Department Communications Center. Call boxes can be used to request police assistance and escorts, assistance with vehicle problems and information.

Lumberjack Guardian App

The University Police Department offers the Lumberjack Guardian smart phone app to the campus community. To learn more about Lumberjack Guardian and to download, go to sfasu.edu/UPD/Lumberjack-Guardian.asp.

Evacuation Process

In most cases, an evacuation would apply only to the buildings immediately affected. In some cases, such as local terrorism, flooding, hurricane or earthquake, the evacuation could apply to the entire campus. Some of the events that might call for an evacuation could also require sheltering-in-place based on your proximity to the event. Heed official requests, and use common sense when you cannot receive an official announcement.

Occupants are required to evacuate the building when an emergency alarm is activated. If an alarm sounds, evacuate to the locations listed on the following page. Failure to follow these procedures will result in disciplinary action and/or a damage charge assessment.

EVACUATION LOCATIONS

- **Lumberjack Lodge** - across the parking lot to the grassy area near Hall 14
- **Wisely** - across Aikman Drive between Austin and Boynton Buildings
- **North, Hall 10, Mays and South** - across parking lot to horseshoe area
- **Lumberjack Village** -
 - Building #1 west side - exit to the parking garage; east side - exit to Clark Street
 - Building #2 - across Clark Street
 - Building #3 - exit to the parking garage
- **Hall 14** - across parking lot or on the far side of East College Cafeteria
- **Griffith** - across the parking lot into the yard area
- **Hall 16** - across Wilson Drive or on the far side of East College Cafeteria
- **Steen** - across College Street in front of East College Cafeteria
- **Kerr** - across parking lot into the yard area
- **Hall 20** - across the grassy area between the pond and stadium or to the commuter parking lot
- **Lumberjack Landing** - across to library parking lot, west of building

FIRE ALARMS AND FIRE DRILLS

Residence Life staff, in cooperation with the Department of Environmental Health, Safety and Risk Management, will conduct fire and life safety inspections twice a year. These inspections will be coordinated in conjunction with fire drills taking place once in both the fall and spring semesters. The intent of the inspections is to increase residents' awareness of safety issues and the fire and life safety rules found in these community guidelines. Here is a list of some things the safety officers and Residence Life staff will be looking for during the inspection:

- Residents who do not heed the fire alarm. Residents are required to evacuate the building or area when instructed by a university authority, police officer or firefighter or when a fire or smoke alarm sounds.
- Entrances/exits must be free of obstruction. Furniture may not block windows, and doors must be able to open 90 degrees without interference.
- Room windows will be checked to ensure they are a viable point of exit and/or way of notifying emergency responders of your presence in the room. Do not block your windows with furniture.
- All storage must be at least 18 inches below the ceiling.
- Electrical: use of extension cords, electrical cover plate missing/damaged, electrical wiring frayed/damaged/ crimped, multi adapter without breaker in use, prohibited/unapproved appliances, microwave/refrigerator not plugged directly into wall.
- All stove tops and ovens must be free of foil and kept clean at all times. Foil serves as a source of grease buildup around the stove top that may be a potential fire hazard.
- Fire Alarm Equipment: smoke detector obstructed (minimum 24-inch clearance), smoke detector damaged, blocked sprinkler heads.
- Ignition Sources/Combustible Products: candles/incense being present in the room, flammable liquids in the room, combustible materials near electrical source, and excessive fire load in the room.
- Emergency Planning: absence of the evacuation plan on the back of the room door, windows/doors obstructed.
- Miscellaneous: poor housekeeping, floor/wall/ceiling penetrations, the door closure missing/damaged and illegal appliances present in room/ apartment.

In order to prepare for potential fire emergencies, learn the locations of fire extinguishers, exits and manual pull stations in the area, and be sure to know how to use them. Know that tampering with safety equipment and/or transmission of a false alarm is a Class A Misdemeanor violation of state law, and violators could be charged in the appropriate civil court. Students may be charged for all costs associated with tampering with safety equipment, and/or setting off a false fire alarm. Fire alarms may be set off by the use of hair appliances, steam from the shower, smoke, cooking, fire, etc. The minimum charge for fire alarm activation is \$125. Starting a fire on a university campus is a felony. Students may be referred to the Office of Student Rights and Responsibilities and receive disciplinary actions that could result in suspension from the university.

PROCEDURE IF A FIRE OCCURS OR AN ALARM IS ACTIVATED

1. If an emergency exists, activate the manual pull station building alarm system. IMMEDIATELY contact UPD at 911 from a campus phone or (936) 468-2608 from a cell phone.
2. Evacuate when prompted by continuous sounding fire alarms or by an official announcement.
3. Be aware of, and make use of, designated primary and alternate evacuation routes.
4. Leave the building in an orderly manner without rushing or crowding. **DO NOT USE THE ELEVATOR DURING A FIRE.** If you are unable to exit the stairwell, remain in a safe zone until emergency personnel are able to assist you.
5. Provide aid to those who need it in an emergency evacuation situation.
6. Smoke is the greatest danger in a fire, so stay near the floor where air may be less toxic. If the hallway is too smoky to use, stay in your room. Keep the door closed. Use towels to fill in cracks around the door, air

conditioning outlet, etc. Open the window, and put your face near the opening to breathe. Wave a towel or sheet from the window to attract attention.

7. Upon evacuation to the predetermined locations listed below, be observant of emergency vehicles.
8. Report any individuals who have been injured or left behind to emergency responders.
9. If requested, assist emergency crews.
10. DO NOT RETURN TO AN EVACUATED BUILDING until an all-clear is officially announced.

NOTE: should you become trapped inside a building during a fire and a window is available, place an article of clothing (shirt, coat, etc.) outside the window as a marker for rescue crews. If there is no window, stay near the floor where the air may be less toxic. Shout at regular intervals to alert emergency crews of your location.

Severe Weather

Local radio and television stations announce tornado watches when the weather conditions are right for a tornado but none have been sighted, tornado warnings when a tornado has been sighted and storm alerts when a severe thunderstorm is approaching. The university warning sirens may sound in cases of severe weather or during testing periods. For more information, visit sfasu.edu/campussafety/.

PROCEDURE WHEN A SEVERE WEATHER OR TORNADO WARNING IS ISSUED:

Seek shelter immediately in designated areas.

A) If inside a building:

- 1) go to the lowest level of the building, if possible
- 2) stay away from windows
- 3) go to an interior hallway
- 4) use arms to protect head and neck in a “drop-and-tuck” position
- 5) and avoid the most dangerous locations of a building, usually along south and west sides and at corners.

B) If there is no time to get inside:

- 1) lie in a ditch or low-lying area, or crouch near a strong building;
- 2) Be aware of potential for flooding
- 3) use arms to protect head and neck in a “drop-and-tuck” position
- 4) and use a jacket, cap, backpack or any similar items, if available, to protect face and eyes. INCREMENT

WEATHER LOCATIONS

- **In case you are required to move to another temporary location on campus due to an emergency situation, relocate as listed below.**

- | | |
|---|----------------------------|
| • Lumberjack Village - North, Hall 10, Mays or South | • Hall 10 - Mays |
| • Lumberjack Lodge - Hall 14 | • South - North |
| • Lumberjack Landing - Hall 14 | • Hall 14 - Hall 16 |
| • Wisely - Lumberjack Lodge | • Griffith - Kerr |
| • Steen - (East Tower) - Hall 16 | • Mays - Hall 10 |
| • Steen - (West Tower) - Hall 14 | • North - South |
| • Hall 20 - Steen | • Hall 16 - Hall 14 |
| | • Kerr - Griffith |

Safety and Security

Electrical Safety Guidelines

You are encouraged to follow safety precautions at all times. The following are electrical safety tips for campus community living:

- Do not overload power strips or outlets. When cords overheat, they quickly deteriorate and cause a potential shock/fire hazard.
- Use a power strip with a built-in circuit breaker, which will shut off power automatically if there is too much current being drawn.
- Be wary of electrical outlets that get too hot to touch. If it feels warm, unplug all appliances and enter a work order at the front desk immediately.
- Do not connect multiple power strips.
- Do not route cords under doors or carpet; this could cause them to overheat or ignite.
- Do not staple cords; this could damage the insulation and expose wire.
- Use light bulbs with correct wattage for lamps.
- Halogen lights/lamps are not permitted on campus.
- Never plug more than one high-wattage appliance into a single outlet (e.g., hair straightener, iron).
- Check all appliances for frayed or cracked cords, and replace them if damage is present.
- If power goes out in your room, immediately report this to the front desk.
- Become familiar with the location of the nearest fire extinguisher, and know how to use it.

ELECTRICAL POWER STRIPS AND EXTENSION CORDS

Residents must use surge protectors (electrical power strips with built-in circuit breakers) approved by an Occupational Safety and Health Administration Nationally Recognized Testing Laboratory if additional electrical outlets are needed. A list of approved NRTL's may be found at [osha.gov/dts/otpca/nrtl/nrtllist.html](https://www.osha.gov/dts/otpca/nrtl/nrtllist.html). Multiple plug adapters, splitters and extension cords are not permitted. Follow the electrical safety guidelines below.

WIRING

Students may not set up computer networking between rooms in the residence halls. Exterior wiring, satellite equipment and antennas are not permitted in order to maintain the exterior physical condition of the facilities, as well as for security reasons. All residence hall rooms on campus have wireless internet connectivity.

Personal Property/Insurance/Personal Liability

On-campus residents' belongings are not protected by the university from theft, vandalism, fire, sprinkler system activation, maintenance failure or for any other reason. Maintenance failure does not constitute a reason for a refund. The Residence Life Department strongly encourages students to either make arrangements with their parent's or guardian's homeowner's insurance company to insure personal belongings or purchase a separate personal property insurance or renter's insurance policy. In some cases, parents' homeowner's insurance will cover damage to personal property in a state-owned residence hall, but this is not always the case. Items of value should be marked for identification and serial numbers recorded. The University Police Department has engraving tools available for students use. Students should secure medical insurance coverage for themselves, as well. The university does not provide theft or damage insurance for residents, so each occupant is encouraged to purchase some type of personal property insurance.

