



2025-26 Community Guidelines



STEPHEN F. AUSTIN STATE UNIVERSITY

Residence Life

Quick Guide

Quick Guide	2	Windows/Window Screens	28
Welcome FROM SFA RESIDENCE LIFE	3	Roofs	28
Mission Statement.....	3	Residence Life Services and Amenities.....	29
Students Are Responsible for Their Own Experience.....	3	Internet Services	29
Residence Life Staff	3	Kitchens.....	29
Student Staff	3	Laundry Facilities	29
Residence Life Operations.....	4	Microwave Ovens.....	29
Room Entry	4	Ice Machines	30
Expectation for Consideration of Others.....	5	Extermination.....	30
Roommate and Suitemate Rights	6	Vacuum Cleaners.....	30
Health, Safety and Security	6	Vending Machines.....	30
Emergencies.....	6	Life at SFA	30
Electrical Safety Guidelines	9	Dining Services	30
Health and Wellness Hub (Health Services and Counseling Services).....	12	Meal Plans	30
Contractual Obligations	12	Special Interest Facilities	31
On-Campus Living Policy	12	University Services	32
Housing Assignments	13	Car Problems	32
Damages	16	Email Communication	32
Keys/Locks.....	17	Parking.....	32
Housing Contract.....	17	Post Office	32
Abandoned Property	17	Important Phone Numbers	33
Resident Conduct.....	17		
Housing Community Standards and Rules	21		
Prohibited Items.....	21		
Pets.....	22		
Visitation	23		
Quiet/Courtesy Hours.....	24		
Cooking Guidelines.....	24		
Cleaning.....	24		
Trash	26		
Wing/Floor Meetings.....	26		
Solicitation and Advertisement	26		
Painting	26		
Identification Cards	26		
Disturbing or Distressing Behaviors.....	26		
Decorations	27		
Furniture.....	27		
Bicycles/Motorcycles/Electronic Skateboards (Hoverboards) ..	27		
Offensive Odors.....	28		

Welcome FROM SFA RESIDENCE LIFE

The opportunity to find your place on campus awaits you! Staff members live in each residence hall and are here to help and support you as you find your place in the community. Our hall staff members are well-trained, energetic and dedicated to making your on-campus living experience educational and positive. Please do not hesitate to ask for assistance.

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

The guidelines included in this handbook are designed to ensure the safety, privacy and rights of all members of the on-campus community.

Mission Statement

Residence Life is part of the Campus Living, Dining and Auxiliary Enterprises pillar under the Division of Enrollment and Student Engagement and exists as an integral part of the educational experience and academic support services of Stephen F. Austin State University. Its mission is to provide a learner-centered residential environment that is conducive to the academic success and personal development of our students. This will be achieved by providing services and programming opportunities that enhance student growth, learning and engagement; providing living/learning communities that meet student needs; operating facilities that are clean, well-maintained, cost-effective and adaptive to student needs; and training staff who are positive role models who facilitate student growth, development and engagement.

Students Are Responsible for Their Own Experience

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

Residence Life Staff

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

Student Staff

Desk Assistants

The desk assistant, or DA, serves as the first point of contact in our residence halls, provides customer service to residents and guests during desk hours, and acts as a communication link between staff members and residents. DAs are responsible for individual desk shifts within the building they are assigned to. They help answer student questions, direct phone calls, provide information and complete various administrative tasks.

Resident Assistants

The resident assistant, or RA, is a paraprofessional staff member who has direct and constant contact with

residents. RAs are assigned to floors in the residence halls to act as facilitators for the community and enhance the social, educational, intellectual and cultural development of each student. They provide programming opportunities to enhance student development. The RA articulates to students the philosophy and policies of SFA and Residence Life while representing the department as a role model in all facets of university life.

Senior Resident Assistants

Senior resident assistants, or SRAs, fulfill the roles and responsibilities of a resident assistant with additional responsibilities of greater administrative and leadership duties within their hall/area.

Professional Staff

Residence directors, or RDs, and graduate hall directors, or GHDs, are professional employees living in the facility and are responsible for the entire building/area. The RD directly supervises the SRAs, RAs and DAs. RDs and GHDs serve as resources and help facilitate the educational, social, intellectual and cultural development of all community members living in the residence hall. Professional Residence Life staff members are supervised by the associate director of Residence Education.

Residence Life Operations

Custodial Staff

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

Maintenance

Students are obligated to report any maintenance problems or safety hazards using the work request link on the Residence Life website at sfasu.edu/reslife or to the front desk in their building. Maintenance personnel are on duty between 9 a.m. and 9 p.m. and may require access to rooms early in the morning.

