

STEPHEN F. AUSTIN STATE UNIVERSITY  
**RESIDENCE LIFE DEPARTMENT**

[www.sfasu.edu/housing](http://www.sfasu.edu/housing)



2009-2010

**COMMUNITY LIVING**  
**SFA@**

# WHAT'S INSIDE

<b>WELCOME</b> .....	1
Mission Statement .....	1
Community Commitment .....	1
Resident Consideration Policy .....	2
Each Person Has Worth and Dignity .....	2
Bigotry Will Not Be Tolerated .....	2
Students Are Responsible for Their Own Lives .....	2
<b>IMPORTANT NUMBERS</b> .....	3
<b>GETTING INVOLVED</b> .....	4
Campus Organizations .....	4
Campus Recreation .....	4
Multicultural Center .....	4
Residence Hall Association (RHA) .....	4
Hall Level RHA .....	4
National Residence Hall Honorary (NRHH) .....	4
Student Activities Association (SAA) .....	4
Student Government Association (SGA) .....	4
<b>COMMUNITY POLICIES and PROCEDURES</b> .....	5
Advertising .....	5
Alcohol .....	5
Appliances .....	5
Bicycles/Motorcycles .....	5
Candles/Open Flames .....	6
Cooking Guidelines .....	6
Cooperation With University Officials .....	6
Decorations .....	6
Disturbing or Distressing Behaviors .....	6
Diversity .....	6
Door Decorations .....	6
Drugs .....	6
Fireworks/Explosives .....	6
Grounds .....	6
Halogen Lamps .....	6
Lofts .....	7
Noise/Quiet Hours .....	7
Offensive Odors .....	7
Pets .....	7
Roofs .....	7
Room Entry .....	7
Roommate/Suitemate Rights .....	8
Smoking .....	8
Soliciting .....	8
Storage .....	8
Trash .....	8
Visitation .....	8
Window/Window Screens .....	8
Wiring .....	9
Yard Areas .....	9
<b>RESIDENCE LIFE INFORMATION</b> .....	10
Abandoned Property .....	10
Assignments .....	10
Break Housing .....	10
Check-in/Check-out .....	10
Classes .....	10
Cleaning .....	10
Consolidation Policy/No Roommate .....	11
Contract .....	11
Damages .....	12
Deposits .....	12
Discipline .....	12
Furnishings .....	12
Housing Policy .....	12
Keys/Locks .....	13
Private Rooms .....	13
Reserving Units .....	13
Special Accommodations .....	13
Special Interest Facilities .....	13

Staff .....	14
Unit and Facility Changes .....	14
Utilities .....	14
Wing/Floor Meetings .....	14
<b>DINING SERVICE</b> .....	15
Dining Services Restaurants .....	15
Meal Plans .....	15
Jack Bucks .....	15
Sick Trays .....	15
<b>SAFETY, SECURITY and EMERGENCY</b> .....	16
Electrical Power Strips and Extension Cords .....	16
Electrical Safety Guidelines .....	16
Emergencies .....	16
Emergency Phones .....	16
Evacuation Process .....	16
Fire Alarms and Fire Drills .....	16
Outdoor Alert System .....	17
Personal Property/Insurance/Personal Liability .....	18
Rape/Sexual Assault .....	18
Safety Equipment .....	18
Security .....	18
Self-closing Doors .....	18
Severe Weather .....	19
Shelter-in-Place .....	19
Tailgating .....	19
University Police Department .....	19
Video Cameras .....	19
Weapons .....	19
<b>SERVICES</b> .....	20
Bus Transportation .....	20
Car Problems .....	20
Computer Services .....	20
Computerized Door System/Card Reader .....	20
Counseling and Career Services .....	20
Custodians .....	20
Desk Deliveries .....	20
Desk Hours .....	21
Diets .....	21
Directory Information .....	21
E-mail Communication .....	21
Extermination .....	21
FERPA .....	21
Financial Aid .....	21
Health Service/Medical .....	21
Ice Machines .....	21
Identification Cards .....	21
Kitchens .....	21
Laundry Facilities .....	21
Legal Counsel .....	21
Library .....	21
Maintenance .....	21
Microwave Ovens .....	22
Painting .....	22
Parking .....	22
Pine Log .....	22
Post Office .....	22
Posting Signs .....	22
Printing Services .....	22
Recycling .....	22
SFA Graphics Shop .....	22
SFA Ticket Office .....	22
Telephones and Long Distance Service .....	22
Television .....	22
Vacuum Cleaners .....	22
Vending Machines .....	22
<b>ROOMMATE AGREEMENT</b> .....	23
<b>ROOMMATE BILL OF RIGHTS</b> .....	25
<b>INDEX</b> .....	26

# WELCOME FROM THE DEPARTMENT

## ***Welcome to Stephen F. Austin State University and to the Residence Life Department.***

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

Living on campus at SFA means living in a community of students. You will be meeting and interacting with many different types of people from different backgrounds, cultures and lifestyles. You will be learning to communicate and live with people with whom you have a lot in common, as well as those who are quite different from you. You will meet people of different races, religious beliefs, levels of ability, family support, sexual orientation and socioeconomic status. While you may not feel comfortable with many of these differences, you have a marvelous opportunity to expand beyond your comfort zone and supplement your educational experience. Community living requires consideration and respect on the part of all community members.

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 is 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!*

## **MISSION STATEMENT**

The Residence Life Department exists as an integral part of the educational experience and academic support services of Stephen F. Austin State University. The mission of the Residence Life Department is to provide a learner-centered residential environment which 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;
- Creating an environment which appreciates new ideas and cultural and lifestyle differences;
- Providing a variety of programming opportunities which enhance student growth, learning, and interactions;
- Providing multiple living/learning communities to meet diverse student needs;
- Providing facilities that are clean, well maintained, cost effective, convenient, and adaptive to student needs;
- Providing staff who are positive role models, encourage personal development, and serve as leaders in the community.

## **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 unit without disturbance.
- live in a secure, healthy, and clean environment.
- be an active member within a supportive and stimulating community.
- gain access to a variety of programs and services.

Your responsibilities are to:

- 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 facility and the environment in which you live.
- promote individual and community safety.
- demonstrate dignity and respect for all individuals.
- respect the opinions of others.

The residence life staff is available to assist students in creating this type of environment. They organize floor meetings, educational programs and individual opportunities to help create successful students. We encourage each student to participate in community activities and take advantage of all of the conveniences of on-campus living.

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

## **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 that their rights were being violated. A resident is expected to be the first person to initiate a resolution when he or she feels that his or her rights are being violated.

Residents are encouraged to take initiative on resolving their problems by consulting fellow students and following up with further steps in the conflict mediation process when appropriate. 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.

The Residence Life Department is committed to equitable, civilized and concerned treatment for all individuals without regard to age, race, religion, gender, creed, physical and mental ability, national origin or lifestyle. 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.

## **EACH PERSON HAS WORTH AND DIGNITY**

It is imperative that students learn to recognize, understand and celebrate human differences. Universities can, and must, help students become open to the differences that surround them. These matters often are best learned in collegiate settings that are rich in diversity. Human differences must be learned and appreciated if the ideals of human worth and dignity are to be advanced.

## **BIGOTRY WILL NOT BE TOLERATED**

Any expression of hatred or prejudice is inconsistent with the purpose of higher education in a free society. As long as bigotry exists in any form in the larger society, it can be an issue on the college campus. There must be a commitment by the institution to create conditions where bigotry is forthrightly confronted.

## **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.

# IMPORTANT NUMBERS

U.S. Postal Service mail should be sent to your P.O. Box on campus, Nacogdoches, Texas, 75962. Deliveries to a physical address (i.e. Fed Ex, UPS, etc.) should be sent to the address listed below, Nacogdoches, Texas, 75961.

FACILITY	PHONE	ADDRESS
Apartments Desk .....	(936) 468-5404 .....	1929 Wilson Dr. North
Garner .....	(936) 468-5404 .....	1929 Wilson Dr. North
Griffith .....	(936) 468-4909 .....	110 Griffith Blvd. East
Hall 10 .....	(936) 468-3200 .....	605 Horseshoe Dr. West
Hall 14 .....	(936) 468-4609 .....	514 College St. East
Hall 16 .....	(936) 468-5109 .....	2117 Wilson Dr. North
Hall 20 .....	(936) 468-2595 .....	805 College St. East
Kerr .....	(936) 468-5301 .....	218 Griffith Blvd. East
Lumberjack Lodge .....	(936) 468-2400 .....	424 College St. East
Lumberjack Village .....	(936) 468-4300 .....	1600 Clark Blvd.
Mays .....	(936) 468-3700 .....	519 Horseshoe Dr. South
North .....	(936) 468-3000 .....	619 Horseshoe Dr. West
South .....	(936) 468-3900 .....	507 Horseshoe Dr. East
Steen .....	(936) 468-5201 .....	609A College St. East
Todd .....	(936) 468-2800 .....	418 Griffith Blvd. East
University Woods .....	(936) 468-5404 .....	
Apt. numbers 401-416 .....		1124 University Woods Dr. East
Apt. numbers 417-432 .....		1216 University Woods Dr. East
Wisely .....	(936) 468-2600 .....	221 Aikman Dr. East

## RESIDENCE LIFE DEPARTMENT

Austin Building Room 131 ..... (936) 468-2601 ..... P.O. Box 13054 SFA Station  
 Nacogdoches, Texas 75962  
[www.sfasu.edu/housing](http://www.sfasu.edu/housing), e-mail: [housing@sfasu.edu](mailto:housing@sfasu.edu)

## OTHER IMPORTANT PHONE NUMBERS AND LOCATIONS

Counseling & Career Services .....	(936) 468-2401 .....	Rusk, 3rd Floor
Emergency .....	911 .....	University Police Department
Health Clinic .....	(936) 468-4008 .....	2106 Raguet St.
Health Physical Education Complex .....	(936) 468-3507 .....	1812 Raguet St.
Residence Life .....	(936) 468-2601 .....	Austin Building, Room 131
Information Desk .....	(936) 468-3401 .....	Baker Pattillo Student Center
Library .....	(936) 468-4106 .....	Steen Library
Maintenance Requests for Residence Halls .....	call your front desk	
Multicultural Center .....	(936) 468-1073 .....	Student Center, 3rd Floor
Office of Student Rights and Resonsibilities .....	(936) 468-2703 .....	Rusk, 3rd Floor
Post Office .....	(936) 468-2307 .....	Student Center Basement
Residence Hall Association .....	(936) 468-2700 .....	Village Community Bldg.
Student Activities .....	(936) 468-3703 .....	Student Center, 3rd Floor
Student Employment .....	(936) 468-2186 .....	Rusk, 3rd Floor
Student Recreation Center .....	(936) 468-3507 .....	1817 Wilson Dr.
Technical Support Center .....	(936) 468-HELP .....	514 E. Austin St.
University Police Department (UPD) .....	(936) 468-2608 .....	232 East College St.