FERPA

The Family Educational Rights and Privacy Act (20 U.S.C. 1232g; 34 CFR Part 99) is a federal law that protects the privacy of student education records. In accordance with FERPA guidelines, Residence Life Department staff will not share any resident information, other than directory information (including address, email address, phone numbers, etc.), with anyone outside of the university system. This includes, but is not limited to, information about grades, behavioral history, health concerns and financial information. Exceptions to this act, regardless of age, will be made in life-threatening situations.

DIRECTORY INFORMATION

The front desk is authorized to release students' phone number to callers requesting this information. This information may be denied by a request from a student to the hall director. Directory information will be disclosed at the university wide level unless the student notifies the Registrar's Office in writing by Sept. 1 of each academic year.

Safety Inspections

Residence Life staff members will conduct monthly health and safety inspections in all residence hall rooms. The purpose of the inspection is to ensure the residents' safety and assess the condition of each room. Items found that are prohibited by the community guidelines will be confiscated, and the resident will be subject to disciplinary action. Students will be issued a warning on the first violation and will be billed \$75 for each subsequent violation, with the exception of candles/incense, which will be billed on the first violation. Confiscated items may be picked up from the hall director when the resident plans to take them home, with the exception of alcohol, which will be disposed of upon discovery. Alcohol and illicit substances or paraphernalia are an exception and will not be returned to the student. Notice of inspection dates will be posted prior to the scheduled inspection. The SFA Department of Environmental Health, Safety and Risk Management, as well as the State Fire Marshal, also may conduct random room inspections throughout the semester.

Candles/Open Flames/Plug-in Air Fresheners

As stated in the NFPA 1 Fire Code and NFPA 101 Life Safety Code, by order of the state fire marshal and SFA's Fire and Life Safety Policy, candles (with or without wicks), candle warmers, wax warmers (Scentsy), potpourri pots, incense, oil lamps, lava lamp, plug-in oil air fresheners, and other devices that use an open flame are not permitted in rooms, for decoration or for any other purpose, as stated in NFPA 101, the National Fire Protection Association and Life Safety Code. Wax-hand sculptures are approved. Residence Life staff members and the Department of Environmental Health, Safety and Risk Management may confiscate any of the above mentioned items. Students found in violation of this policy will face disciplinary action, and a fee may be charged to the student's account.

Safety Equipment

The university wants to protect the residents on campus, and tampering with safety equipment may impede emergency procedures. Any student found to be responsible for the misuse of any safety equipment, which includes, but is not limited to, emergency lights, exit signs, smoke/heat detectors, sprinkler systems, fire panels, electrical panels, fire extinguishers and public area lighting, will be assessed a minimum \$75 fine and be subject to further disciplinary action. Fire extinguishers are installed in all residence halls for utilization during a fire event. If an extinguisher is maliciously discharged, a fee for refilling the extinguisher and for cleanup will be assessed and disciplinary action will be taken. Tampering with any part of a fire extinguisher, including the pull pin, removing the extinguisher from its bracket/cabinet or the wall, or damaging the bracket adhering it to the wall, will result in a safety violation charge. All residence halls have a sprinkler system that is connected to the fire alarm panel at the front desk. Students who put objects into the sprinkler devices may activate the sprinkler system, causing major

damage to the building. Anyone found tampering with or activating sprinkler system equipment will be processed through the disciplinary system and will be held responsible for any associated damage charges to the room and/or building. SFA employees will conduct routine safety checks to determine that safety equipment is in working condition and that health and safety violations are not present in the building. Students should report any problem associated with any safety equipment to the front desk immediately (e.g., discharged fire extinguisher or malfunctioning equipment).

Video Cameras

Video cameras have been installed in public areas of some residence halls to monitor activity and reduce vandalism. Cameras may be installed in entryways, lobbies, laundry rooms, elevators, vending rooms and other common areas. Cameras may be monitored by the University Police Department and the hall director in order to enhance personal and building security.

Door Systems

SELF-CLOSING DOORS

According to the National Fire Protection Agency 101 - Life Safety Code, each resident's room door that opens to the interior corridor shall be self-closing. Self-closing devices have been installed on all residents' room doors to reduce the chance of a fire extending into the rest of the building. Do not tamper with or remove these devices. Damage to these devices will be treated as a serious matter, and replacement costs will be billed to those responsible.

COMPUTERIZED DOOR SYSTEM/CARD READER

All residence halls (except Hall 20) have a computerized access door security system. When the main entrance doors are locked, a student may gain entry into the building by inserting the student ID card into the card reader located next to the front door outside each building. Exterior doors are locked 24/7 (except in Lumberjack Landing). If for any reason the system will not allow the resident to enter, or if the resident's ID card is not available, a roommate or friend may be contacted for access. University Police Department also may be contacted from the phone located next to the card reader. The university wants to protect the residents on campus. At no time should a resident give their ID card to another person for use.

TAILGATING/PROPPING DOORS

Do not allow anyone to follow you inside your building when the doors are locked. Never prop open any doors in the building. Take all safety precautions to ensure your safety and the safety of others in your community.

Health Services

The University Health Clinic is an outpatient clinic offering medical services to all students. It is staffed by physicians, nurses, laboratory personnel and supportive clerical, technical and administrative personnel. Most health services are available to students at no charge. Clinic hours are 8 a.m. to 5 p.m. weekdays. Students should make an appointment to visit the clinic by calling (936) 468-4008.

If you are sick or hurt and need help, contact any Residence Life staff member. The staff member will contact UPD for assistance, if necessary. If transportation to the hospital is required, the University Police Department will either transport you or call an ambulance. Ambulance transportation will be at your expense.

Social Distancing

It is the goal of the Residence Life Department and all university officials to maintain caution when interacting with residents and each other so as to ensure the safety of all individuals on campus. Social distancing will remain in effect until the SFASU President announces that it is no longer necessary. In order to maintain social distancing and follow university protocols, residents are encouraged to:

Conduct

Alcohol

Alcoholic beverages are not permitted in any residence hall. Alcohol bottles/containers may not be kept in a resident's room for any reason, including decorative purposes. Empty bottles may appear to have alcohol in them, causing discrepancies in the alcohol policy. Unauthorized use of intoxicating beverages on university property or at university-sponsored activities, including, but not limited to, intercollegiate and intramural athletic events, is prohibited. Residents are responsible for any alcohol found in their room. Students also are responsible for all state laws regarding alcohol, including public intoxication and providing alcohol to minors. When alcohol or other substance abuse is suspected, or alcohol poisoning or intoxication requiring assistance of university or emergency personnel occurs, students are subject to referral to the Office of Student Rights and Responsibilities for evaluation. This policy enforces state law for students under the legal drinking age. The majority of students living in the residence halls are under the legal drinking age.

Drugs

It is the policy of SFA that any unlawful manufacture, possession or delivery of any controlled substance or illegal drug is strictly prohibited. The student conduct code also prohibits possession of drug paraphernalia. Moreover, it is the policy of the state of Texas and of this university that this institution will be as free of illegal drugs as it can possibly be. Therefore, in accordance with state law and university policy, any student who is determined, through regular disciplinary procedures of the university, to have violated this policy may be suspended for a period of time (not to exceed two calendar years, but no less than the remainder of the current semester). This policy enforces state law.

Weapons

Students may NOT bring into the residence halls any device meant to fire projectiles, or any other weapon that may be hazardous to the health or safety of residents. Prohibited items include, but are not limited to, firearms (including rifles, shotguns, handguns, pellet guns, air rifles and BB guns), ammunition, stun guns, Tasers, paintball guns, blow guns, sling shots, arrows, bows, axes, machetes, nunchucks, throwing stars, firecrackers, hazardous chemicals and flammable liquids, and knives with a blade over 5 1/2 inches. This policy enforces state law, and university police may confiscate these items. Possession of prohibited weapons or explosives may lead to disciplinary action, including suspension.

Notwithstanding the foregoing, concealed-carry or license-to-carry permit holders residing in campus housing may carry a concealed handgun and ammunition into campus housing, in accordance with SFA Policy 13.9, Firearms, Explosives and Ammunition. SFA students who hold an LTC may store a handgun in campus housing, except during extended periods of absence, such as spring break and the periods between fall and spring semesters. When storing a handgun in campus housing, the license holder must store the handgun in his/her residential room in a secured area or occupant-provided locked and secure container. Handguns may not be stored in designated campus housing during summer camps or other events attended by minors. Handguns may never be stored in campus housing by any person other than the licensed residential-room occupant. Residents may not store a handgun for any other resident or person.

An LTC holder who is employed as full-time residential staff in campus housing may store his/her handgun in his/her residence at all times in a secure area or resident-provided locked, secure container.

Students who do not want to live with a licensed weapon-permit holder may contact the hall director to request a room change.

Rape/Sexual Assault

If you are raped or sexually assaulted:

1. Contact the University Police Department on campus IMMEDIATELY. Please also notify a residence hall staff member when possible.
2. Seek medical attention at once.
3. Do not bathe, douche, change your clothes or rinse your mouth. You do not want to destroy any evidence. Bring a clean change of clothing with you to the hospital.
4. You have the option of reporting the crime to the police. Trained personnel will assist you and explain the legal process to you.
5. Get help and support. Contact the Counseling Center at (936) 468-2401, the University Health Clinic at (936) 468-4008, UPD at (936) 468-2608 or the Rape Crisis Center at (936) 560-0393.

Reporting Criminal Activity

In the event of an emergency, dial (936) 468-9111 from a university phone. Students are encouraged to report known and/or suspected criminal activity by calling the University Police Department. Additional information may be obtained by visiting the University Police Department's website: sfasu.edu/UPD/.

Cooperation with University Officials

Area coordinators, hall directors, assistant hall directors, community assistants and desk assistants are university officials, and residents must immediately comply with directions from any of these individuals. Verbal and/or physical abuse directed toward any university staff member will not be tolerated and may subject the student(s) responsible to disciplinary action.

Discipline

Students found in violation of Residence Life or student conduct code policy may be required to attend a disciplinary hearing with the hall director or a student conduct authority. Continuous problems, problems of a serious nature or violations of the student conduct code will be referred directly to the Office of Community Standards. Students found responsible of violating the student code of conduct or the community guidelines will be able to appeal their decision. Information regarding the appeals process will be shared with students at the time of their conduct meeting.