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

Extermination

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

Room Entry

Entry into a student's room by authorized Residence Life personnel

A Residence Life staff member may conduct a general inspection for fire safety, maintenance checks, head counts

(to verify who is living in each room), health and safety inspections, or identification of damages prior to the student's departure.

Routine checks may be made before university holidays, at the beginning and end of each semester, during health and safety inspections, and prior to checkout of a resident from the room.

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

Entry into a student's room for maintenance purposes

Maintenance personnel or Residence Life staff members may enter a student's room to perform maintenance or to determine maintenance needs. The university wants to ensure the safety of residents in their living spaces on campus by making sure everything is functioning correctly.

Entry into a student's room by law enforcement personnel

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

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

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

Expectation for Consideration of Others

The members of your community are unique individuals with different perceptions and values, which may lead to conflicting interpretations of the residents' 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, residents are asked to use the guidelines of Consideration of Others. These guidelines recognize that every member of the community deserves the opportunity to express their concerns and feelings and to be honest about their rights. A resident is expected to be the first person to initiate a resolution when they feel their rights are being violated. If the resident feels that their safety is at risk, they should contact a staff member or university police.

Residents are encouraged to take initiative in resolving their problems by talking to fellow students about issues. If the resident has talked to their neighbor about the violation and no action is taken to correct the problem, then they 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.

Roommate and Suitemate Rights

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

Health, Safety and Security

Emergencies

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

UTS-SFA Police Department

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

Rave Guardian Mobile App/JackAlert Emergency Notification System

The UTS-SFA police department encourages the use of the Rave Guardian smartphone app designed to enhance the safety of everyone in the campus community. In addition to the campuswide Jack Alert system, all campus emergency notifications appear on Rave Guardian. To learn more about Rave Guardian and download the app, go to sfasu.edu/police.

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

Emergency Call Boxes

Emergency call boxes have been placed at various locations on the SFA campus. The operation is easy: push the appropriate button and talk directly into the speaker when the call is answered. The call goes directly to the UTS-SFA police department communications center. Call boxes can be used to request police assistance and escorts, assistance with vehicle problems, and information.

Evacuation Process

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

Occupants are required to evacuate the building when an emergency alarm is activated. If an alarm sounds, evacuate to the locations listed on the following page. Failure to follow these procedures will result in disciplinary action and/or a damage assessment. Residents should refer to sfasu.edu/police/emergency-management for up-to-date information.

EVACUATION LOCATIONS

- **Lumberjack Lodge** — across the parking lot to the grassy area near Hall 14
- **Wisely Hall** — across Aikman Drive between the Austin and Boynton buildings
- **North Hall, South Hall, Hall 10 (horseshoe)** — across the 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
 - Building 4 — exit to the parking lot on the north side of the building
- **Hall 14** — across the parking lot or on the far side of Eatery on East
- **Griffith Hall** — front: across the parking lot into the yard area; back: across the street to the opposite parking lot
- **Steen Hall** — Lot 24/stadium and across East College Street
- **Kerr Hall** — across the parking lot into the yard area
- **Lumberjack Landing** — across to the library parking lot, west of building

Fire Alarms and Fire Drills

Residents are required to evacuate the building or area when instructed by a university authority, police officer or firefighter or when a fire or smoke alarm sounds. Please note that after fire drills, Residence Life staff will walk the buildings for any fire safety violations, including failure to evacuate, before anyone is allowed back into the building.

Residence Life staff, in cooperation with the Environmental Health, Safety and Risk Management Department, will

conduct fire and life safety inspections in coordination with scheduled fire drills at least twice per academic year. The intent of the inspections is to increase residents' awareness of safety issues and the fire and life safety rules found in these community guidelines. Safety officers and Residence Life staff will be looking for the following during the inspection:

- Residents who do not heed the fire alarm. Failure to evacuate may result in a charge on your eBill.
- Entrances/exits must be free of obstruction. Furniture may not block windows, and doors must be able to open 90 degrees without interference.
- Room windows will be checked to ensure they are a viable point of exit and/or way of notifying emergency responders of your presence in the room. Do not block your windows with furniture.
- All storage items must be at least 18 inches below the ceiling.
- Electrical issues including the use of extension cords; missing or damaged electrical cover plates; frayed, damaged or crimped electrical wiring; use of a multiport adapter without a breaker; prohibited/unapproved appliances; and use of a microwave or refrigerator that is not plugged directly into a wall outlet.
- All stovetops and ovens must be free of foil and kept clean at all times. Foil serves as a source of grease buildup around the stovetop that may be a potential fire hazard.
- Fire alarm equipment issues including an obstructed smoke detector (minimum 24-inch clearance), damaged smoke detector and blocked sprinkler heads.
- Ignition sources and/or combustible products, including candles, incense, and flammable liquids in the room; combustible materials near electrical source; and excessive fire load in the room.
- Emergency planning issues including absence of the evacuation plan on the back of the room door and obstructed windows or doors.
- Poor housekeeping, floor/wall/ceiling penetrations, missing or damaged door closures, and prohibited appliances present in room/apartment.