## INTERNET ADDRESSES

SFA Home Page .....	<a href="http://www.sfasu.edu">www.sfasu.edu</a>
Residence Life .....	<a href="http://www.sfasu.edu/housing">www.sfasu.edu/housing</a>
Residence Hall Association .....	<a href="http://www.sfasu.edu/rha">www.sfasu.edu/rha</a>
Maintenance Request .....	<a href="http://www.sfasu.edu/housing">www.sfasu.edu/housing</a>

# GETTING INVOLVED

## CAMPUS ORGANIZATIONS

There are more than 250 campus organizations created by SFA students to meet their needs and interests. For more information about these organizations and what they offer, contact Student Activities in the Baker Pattillo Student Center at (936) 468-3703 or visit [www.sfasu.edu/studentactivities](http://www.sfasu.edu/studentactivities). Contact the Residence Life Department in the Austin Building at (936) 468-2601 or visit [www.sfasu.edu/housing](http://www.sfasu.edu/housing).

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### 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 rec 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 the Web site at [www.sfasu.edu/campusrec](http://www.sfasu.edu/campusrec).

### MULTICULTURAL CENTER

The Multicultural Center, 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.

### RESIDENCE HALL ASSOCIATION (RHA)

The Residence Hall Association (RHA) is an organization that proposes and votes on legislation benefiting the residence halls, sponsors campus-wide events and brings all students living on campus together. Every student living in a residence hall is automatically a member of RHA Central. The office is located in the Lumberjack Village community center. To find out more about RHA, visit [www.sfasu.edu/rha](http://www.sfasu.edu/rha), call (936) 468-2700, or come by the office.

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

### HALL LEVEL RHA - Every residence hall has a hall level RHA.

The hall level RHA is an organization within each hall that brings the residents together, sponsors programs in the facility and votes on hall improvement proposals. This student-run hall government consists of a president, vice president, treasurer, and secretary. Hall level RHA is a great way to get to know the people you live with. To find out more, talk to a staff member or a hall officer in your facility.

**National Residence Hall Honorary (NRHH)** - 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.

### STUDENT ACTIVITIES ASSOCIATION (SAA)

Student Activities Association produces a majority of student entertainment on the SFA campus. They generate a variety of events designed to entertain, inspire, educate and energize the campus community. Membership in SAA is open to all SFA students. Contact SAA in the Baker Pattillo Student Center by calling (936) 468-1222.

### STUDENT GOVERNMENT ASSOCIATION (SGA)

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 is composed of legislative, judicial and executive branches. More information on the function and role of the SGA may be obtained from the Student Government Association office in the Pattillo Student Center or by calling (936) 468-3500.

# COMMUNITY POLICIES AND PROCEDURES

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**ADVERTISING**

The facility supervisor must approve signs before placing them on a housing facility bulletin board. No sidewalk chalk is allowed outside of the residence halls or apartments. No banners are to be hung outside the facilities unless you have made special arrangements. Restaurant coupons are permitted at the front desk for your convenience, if space is available. RATIONALE: In order to maintain the physical condition of each facility, we try to control the advertising throughout the facility.

**ALCOHOL**

Alcoholic beverages are not permitted in any housing facility. Alcohol bottles/containers may not be kept in a resident's unit for any reason, including decorative purposes. 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 unit. Students are also 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. RATIONALE: 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. Empty bottles may appear to have alcohol in them causing discrepancies in the alcohol policy.

**APPLIANCES**

Following is a list of electrical appliances that are either permitted or not allowed in housing facilities without full kitchens:

**Permitted Appliances:**

- Blender
- Clock
- Coffee pot
- Computer
- Curlers and curling iron
- Desk lamp
- Electric blanket
- Fan
- Hair dryer
- Hot air popcorn popper
- Hot pot
- Iron
- Refrigerator (not to exceed 1.8 amperage or 5.0 cubic feet), unless already provided
- Shaver
- Stereo
- Television

**Appliances Not Permitted:**

- Barbecue grill
- Candle warmer
- Ceiling fan
- Crock pot
- Electric grill
- Frying skillet
- Halogen/torchere lamp
- Hot plate
- Microwave (unless it is provided in your unit)
- Neon sign
- Oil lamp
- Portable air conditioner
- Portable heater
- Sandwich maker/grill
- Toaster or toaster oven
- Other cooking appliances

Facilities with full kitchens (Village B units, some Garner units and University Woods) are equipped with a refrigerator and stove.

**Permitted Appliances:**

- Crock pot
- Electric grill
- Frying skillet
- Hot plate
- Microwave (if not already provided)
- Sandwich maker/grill
- Toaster or toaster oven
- Other items listed in permitted appliance section for facilities without a kitchen

Due to fire safety regulations, the oven may not be used to heat apartments. Barbecue grills must be kept at least 10 feet from the facility while in use.

Residents must use caution when using hair appliances (i.e. 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 unit, which may cause a building evacuation. If the fire alarm is activated, a minimum charge of \$100 will be assessed to the student to recover the cost to reset/repair the system.

Extension cords are prohibited in all units. Residents must use UL-approved electrical power strips with built-in circuit breakers if additional electrical outlets are needed. Students may not connect multiple cords. Students who are assigned to a unit without a refrigerator or MicroFridge unit may bring a personal refrigerator or rent one from the Residence Life Department by calling (936) 468-2601. 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 units in Lumberjack Lodge and Lumberjack Village. Residents are asked not to bring additional refrigerators or microwaves in facilities where they have been provided by the Residence Life Department. RATIONALE: This policy is a university fire and safety regulation to protect campus residents.

**BICYCLES/MOTORCYCLES**

Bicycles may be stored in the unit with the roommate's permission or in the bicycle racks outside each facility. If abandoned on campus, 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.

If motorcycles or mopeds are parked in motorcycle parking, a parking permit must be purchased from UPD. Due to fire safety regulations, gasoline-powered motorcycles/scooters are not allowed in the facilities at any time. RATIONALE: The university wants to protect the residents on campus.

## **CANDLES/OPEN FLAMES**

By order of the state fire marshal, candles, incense (including potpourri pots) and other open flame devices are not permitted in any housing unit due to fire safety reasons as stated in NFPA 101, the National Fire Protection Association and Life Safety Code. Candles (with or without wicks), candle warmers, oil lamps, wax sculptures and other devices that use an open flame are not permitted in units for decoration or for any other purpose. Residence life staff members will confiscate candles, 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 damage fee charged to the student's account. RATIONALE: This policy is a university fire and safety regulation that protects campus residents.

## **COOKING GUIDELINES**

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

- Do not leave stove unattended when cooking – always stay with your food.
- Keep exhaust ducts clear (pots and pans can block exhaust ducts) and turned on when cooking.
- 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 unit.

For more tips on cooking fire safety, visit the U.S. Fire Administration Web site at [www.usfa.dhs.gov/citizens/all\\_citizens/home\\_fire\\_prev](http://www.usfa.dhs.gov/citizens/all_citizens/home_fire_prev).

## **COOPERATION WITH UNIVERSITY OFFICIALS**

Area coordinators, hall directors, assistant 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.

## **DECORATIONS**

Students may bring carpet, tension rods and curtains, and other decorating items as long as nothing is permanently adhered to any surface. The unit 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 fire-related 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.

All live Christmas trees/boughs are strictly prohibited in all units. Residents may use seasonal lighting, such as twinkle/rope lights, as temporary decorations. RATIONALE: In order to maintain the physical condition of housing facilities, residents are asked not to damage the painted walls or surfaces in their unit.

## **DISTURBING OR DISTRESSING BEHAVIORS**

All members 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, 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 Student Rights and Responsibilities at (936) 468-2703 or may email Dr. Peggy S.Scott, at [pscott@sfasu.edu](mailto:pscott@sfasu.edu), and/or contact a hall staff member. The reports should include factual information (date, time, place, 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.

## **DIVERSITY**

Regardless of race, ethnicity, national origin, gender, sexual orientation, religion, age and ability, students are treated and respected as human beings. Ignorance, bigotry and harassment will not be tolerated. Any type of discrimination may be reported to a staff member and processed through discipline channels. RATIONALE: The Residence Life Department supports the protection and equality of all residents living in our communities.

## **DOOR DECORATIONS**

Residents may post nametags 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 safety code. Residents found in violation may face disciplinary action and damage charges. RATIONALE: Materials adhered to the door surfaces may damage the finish on the doors and may be a fire hazard.

## **DRUGS**

It is the policy of Stephen F. Austin State University 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 not less than the remainder of the current semester). RATIONALE: This policy enforces state law.

## **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. RATIONALE: This policy enforces state law.

## **GROUNDS**

Driving on university grounds and courtyards is not permitted at any time. This includes students moving in and out of facilities. RATIONALE: This is enforced to maintain safety as well as the upkeep of the property.

## **HALOGEN LAMPS**

Halogen lamps are prohibited in all facilities. Use of these lamps is against the National Electric Code and the Life Safety Code. 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 that they require. RATIONALE: This policy is a university fire and safety regulation designed to protect campus residents.

### **LOFTS**

Lofts or other structures that require assembly inside the unit are not permitted in housing facilities. Students may not stack their beds on cinder blocks or other furniture. RATIONALE: The university wants to protect the residents on campus.

### **NOISE/QUIET HOURS**

In keeping with the academic goals of students residing on campus, quiet hours will be maintained from 10 p.m. until 10 a.m. in each facility. Courtesy hours are observed throughout the facility 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 is prohibited in the hallways, lobby and common areas of the facilities. Students are asked that noise not be heard outside of the unit two doors down in any direction. Residents with noise complaints are encouraged to contact the residents making the noise and request that 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 22-hour quiet hours to enhance the academic environment of that floor or facility. 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. RATIONALE: The Residence Life Department tries to provide a reasonably quiet environment that is conducive to community living.

### **OFFENSIVE ODORS**

An offensive odor is any odor or aroma of such intensity that it becomes apparent and is offensive to others. Any odor can become offensive when it is too strong. Some examples 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. RATIONALE: The university wants to provide a clean and healthy environment for all residents.

### **PETS**

Occupants of university housing 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 pets if they are not properly maintained, present health or safety hazards, or are disruptive to other residents. Unauthorized pets will be removed by university officials if the resident cannot be found or refuses to remove the pet. Residents will automatically be charged an extermination fee to spray for fleas, ticks and other pests, and/or a fine any time an unauthorized pet is found in the resident's possession. Pets do not include service animals (reference the Animals on University Property (D-3) policy for more information). RATIONALE: 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 fish and birds).

### **ROOFS**

Students may not climb on the roofs or fire escapes in any facility.

### **ROOM ENTRY**

#### **Entry into a Student's Unit by Authorized Residence Life Personnel**

A residence life staff member may conduct a general inspection for fire safety, maintenance checks, head counts (staff check units to verify who is living in each unit), 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, and prior to checkout of a resident from the unit.

Entry into a student's unit does not normally constitute a search. However, staff members would not usually enter a unit 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 unit, the staff member will normally leave an explanatory note stating what occurred. In the case of entry into a large number of units, 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 Unit for Maintenance Purposes**

Maintenance personnel or residence life staff members may enter a student's unit in order to perform maintenance or to determine maintenance needs. Maintenance personnel will normally sign the log sheet at the desk stating what maintenance was performed. RATIONALE: The university wants to protect the residents on campus.