For more information, reference the student code of conduct policy 10.4 on the SFA website. The discipline process is used as an educational tool for students to learn about community living.

Smoking

SFA is a tobacco- and vape-free campus. The use of all tobacco and vape products (including, but not limited to, cigarettes, cigars, pipes, smokeless tobacco, e-cigarettes, vaporizers, vape pens, hookahs, blunts, pipes, snuff, and any other tobacco or vape-related product) is prohibited on all property that is owned, leased, occupied or controlled by SFA. Students found violating the smoking policy may face disciplinary actions.

Housing Community Standards

Prohibited Items

Appliances

Applies to all residence halls (except Lumberjack Village, Building 3):

Permitted Appliances:

- Blender
- Clock
- Coffee pot/Keurig
- Computer
- Curlers and curling iron
- Desk lamp
- Diffuser
- Electric blanket
- Electric kettle
- Fan
- Hair dryer
- Hot-air popcorn popper
- Hot pot
- Iron
- Shaver
- Stereo
- Surge protectors
- Television
- Refrigerator (*not to exceed 1.8 amperage or 5.0 cubic feet*), unless full-size refrigerator is already provided

Appliances Not Permitted:

- Barbecue grill
- Candle/Candle warmer
- Ceiling fan (unless provided)
- Crock pot
- Electric grill
- Extension cord
- Frying skillet
- Halogen/Torchiere lamp
- Hot plate
- Lava lamp
- Oil lamp
- Portable air conditioner or heater
- Sandwich maker/grill
- Wax warmer (Scentsy)
- Toaster/Toaster oven
- Microwave (unless provided)
- Neon sign
- Oil air freshener (plug-in)
- Other cooking appliances

Additional Permitted Appliances (only in rooms with full kitchens –Lumberjack Village #3):	
• Crock Pot	• Sandwich maker/grill
• Electric gill	• Toaster/Toaster oven
• Frying skillet	• Hot plate

All approved appliances should have a UL label on the electrical cord or be certified by a Nationally Recognized Testing Laboratory. A list of approved NRTL's may be found at [osha.gov/dts/otpca/nrtl/nrtllist.html](https://www.osha.gov/dts/otpca/nrtl/nrtllist.html). Due to fire safety regulations, the oven may not be used to heat rooms. Barbecue grills may not be used on porches or patios and must be kept at least 20 feet from the building while in use.

Items not permitted (see above list) on campus may be removed by the hall staff. Students will have five business days to contact staff to retrieve their items. Items will not be stored longer than five business days unless arrangements have been made with their hall director.

Residents must use caution when using hair appliances (e.g., curling irons, flat irons, etc.) that cause steam. These appliances, as well as hair spray and other aerosols, may set off the smoke detector in the room, which may cause fire alarm activation. If the fire alarm is activated, a minimum charge of \$125 will be assessed to the student to recover the cost to reset/repair the system. Students will be given one warning if the fire alarm is set off due to shower steam only.

Surge Protectors

Residents must use Occupational Safety and Health Administration Nationally Recognized Testing Laboratory approved surge protectors (electrical power strips with built-in circuit breakers) if additional electrical outlets are needed. Multiple plug adapters, splitters and extension cords are not permitted.

Refrigerators

Refrigerators are provided in all units. Students who are assigned to a room without a full-sized refrigerator may bring an additional refrigerator (not to exceed 1.8 amperage or 5.0 cubic feet) or rent one from the Residence Life Department by calling (936) 468-2601. Units with full-sized refrigerators may not have additional refrigerators; units without a full-sized refrigerator will be permitted two small refrigerators. Microwave ovens are available for residents' use in the lobby area of most facilities. MicroFridges (combination microwave and refrigerator units) are provided in individual units in some facilities. Microwaves and full-size refrigerators are provided in the rooms in Lumberjack Lodge and Lumberjack Village. Residents may not bring a microwave in any unit. This policy is a university fire and safety regulation to protect campus residents.

Halogen Lamps

Halogen lamps are prohibited in all facilities by the Department of Environmental Health, Safety and Risk Management. Use of these lamps is against the NFPA 70 National Electric Code, the NFPA 101 Life Safety Code, and SFA's Fire and Life Safety Policy. Several universities have experienced residential fires due to the amount of heat these lamps produce. These lamps also may put a strain on the facilities electrical wiring due to the amount of amps they require. This policy is a university fire and safety regulation designed to protect campus residents.

Fireworks/Explosives

Students may not possess any fireworks, explosives, ammunition, gunpowder or any other related materials in campus facilities. The use of fireworks is dangerous and constitutes a serious fire and safety hazard. This policy enforces state law.

Lofts

Lofts or other structures that require assembly inside the room are not permitted in the residence halls (except those provided in Steen Hall). Students may not stack their beds on cinder blocks or other furniture. The university wants to protect the residents on campus.

Visitation

Residence halls are open to residents assigned to that building, university officials and guests who have legitimate reasons for being in the building. Residence halls are special purpose buildings and are not open to the general public. Visitation privileges have been established to permit guests to visit residents in their room during specified hours. The rights of roommates and suitemates to study, sleep and have privacy take precedence over visitation privileges.

Residents may not have more than two non-occupants in a room or suite at any time.

Roommates should not feel compelled to leave the room or be placed in situations that may cause embarrassment or inconvenience in order to accommodate guests. A guest is defined as any person who is not a resident of the building they are visiting. All guests must enter through the main lobby or entrance of the building. Residents are responsible for the behavior of their guest(s) and are required to escort them within the building at all times. Residents are responsible for ensuring that the guest(s) are familiar with and observe all university and Residence Life policies and procedures. An overnight guest is permitted only with the consent of the roommate. An overnight guest may stay no more than three nights up to two times per month. First-year commons and single-gender buildings may only have same gender overnight guests. Children are not permitted to stay overnight in the residence halls

Single-Gender Facilities and First-Year Commons (Hall 10, Mays, Kerr, Steen, Hall 14, Hall 16 and Lumberjack Landing)

Visitation hours for first-year commons and single-gender facilities are from 10 a.m. to midnight (Sunday through Thursday) and 10 a.m. to 2 a.m. (Friday and Saturday).

Non-First-Year Coed and Hybrid Facilities (Lumberjack Lodge, Wisely, North, South, Lumberjack Village, Griffith and Hall 20)

Residents living in coed (non-first-year buildings) and hybrid (both first-year and upper-class) facilities have 24/7 open visitation, which means they may have visitors seven days a week, 24 hours per day, with the consent of the roommate. Cohabitation is not allowed in residence halls. Cohabitation is defined as any person using a building as if that person were living in the room but not actually assigned to that space.

Failure to follow regulations may result in disciplinary action, which may include loss of visitation privileges. The Residence Life Department shall have the discretion to modify and/or withdraw visitation hours should it be determined that members of a residence hall have not maintained the community standards related to the visitation policy and behavioral expectations of the university as described in this handbook. The visitation policies and procedures exist to help maintain an environment supportive of and conducive to learning and the academic mission of the institution. Guests are limited in order to maintain occupancy limits and noise levels on campus.

Noise/Quiet Hours

In keeping with the academic goals and standards of students residing on campus, quiet hours will be maintained from 10 p.m. to 10 a.m. in each building. Courtesy hours are observed throughout the building 24 hours a day. This means that although quiet hours may not be in effect, residents are expected to maintain reasonable volume levels at all times, including hallway noise and slamming doors. Running, throwing objects, ice/water fights, rollerblading/skating, and riding bicycles or scooters are prohibited in the hallways, lobby and common areas of the facilities. Students are asked that noise not be heard outside of the room two doors down in any direction. Residents with noise complaints are encouraged to contact the residents making the noise and request the occupants lower their volume. If the problem is not resolved, the resident should contact a staff member to report the problem. During dead week and finals week, extended quiet hours are observed to better facilitate a study

atmosphere. Some facilities enforce daily 24-hour quiet hours to enhance the academic environment of that floor or building. It is important that residents be aware of their responsibility to monitor their behavior, regardless of the time of day, so as not to interfere with the lifestyles of others. The Residence Life Department tries to provide a reasonably quiet environment that is conducive to community living.

Cooking Guidelines

To prevent smoke build-up, fires and building evacuations, take the following precautions:

- Do not leave stove unattended when cooking – always stay with your food.
- Keep exhaust ducts clear and turned on when cooking (pots and pans can block exhaust ducts).
- Keep oven, broiler and top burners clean (splattered food/grease causes smoke).
- Keep anything that can catch fire (potholders, oven mitts, wooden utensils, paper or plastic bags, food packaging, towels, etc.) away from the stovetop.
- Burners/stove/broiler will continue to cook after being turned off. Remove pots/food immediately. Stay with stove until it cools down.
- Do not open the front door to air out smoke; this may set off the building alarm. Open windows, and if you have a fan, use it to blow heat and smoke away from the front door or smoke detector.
- Do not use the stove/oven to heat your room.

Cleaning

Residents are expected to keep their room reasonably neat and clean at all times and to immediately correct any abuse pointed out by a university representative. Residents in suites and private-bath facilities are responsible for cleaning their bathrooms throughout the year. Residents with approved pets are responsible for waste removal in any area of campus that their pets utilizes. Pet waste should be disposed of in outdoor trash receptacles only.

Residents are expected to maintain a safe and healthy living environment for their safety, as well as others, in the living community. Residence Life staff members reserve the right to ask a resident to clean the room at the staff member's discretion. Violations of this policy will be referred through the disciplinary process and may be referred to the university's Department of Environmental Health, Safety and Risk Management. Custodial services are not provided after the resident has officially moved into the room. Residents should report any cleanliness concerns to the front desk.

The university wants to provide a clean and healthy environment for all residents. Cleaning charges will be assessed if residents fail to properly dispose of pet waste or fail to thoroughly clean the room prior to vacating at the end of the semester.

Tips to Prepare for Moving Out of Your Room

The Residence Life Department wants to provide you with a few handy cleaning tips so you can leave your room in tip-top shape prior to checking out for the semester. We don't want you to be billed for any of the following reasons. We created this cleaning tip sheet so you can clean early and have your room pass inspection when you check-out with a staff member. Reference the damages section for minimum charges. Contact one of the custodial staff members in your building for specific questions regarding cleaning your room.