To prepare for potential fire emergencies, learn the locations of fire extinguishers, exits and manual pull stations in the area, and be sure to know how to use them. Know that tampering with safety equipment and/or transmission of a false alarm is a Class A Misdemeanor violation of state law, and violators could be charged in the appropriate civil court. Students may be charged for all costs associated with tampering with safety equipment and/or setting off a false fire alarm. Starting a fire on a university campus is a felony. Students may be referred to the Student Conduct Office and receive disciplinary actions that could result in suspension from the university.

PLEASE NOTE: The fire alarm systems are very sensitive; fire alarms may be set off by smoke from hair appliances, steam from the shower or smoke from cooking. You may be warned after a first offense. Additional alarm activations may result in sanctions and/or fines.

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 the UTS-SFA police department at 911 from a campus phone or (936) 468-2608 from a cellphone.
2. Evacuate when prompted by continuous-sounding fire alarms or by an official announcement.
3. Be aware of, and make use of, designated primary and alternative evacuation routes.
4. Leave the building in an orderly manner without rushing or crowding. DO NOT USE THE ELEVATOR DURING A FIRE. If you are unable to exit the stairwell, remain in a safe zone until emergency personnel can assist you.
5. Provide aid to those who need it in an emergency evacuation situation.
6. Smoke is the greatest danger in a fire, so stay near the floor where the air may be less toxic. If the hallway is too smoky to use, stay in your room. Keep the door closed. Use towels to fill in cracks around the door, air conditioning outlet, etc. Open the window and put your face near the opening to breathe. Wave a towel or sheet from the window to attract attention.

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

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

Severe Weather

Local radio and television stations announce tornado watches when the weather conditions are right for a tornado but no tornadoes have been sighted. They issue tornado warnings when a tornado has been sighted and announce storm alerts when a severe thunderstorm is approaching. The university warning sirens may sound in cases of severe weather or during testing periods. For more information, visit sfasu.edu/safety.

Procedure when a severe weather or tornado warning is issued:

Seek shelter immediately in designated areas. Check sfasu.edu for up-to-date information.

If inside a building:

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

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 the potential for flooding
3. use arms to protect head and neck in a “drop and tuck” position
4. and use a jacket, cap, backpack or any similar items, if available, to protect your face and eyes.

Electrical Safety Guidelines

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

- Do not overload power strips or outlets. When cords overheat, they quickly deteriorate and cause a potential shock/fire hazard.
- Use a power strip with a built-in circuit breaker, which will shut off power automatically if there is too much current being drawn.
- Be wary of electrical outlets that get too hot to touch. If it feels warm, unplug all appliances and submit a work order at the front desk immediately.
- Do not connect multiple power strips. Do not route cords under doors or carpet; this could cause them to overheat or ignite.
- Do not staple cords; this could damage the insulation and expose wire.
- Use light bulbs with the correct wattage for lamps.
- Halogen lights/lamps are not permitted on campus.

- Never plug more than one high-wattage appliance into a single outlet (e.g., hair straightener, iron).
- Check all appliances for frayed or cracked cords and replace them if damage is present.
- If the power goes out in your room, immediately report this to the front desk.
- Become familiar with the location of the nearest fire extinguisher and know how to use it.

Electrical power strips and extension cords

Residents must use surge protectors (electrical power strips with built-in circuit breakers; power strips without circuit breakers are not allowed) approved by an Occupational Safety and Health Administration Nationally Recognized Testing Laboratory if additional electrical outlets are needed. A list of approved NRTLs may be found at [osha.gov/dts/otpc/nrtl/nrtllist.html](https://www.osha.gov/dts/otpc/nrtl/nrtllist.html). Multiple plug adapters, splitters and extension cords are not permitted. Follow the electrical safety guidelines above.

Wiring

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

Personal Property/Insurance/Personal Liability

On-campus residents' belongings are not protected by the university from theft, vandalism, fire, sprinkler system activation, maintenance failure or any other reason. Maintenance failure does not constitute a reason for a refund. **The university strongly encourages students to either make arrangements with their parents' or guardians' homeowner's insurance company to insure personal belongings OR purchase a separate personal property insurance or renter's insurance policy.** In some cases, parents' homeowner's insurance will cover damage to personal property in a state-owned residence hall, but this is not always the case. Items of value should be marked for identification and serial numbers recorded. The UTS-SFA police department has engraving tools available for students' use as well as a Property Registration System (see sfasu.edu/police/programs/register-property). The university does not provide theft or damage insurance for residents, so each occupant is encouraged to purchase some type of personal property insurance.