#### **Entry into a Student's Unit 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 unit, a passkey will be provided to the officer, who will open the door. University police may enter any unit without a search warrant where there is reason to believe a situation exists which constitutes 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 he or she 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 he or she may search a unit when the occupant of the unit 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 unit that he/she will maintain control of the unit until a search warrant can be secured. A police officer may contact a member of the residence life staff to accompany him/her to the student's unit. It is the usual practice of the university police, where practical, to make the supervisor aware of any police activity in the facility, 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.

### **ROOMMATE/SUITEMATE RIGHTS**

The roommate/suitemate's rights to the unit must be given high priority with regard to visitation and respect. The roommate should not be compelled to leave the unit in order to accommodate a guest, nor should he or she be placed in situations that might cause embarrassment or inconvenience. Roommates/suitemates are encouraged to try to resolve problems between themselves before going to a community assistant. If the CA is unable to resolve it, contact the Hall Director.

### **SMOKING**

Smoking and the use of tobacco products are prohibited in all university facilities, including all housing facilities on campus. Smoking and the use of tobacco is further prohibited within 20 feet of any entrance to a facility. Designated smoking locations in housing facilities are as follows:

- Wisely and Todd** - 20 feet in front of the facility
- Lumberjack Lodge and Hall 14** - in the grassy area between these two facilities
- North, Hall 10, Mays and South** - in the horseshoe common area
- Lumberjack Village** - 20 feet in front of the community center
- Griffith, Hall 16, Steen and Kerr** - 20 feet behind the facility
- Hall 20** - along the fence in front of the facility
- Garner** - 20 feet in front of the facility on the west side
- University Woods** - 20 feet in front of the facility

Students found violating the smoking policy may face disciplinary sanctions. RATIONALE: Many residents are allergic to smoke, and the Residence Life Department wants to protect the health and comfort of all residents.

### **SOLICITING**

No soliciting or selling is allowed in housing facilities 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. RATIONALE: This policy is designed for the security of campus residents.

### **STORAGE**

Storage space is limited to the space available in the student unit. The storage of personal belongings on campus during the summer months is not available. Students may contact local storage rental facilities in the community. RATIONALE: The university does not have storage space for residents to use.

### **TRASH**

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

### **VISITATION**

Visitation in the residence halls is a privilege that has been established to permit guests to visit residents in their units during specified hours. All guests must enter through the main lobby or entrances to meet the resident and be escorted by their host at all times. Failure to follow regulations will result in

disciplinary action. The roommate's access to the unit must be given high priority with regard to visitation. The roommate should not be compelled to leave the unit in order to accommodate a guest, nor should he or she be placed in a situation that may cause embarrassment or inconvenience. The assistant director of residence life shall have the discretion to modify and/or withdraw visitation hours should it be determined that members of a residence hall have not maintained community standards related to the visitation policy and behavioral expectations of the university described in this handbook. RATIONALE: The university wants to protect the residents on campus.

### **Single Gender Facilities**

**(Todd, Hall 10, Mays, Griffith, Hall 16, Kerr)**

Visitation hours for single gender facilities are from noon to midnight Sunday through Thursday and noon to 2 a.m. Friday and Saturday. In Mays and Hall 10 (Academic Enrichment Center), visitation hours are noon to 10 p.m. Sunday through Thursday and noon to 2 a.m. Friday and Saturday.

### **Coed Facilities**

**(Lumberjack Lodge, Wisely, North, South, Lumberjack Village, Hall 14, Steen, Hall 20, Garner and University Woods)**

Residents living in coed 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 housing facilities. Cohabitation is defined as a person using a housing facility as if that person were living in the unit, but not actually assigned to that space. See guest policy for more information.

### **Guests**

A guest is defined as a person who is a non-resident of the room they are visiting. Residents are responsible for the behavior of their guest(s) and are required to escort guests within the facility at all times. The resident will be responsible for ensuring that the guest is familiar with and observes all university and residence life policies and procedures. Residence hall students found violating this policy will be referred through the discipline process and face potential loss of visitation privileges. No more than eight people are allowed in any resident's unit at one time. RATIONALE: Guests are to be escorted at all times for their safety and the safety of the other residents.

Overnight guests are allowed to spend the night in the resident's unit, with the consent of the roommate. Single gender facilities may only have same gender overnight guests. Children are not permitted to stay overnight in the residence halls. Overnight guests may not stay for more than three consecutive nights, twice a month. RATIONALE: Guests are limited in order to maintain occupancy limits and noise levels on campus.

### **WINDOWS/WINDOW SCREENS**

Windows in facilities with central air conditioning (Todd, Hall 10, Mays, Hall 14, Griffith, Hall 16, Steen, Kerr and Garner) 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 units: vents may not be stuffed or taped; window units 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 unit. Screens are not to be removed. Residents may not bring window unit air conditioners or space heaters into any facility. 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. RATIONALE: Any type of interference with the air conditioning system can result in inefficient operation of the heating/cooling system and uncomfortable temperatures in individual units, 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.

**WIRING**

Students may not set up computer networking between units in university housing. 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.

**YARD AREAS**

The yard area (including stairwells, if applicable) immediately adjacent to each University Woods apartment must be kept clean and orderly by the resident. No trash is allowed outside apartments. Limited items are permitted in this area, including a personal-sized, non-gas grill - as long as it is located at least 20 feet from the facility while in use. Beautification items, such as bird feeders, hanging baskets, potted plants and wind chimes, that are appropriate and unobtrusive are permitted. Outdoor furniture may be stacked on the front porch as long as it does not obstruct doorways or egress. Personal property should not be left unattended or at any time block the apartment complex sidewalks (be sure to leave ample room to walk and to enter/exit the apartment). Property left unattended may be considered abandoned.

Residence life staff members reserve the right to ask a resident to clean the yard area or remove personal items at his/her discretion. Violations of this policy will be referred through the disciplinary process. RATIONALE: Yard areas should be kept orderly to maintain the exterior physical condition of the complex.

# RESIDENCE LIFE INFORMATION

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## ABANDONED PROPERTY

Neither Stephen F. Austin State University, the Residence Life Department, nor any of the university staff, are responsible for any student property left in any facility. If property of value is found, it will be removed and stored for 30 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 30 days, it will be disposed of. **RATIONALE:** The university is not responsible for property that students leave after they have moved out of a residential facility.

## ASSIGNMENTS

Assignments will be made to students who have been accepted for academic admission to the university and do not have an outstanding balance on their student account. Registered sex offenders are not permitted to reside in campus housing. First priority for housing assignments is given to students who have resided in university housing the preceding contract period. Second priority for assignments is given to new applicants based on the date the housing application is received in the Residence Life Department.

Every attempt is made, but not guaranteed, to accommodate student facility and roommate preferences for housing assignments.

The director of residence life reserves the right to assign and re-assign housing spaces, including temporary housing, when deemed necessary for the benefit of the individual student, the group or the university. Students may change units/facilities only with the approval of the Residence Life Department. Any student whose actions are found to be detrimental to the welfare of the student living group may be required to move into another unit/facility, and/or may be subject to disciplinary action.

**Occupancy Limits:** The university will enforce occupancy limits, which include up to two occupants in a one-bedroom unit and four occupants in a two-bedroom unit. Units in Lumberjack Lodge and Lumberjack Village are assigned one occupant per unit. Residents who exceed occupancy limits (i.e. birth of a child) during a contract period will not be allowed to sign a contract for a future contract period. Residents who do not abide by the occupancy limits policy may face disciplinary action. **RATIONALE:** This policy is a university fire and safety regulation in order to protect campus residents.

## BREAK HOUSING (during holiday periods)

The residence halls are closed for Thanksgiving, winter break and spring break holidays. Break housing is temporary housing that is offered to residence hall students who need a place to stay when the facilities are not open. Students must sign up and pay for the time that they reserve a space for the break. Students needing break housing should contact the Residence Life Department at (936) 468-2601. Garner and University Woods do not close during these break periods. **RATIONALE:** Housing fees do not cover holiday break periods.

## CHECK-IN/CHECK-OUT

Residents begin the check-in process by reporting to the front desk before moving into their unit. Students may check in between 10 a.m. - 10 p.m. The resident must be the person who actually checks into the unit; a parent or friend may not complete the paperwork portion of this process for the resident. During check-in, students complete an inventory sheet on which they list all damages, missing furniture and any other

irregularities in the unit that they might be charged for later. The resident is responsible for ensuring that all damages are recorded. Failure to do so may result in damage charge assessments at checkout. Residents will be held financially responsible for damages that occur within their unit that are not documented prior to moving in.

When the resident moves out, they must checkout with a staff member and complete the following procedures: 1) leave the unit clean, 2) accompany the staff member during the unit inspection, 3) complete the 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 unit, replacement of the key and continuation of the housing fees. Students may not checkout 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 housing reservation prior to being authorized to move out. Vacating without Residence Life Department authorization may result in continuation of housing fees, forfeiture of deposit and contract break fee penalties. Students may be required to vacate their unit 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 by 2 p.m. on graduation day.

## CLASSES

All university housing residents must enroll in classes each semester to maintain eligibility to reside in campus housing.

## CLEANING

Residents are expected to keep their unit reasonably neat and clean at all times and to correct immediately any abuse pointed out by a university representative. 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 unit at the staff member's discretion. Violations of this policy will be referred through the disciplinary process and may be referred to the university Department of Environmental Health, Safety and Risk Management. Custodial services are not provided after the resident has officially moved into the unit. Residents should report any cleanliness concerns to the front desk.

A cleaning charge will be assessed if the resident does not thoroughly clean the unit prior to vacating. **RATIONALE:** The university wants to provide a clean and healthy environment for all residents.

## Tips to Prepare for Moving Out of Your Unit

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 that 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.

Feel free to contact one of the custodial staff members in your building if you have any specific questions regarding cleaning your unit.

## Cleaning Tips:

1. **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.
2. **Floors** - The Residence Life Department will provide vacuum cleaners that 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 with a mop and water. Wax products and carpet freshener products can damage the floors in the units. Brooms, dustpans and mops will be available for check out at the desk. Please do not sweep trash into hallway. To spot clean carpets, use warm water and blot the area, or you can purchase a can of spot cleaner (follow directions on can).
3. **Microwave** - Residents may place a cup/bowl of water in their microwave and turn it on for 40-90 seconds, then wipe to clean. All-purpose cleaners can be used for tougher spots inside the microwave.
4. **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, cooktop and knobs. Commercial oven cleaning products may be purchased to thoroughly clean the stove. Replacement pans may be purchased locally, if necessary.
5. **Refrigerator** - Residents should clean inside and outside, 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, defrost and clean rented refrigerators.
6. **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. For the microwave, you can place a cup/ bowl of water inside and turn it on for 40-90 seconds, then wipe to clean.
7. **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 and let it sit for one hour, scrub to remove water ring. White vinegar may help remove rust spots also.
8. **Adhesives** - Remove all tape, sticky tack, thumb tacks, decals, etc. from walls, furniture and the ceiling. Make sure that the adhesive is completely removed without damaging the furniture or walls to avoid damage charges.
9. **Windows/Blinds** - Clean windows, windowsills and blinds using warm water or a commercial window cleaning product.
10. **Furniture** - Clean the furniture with commercial products (including ceiling fan, bed, mattress, chairs, and inside and outside of desk and dressers).