Cleaning Tips:

1. **Moisture/Mildew** – Humidity levels cause moisture in some residence hall rooms. To help control the moisture, set the A/C between 69 to 74 degrees, do not turn A/C units off, do not block A/C units and keep closet/bathroom doors opened. If the room feels damp or you notice mildew, enter a work order for maintenance to check your room.

2. **Trash** - The Residence Life Department will provide trash bags for you at the end of the semester to remove all trash from your room. You may pick up trash bags at the front desk.
3. **Floors** -The Residence Life Department will provide vacuum cleaners you can check-out from the front desk. Do not use a carpet freshener product on the carpet. You will need to sweep and mop tile floors. Do not use any wax products on the floors; just clean them with a mop and water. Wax products and carpet freshener products can damage the floors in the rooms. Brooms, dustpans and mops will be available for check-out at the desk. Do not sweep trash into hallway. To spot clean carpets, use warm water and blot the area, or purchase a can of spot cleaner (follow directions on the can).
4. **Microwave** - Residents may place a cup/bowl of water in their microwave and turn it on for 40 to 90 seconds, and then wipe to clean. All-purpose cleaners can be used for tougher spots inside the microwave.
5. **Stove** - Residents should clean the inside and outside of their stove, including the burner pans and racks. Degrease and clean the oven, broiler pan, drip pan, cook top and knobs. Commercial oven cleaning products may be purchased to thoroughly clean the stove. Replacement pans may be purchased locally if necessary.
6. **Refrigerator** - Residents should clean the inside and outside of the refrigerator, empty the ice bucket, clean the drawers and shelves, and remove all food items. Commercial products may be purchased to clean the refrigerator. Students should unplug and defrost all refrigerators (except full-sized units).
7. **MicroFridge** - Clean inside, defrost, unplug and leave doors open at least 12 hours prior to vacating. Commercial products may be used to clean the refrigerator and microwave unit.
8. **Bathroom** - Residents may purchase commercial cleaning products to thoroughly clean the sink, mirrors, toilet and bathtub/shower (remove all soap scum from walls). Toilet cleaning tip – pour two cups of vinegar in the toilet, let it sit for one hour and scrub to remove water ring. White vinegar may also help remove rust spots.
9. **Adhesives** - Remove all tape, sticky tack, thumb tacks, decals, etc., from walls, furniture and the ceiling. Follow manufacturer directions on the adhesive so it is completely removed without damaging the furniture or walls. Improper removal of adhesives may cause damage to the property which may result in damage charges.
10. **Windows/Blinds** - Clean windows, windowsills and blinds using warm water or a commercial window cleaning product.
11. **Furniture** - Clean the furniture with commercial products (including ceiling fan, bed, mattress, chairs, and inside and outside of desk and dressers).

Trash

Residents are responsible for taking their trash to the dumpsters located outside each building. Students who leave trash in the hallways, stairwells or in other common areas will face disciplinary action and trash removal charges. The university wants to provide a clean environment for all residents.

Wing/Floor Meetings

Wing or floor meetings are conducted periodically by CAs to distribute pertinent information to each resident. Attendance at these meetings is mandatory and all residents will be held responsible for this information. Residents who have a scheduling conflict with wing or floor meetings should contact their CA prior to the meeting and make other arrangements.

Solicitation and Advertisement

No soliciting or selling is allowed in the residence halls unless the Residence Life Department has granted prior approval. Solicitors should be reported to a staff member immediately. Neither students nor non-students may conduct any private business operation, nor use university property, facilities or equipment for such activity.

The posting of signs, handbills and flyers in the residence halls will be limited to recognized student organizations, departments of the university and other groups as approved by the assistant director of Residence Life. Flyers should be delivered to the Residence Life Department for approval and distribution.

No banners are to be displayed outside the facilities unless you have made special arrangements. Restaurant coupons are permitted at the front desk for your convenience if space is available. In order to maintain the physical condition of each building, hall directors try to manage the advertising throughout the residence hall.

Painting

Students are not allowed to paint their rooms or any common areas of the building or use aerosol paints inside the residence halls. Painting will result in a charge to repaint the room plus the cost of any damages. Students may not paint in stairwells, sidewalks or porches. In order to maintain consistency in the residence halls and maintain upkeep of all buildings, rooms are painted by Residence Life Department personnel on a routine basis.

Identification Cards

Both full-time and part-time students are required to obtain an SFA ID and carry it at all times. University policy prohibits the transfer of student ID cards. Misuse of ID cards may lead to disciplinary action. ID cards are used for various campus activities, e.g., voting, athletic events, library usage, as a meal card and to gain entrance into some facilities. Lost ID cards may be replaced in the Card Services office in the Baker Pattillo Student Center, Room 1.208. For more information, call (936) 468-1373. Members of the Residence Life staff may request proof of identity of any person in the residence halls. Failure to identify yourself to a staff member upon request is a violation of university rules and regulations.

Disturbing or Distressing Behaviors

Any member of the university community (faculty, staff or students) may make a report of student behavior they find to be disturbing or distressing. Examples of such behavior include threats or actual injury to self or others, continual disruptions of the living or learning environment, unwillingness or inability to meet basic personal needs (eating, hygiene and/or dressing), or behaviors that seem totally out of character for a known individual. Any person wishing to make a report may contact the Office of Community Standards at (936) 468-2703 and/or contact a hall staff member. The reports should include factual information (date, time, place and name of student) and contact information for the reported. Anonymous reports will be accepted but are not easy to investigate. Any misuse of this reporting system will be handled through the appropriate disciplinary channel.

Decorations

Students may bring carpet, tension rods and curtains and other decorating items as long as nothing is permanently adhered to any surface. The room must be returned to the original condition before checkout. Any damage resulting from nails, screws, carpet tape, contact paper or any adhesives must be repaired so that no damage is visible. Students will be assessed a fine for any damage that is found during the checkout process.

Decorations may not hinder the use of, or restrict access to, hallways, doorways, stairs, corridors or life safety equipment. Do not attach anything to, or tamper with, light fixtures, sprinkler heads, safety equipment or exit signs. These restrictions apply to both student rooms and public areas.

Live Christmas trees/boughs are strictly prohibited in all rooms. Residents may not use lighted decorations or seasonal lighting, such as string/twinkle/rope lights. In order to maintain the physical condition of the residence halls, residents are asked not to damage the painted walls or surfaces in their room.

Door Decorations

Residents may post name tags and notes on their door, not to exceed 18-by-24 inches, or on the laminate board or bulletin board provided. Postings may not extend more than one-half inch from the door surface. This procedure adheres to the state fire and life safety standards. Residents found in violation may face disciplinary action and damage charges. Materials adhered to the door surfaces may damage the finish on the doors and may be a fire hazard.

Furnishings

Each room is furnished with essential furnishings (e.g., beds, dressers, desks, chairs, etc.). Furnishings must remain in the room at all times. Students may bring additional furniture as space permits. However, structures that require assembly inside the room, such as lofts or stacking beds on cinder blocks, are not permitted due to safety hazards and damage caused to university property. Bunk/loft beds are provided in all buildings. Each student is responsible for any physical damage resulting from stacking beds. Bedrails are available to use at no additional cost by entering a work order. Residence Life staff members will bunk or unbunk beds upon request. Students are not allowed to stack furniture (other than bunk beds). Students who place boards across their bookshelves for additional storage are responsible for any damage that may result to the property or injury to any person.

Residents may not block windows because windows may be used as a means of egress in emergency situations. Furnishings may not be placed in front of the air-condition unit; this will cause the unit to work improperly.

Waterbeds, halogen lamps and ceiling fans (unless provided by the university) are strictly prohibited. Students may not leave any type of furniture, rugs, grills or personal property outside of their room or have anything in the hallway that may cause egress problems. No additional locks, appliances or furnishings may be attached to the room.

Bicycles/motorcycles/electronic skateboards (hover boards)

Bicycles may be stored in the room with the roommate's permission or in the bicycle racks outside each building. If abandoned on campus or chained to anything other than a bicycle rack, bicycles will be removed by university personnel. Bicycles may not be chained to rails, columns or any structure other than bicycle racks. Bicycles cannot be stored in hallways, storage rooms or stairwells. Bicycles will be removed from bicycle racks over the summer. If motorcycles or mopeds are parked in motorcycle parking, a parking permit must be purchased from University Police Department. Due to fire safety regulations, gasoline-powered motorcycles/scooters are not allowed in the residence halls at any time. Electronic skateboards (hover boards), including self-balancing boards/scooters and any other similar equipment are prohibited from possession, being used, stored and/or charged in any housing facility due to a potential fire hazard.

Offensive Odors

An offensive odor is any odor or aroma of such intensity it becomes apparent and is offensive to others. Any odor can become offensive when it is too strong. Some examples are perfume, air-freshening spray or large amounts of dirty laundry. Staff members will address offensive odors when complaints are received. Residents identified as being responsible for the offensive odor will be asked to eliminate the cause of the odor. The university wants to provide a clean and healthy environment for all residents.

Windows/Window Screens

Windows in facilities with central air conditioning (Hall 10, Mays, Hall 14, Griffith, Hall 16, Steen and Kerr) must be kept closed at all times to maintain the temperature. The temperature in these facilities is regulated on zones; if one room is too hot or cold, it will offset the temperature of the other rooms in that zone. The following apply to all rooms: vents may not be stuffed or taped; windows may not be obstructed; and windows may not be decorated with any type of material, including foil, shoe polish, posters, signs, etc. Any punctures, dents, tears or damage to window screens that are not listed on the inventory sheet will result in a damage charge to replace the screen to all residents of the room. Screens are not to be removed. Residents may not bring window unit air conditioners or space heaters into any building.

Mays Hall rooms with window units have a product called EZ-OUT installed on the window. In case of an emergency, residents must open the window-locking mechanism and pull the metal safety bar in front of the window to release the window unit. By releasing this safety bar, the window unit will drop out of the window, held by a safety strap, allowing the resident to escape from the window. Damage charges will be assessed upon false activation of the EZ-OUT device if there is no immediate danger of a fire. Any type of interference with the air conditioning system can result in inefficient operation of the heating/cooling system and uncomfortable temperatures in individual rooms, wings or entire floors. Screens must be in good condition in order to maintain the exterior physical appearance of campus facilities and the security of campus residents.