## 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.

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

1. Elect to pay the additional fee for the private unit (\$500 - \$600 per semester), if space is available.
2. Choose to move to another half-occupied unit in the same facility.
3. Find another student willing to move into the unit.

All unit changes are made at the discretion of the facility supervisor.

This policy does not require a student to move to another facility, but rather requires a student to pay the private unit 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.

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

1. Keep the unoccupied half of the unit in such condition that would allow someone to move into the unit on short notice.
2. Display an attitude of cooperation and acceptance toward any resident who may examine the unit prior to considering occupancy.
3. Agree that the unit may be shown to prospective occupants without prior notification and in his/her absence.
4. Agree to accept a roommate assigned by the facility supervisor.

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

**RATIONALE:** 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 units, (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 unit or facility) on campus.

## CONTRACT

All students must complete a housing contract for the period of time that they reside in university housing. Contracts are available in the myServices tab on the student's mySFA account under Housing Services. Contracts must be completed by the confirmation deadline. If the contract is not completed by the confirmation deadline, the contract and assignment are void, and the unit will be reassigned. Returning students must renew contracts each contract period but are not required to pay an additional deposit. Students who want to cancel their contract must do so on line by the dates specified on the residence life Web site in order to break their contract without penalties. If cancellation is made after the appropriate deadline, the entire housing 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 that they will not be residing on campus the following contract period. Important dates and cancellation information will be listed on the residence life Web site. Residents who do not participate in priority sign-up/cancellation will have a housing hold placed on their account and may lose their current

assignment for the upcoming year. 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. Reference "Reserving Units" for more information. RATIONALE: In order to assign and reassign housing spaces, the Residence Life Department must be notified by the student of his or her future housing plans according to the contract guidelines.

**DAMAGES**

Students are responsible for completing an inventory sheet when they check in and documenting all existing damage to the unit. Students will be charged for any damage to their unit and furnishings that were not present and noted when they moved in. This includes the window, window screen and both sides of the front door. If another student is suspected of causing the damage, the charges may be transferred if UPD 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 unit 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 in writing to the Residence Life Department. RATIONALE: Students are responsible for any damage that is caused to their living area during the time that they are assigned to that space.

**Price List**

The following are minimum cleaning charges. These prices may increase based on the specific room condition.

**Cleaning/Replacement Cost**

Adhesives	\$75
Bathroom	\$100
Blinds	\$40
Carpet Square Replacement	\$30 (min.)
Drawer	\$55
Fire Alarm Activation	\$100 (min.)
Floors	\$50
Furniture	\$50
Holes:	
Nail Hole	\$20 + \$2/hole
Hole in Wall	\$75 sq. ft.
Key	\$45
MicroFridge	\$75 - \$420
Microwave	\$50 - \$150 (min.)
Mirror	\$45
Paint	\$100
Peep Hole	\$35
Refrigerator	\$100 - \$500
Room Number Plate	\$40 (min)
Screen Replacement	\$45
Stove	\$100 - \$550
Trash	\$50
Windows/Blinds	\$50

**Price to clean the entire unit:**

Todd, Hall 10, Mays, Hall 14, Griffith and Kerr - \$275  
 Hall 16 - \$350  
 Wisely, North, South, Steen and Hall 20 - \$450  
 Lodge and Village A unit - \$525  
 Garner, University Woods and Village B unit - \$625

**DEPOSITS**

A \$100 housing deposit must be received from all residents of university housing (\$50 with the initial application plus a \$50 confirmation deposit). The total amount of \$100, must be received before a resident will be allowed to check in and receive the key. Contract renewals do not require an additional deposit. The deposit will remain on file as long as the student resides on campus.

The deposit will be forfeited if the resident moves out prior to the end of the contract period or fails to cancel his/her housing reservation as outlined in the housing contract. The deposit, less deductions for damage, cleaning fees or other delinquencies, will be refunded automatically to residents who submit a cancellation by the appropriate deadline. Housing deposits will be credited to the student's university tuition/fee account within 4-6 weeks from submitting the written request for refund to the Residence Life Department, or the end of the semester. Refunds will be issued for any credit balance remaining on the tuition/fee account after the deposit is applied. Housing deposit refunds must be requested online at Housing Services through mySFA. RATIONALE: The housing deposit reserves the student's space on campus.

**DISCIPLINE**

Students found in violation of a residence life policy may be required to attend a disciplinary hearing with the facility supervisor or a judicial board hearing for disciplinary action. Students may appeal the decision or sanction of the hearing by contacting the Office of Student Rights and Responsibilities within five working days of the original hearing. Continuous problems, problems of a serious nature or violations of the student conduct code will be referred directly to the Office of Student Rights and Responsibilities. For more information, reference "Discipline Process" on the SFA Web site. RATIONALE: The discipline process is used as an educational tool for students to learn about community living.

**FURNISHINGS**

Each facility unit is furnished with essential furnishings (i.e. beds, dressers, desks, chairs, etc.), except for some University Woods units. Furnishings must remain in the unit at all times. Students may bring additional furniture as space permits. However, structures that require assembly inside the unit, such as lofts or stacking beds on cinder blocks, are not permitted due to safety hazards and damage caused to university property. Bunk beds are provided in most facilities. Each student is responsible for any physical damage resulting from stacking beds. 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 with any type of furniture 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 are strictly prohibited. Students may not leave any type of furniture, rugs, grills or personal property outside of their unit or have anything in the hallway that may cause egress problems. No additional locks, appliances or furnishings may be attached to the unit. RATIONALE: The university wants to protect the residents on campus.

**HOUSING POLICY**

Students who are younger than 21 years of age and have earned less than 60 hours of course work, 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 ADA) that cannot be accommodated on campus, or (5) register for eight hours or less. The procedure for obtaining off-campus permission begins with the student filing for eligibility in the Residence Life Department. 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. The university reserves the right to terminate any off-campus permission. Failure to comply with housing requirements could result in suspension or being barred from registration. By accepting an assignment in any facility, the student assumes responsibility for becoming familiar with and abiding by all rules and regulations. RATIONALE: 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.

### **KEYS/LOCKS**

Keys are issued during the check-in process. Students should lock their door each time they leave the unit. Students should 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 living in facilities with card access who lose their ID should have a new ID card made in the Card Services office in the Student Center. Residents are not allowed to install additional deadbolts on the doors. Students are allowed to borrow a key three times each semester from the front desk or apartment assistant director for a period of 15 minutes before disciplinary action is taken. It is a violation of university policy to duplicate any university-issued key.

For winter break, all residence hall students 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 reissued upon check-in for the spring semester during regular desk hours. RATIONALE: The university wants to protect the residents 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 Web site for more information and specific dates.

### **RESERVING UNITS**

Current residents have priority to reserve their current space for the next contract period. Students requesting to transfer to another facility the following year may submit their request during the priority sign up/cancellation period. Units 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 a different unit or facility. The university may cancel the housing contract if the student is placed on academic suspension at the end of the spring semester. If readmission is granted at a later date, the student must reapply for housing unless he/she meets the criteria and receives an off-campus permit. Students who are accepted late, apply for housing late, fail to complete their contract by the deadline date, or have been suspended and readmitted

late, may not receive a permanent unit assignment until the first day of class.

### **SPECIAL ACCOMMODATIONS**

Students who require special accommodations in housing facilities must submit their requests in writing on the housing accommodations request form found on the Residence Life Department Web site. Completion of the form is necessary to provide reasonable housing accommodations for students with documented disabilities who plan to reside in university housing. Students must provide professional documentation of their disability and complete the housing accommodations request form. The Residence Life Department will consult with Disability Services and/or the Housing Accommodations Assessment Committee regarding documentation of a disability and provision of accommodations.

At the beginning of each semester, the Residence Life Department will provide the facility supervisor, 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 that they live on campus. If a student requests to transfer to another housing facility, he/she needs to contact the Residence Life Department to see if an accessible unit is available. The student may be assessed a fee to transfer their accommodation in some facilities. Students requesting academic accommodations are asked to contact the Disability Services Office. RATIONALE: The Residence Life Department attempts to accommodate all students on campus.

**Temporary Disabilities** - The ADA doesn't cover temporary disabilities except under certain circumstances. The law doesn't 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 unit 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.

### **SPECIAL INTEREST FACILITIES**

#### **Academic Enrichment Center**

The William J. Brophy Academic Enrichment Center is located in Hall 10 (women) and Mays Hall (men). This program is designed for students who desire a more structured living environment designed to enhance educational progress and ease the transition to a university campus. Requirements include mandatory study hours with extended quiet hours and restricted visitation hours. For more information, contact the Residence Life Department at (936) 468-2601 or the Brophy Center at (936) 468-2927.

#### **Academic Excellence Center**

Wisely Hall is a coed facility for students who desire a stimulating living environment designed to challenge academically talented individuals. The School of Honors must recommend students to be assigned to live in this building. Wisely offers 22 quiet hours each day. Requirements include a minimum of 15 semester hours completed and a minimum 3.25 cumulative grade point average for returning students, or equivalent for freshmen and transfer students. For more information, contact the Residence Life Department at (936) 468-2601 or the School of Honors at (936) 468-2813.

## **STAFF**

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

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

Facility staff members are supervised by professional supervisory team members consisting of the hall director, area coordinator and assistant directors. The manager of residence life supervises all staff members in the housing facilities.

## **UNIT AND FACILITY CHANGES**

Residents who wish to make a unit change within the facility should contact their facility supervisor. Any resident requesting a new roommate will usually be required to change units. Students should contact a staff member to complete the paperwork for changing units or checking in or out of their unit. If space is available, students are permitted to transfer to another facility during facility transfer days. Transfers must be complete by the dates set by the Residence Life Department.

Students begin the process to change facilities online. Students must follow proper checkout procedures to change units. Contact the Residence Life Department for more information. **RATIONALE:** 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 units and/or facilities.

## **UTILITIES**

Utilities are furnished in all facilities except some University Woods units. Newly assigned students will have utilities included in their room rates. Residents may not disconnect their electricity until they move out.

## **WING/FLOOR MEETINGS**

Wing or floor meetings are conducted periodically by CAs in the facilities. Attendance at these meetings is mandatory because pertinent information is distributed to each resident. 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.

## **IMPORTANT TIPS:**

- **Attend your floor meetings**
- **Get to know your neighbors**
- **Participate in your hall Senate (RHA)**
- **Join a campus organization**
- **Study, study, study**

# DINING SERVICES

Campus Dining Services provides several dining options on campus. Locations include Lumberjack Den, Jack's Brick Oven Pizza, Chick-fil-A Express, Freshens, Starbucks and Lumberjack Court located in the Student Center. East College Marketplace and Pizza Hut Express are on East College Drive, and Einstein Bros. Bagels is located in Steen Library. Virtually continuous service is offered Monday through Friday, with weekend service having longer breaks between meals. The dining rooms open the first day of class and are closed during semester breaks and university holidays. Variations in hours of operation will be posted at each location. Campus dining has a registered, licensed dietitian on staff to assist in dietary needs. For more information on dining services, call (936) 468-5208 or visit [www.sfasu.campusdish.com](http://www.sfasu.campusdish.com).

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## DINING SERVICES RESTAURANTS

### *LUMBERJACK DEN*

A "residential restaurant" located in the Student Center featuring a new campus dining concept called RFOC (real food on campus). Enjoy exhibition 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 take advantage of the carry-out program. Through our world-class service program, we treat you like a guest at your campus home. Our staff strives to make every experience satisfying. The residential restaurants also host exciting weekly special events, five-star monthly extravaganzas and holiday festivities to inject even more fun in your dining experience. All meal plans, Dining Dollars, Jack Bucks and cash are welcome at this location.

### *LUMBERJACK COURT*

The Lumberjack food court features Zoca's, Bleeker Street Deli and Panda Express. Use your Dining Dollars, Jack Bucks, Cash, MasterCard and Visa at these locations.

### *CHICK-FIL-A EXPRESS, JACK'S BRICK OVEN PIZZA, FRESHENS SMOOTHIES*

These locations are found on the first floor of the Student Center. Your Dining Dollars, Jack Bucks, Cash, MasterCard and Visa are accepted.

### *STARBUCKS*

Starbucks is located on the second floor of the Student Center. Your Dining Dollars, Jack Bucks, Cash, MasterCard and Visa are accepted.

### *EAST COLLEGE MARKET PLACE*

A "residential restaurant," East College offers many different concepts for your dining experience. Your choices of Southern Kitchen, Pan Geos, The Deli, The Grill, and a complete salad and dessert bar with an all-you-can-eat presentation. All meal plans, Dining Dollars, Jack Bucks and cash are welcome at this location.

### *PIZZA HUT EXPRESS*

Located in the front of East College, this features personal pan pizzas, hot wings, and cinnamon and bread sticks. Your Dining Dollars, Jack Bucks, Cash, MasterCard and Visa are accepted.

### *EINSTEIN BROS. BAGELS*

Located in Steen Library, this establishment offers an assortment of fresh bagel sandwiches, salads, soup, fresh-baked cookies, muffins and other pastries. It also has a full espresso bar with lattes, cappuccinos, mochas, and assorted bottled beverages. Your Dining Dollars, Jack Bucks, Cash, MasterCard and Visa are accepted.

## MEAL PLANS

All students who live on campus (except Garner, University Woods and Village B units) are required to purchase one of three meal plans. Options include 14 meals in a week, 20 meals in a week, or the 210 unrestricted block plan. All of these meal plans come with dining dollars, which can be used at any ARAMARK retail location on campus. The 14- and 20-meal plans allow students up to four meal accesses per day with a 30-minute delay between meals. These meals cannot be shared. At the end of each week, the unused meals are forfeited. The unrestricted 210 block plan allows students to use their meal plan with no delay between meals and no restriction on the number of meals used per day. With this plan, students may share their meals with family or friends. At the end of the semester, unused meals are forfeited. RATIONALE: 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 by using approved appliances only.

Student meal plans default to the 7-day/14-meal plan at the beginning of each semester. Students may change this to another meal plan option by making their selection on their mySFA account. Changes or cancellations of meal plans must be submitted on the student's mySFA account.

## JACK BUCKS

Jack Bucks is a stored-value card program where students may add money to their student account to be used at various cash operations on campus, as well as many off-campus locations. Students or parents may deposit money into the student's Jack Bucks account online or through the Business Office in the Austin Building. Deposited Jack Bucks are immediately available to the account holder. This is a free service offered to SFA students. Account holders can use the online system to view their Jack Bucks balance and account history. For more information on Jack Bucks, visit the Web site at [www.jackbucks.com](http://www.jackbucks.com), e-mail [jackbucks@sfasu.edu](mailto:jackbucks@sfasu.edu) or call (936) 468-5819.

## SICK TRAYS

When a resident is ill and needs his/her food brought to their room, a roommate or friend may pick up a meal by taking the ID card of the sick resident to the front desk. A form is filled out, and the person picking up the food presents both the form and the ID card at the register in the cafeteria. If the resident needs more than one meal, a form must be filled out each time.

# SAFETY, SECURITY AND EMERGENCY

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## ELECTRICAL POWER STRIPS AND EXTENSION CORDS

Residents must use UL-approved electrical power strips with built-in circuit breakers if additional electrical outlets are needed. Multiple plug adapters and extension cords are not permitted. Power strips should never be plugged into each other and cords should not be under carpet or stapled. Follow electrical safety guidelines below.

## ELECTRICAL SAFETY GUIDELINES

Students are encouraged to follow safety precautions at all times. Following are some tips for community living (taken from the Underwriters Laboratories Inc. Web site):

- Do not overload power strips or outlets. When cords overheat, they can deteriorate quickly and cause a potential shock/fire hazard.
- Use a power strip with an over-current protector, 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 together.
- 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.
- Look for the UL (Underwriters Laboratories) label on electrical products that you use. This UL mark tells you that representative samples meet UL's rigorous safety requirements.
- Use light bulbs with correct wattage for lamps. If the wattage is not noted on the lamp, do not use a bulb with more than 60 watts.
- Halogen lights/lamps are not permitted on campus.
- Never plug more than one high-wattage appliance into a single outlet.
- Check all appliances for frayed or cracked cords and make sure to replace them.
- If power goes out in your unit, immediately report this to the front desk.
- Become familiar with the location of the nearest fire extinguisher and know how to use it.

## EMERGENCIES

Emergencies should be reported to the University Police Department at (936) 468-2608 or 911 and to a staff member. Emergencies include life-threatening situations, fires, floods, exposed electrical wires, or danger to life or property.

## EMERGENCY PHONES

The university has installed more than 150 emergency phones across campus, including one outside each facility, that have direct lines to the University Police Department. These phones are located on poles or in yellow boxes marked POLICE. They may be used for 911 emergencies or to contact UPD for escort services and other non-emergency calls. If you dial "911" from any campus phone, you will be connected to University Police. If you dial "911" from a cell phone, a pay phone or some other non-campus phone, you will be connected to the Nacogdoches Police and then transferred to UPD.

## EVACUATION PROCESS

In most cases, an evacuation would apply only to the buildings that are immediately affected. In some cases, such as local terrorism, flooding 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. You should heed official requests and use common sense when you cannot receive an official announcement.

Some events that might prompt an evacuation are:

- Major Fire or Explosion
- Hazardous Materials Release (also see Shelter-in-Place)
- Chemical/Biological/Radiological Spill (also see Shelter-in-Place)
- Flooding
- Earthquake
- Structural Failure
- Bomb Threat
- Weapons

Occupants are required to evacuate the facility when an emergency alarm is activated. If an alarm sounds in your unit only, evacuate to the lobby area; if it is an alarm for the entire building, 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. RATIONALE: The university wants to protect the residents on campus. Tampering with safety equipment may impede exit procedures in an emergency.

## FIRE ALARMS AND FIRE DRILLS

The university conducts fire drills each semester. Learn the location of fire extinguishers, exits and manual pull stations in your area and how to use them. Tampering with safety equipment and/or transmission of a false alarm is a violation of state law, and violators will be prosecuted. Violation of this law is a Class A misdemeanor and could result in a maximum fine of \$4,000 and/or up to one year in jail. Starting a fire on a university campus is a felony. Students may be charged for all costs associated with tampering with safety equipment, including setting off the fire alarm. The minimum charge for fire alarm activation is \$100. Students may be referred to the Office of Student Rights and Responsibilities and receive punishment 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. If a minor fire appears controllable, promptly direct the charge of the fire extinguisher toward the base of the flame, only if you can do so safely.
3. Evacuate when prompted by continuous sounding fire alarms or by an official announcement.
4. Be aware of, and make use of, designated primary and alternate evacuation routes.
5. 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.

6. Provide aid to those who need it in an emergency evacuation situation.
7. Smoke is the greatest danger in a fire, so stay near the floor where air will be less toxic. If the corridor is too smoky to use, stay in your unit. 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.
8. Once outside:
  - Always evacuate crosswind and/or upwind away from any fire emergency by a safe route.
  - Evacuate to at least 300 feet from the building and out of the way of emergency vehicles.
9. Report any individuals who have been injured or left behind to emergency responders.
10. If requested, assist emergency crews.
11. **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 will be less toxic. Shout at regular intervals to alert emergency crews of your location. **DO NOT PANIC!**

**Evacuation Locations:**

(to be used in any building evacuation process):

- Lumberjack Lodge** - across the parking lot to the grassy area near Hall 14
- Wisely** - across Aikman Drive between Austin and Boynton Buildings
- Todd** - across Griffith Boulevard to grassy area
- North** - across parking lot to horseshoe area
- Hall 10** - across parking lot to horseshoe area
- Mays** - across parking lot to horseshoe area
- 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
- Garner** - parking lot to the west, behind the library
- University Woods** - across the parking lot to the north

**Inclement Weather Locations:**

(to be used in any building evacuation process if the weather is inclement):

- Lumberjack Lodge** - Hall 14
- Wisely** - Lumberjack Lodge
- Todd** - North
- North** - South
- Hall 10** - Mays
- Mays** - Hall 10
- South** - North
- Lumberjack Village** - North, Hall 10, Mays or South
- Hall 14** - Hall 16
- Griffith** - Kerr
- Hall 16** - Hall 14
- Steen** (East Tower) - Hall 16

- Steen** (West Tower) - Hall 14
- Kerr** - Griffith
- Hall 20** - Steen
- Garner** - Hall 16
- University Woods** - Garner

**OUTDOOR ALERT SYSTEM**

To promptly alert the campus in case of an imminent threat, SFA installed an outdoor alert system in November 2007. Sirens for the centrally located outdoor alert system are installed on the roof of the Ralph W. 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.

**When will the system be sounded?**

The alert system will be sounded when there is an imminent threat to SFA students, faculty, staff and visitors. This may include:

- Severe weather, such as a tornado, that is on a direct path toward the campus
- The unlikely situation of an active danger, such as an armed individual on campus

**What do I do if the siren sounds?**

If you hear a **weather alert** tone:

- Immediately seek shelter inside the nearest building.
- Move to the interior of the building on the lowest floor away from exterior windows and doors.
- Remain there until you receive an all-clear communication.