Roofs

Roof access is restricted. Students may not climb onto the roof or fire escapes in any building except in the event of an emergency. Students should follow staff members' instructions and signage posted in the hall.

Policies and Procedures

On-Campus Living Policy

Students who are younger than 21 years of age and have earned less than 60 hours of coursework reside and dine on campus and have the opportunity to discover the full university experience. On-campus residents must rent a campus post office box. Exceptions to this policy are made for students who (1) commute from the permanent address of an approved relative within 60 miles, (2) are married, (3) have custody of a child, (4) have a medical disability (as defined by the Americans with Disability Act) that cannot be accommodated on campus, (5) register for eight hours or less, (6) own property (or have a parent who owns property) in Nacogdoches County, or (7) exclusively take online courses. The procedure for obtaining off-campus permission begins with the student filing for eligibility in the Residence Life Department or on their mySFA account. If permission is granted, the student is given an off-campus permit. The university has an off-campus appeals committee that regularly meets to review, upon the student's request, denied permits. Students who are not eligible or approved to live off campus will be billed for housing. The university reserves the right to terminate any off-campus permission. Failure to comply with

on-campus requirements could result in suspension or being barred from registration. By accepting an assignment in any building, the student assumes responsibility for becoming familiar with and abiding by all rules and regulations. National studies show that students who live on campus consistently have higher grade-point averages, adjust better in college and are more successful in their college education. Living on campus is an integral part of the educational process.

Classes

All on-campus residents must enroll in classes each semester to maintain eligibility to reside in campus housing. Students enrolled for eight hours or less may live off campus if they apply for an off-campus permit.

Resident Consideration Policy

The members of your community are unique individuals with different perceptions and values, which may lead to conflicting interpretations of resident's rights and responsibilities. When a conflict occurs, it is important to address the conflict rather than let it escalate. While resolving conflict is often not easy, it can lead to understanding and respect among community members and help build a positive living environment.

To encourage resolution of conflict by the individuals involved, the Resident Consideration Policy will be utilized. This policy recognizes that every member of the community would want others to be up front and honest with them if they felt their rights were being violated. A resident is expected to be the first person to initiate a resolution when he or she feels his or her rights are being violated.

Residents are encouraged to take initiative on resolving their problems by talking to fellow students about issues. If the resident has talked to his or her neighbor about the violation and no action is taken to correct the problem, then he or she should consult with a staff member to work out alternatives. A staff member will be able to provide more information about developing conflict resolution skills.

Bullying, harassing, humiliating, demeaning and other such actions will not be tolerated. This includes, but is not limited to, inappropriate material about a student in writing or by email, Facebook, etc.; verbally accosting, coercing, intimidating and/or degrading another student; or any other action that creates a hostile living environment.

No person shall, on the basis of race, color, religion, national origin, sex, age, disability, genetic information, citizenship or veteran status, be subject to unlawful discrimination or be unlawfully excluded from participation in or denied the benefits of employment or any educational program or activity operated by SFA. As members of the community, university students enjoy the privileges and share the obligations of the larger community of which the university is a part. These privileges carry with them the obligations of responsible citizenship. Freedom of discussion, inquiry and expression is fostered by an environment in which the privileges of citizenship are protected and the obligations of citizenship are understood.

Housing Assignments

Students who have applied for housing and been accepted for academic admission to the university will be eligible to select a space on campus. First priority of room selection is given to students who have resided on campus the preceding contract period. Second priority is given to new applicants based on the date the residence hall application is received. Registered sex offenders are not permitted to reside on campus.

Special Accommodations

Students who require special accommodations in a residence hall facility may request a Special Accommodations Request Form by mail or may access and submit it online from the Residence Life website. Completion of the form is necessary to provide reasonable accommodations for students with documented disabilities who plan to reside on campus. Students must provide professional documentation of their disability and complete the request form. The Residence Life Department will consult with Disability Services and/or the Residence Life Assessment Committee regarding documentation of a disability and provision of accommodations.

At the beginning of each semester, the Residence Life Department will provide the hall director, the University Police Department, and emergency personnel with a list of residents who have a disability and who have been provided special accommodations. This information will assist in identifying students in emergency situations. Once a student has been given special accommodations, these accommodations will be maintained each semester the student lives on campus. If a student requests to transfer to another residence hall, he/she needs to contact the Residence Life Department to see if an accessible room is available. The student may be assessed a fee to transfer accommodations in some buildings. Students requesting academic accommodations are asked to contact the Disability Services Office. The Residence Life Department attempts to accommodate all students on campus.

EMOTIONAL SUPPORT ANIMALS

SFA allows animals that assist or provide therapeutic/emotional benefits to a student with a documented disability. Emotional support animals must be approved prior to bringing on campus. Students must complete the special accommodation request form on the Residence Life website to begin this process.

TEMPORARY DISABILITIES

The Americans with Disability Act does not cover temporary disabilities except under certain circumstances. The law does not provide accommodations for a student with a broken bone, recent surgery, someone on crutches, etc. The Residence Life Department will attempt to work with a student with a temporary disability to move to another room upon request, if the space is available, just as any student would be allowed to move. If the student needs assistance that cannot be provided by a normal move, they should contact the Residence Life Department for more information.

Consolidation Policy / No Roommate

The Residence Life Department reserves the right to consolidate any student who, for whatever reason, is left without a roommate during the year or after the priority sign-up process for the upcoming semester. Consolidation is a process through which the Residence Life Department allocates the maximum amount of space to residents in the residence halls. The process affects residents during the first three weeks of the academic semester who live alone in a double occupancy room because a roommate does not arrive or moves out of the room. If we are unable to assign another person to fill the open space, it becomes necessary for residents who do not have roommates to consolidate (move together).

If a resident in a double-occupancy residence hall does not have a roommate, the resident will be expected to accept one of the following options:

- A) Elect to pay the additional fee for the private room (\$500 to \$600 per semester), if space is available.
- B) Choose to move to another half-occupied room in the same building.
- C) Find another student willing to move into the room.

All room changes are made at the discretion of the hall director.

This policy does not require a student to move to another building, but rather requires a student to pay the private room rate or move in with a person who is living alone in a double-occupancy space.

It is the student's responsibility to find a roommate when consolidation is necessary. All residents who live alone in a double-occupancy room and do not wish to pay the additional fee for a private room will be given an opportunity to meet a new roommate and consolidate on their own during a consolidation party. The residence hall staff hosts consolidation parties each semester. All residents in single rooms are invited to meet and mingle to find a new roommate. Failure to attend a consolidation party may result in forced consolidation. In the event that you do not meet a roommate on your own, the hall director will consolidate you with another student.

If a resident is the only resident in the building who is occupying a double-occupancy space without a roommate, the resident must:

- A) Keep the unoccupied half of the room in such condition that would allow someone to move into the room at any time.
- B) Display an attitude of cooperation and acceptance toward any resident who may examine the room prior to considering occupancy.
- C) Agree the room may be shown to prospective occupants without prior notification and in his/her absence.
- D) Agree to accept a roommate assigned by the hall director.

Students living in single-occupancy rooms (Lumberjack Lodge and Lumberjack Village) may have the empty bedrooms assigned by the Residence Life Department.

The Residence Life Department reserves the right to require students without roommates to acquire roommates in order to: (1) better meet the demand for students requesting to room together, (2) better meet the demand for private rooms, (3) allow for maintenance repairs, (4) make space available for the housing of special groups, (5) reduce the cost of utilities or (6) facilitate cleaning. The Residence Life Department guarantees students a space (not a particular room or building) on campus.

Private Rooms

Private rooms in double-occupancy residence halls are available, as space permits, for an additional charge each semester. Community-style facilities are charged an additional \$500 per semester, and private and suite-style accommodations are charged \$600. Contact the front desk or reference the residence life website for more information and specific dates.

Room and Building Changes

If you wish to make a room change within the building, contact your hall director. Any resident requesting a new roommate will usually be required to change rooms. Contact a staff member to complete the paperwork for changing rooms or checking in or out of your room. If space is available, you are permitted to transfer to another building during facility transfer days. Transfers must be complete by the dates set by the Residence Life Department. In order for the university to be aware of the location of each student on campus for security reasons, specific times are allocated for changing rooms and/or buildings.

Reserving Rooms

Current residents have priority to reserve their current space for the next contract period (except in the first-year halls). Students requesting to transfer to another building the following year may submit their request during the priority sign-up/cancellation period. Rooms are reserved for the next year by completing the contract renewal process. Students who do not properly complete the renewal process may be reassigned to any available room or building.

The university may cancel the residence hall contract if the student is placed on academic suspension. If re-admission is granted at a later date, the student must re-apply to live on campus unless he/she meets the criteria and receives an off-campus permit.

Students who are accepted late, apply to live on campus late, fail to complete their contract by the deadline, or have been suspended and re-admitted late may not receive a permanent assignment until after the first day of class.

Residents may request to reserve common area spaces (lounges, study rooms, etc.) by contacting the hall director. Residential spaces are reserved for residence hall students. Fundraising activities held in the residence halls may only be permitted to benefit the Residence Hall Association.

Break Housing (During Holiday Periods)

The residence halls are closed for Thanksgiving, winter break, spring break and Easter holidays. Break housing is temporary housing offered to residence hall students who need a place to stay when the facilities are not open. Rooms are offered as space permits and may be available in a different building. Students must sign up and pay for the time they reserve a space during the break. Students needing break housing should make their request on their mySFA account. Room fees do not cover holiday break periods.

Roommate / Suitemate Rights

The roommate/suitemate's rights must be given high priority with regard to visitation and respect. The roommate should not be compelled to leave in order to accommodate a guest, nor should he/she be placed in situations that might cause embarrassment or inconvenience. Roommates/suitemates are encouraged to resolve problems between themselves before involving a community assistant. If the CA is unsuccessful, contact the hall director. An electronic version of the roommate agreement will be available to all residents upon move-in.

Each Person Has Worth and Dignity

Human differences must be learned and appreciated if the ideals of human worth and dignity are to be advanced. As long as prejudice exists in any form in the larger society, it can be an issue on the college campus. Any expression of hatred or prejudice is inconsistent with the purpose of higher education in a free society. It is imperative students learn to recognize, understand and celebrate human differences, and these matters often are best learned in collegiate settings that are rich in diversity. There must be a commitment by the institution to create conditions where prejudice is forthrightly confronted to help students become open to the differences that surround them.