If you hear an **active danger alert** tone:

Situations of this type are unique and develop quickly. It is impossible to prescribe a course of action that will be appropriate for every potential incident. The best advice in the event of this type of warning is to:

- Immediately heighten your awareness of your surroundings and use common sense.
- If it is obvious that the situation is occurring outdoors, immediately seek shelter inside the nearest building. If the location of the developing situation is obviously indoors and you can leave campus without endangering yourself, do so immediately.
- When indoors, secure yourself behind a locked door, if possible, in the interior of the building away from exterior windows and doors.
- Remain there until you receive an all-clear communication.
- Updates will be posted on the SFA Web site at [www.sfasu.edu](http://www.sfasu.edu) as soon as possible.

**Monthly Testing**

The alert siren will be activated the first Wednesday of each month at approximately 11:55 a.m. to test the system. Both the weather alert and active danger alert sounds will be sounded during the test. The alert sounds will be preceded by a spoken message announcing that a test of the system is about to occur. Should threatening weather be near the campus at that time, campus safety officials may choose to cancel the test to avoid any possible confusion regarding weather conditions.

If you hear the monthly system test notice and tones:

- No action is necessary.
- Notices of the test will be sent to all campus e-mails and will be posted on the SFA Web site.

If you have other questions regarding the outdoor alert system, contact University Police at (936) 468-2608.

### **Web site Alert System**

When a Campus Alert is issued, a bright yellow banner is splashed across the top of every Web page hosted on the SFA Web site. You can click on this banner to access the Campus Alerts Web page. This Web page will be updated as information becomes available related to the alert. You have probably already seen the Campus Alert banners on the Web site as these are tested monthly to remind the campus community of the monthly outdoor siren system.

### **Mobile Alert System**

This system is available to students, faculty and staff who register a mobile device, such as a cell phone. Land-line phones and e-mail addresses different from your campus e-mail address may also be registered. When an alert is issued, messages are sent to all of the devices you have registered on this system. *Remember, this system requires your registration.* Go to mySFA and click on the red "Register to Get Campus Alerts" button to start.

### **E-mail Alert System**

During a campus alert, a group e-mail will be sent to every student, faculty and staff member. This e-mail will direct individuals to the SFA Web site for additional information.

For more information on campus alerts or safety on campus, reference the campus safety Web site at [www.sfasu.edu/campus\\_safety](http://www.sfasu.edu/campus_safety) or the UPD Web site at [www.sfasu.edu/upd](http://www.sfasu.edu/upd).

### **PERSONAL PROPERTY/INSURANCE/ PERSONAL LIABILITY**

As a resident of university housing, your 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 university strongly recommends that students have insurance coverage for all personal belongings. Coverage may be obtained through the family homeowner insurance or a separate renter's insurance policy. Students should secure medical insurance coverage for themselves as well. Items of value should be marked for identification and serial numbers recorded. The University Police Department has engraving tools available for students' use. **RATIONALE:** The university does not provide theft or damage insurance for residents; therefore, each occupant is encouraged to purchase some type of personal property insurance.

### **RAPE/SEXUAL ASSAULT**

If you are raped or sexually assaulted:

1. Contact a staff member or the University Police Department immediately.
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. University Counseling Center (936) 468-2401, the University Health Clinic (936) 468-4008 and UPD (936) 468-2608 may be of help. The Rape Crisis Center number is (936) 560-0393.

### **SAFETY EQUIPMENT**

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 \$25 fine and be subject to further disciplinary action. Fire extinguishers are installed in all housing facilities. If an extinguisher is maliciously

discharged, a fee for refilling the extinguisher and for clean up 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. Some facilities 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 facility. Anyone found tampering with or activating this equipment will be processed through the disciplinary system and will be held responsible for any associated damage charges to the unit and/or facility. 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 facility. Students should report any problem associated with any safety equipment to the front desk immediately (i.e. discharged fire extinguisher or malfunctioning equipment). **RATIONALE:** The university wants to protect the residents on campus. Tampering with safety equipment may impede emergency procedures.

### **SECURITY**

Residents should always lock their doors. It only takes a thief about eight seconds to enter your unit and remove an unsecured object, like a stereo. The university is not responsible for stolen property. Report lost keys and broken locks through the online work order system on the maintenance link on the residence life Web site. Report thefts and assaults to the University Police Department and a staff member. Most facility front doors are locked when the desk is closed. Residents may gain entrance by using their student ID card when the doors are locked. Do not allow anyone to follow you inside the facility when the doors are locked. Any interference with entrance doors or tampering with locks is a serious violation. Get to know the people on your floor and who belongs there. If strangers are observed, notify a staff member immediately. **RATIONALE:** The university wants to protect the residents on campus.

### **Safety Tips:**

1. Always lock your door when you leave your unit.
2. Do not leave valuables in plain sight.
3. Record the serial numbers of all valuables so that you will have positive identification of your belongings.
4. Engrave all personal items. Engraving tools are available to check out from UPD.
5. Do not walk alone after dark. UPD offers an escort service after dark by calling (936) 468-2608.
6. Inform your roommate of your whereabouts and expected time of return if you are going to leave your unit for any period of time.
7. Do not prop open any exit or stairwell door. This constitutes disregard for the security of other residents and will lead to disciplinary action.
8. Report to a staff member any individuals who do not appear to have legitimate business in the facility. Do not allow strangers to enter your unit.
9. If a theft or security question arises, contact a staff member or the university police.

### **SELF-CLOSING DOORS**

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

## **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 are announced when a tornado has been sighted; and storm alerts are broadcast when a severe thunderstorm is approaching. The university and city storm warning sirens may sound in cases of severe weather or during testing periods.

### **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. 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. Use jacket, cap, backpack or any similar items, if available, to protect face and eyes.

## **SHELTER-IN-PLACE**

Sheltering-in-place is the use of any classroom, office or building for the purpose of providing temporary shelter. Since many of the events that would require sheltering-in-place might also require evacuation based on your proximity to the event, you should heed official requests and use common sense when you cannot receive an official announcement.

### **Shelter-in-Place: Hazardous Material Release**

1. Receive a shelter-in-place announcement.
2. Immediately move indoors.
3. Close all windows and doors to shelter, and seal as best you can using towels, clothes or paper.
4. If there appears to be air contamination within the shelter, place a paper mask, wet handkerchief or wet paper towel over the nose and mouth for temporary respiratory protection.
5. Continue to follow the instructions given by the response authorities.

## **TAILGATING/PROPPING DOORS**

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

## **UNIVERSITY POLICE DEPARTMENT**

SFA has its own University 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, jumping dead car batteries, assisting when keys 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 65 yellow emergency call boxes located on campus. Students can contact UPD for both emergency and routine calls by pressing a button on these phones. UPD employs student walkers who escort students across campus and assist students entering their facility if their ID card does not work after hours. Students may access the UPD Web site for crime information as well as safety tips at [www.sfasu.edu/upd](http://www.sfasu.edu/upd). For more information on the University Police Department, call (936) 468-2608.

## **VIDEO CAMERAS**

Video cameras have been installed in public areas of some housing facilities 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 facility supervisor in order to enhance personal and facility security.

## **WEAPONS**

Students may NOT bring the following into any facility: firearm, gun, ammunition or any other weapon which may be hazardous to the health or safety of residents. Prohibited items include, but are not limited to, pellet guns, BB guns, stun guns, paintball guns, blow guns, air guns, sling shots, arrows, bows, axes, machetes, numchuks, throwing stars, rifles, handguns, firecrackers and knives with a blade over 5-1/2 inches. Hazardous chemicals and flammable liquids also are prohibited. The university police may confiscate these items. Possession of weapons or explosives may lead to disciplinary action, including suspension. RATIONALE: This policy enforces state law.

# SERVICES

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## **BUS TRANSPORTATION**

Nacogdoches offers public transportation through The District. Transportation information is available by calling (936) 569-9100 or visiting their Web site at [www.btd.org](http://www.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**

Each unit is equipped with high-speed Ethernet computer connections. Lumberjack Lodge and Lumberjack Village offer 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 connection. Students may reference the Ethernet instructions at the Technical Support Center Web site ([www.sfasu.edu/TSC](http://www.sfasu.edu/TSC)). They also can call the TSC at (936) 468-HELP (4357) or visit their office at 514 E. Austin for additional assistance.

The SFA-WIRELESS connection uses WEP encryption. The WEP key is, "golumberjacks." Most systems will connect to this network without any additional configuration. If help is needed, take the computer to the TSC. Any wireless connection is vulnerable to packet sniffing. For a more secure network connection, or sending sensitive information, use the wired connection.

Windows XP

<http://www.sfasu.edu/tsc/docs/SFAWirelessXP.pdf>

Windows Vista

<http://www.sfasu.edu/tsc/docs/SFAWirelessVista.pdf>

Apple Macintosh

<http://www.sfasu.edu/tsc/docs/SFAWirelessMacOSX5.pdf>

The TSC is available to help students with their computer problems and is open from 8 a.m. to 10 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. If you purchase a new computer, you can drop it off at the TSC so it can be set up for safe and secure connection to the SFASU network. This setup will include the installation of the corporate edition of Symantec Anti Virus, which will never expire. Remember, preparing a computer for safe connection to the Internet is much faster than removing malware, spyware and rootkits.

Computers must meet minimum specifications to be worked on by the TSC. For Windows based units, the processor must run at 1.75 GHz or greater and have at least 512MB of RAM. Only limited support is available for NetBooks. For further information about NetBooks, contact the TCS.

Wireless routers are strictly prohibited. When the devices are set up incorrectly, they can knock entire buildings (or floors) off of the network. Under no circumstances should wireless routers ever be brought onto campus.

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.

SFA serves as the Internet Service Provider (ISP) 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, see this Website: [www.riaa.com/physicalpiracy.php?content\\_selector=piracy\\_online\\_the\\_law](http://www.riaa.com/physicalpiracy.php?content_selector=piracy_online_the_law).

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

## **COMPUTERIZED DOOR SYSTEM/CARD READER**

All facilities (except Hall 20 and University Woods) have a computerized access door security system. When the main entrance doors are locked, a student may gain entry into the facility by inserting the student identification card into the card reader located next to the front door outside each facility. 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. UPD also may be contacted from the phone located next to the card reader. RATIONALE: The university wants to protect the residents on campus.

## **COUNSELING AND CAREER SERVICES**

The Counseling and Career Services Center provides personal and academic counseling services, as well as testing and vocational assistance. The center also assists graduating students in compiling résumés and interviewing with various company representatives. The Student Employment Center offers job opportunities both on and off campus. The offices are located on the third floor of the Rusk Building. For an appointment or more information, call (936) 468-2401.

## **CUSTODIANS**

The Residence Life Department employs full-time custodial staff for housing facilities. 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 unit and suite or private bathrooms. Residents should report any cleanliness concerns in the facility 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. RATIONALE: The university wants to provide a clean and healthy environment for all residents.

## **DESK DELIVERIES**

Residents may have deliveries of prepaid merchandise made to the front desk during desk hours. The desk assistant will

notify the resident of the delivery, but shall in no way be responsible for these items.

### **DESK HOURS**

Desk hours vary in each facility. Contact a staff member for specific hours.

### **DIETS**

Students needing special diets should consult the dietitian in the Food Services Office in the Student Center at (936) 468-1022.

### **DIRECTORY INFORMATION**

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

### **E-MAIL COMMUNICATION**

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

### **EXTERMINATION**

Exterminators will exterminate the housing facilities on a regular basis throughout the year, normally during semester breaks. Residents must remove live animals from their unit prior to the treatment. If an attempt is made by the contractor to exterminate a unit and the resident refuses to allow entry, the resident will be assessed a fee to have the contractor reschedule. In the event that a resident does not empty his/her cabinets for the exterminator, the resident may be charged for any additional extermination call-outs made. 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. **RATIONALE:** The university wants to provide a clean and healthy environment for all residents.

### **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, with anyone outside of the university system. This includes, but is not limited to, information about a resident's grades, behavioral history, health concerns and financial information. Exceptions to this act, regardless of age, will be made in life-threatening situations.

### **FINANCIAL AID**

The financial aid office is located on the first floor of the Austin Building and assists qualified students in obtaining scholarships, loans and grants. For more information, call (936) 468-2403.

### **HEALTH SERVICE/MEDICAL**

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 the student or call an ambulance. Ambulance transportation will be at the student's expense.

### **ICE MACHINES**

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

### **IDENTIFICATION CARDS**

Both full-time and part-time students are required to obtain an SFA identification card. 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, i.e. voting, athletic events, library usage, as a meal card and to gain entrance into some facilities. ID cards should be carried at all times. Lost ID cards may be replaced in the Card Services Office in the Pattillo Student Center. For more information, call (936) 468-3403. Members of the residence life staff may request proof of identity of any person in the residence halls or apartments. Failure to identify yourself to a staff member upon request is a violation of university rules and regulations.

### **KITCHENS**

Limited-use community kitchens are provided for residents' use in Lumberjack Lodge, Wisely, Todd, North, Hall 10, South, Lumberjack Village, Hall 14, Griffith, Hall 16, Steen, Kerr and Hall 20. 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 housing facilities. The university is not responsible for laundry that is lost, damaged or stolen. Laundry left in the laundry rooms may be disposed of. The university recommends that students stay with their laundry while it is in the laundry room. Laundry facilities are for residents' in their building only. Mechanical problems with the machines should be reported on the maintenance link on the residence life Web site. **RATIONALE:** The university wants to protect the campus residents as well as limit the use of our laundry facilities to current residents only.

### **LIBRARY**

The Ralph W. Steen Library offers students many services, including a computer lab, Einstein Bros. Bagels and the Academic Assistance Resource Center, which provides academic counseling, tutoring and advising services to students at no charge. For more information on the AARC, call (936) 468-4108.

#### **Library Hours:**

Monday - Thursday ..... 7 a.m. to 1 a.m.  
Friday ..... 7 a.m. to 6 p.m.  
Saturday ..... 10 a.m. to 8 p.m.  
Sunday ..... noon to 1 a.m.

### **MAINTENANCE**

Students are obligated to report any maintenance problems or safety hazards on the maintenance link on the residence life Web site at [www.sfasu.edu/housing](http://www.sfasu.edu/housing), 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.

### **MICROWAVE OVENS**

Microwave ovens are available for residents' use in the lobby area of most facilities. Microwave ovens are not allowed in units, except where provided by the Residence Life Department. Students living in Garner and University Woods may bring their own microwave. **RATIONALE:** Some of the facilities are not equipped with the electrical service to allow students to have microwave ovens in their units.

### **PAINTING**

Students are not allowed to paint their units or any common areas of the facility. Painting will result in a charge to repaint the unit plus the cost of any damages to the unit. **RATIONALE:** In order to maintain consistency in campus housing and maintain upkeep of all facilities, units are painted by Residence Life Department personnel on a routine basis.

### **PARKING**

Residents may purchase a parking permit from the University Police Department located on East College Street. Residents are given a window sticker that will permit them to park in designated areas. A parking permit must be displayed on all vehicles parked on university property. If the student must park away from their facility at night, he or she may contact UPD for an escort to their facility by calling (936) 468-2608.

### **PINE LOG**

The Pine Log is the on-campus newspaper that is published twice a week during long semesters and distributed free of charge. Student Publications is located on the second floor in the Student Center.

### **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 Monday through Friday 8 a.m. – 5 p.m., and Saturday 10a.m. – noon. 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 at MySFA. To access your information:

- Login to MySFA
- Click on "My Services" tab
- Click the "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.

### **POSTING SIGNS**

The posting of signs, handbills and fliers in the housing facilities will be limited to recognized student organizations, departments of the university and other groups as approved by the facility supervisor. Leave signs at the front desk and a staff member will post them.

### **PRINTING SERVICES**

University Printing Services is a full-service print shop located on campus on the first floor of the Rusk Building. Digital copies of reports, brochures, fliers, etc. are available in black/white and color on a wide variety of papers, including transparencies.

Additional services include three types of binding, folding, laminating, three-hole punching and stapling. It offers great prices and a convenient location. The walk-up service window is open from 8 a.m. to 5 p.m., Monday through Friday. Work accepted must be related to a university class, function or organization. Call (936) 468-2305 for more information.

### **RECYCLING**

The university participates in several recycling projects. Some of the facilities have recycling programs each semester. Contact your RHA representative for more information.

### **SFA GRAPHICS SHOP**

The SFA Graphics Shop is located in the Student Center. Services provided include design and printing of posters, fliers, banners, brochures, pamphlets and other items. Folding, binding and laminating also are available in the graphics shop. For information, call (936) 468-1301.

### **SFA TICKET OFFICE**

The SFA Ticket Office is located in the Student Center. Tickets may be purchased for athletic events, concerts, fine arts events and other campus activities. For ticket information, call (936) 468-JACK.

### **TELEPHONES AND LONG DISTANCE SERVICE**

Each unit is equipped with local telephone service. Students must provide their own telephone instrument and long-distance service. Calling cards allow students to place long distance calls and receive the bill directly. 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. Convenience phones are located at each front desk and on the card reader at the main entrance. **RATIONALE:** The university does not provide individual billing for each telephone line on campus.

### **TELEVISION**

A color TV is available in the lobby or TV room of most facilities. Students may not connect personal VCR/DVD players to the public TV sets. Residents may bring their own televisions for their units. The university provides basic cable to all units in housing facilities. Students interested in extended cable or premium channels should contact Suddenlink Communications at (936) 564-6353.

### **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 a vacuum 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 Administration Office at (936) 468-3403 for a refund.

# Roommate Agreement

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ROOM # \_\_\_\_\_ ROOMMATE A \_\_\_\_\_ ROOMMATE B \_\_\_\_\_

*In order to help provide a respectful and comfortable living environment, please take a few minutes to discuss the following topics with your roommate and set standards that you can both agree to live with.*

<p><b>Somebody's been eating my food.</b>          May roommates borrow food from one another? If so, how soon should it be replaced or paid for?</p>	
<p><b>Roommate A</b></p>	<p><b>Roommate B</b></p>
<p><b>QUIET! I'm trying to get some sleep!</b>          When do you typically go to bed and wake up? How about having a light on while the other roommate is asleep?</p>	
<p><b>A</b></p>	<p><b>B</b></p>
<p><b>Isn't that my jacket?</b>          What about sharing and borrowing personal items, such as clothes, CDs, etc? Are stereos, TVs, video games and computers off limits for mutual use? Is permission required for all items, or just certain ones?</p>	
<p><b>A</b></p>	<p><b>B</b></p>
<p><b>Meet our new roommate.</b>          How often may guests come, and how long may guests stay? How do you feel about overnight guests? Where do guests sleep? Is there a difference between guests and boyfriends/girlfriends staying the night? How often may they stay? (SFA policy is 3 nights, twice a month limit on guests.)</p>	
<p><b>A</b></p>	<p><b>B</b></p>

**QUIET! I'm studying!**

What's your definition of noise? What's loud and what isn't? What kind of music do you like to listen to? At what times should noise be minimized so others may study or sleep? Is absolute quiet needed in order to study?

**A**

**B**

**Smoking and Drinking**

How do you feel about smoking and drinking/partying before coming into the room?

**A**

**B**

**You are so messy!**

What are your standards of cleanliness? How clean should the place be kept?

**A**

**B**

**You didn't tell me that Publishers Clearinghouse called!**

What about telephone and general messages? Where should they be kept? How do you respond to a roommate's calls?

**A**

**B**

# Roommate Bill of Rights

The document is intended to serve as an agreement between roommates to ensure that each individual's rights are respected. Learning to accept each other's differences without infringing on one another's freedom is a valuable part of your total education. Your level of enjoyment and satisfaction from campus living will depend largely on the thoughtful consideration you demonstrate as roommates. As roommates, each of you should mutually determine the decisions and the stipulations for this agreement and endorse them. Your facility staff is available if additional assistance or mediation is needed.

The basic rights of a roommate include:

1. The right to study free from undue interference ( noise, stereo, guests, etc. ) in one's room.
2. The right to sleep without undue disturbance from noise, guests, roommates, etc.
3. The right to expect that roommates will respect each other's personal belongings.
4. The right to a clean environment in which to live.
5. The right to free access to one's room and facilities without pressure from roommates.
6. The right to personal privacy.
7. The right to host guests at agreed upon times, and with the expectation that guests are to respect the rights of the host's roommate and other hall residents.
8. The right to expect reasonable cooperation in the use of the telephone.
9. The right to expect that a roommate will not violate university and residence hall policies in the room.
10. The right to expect that any and all disagreements will be discussed in an atmosphere of openness and mutual respect, and that it is acceptable, when any roommate feels it is necessary, to involve a staff member in such a discussion.
11. The right to be free from harassment and discrimination.

We, the undersigned, agree to the above stated rights and behavioral decisions and will strive to practice respect for my roommate. Additionally, we agree that specific stipulations may be adjusted by the mutual agreement of the roommates.