Damages

Students are responsible for completing an inventory sheet documenting all existing damage to the room when they check-in. Students are responsible for any damage caused to their living area or they are found responsible for, during the time they are assigned to that space. Students will be charged for any damage to their room and/or furnishings that were not present and/or noted when they moved in. This includes the window, window screen and both sides of the front door. Residence Life does not endorse the use of Command Strips or any adhesive that may remove paint from the wall. Any adhesive that removes paint will result in a damage charge. If another student is suspected of causing the damage, the charges may be transferred if the campus University Police Department is able to verify the allegations. All residents are expected to care for university property and report damages immediately. Damages, either intentional or accidental, may result in the student(s) responsible being billed. The university is not responsible for any damage to a student's room or a student's personal effects as a result of theft, vandalism, fire, sprinkler system activation or maintenance failure. Maintenance problems do not constitute a reason for a refund. Students are responsible for providing property insurance for personal possessions. Below is a list of the most

common cleaning and damage charges. Damage charges may be appealed through the judicial process via the hall director. Charges billed at the end of the semester should be appealed through the Residence Life Department.

Price List

The following are minimum cleaning and replacement charges. These prices may increase based on the specific room condition. Visit sfasu.edu/reslife (under “Work Request”) for detailed pricing.

	<u>Estimated Cost</u>
Adhesives	\$100
Bathroom Cleaning	\$125
Blinds	\$75 - \$125
Candle/Safety Violation	\$75
Carpet Square Replacement	\$65 (min.)
Chair Damage	\$129
Drawer	\$80 (min.)
Fire Alarm Activation	\$125 (min.)
Floors	\$75
Furniture	\$75
Holes:	
Nail Hole	\$45 + \$2/hole
Hole in Wall	\$100/sq. ft.
Improper Checkout	\$75
Key	\$70
Mattress	\$150
MicroFridge (clean/replace)	\$100/\$395
Microwave (clean/replace)	\$75/\$175 (min.)
Mirror	\$70 (min.)
Paint	\$125 (min.) per wall
Peep Hole	\$60
Pet (exterminator fees)	\$90
Refrigerator (clean/replace)	\$125/\$563 (min.)
Room Number Sign	\$65 (min)
Screen Replacement	\$70
Stove (clean/replace)	\$125/\$265 (min.)
Trash Removal	\$75

Price to clean the entire room:

Hall 10, Mays, Griffith and Kerr - \$300

Hall 14 and Hall 16 - \$375

Wisely, North, South, Steen, Hall 20 and Lumberjack Landing - \$475

Lumberjack Lodge and Lumberjack Village #1 & #2 - \$550

Lumberjack Village #3 - \$650

Check-In/Check-Out

Residents begin the check-in process by reporting to the front desk before moving into their room. Students may check-in between 10 a.m. to 8 p.m. The resident must be the person who actually checks into the room; a parent or friend may not complete the paperwork portion of this process for the resident. During check-in, students complete an online inventory sheet on which they list all damages, missing furniture and any other irregularities in the room they might be charged for later. Residents will complete their inventory sheet by clicking on the Online Room Inspection link at the top of the Residence Life Services link on their mySFA account. The resident is responsible for ensuring all damages are recorded. Failure to do so may result in damage charge assessments at check-out. Residents will be held financially responsible for damages that occur within their room not documented prior to moving in. Once the inspection has been submitted, it cannot be changed.

When the resident moves out, they must check-out with a staff member and complete the following procedures: 1. Leave the room clean, 2. accompany the staff member during the room inspection, 3. complete the online inventory sheet and 4. return the key. Failure to follow these procedures may result in the student being assessed a fee for the cleaning of the room, replacement of the key and continuation of the room fees. Students who do not check out with a staff member, do not check out on time or do not properly move rooms may be charged an improper check-out fee. Students may not check-out prior to the end of the contract period unless they are withdrawing from the university or have authorization from the Residence Life Department. Students must have canceled their residence hall reservation prior to being authorized to move out. Vacating without Residence Life Department authorization may result in continuation of residence hall fees, forfeiture of deposit and contract-break-fee penalties. Students may be required to vacate their room within 12 hours of their last final exam, unless the exam is on the last day of scheduled exams, in which case the student must vacate on graduation day (by 5 p.m. in December and May).

Express Check Out

Students may choose to participate in Express Check Out at the end of the semester by signing up on their Residence Life Services account. They will return their key in the provided key envelope to the front desk prior to leaving. Students will forfeit the option to appeal any damage charges that may be assessed.

Keys/Locks

Keys are issued during the check-in process. Students should lock their door each time they leave the room. Students may not loan their key or ID to anyone. Students should report lost keys to the front desk immediately. A fee will be assessed to change the lock and make new keys each time a key is lost. Locks are changed on front doors and closets (if applicable) only. Students who live in facilities with card access and lose their ID should have a new ID card made in the Card Services office in the Baker Pattillo Student Center. Residents are not allowed to install additional deadbolts on the doors. Students are allowed to borrow a key from the front desk for a period of 15 minutes if they are locked out of their room. It is a violation of university policy to duplicate any university-issued key.

For winter break, all residents must return their key to the front desk during regular desk hours before leaving. Failure to do so will result in a damage fee to change the lock on the door. Keys will be re-issued upon check-in for the spring semester during regular desk hours. The university wants to protect the residents on campus.

Contract

All students must complete a residence hall contract for the period of time they reside on campus. Contracts are available under the “Campus Life” tab on the student’s mySFA account – “Residence Life Services” section. Returning students must renew each contract period but are not required to pay an additional deposit. Students who want to cancel their contract must do so (online) by the dates specified on the Residence Life Department website in order to break their contract without penalties. If a cancellation is made after the appropriate deadline, the entire room deposit is forfeited, and the student may be charged a contract-break fee. All residents must participate in the priority sign-up/cancellation process each spring to complete contracts for the upcoming contract period or to notify the Residence Life Department they will not be residing on campus the following contract period. Important dates and cancellation information will be listed on the Residence Life website. Residents who do not participate in priority sign-up/cancellation will have a hold placed on their account and may lose their current assignment for the upcoming year. Reference “Reserving Rooms” for more information. In order to assign and re-assign spaces, the Residence Life Department must be notified by the student of his/her future plans according to the contract guidelines.

Deposit

A \$100 residence hall deposit must be received from all residents when they apply to live on campus. Contract renewals do not require an additional deposit. The deposit will remain on file as long as the student resides on campus.

Residence hall deposit refunds must be requested online at Residence Life Services through the student’s mySFA account, by the appropriate deadline. The deposit will be forfeited if the resident moves out prior to the end of the contract period or fails to cancel his/her on-campus reservation as outlined in the residence hall contract. The deposit, less deductions for damage, cleaning fees or other delinquencies, will be refunded to residents who submit a cancellation by the appropriate deadline. Residence hall deposits will be credited to the student’s university tuition/fee account four to six weeks after the move-out date. Refunds will be issued for any credit balance remaining on the tuition/fee account after the deposit is applied. The room deposit reserves the student’s space on campus.

Abandoned Property

Neither SFA or the Residence Life Department, nor any of the university staff members, are responsible for any student property left in any building. If property of value is found, it will be removed and stored for 90 days. Items found in common areas in which the owner cannot be identified may be disposed of immediately. If items are stored, the student will be charged an abandoned property fee. If the property is not claimed in 90 days, it will be disposed of. The university is not responsible for property students leave after they have moved out of a residence hall.

Pets

Campus residents are not allowed to keep pets except for small birds in cages and fish (tropical or salt-water fish only) in aquariums no larger than 10 gallons. University personnel may require the removal of animals if they are not properly maintained, present health or safety hazards, or are disruptive to other residents. Unauthorized animals will be removed by university officials if the resident cannot be found or refuses to remove the animal. Residents will automatically be charged an extermination fee to spray for fleas, ticks and other pests, and/or a fine any time an unauthorized animal is found in the resident’s possession. Pets do not include service or emotional support animals (reference the Animals on University Property policy 13.2) for more information). Many people

are allergic to, afraid of or do not like pets, and the facilities are not built to provide space for indoor or outdoor animals (other than birds and fish).

Special Interest Facilities

Honors Housing

Wisely Hall is a coed building for honors students who desire a stimulating living environment designed to challenge academically talented individuals. Freshmen participating in the honors program may be housed in the honors wing of Lumberjack Landing. The School of Honors must recommend students to be assigned to live in either of these buildings. Wisely offers 24-hour quiet hours. For more information, contact the School of Honors at (936) 468-2813 or the Residence Life Department at (936) 468-2601.

Residential Learning Communities

Residential Learning Communities are designed for students who share similar academic, social or cultural interests to live and work to create new traditions at SFA. RLC feature a relaxed atmosphere that promotes general opportunities to foster personal growth, as well as specialized opportunities to explore commonly shared interests. RLC include students in the following areas: pre-nursing, honors, education, STEM, Gen Jacks, natural resource management and pre-health and Community Service. Students may locate more information about RLC on the residence life website.

Residence Life Services and Amenities

Internet Services

Each room is equipped with high-speed Ethernet network connections, as well as wireless Internet services. Students are required to provide their own computer with a network port and cable (RJ-45 patch cable) in order to use the Ethernet connection. Ethernet cables are available free of charge at the Technical Support Center. Students may reference the Ethernet instructions at the TSC website (www.sfasu.edu/TSC). Call the TSC at (936) 468-HELP (4357) or visit their office in the Baker Pattillo Student Center room 1.201 or the Ralph Steen Library for additional assistance.

The SFA-WIRELESS connection uses WPA2 encryption. The password is “golumberjacks.” Most systems will connect to this network without any additional configuration. If help is needed, contact the TSC. For a more secure network connection, or sending sensitive information, use the wired connection.

Wireless printers should be connected to the “SFA Printers” wireless network. Reference the assigned IP address when connecting your computer to your wireless printer. If you need assistance, contact the TSC.