SIGNED: Roommate A \_\_\_\_\_ Date \_\_\_\_\_

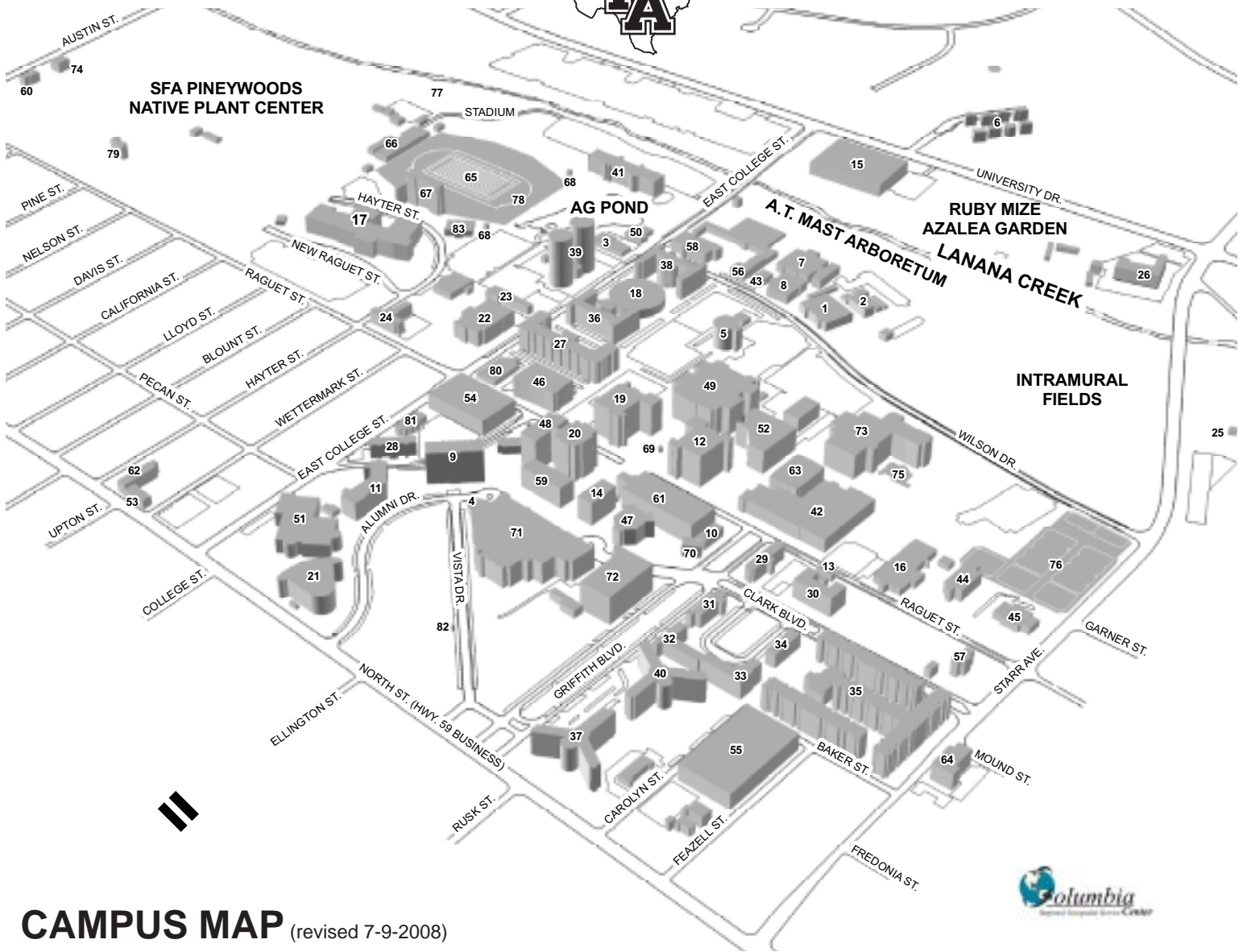
Roommate B \_\_\_\_\_ Date \_\_\_\_\_

# INDEX

Abandoned Property .....	10	Laundry Facilities .....	21
Advertising .....	5	Legal Counsel .....	21
Alcohol .....	5	Library .....	21
Appliances .....	5	Lofts .....	7
Assignments .....	10	Maintenance .....	21
Bicycles/Motorcycles .....	5	Meal Plans .....	15
Break Housing .....	10	Microwave Ovens .....	22
Bus Transportation .....	20	Mission Statement .....	1
Campus Organizations .....	4	Multicultural Center .....	4
Campus Recreation .....	4	Noise/Quiet Hours .....	7
Candles/Open Flames .....	6	Offensive Odors .....	7
Car Problems .....	20	Outdoor Alert System .....	17
Check-in/Check-out .....	10	Painting .....	22
Classes .....	10	Parking .....	22
Cleaning .....	10	Personal Property/Insurance/Personal Liability .....	18
Cooperation With University Officials .....	6	Pets .....	7
Community Policies and Procedures .....	5	Pine Log .....	22
Community Commitment .....	1	Post Office .....	22
Computer Services .....	20	Posting Signs .....	22
Computerized Door System/Card Reader .....	20	Printing Services .....	22
Consolidation Policy/No Roommate .....	11	Private Rooms .....	13
Contract .....	11	Rape/Sexual Assault .....	18
Cooking Guidelines .....	6	Recycling .....	22
Counseling and Career Services .....	20	Reserving Rooms .....	13
Custodians .....	20	Residence Hall Association (RHA) .....	4
Damages .....	12	Resident Consideration Policy .....	2
Decorations .....	6	Roofs .....	7
Desk Deliveries .....	21	Room Entry .....	7
Desk Hours .....	20	Roommate Agreement .....	23
Deposits .....	12	Roommate Bill of Rights .....	25
Diets .....	21	Roommate/Suitemate Rights .....	8
Dining Services .....	15	Safety, Security and Emergency .....	16
Dining Services Restaurants .....	15	Safety Equipment .....	18
Directory Information .....	21	Security .....	18
Discipline .....	12	Self-closing Doors .....	18
Disturbing or Distressing Behaviors .....	6	Services .....	20
Diversity .....	6	Severe Weather .....	19
Door Decorations .....	6	SFA Graphics Shop .....	22
Drugs .....	6	SFA Ticket Office .....	22
Electrical Power Strips and Extension Cords .....	16	Shelter-In-Place .....	19
Electrical Safety Guidelines .....	16	Sick Trays .....	15
E-mail Communication .....	21	Smoking .....	8
Emergencies .....	16	Soliciting .....	8
Emergency Phones .....	16	Special Accommodations .....	13
Evacuation Process .....	16	Special Interest Facilities .....	13
Extermination .....	21	Staff .....	14
FERPA .....	21	Storage .....	8
Financial Aid .....	21	Student Activities Association (SAA) .....	4
Fire Alarms .....	16	Student Government Association (SGA) .....	4
Fireworks/Explosives .....	6	Tailgating .....	19
Furnishings .....	12	Telephones and Long Distance Service .....	22
Getting Involved .....	4	Television .....	22
Grounds .....	6	Trash .....	8
Hall Level RHA .....	4	Unit and Facility Changes .....	14
Halogen Lamps .....	6	University Police Department .....	19
Health Center/Medical .....	21	Utilities .....	14
Residence Life Information .....	10	Vacuum Cleaners .....	22
Housing Policy .....	12	Vending Machines .....	22
Ice Machines .....	21	Video Cameras .....	19
Identification Cards .....	21	Visitation .....	7
Important Numbers .....	3	Weapons .....	19
Jack Bucks .....	15	Welcome .....	1
Keys/Locks .....	13	Wing/Floor Meetings .....	14
Kitchens .....	21	Windows/Window Screens .....	8
		Wiring .....	9
		Yard Areas .....	9

# STEPHEN F. AUSTIN STATE UNIVERSITY

NACOGDOCHES, TEXAS



## CAMPUS MAP (revised 7-9-2008)



- |   |   |  |
|---|---|--|
| 1. AGRICULTURE BUILDING                     | 29. TODD                                  | 57. PRESIDENT'S RESIDENCE                          |
| 2. AGRICULTURE GREENHOUSE                   | 30. GIBBS                                 | 58. PURCHASING/CENTRAL STORES                      |
| 3. AGRICULTURE MECHANICS SHOP               | 31. NORTH                                 | 59. RUSK BUILDING                                  |
| 4. ALUMNI ASSOCIATION (TRACIE D. PEARMAN)   | 32. HALL 10                               | 60. SAFETY OFFICE                                  |
| 5. APARTMENTS (GARNER)                      | 33. MAYS                                  | 61. SCIENCE BUILDING (E. L. MILLER)                |
| 6. APARTMENTS (UNIVERSITY WOODS)            | 34. SOUTH                                 | 62. SFA THEATRE                                    |
| 7. ART BUILDING                             | 35. LUMBERJACK VILLAGE                    | 63. SHELTON GYM                                    |
| 8. ART STUDIO                               | 36. HALL 14                               | 64. SOCIAL WORK BUILDING                           |
| 9. AUSTIN BUILDING                          | 37. GRIFFITH                              | 65. STADIUM (HOMER BRYCE)                          |
| 10. BIOLOGY GREENHOUSE                      | 38. HALL 16                               | 66. STADIUM FIELD HOUSE                            |
| 11. BOYNTON BUILDING                        | 39. STEEN                                 | 67. STADIUM PRESS BOX                              |
| 12. BUSINESS BUILDING (R. E. MCGEE)         | 40. KERR                                  | 68. STADIUM TICKET BOOTH                           |
| 13. CHARTER SCHOOL                          | 41. HALL 20                               | 69. STEPHEN F. AUSTIN STATUE                       |
| 14. CHEMISTRY BUILDING                      | 42. H.P.E. COMPLEX (LUCILLE NORTON)       | 70. STONE FORT                                     |
| 15. COLISEUM (WILLIAM R. JOHNSON)           | 43. HOUSING MAINTENANCE                   | 71. STUDENT CENTER (BAKER PATTILLO)                |
| 16. EARLY CHILDHOOD LAB                     | 44. HUMAN SCIENCES BUILDING               | 72. STUDENT CENTER PARKING GARAGE                  |
| 17. EARLY CHILDHOOD RESEARCH CENTER (2009)  | 45. HUMAN SCIENCES BUILDING SOUTH         | 73. STUDENT RECREATION CENTER                      |
| 18. EAST COLLEGE CAFETERIA                  | 46. HUMAN SERVICES BUILDING               | 74. STUDENT TECHNICAL SUPPORT (SHACK)              |
| 19. EDUCATION BUILDING (ROBERT T. MCKIBBEN) | 47. KENNEDY AUDITORIUM                    | 75. SWIMMING POOL-OUTDOOR                          |
| 20. FERGUSON BUILDING                       | 48. LIBERAL ARTS NORTH (VERA DUGAS)       | 76. TENNIS COURTS                                  |
| 21. FINE ARTS BUILDING (L. E. GRIFFITH)     | 49. LIBRARY (RALPH W. STEEN)              | 77. TRACK AND FIELD AREA                           |
| 22. FORESTRY BUILDING (ARTHUR TEMPLE)       | 50. MILITARY SCIENCE BUILDING             | 78. TRACK (FLETCHER GARDEN)                        |
| 23. FORESTRY GREENHOUSE                     | 51. MUSIC BUILDING (TOM AND PEGGY WRIGHT) | 79. TUCKER HOUSE (FOREST RESOURCES INSTITUTE)      |
| 24. FORESTRY LABORATORIES                   | 52. NURSING AND MATH BUILDING             | 80. UNIVERSITY HEALTH SERVICES (STEPHEN B. TUCKER) |
| 25. FORESTRY WEATHER STATION                | 53. NURSING ANNEX                         | 81. UNIVERSITY POLICE DEPARTMENT                   |
| 26. GROUNDS AND TRANSPORTATION              | 54. PARKING GARAGE #2                     | 82. VISITOR INFORMATION CENTER                     |
| 27. LUMBERJACK LODGE                        | 55. PARKING GARAGE #3                     | 83. WELLNESS CENTER (JIMMY W. MURPHY)              |
| 28. WISELY                                  | 56. PHYSICAL PLANT                        |  |