Routers, wireless or wired, are strictly prohibited. The use of wireless hotspots via wireless router, smart phone, etc. also will interfere with the wireless Internet service on campus and is a policy violation that will lead to disciplinary action, up to and including being banned from SFA network resources. If you need to connect multiple wired devices in your room, you can use a wired switch. If you have questions about setting up a switch, contact the TSC for assistance.

Per the SFA Acceptable Use Policy, each person with access to SFA computing resources is responsible for his or her appropriate use, and by his or her use agrees to comply with all applicable SFA policies and regulations; with

applicable city, state and federal laws and regulations; and with the acceptable use policies of affiliated networks and systems. Any activity that interferes with the primary purpose of the campus network (academic, research and public service activity) will be deemed in violation of this policy. Students found violating any of the policies may face disciplinary action and have their network access terminated.

Kitchens

Limited-use community kitchens are provided for residents' use in all buildings. Residents are expected to leave the kitchen clean at all times. Failure to keep the kitchen clean may result in the kitchen being closed for a specified time. The kitchen may not be used as a substitute for the meal plan.

Laundry Facilities

Coinless laundry machines are available in all residence halls. Students should use High-efficiency (HE) laundry detergent. The university is not responsible for laundry that is lost, damaged or stolen. Laundry left in the laundry rooms may be discarded. The university recommends that students stay with their laundry while it is in the laundry room. Laundry facilities in each building are for current residents in that building only. Mechanical problems with the machines should be reported on the work request link on the residence life website www.sfasu.edu/reslife or to the front desk.

Microwave Ovens

Microwave ovens are available for residents' use in the lobby area of most facilities. Microwave ovens are not allowed in rooms, except where provided by the Residence Life Department. Some of the buildings are not equipped with the electrical service to allow students to have microwave ovens.

Ice Machines

An ice machine is located in most facilities for students' convenience. Ice is not provided to fill coolers.

Telephones and Long-Distance Service

Each room is equipped with local telephone service (except in Lumberjack Landing). Students must provide their own telephone and long-distance service. Any fraudulent usage of the telephone system, including the billing of long distance to any unauthorized number, will be processed through the discipline channel. Maintenance problems with the telephone line should be reported to the front desk.

On-campus phone calls may be made by dialing only the last four digits of the number from any on-campus phone. To place off-campus calls, dial 9 before dialing the local call. Collect calls can be made from any phone by dialing 9-0 and the number. Residents may not accept collect calls. Public phones are located at each front desk and on the card reader at the main entrance. The university does not provide individual billing for each telephone line on campus.

Television

A color TV is available in the lobby or TV lounge of most facilities. Residents may bring their own televisions TVs for their rooms. The university provides one basic cable connection in each residence hall room. The campus is provided a digital network which may not work with older TVs. Students with older TVs may need to pick up a digital converter box from the Suddenlink Communications office. Students interested in extended cable or premium channels should contact Suddenlink Communications at 409 Fredonia St. or call (877) 778-2486.

Extermination

Exterminators will treat the residence halls on a regular basis throughout the year, normally during semester breaks. Residents must remove live animals from their room prior to the treatment. If an attempt is made by the contractor to exterminate a room and the resident refuses to allow entry, the resident will be assessed a fee to have the contractor reschedule. If medical problems exist, a letter from a physician must be sent to the Residence Life Department to determine if an alternate type of treatment may be available. Material can be obtained from the Residence Life Department concerning the types of chemicals used and optional forms of treatment. The university wants to provide a clean and healthy environment for all residents.

Vacuum Cleaners

The Residence Life Department provides a limited number of vacuum cleaners, brooms and dust pans for residence hall student use. Students may check out these out from the front desk.

Vending Machines

Vending machines are available in most facilities. If money is lost in a vending machine, the resident should report the loss to the Student Center Information Desk or call (936) 468-3401 for a refund.

Life At SFA

Dining Services

SFA Dining Services encompasses all dining on campus: two all-you-care-to-eat dining halls, 12 different on-campus food court locations, athletic concessions and catering. Visit sfadining.com for more information on sustainability, meal plans, health and wellness, etc.

Meal Plans

All students who live on campus (except residents of Lumberjack Village, building 3) are required to purchase one of SFA Dining's residential meal plans. There are different styles of meal plans for on-campus students: Weekly Plans and All-Access Plans.

1. **Weekly Plans:** Weekly plans include the 7 Day 14 Plan and the 7 Day 14 Premium Plan. These meal plans are for balanced eaters or students who eat on a set schedule. Both plans allow the student to receive a new set of 14 meal swipes each week. Students selecting the Premium option receive more dining dollars to use at on-campus food court locations such as Starbucks, Chick-fil-A, the C-Store, etc. If you select one of the weekly plans (7 Day 14 or 7 Day 14 Premium), all unused meals are forfeited each week.
2. **All-Access Plans:** All-Access plans include the All-Access Plan and the All-Access Premium Plan. The All Access meal plans are for students with flexible or changing schedules. Both plans allow the student to receive an unlimited amount of meal swipes per week until the end of the semester. Students selecting the Premium option receive more dining dollars to use at Starbucks, Chick-fil-A, the C-Store, etc. If you select an All-Access Plan (All-Access or All-Access Premium), all unused meals are forfeited at the end of the semester.
3. **What Makes A Meal Plan Premium?**
 - a. Each meal plan type has a premium version. Premium means more Dining Dollars to spend at on campus food court restaurants on campus such as Starbucks, Chick-fil-A or the C-Store.
4. Student meal plans default to the 7 Day 14 Premium* meal plan at the beginning of each semester. Students may change this to another meal plan before the first class day by following the steps below:

TO SIGNUP FOR A MEAL PLAN:

1. Login to your mySFA account
2. Visit your "Campus Life" tab
3. Click Other Information

4. Click Meal Plans Signup or Change
 - a. *Cost of Meal Plan will be added to your SFA eBill*

ON-CAMPUS MEAL PLANS:

1. **Plan #1: 7 Day 14:** Best value for students who like to eat on a schedule. (Balanced Lifestyle)
 - ☐ 14 meal swipes/week

The 7 Day 14 is a weekly plan that allows you 14 meal swipes into either dining hall each week. Each week you get a new set of 14 meal swipes. These meal swipes do not roll over from week to week.
 - ☐ \$125 Dining Dollars per semester
 - ☐ \$1,753 per semester
2. **Plan #2: 7 Day 14 Premium*:** Best value for students with a balanced lifestyle who would like to enjoy a premium set of dining dollars to spend at on-campus food court restaurants like Chick-fil-A, Starbucks and the C-Store.
 - ☐ 14 meal swipes/week

The 7 Day 14 Premium is a weekly plan that allows 14 meal swipes into either dining hall each week. Each week you get a new set of 14 meal swipes. These meal swipes do not roll over from week to week.
 - ☐ \$350 Dining Dollars per semester
 - ☐ \$1,955 per semester
 - ☐ *Default meal plan for on-campus residents
3. **Plan #3: All Access:** Best value for students who like to snack or eat more than three times a day. (Flexible Lifestyle)
 - ☐ Unlimited meal swipes/week

The All-Access meal plan allows you unlimited meal swipes into either dining hall each week, including a 30-minute wait period in-between meal swipes.
 - ☐ \$50 Dining Dollars per semester
 - ☐ \$1,800 per semester
4. **Plan #4: All Access Premium:** Best value for students with a flexible lifestyle and would like to enjoy a premium set of dining dollars to spend at on-campus food court restaurants like Chick-fil-A, Starbucks and the C-Store.
 - ☐ Unlimited meal swipes/week

The All-Access Premium meal plan allows you unlimited meal swipes into either dining hall each week, including a 30-minute wait period in between meal swipes.
 - ☐ \$275 Dining Dollars per semester
 - ☐ \$2,002 per semester

WHEN YOU PURCHASE A MEAL PLAN, YOU GET:

1. **MEAL SWIPES:** Each plan includes a certain amount of meal swipes you can use to eat at either dining hall on campus. Meal swipes can be used during dining hours of operation. Hours of operation can be found on sfadining.com or onsite at each location.

Dining Halls on campus include:

 - The Baker Pattillo Student Center Dining Hall
 - The East College Dining Hall, located across from Steen Hall
2. **DINING DOLLARS:** Dining Dollars are a certain amount included in your meal plan that you can use at on-campus retail locations, such as Starbucks, Chick-fil-A and Panda Express. You can add additional DD to any plan at any time. See super value stretcher below.
 - Dining Dollar Reload: You can purchase additional dining dollars to add to any of the meal plans above at any time throughout the semester in increments of \$25 or \$100. For every \$100 you purchase, you will receive \$10 FREE. To purchase additional dining dollars, follow the steps below.
 1. Login to your student's mySFA account
 2. Visit the "Campus Life" tab
 3. Click Other Information
 4. Click Purchase Additional Dining Dollars
3. Meal Swipes and Dining Dollars can be accessed through your SFA ID Card.

OTHER INFORMATION:

To change a meal plan after the first day of class, visit the Card Services office, Baker Pattillo Student Center, Room 1.205. Certain fees may apply, based on the time of the change. Most residence halls do not provide facilities for full-service, individual cooking; therefore, students are required to purchase a meal plan. Cooking can lead to pest problems, cleanliness issues and health concerns. For health and safety reasons, students are asked to limit their cooking and to use approved appliances only.

SFA DINING LOCATIONS:

Dining Halls:

- i. The Student Center Dining Hall, located in the Baker Pattillo Student Center
- ii. The East College Dining Hall, located across from Steen Hall
(*The Diner at EC on the West side of the building, separate entrance*)

Both dining halls offer an all-you-care-to-eat dining experience - once you swipe at one of our dining halls, you can eat as much as you want for as long as you want. Each dining hall offers a wide variety of offerings, including made-to-order stations, authentic ethnic cuisine, home-style dishes, culinary twists on classic favorites and a variety of healthy options. Dine in with unlimited second helpings, or if you're in a hurry, take advantage of the Eco to-go or Grab & Go programs. Through our world-class service program, we treat you like a guest at your campus home. Our staff members strive to make every experience satisfying. Each dining hall hosts exciting special events such as Theme Night Thursday, Chick Fried Steak Thursday, Fried Fish Friday, Meatless Monday and more to add even more fun in your dining experience. Hours of operation for the dining halls and food court locations can be found at each dining location, on SFA Dining social media pages and on sfadining.com.

Menus Online:

Daily menus for the dining hall are located under the "Locations" and "Menus" tab on sfadining.com.

Food Court Locations on campus: *Dining Dollars, cash or credit card is accepted at all retail locations on campus.*

Baker Pattillo Student Center Food Courts

- Chick-fil-A
- Great American Cookies
- Marble Slab Creamery
- Panda Express
- Starbucks
- Sushic Sushi
- The C-Store (Convenience Store & More)
- P.O.D. Express in the STEM building (Express Convenience Store)
- Urban Bricks Pizza Company
- Which Wich
- La Unica

Located in the Library

- Einstein Bros. Bagels

Located in the S.T.E.M. Building

- P.O.D. Express convenience store

REGISTERED DIETITIAN ON STAFF:

SFA Dining also offers free dietetic services to meal plan holders through our registered dietitian.

Services include:

- General Nutrition Information
- Exercise Nutrition
- Food Allergies/ Dietary Restrictions

- Vegetarian/ Vegan Diets
- Made Without Gluten Solutions
- Foods for Medical Conditions

To set-up a one-on-one confidential appointment, email hamilton-jill1@aramark.com or call (936) 468-1022.

SICK TRAYS

If you are ill and need your food brought to your room, a roommate or friend may pick up your meal by taking your ID card to the front desk of your residence hall. A form is filled out by the hall director, and the person picking up the food presents both the form and the ID card at the register in the cafeteria. If you need more than one meal, a form must be filled out each time.

CONTACT US

For more information on dining services, visit sfadining.com, call (936) 468-1113, or find us through Facebook (facebook.com/sfadining), Twitter (twitter.com/sfadining) and/or Instagram (instagram.com/sfadining).

HUNGRY FOR YOUR FEEDBACK

We want to hear from you.

- Fill out a survey anytime at yourdiningvoice.com
- Attend an RHA food committee meeting
- Attend a F.L.A.V.O.R. (For Lumberjacks with Allergies, Vegans, or Other Restrictions) committee meeting
- Let a manager know in the dining locations

Getting Involved!

Residence Life Organizations

RESIDENCE HALL ASSOCIATION

The purpose of the student-led Residence Hall Association is to provide communication, education and leadership development opportunities for students in residence halls across campus. The students who make up this organization represent the different abilities, races, ethnic backgrounds, sexual orientation, religions, ages, genders, socioeconomic class and political affiliations of the students living on campus. The RHA is a representative body of a truly diverse population in which individual differences are accepted. RHA accepts the responsibility to act proactively in the education of our members and strongly encourages residence halls to build hall councils truly indicative of the diversity represented by their residents. Furthermore, RHA encourages members to work together to provide a unified front in order to achieve one basic goal: improving residence halls campus wide.

RHA COMMITTEES

RHA programs include annual events such as Parents Day, Casino Night, Holiday Extravaganza, Best Week Ever and Fall Festival. Five standing committees work within RHA to plan various types of activities. These committees include Community Service, Residence Hall Advisory, Food Service Advisory, Sustainability, and Sports and Recreation. The degree to which a student gets involved in his or her hall activities depends on the student's interests and goals.

RHA HALL COUNCIL

Every residence hall has a hall council that brings the residents together, sponsors programs in the building and votes on hall improvement proposals. This student-run hall government consists of a president, vice president, treasurer and secretary. Hall council is a great way to get to know the people within your hall. To find out more, talk to a staff member or a hall officer in your building.

NATIONAL RESIDENCE HALL HONORARY

The National Residence Hall Honorary is a service organization dedicated to recognizing residents who have committed personal time and effort to make their college experiences more meaningful by becoming a leader. Membership comprises the top one percent of leaders living in the residence halls. Residents are selected for membership based on academic achievement, service to the residence halls, strong character and leadership experience.

SHOWCASE SATURDAY

Showcase Saturday is an open house program sponsored by SFA to invite future Lumberjacks to campus to tour the residence halls, visit with faculty and staff and get a feel of college life. The Residence Life Department opens each residence hall for tours during these programs. If you are interested in having your room shown as a tour room, contact a member of your hall staff. Showcase Saturday programs are offered in the fall and spring semesters.

CAMPUS ORGANIZATIONS

There are more than 200 campus organizations created by SFA students to meet individual needs and/or interests. For more information about these organizations, contact Student Engagement in the Baker Pattillo Student Center at (936) 468-3703 or visit sfasu.edu/studentaffairs. You also may contact the Residence Life Department in the Austin Building at (936) 468-2601 or visit sfasu.edu/reslife.

Campus Recreation

The Campus Recreation Department offers students a wide variety of healthy activities at all ability levels. Opportunities for active competition, fitness conditioning, skill building, stress release, leadership development and peer socialization are available through campus recreation programming. Students may take advantage of these opportunities through programs such as aquatics, safety, camps, intramurals, sport clubs, fitness, wellness and outdoor pursuits. Through these campus recreation activities, students will be able to develop healthy lifestyle habits, make new friends and forge lasting relationships. For more information, call (936) 468-3507, or visit sfasu.edu/campusrec.

Involvement Center

The Involvement Center offers a unique advising process to help students learn about more than 200 student organizations on campus. Student leaders help students determine which organization or campus activity best fits their interests. To sign up for an advising session, visit sfasu.edu/involvement or stop by the Baker Pattillo Student Center location.

MULTICULTURAL AFFAIRS

The Office of Multicultural Affairs, located in the Baker Pattillo Student Center, oversees the development and coordination of a comprehensive support system and fosters multicultural awareness and appreciation. The center maintains a mentoring relationship with ethnic minority students. For more information, call (936) 468-1073.

STUDENT ACTIVITIES ASSOCIATION

Student Activities Association produces a majority of the student entertainment on the SFA campus, generating a variety of events designed to culturally enlighten, intellectually stimulate and entertain the university community. SAA hosts the cinema program on campus. Movies are \$2 for students and are shown at 7 and 9:30 p.m. Thursday, Friday and Sunday in the Baker Pattillo Student Center Theater on the second floor. Students interested in joining SAA must complete an application and go through an interview process. For more information, call (936) 468-1222 or visit sfasu.edu/saa.

STUDENT GOVERNMENT ASSOCIATION

Student Government Association is the voice of all SFA students. It represents the students' views to the administration and discusses any problems pertaining to students. A three-branch governing organization, SGA has legislative, judicial and executive branches. More information may be obtained from the SGA office located in the Baker Pattillo Student Center or by calling (936) 468-3500.

University Services

Bus Transportation

SFA Parking and Traffic provides an evening shuttle service, Jack Track. The service operates from 5:30 p.m. to 1:30 a.m. Sunday through Thursday during the fall and spring semesters. The route circulates campus, stopping in high-traffic locations. Nacogdoches offers public transportation through The District. Transportation information is available by calling (800) 272-0039 or visiting btd.org.

Car Problems

Contact the University Police Department for assistance with certain types of car problems, such as failing to start (needing jumper cables), being blocked by another car or having the keys locked inside the car. Contact UPD at (936) 468-2608.

Computer Services

The TSC is available to help students with their computer problems and is open from 8 a.m. to 8 p.m. Monday through Friday. These services are free to SFA students. Students may drop off their computer if the problem cannot be resolved over the phone.

SFA serves as the internet service provider for students. As an ISP, SFA is notified of infringement violations including notices from the Recording Industry Association of America and the Motion Picture Association of America. It is the student's responsibility to follow the Acceptable Use of Information Resources Policy, The Digital Millennium Copyright Policy, and Computer and Network Security Policy. A student's network privileges will be revoked for repeated violations. When illegal file sharing occurs, the SFA Office of Student Rights and Responsibilities receives notification and contacts the student. Violations of copyright laws may subject a student to university disciplinary action and possible legal action by the copyright holder. For more information on copyright infringement, visit riaa.com/resources-learning/for-students-educators/.

The TSC will notify the student when other computer and network issues occur, such as high bandwidth usage or spamming notifications. Failure to comply also will result in termination of network privileges. Students should contact the help desk concerning any computer or network concerns.

Email Communication

Each student at SFA is issued an email account that is an official method of communication from faculty and staff members and administrators to students. Each student is responsible for checking and responding to email messages on a regular basis. The Residence Life Department will correspond with students through their SFA email account. Any misuse of email should be reported to the University Police Department at (936) 468-2608.

Parking

Residents may purchase a parking permit from the University Police Department's Parking and Traffic Office through their mySFA account. Residents are given a permit that will allow them to park in designated areas. A parking permit must be displayed on all vehicles parked on university property. If you must park away from your building at night, contact UPD for an escort to your building by calling (936) 468-2608.

Post Office

The SFA Post Office, a full-service postal facility, is located in the basement of the Baker Pattillo Student Center. The service window is open 8 a.m. to 5 p.m. Monday through Friday. Students have access to their mailboxes 24 hours per day.

Students living on campus are required to rent a post office box at the SFA Post Office each semester. New students are electronically assigned a box prior to the semester. The box assignment, combination and correct address format is available on your mySFA account. To access your information:

- Login to mySFA
- Click on the "Campus Life" tab
- Click the "Lookup your PO Box Information" icon

Students are assigned the same box number each semester that they are consecutively enrolled. Students not registered for classes but wanting to keep the box during the summer sessions must contact the Post Office at the beginning of each summer session.

All packages and deliveries must be sent to the SFA P.O. box. No deliveries will be accepted at the residence hall. Students will receive an email to their SFA email account when they have a package.

Important Phone Numbers

U.S. Postal Service mail and package deliveries should be sent to your P.O. Box on campus, Nacogdoches, Texas, 75962.

RESIDENCE HALL

Griffith
Hall 10
Hall 14
Hall 16
Hall 20
Kerr
Lumberjack Landing
Lumberjack Lodge
Lumberjack Village
Mays
North
South
Steen
Wisely

FRONT DESK PHONE

(936) 468-4909
(936) 468-3200
(936) 468-4609
(936) 468-5109
(936) 468-2595
(936) 468-5301
(936) 468-5404
(936) 468-2400
(936) 468-4300
(936) 468-3700
(936) 468-3000
(936) 468-3900
(936) 468-5201
(936) 468-5404