Students also should secure medical insurance coverage for themselves. SFA offers access to a student health insurance plan for nationwide health and prescription coverage, including access to top providers, at competitive rates (see sfasu.edu/deanofstudents/student-resources/student-health-insurance-plan).

Health and Safety Checks

Residence Life staff members will conduct regular health and safety inspections in all residence hall rooms. The purpose of the inspection is to ensure the residents' safety and assess the condition of each room. Students in possession of prohibited items will be subject to the student's conduct of the process. Notice of inspection will be posted prior to the inspection.

SFA's Environmental Health, Safety and Risk Management Department, as well as the state fire marshal, may conduct random room inspections throughout the semester.

Candles/Open Flames/Plug-in Air Fresheners

As stated in the National Fire Protection Association 1 Fire Code and NFPA 101 Life Safety Code, by order of the state fire marshal and SFA's Fire and Life Safety Policy, candles (with or without wicks), candle warmers, wax warmers (Scentsy), potpourri pots, incense, oil lamps, lava lamps, plug-in oil air fresheners (including Wallflowers) and other devices that use an open flame are not permitted in rooms, for decoration or for any other purpose. Wax

hand sculptures are approved. Residence Life staff members and the Environmental Health, Safety and Risk Management Department may confiscate any of these items. Students found in violation of this policy will face disciplinary action, and a fee may be charged to the student's account.

Safety Equipment

The university wants to protect the residents on campus, and tampering with safety equipment may impede emergency procedures. Any student found to be responsible for the misuse of any safety equipment — including emergency lights, emergency exits, exit signs, smoke/heat detectors, sprinkler systems, fire panels, electrical panels, fire extinguishers and public area lighting — may be assessed as a charge and be subject to further disciplinary action. Fire extinguishers are installed in all residence halls for utilization during a fire event. If an extinguisher is maliciously discharged, a fee for refilling the extinguisher and cleanup will be assessed, and disciplinary action will be taken. Tampering with any part of a fire extinguisher in the absence of a fire, including pulling the pin, removing the extinguisher from its bracket/cabinet or the wall, or damaging the bracket adhering it to the wall, will result in a safety violation charge. All residence halls have a sprinkler system that is connected to the fire alarm panel at the front desk. Students who put objects into the sprinkler devices may activate the sprinkler system, causing major damage to the building. Anyone found tampering with or activating sprinkler system equipment will be processed through the disciplinary system and will be held responsible for any associated damage charges to the room and/or building. SFA employees will conduct routine safety checks to determine that safety equipment is in working condition and that health and safety violations are not present in the building. Students should report any problem associated with any safety equipment to the front desk immediately (e.g., discharged fire extinguisher or malfunctioning equipment).

Video Cameras

Video cameras have been installed in public areas of some residence halls to monitor activity and reduce vandalism. Cameras may be installed in entryways, lobbies, laundry rooms, elevators, vending rooms and other common areas. Cameras may be monitored by the UTS-SFA police department in order to enhance personal and building security.

Door Systems

Self-closing doors

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

Computerized door system/card reader

All residence halls have a computerized access door security system. When the main entrance doors are locked, a student may gain entry into the building by inserting their student ID card into the card reader located next to the front door outside each building. Exterior doors are locked 24/7 except in Lumberjack Landing. If for any reason the system does not allow the resident to enter, or if the resident's student ID card is not available, the resident should call the duty phone number posted on all exterior doors to gain assistance from the staff member on duty. The UTS-SFA police department also may be contacted from the phone located next to the card reader if a staff member cannot be contacted. The university wants to protect the residents on campus. At no time should a resident give their student ID card to another person for use.

Propping doors and "tailgating"

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

FERPA

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

Directory information will be disclosed at the university wide level unless the student notifies the Office of the Registrar in writing by the 12th class day of a fall or spring semester, the fourth day of a summer semester, or the third day of any quarter.

Health and Wellness Hub (Health Services and Counseling Services)

SFA's Health and Wellness Hub offers comprehensive services that treat the whole person — mind, body and spirit. Located in the Tucker Building at 2106 Raguet St., The Hub houses Health Services, Counseling Services, Student Outreach and Support, and the Lumberjack Pantry. Visit its website at sfasu.edu/thehub.

Health Services operates as an outpatient clinic staffed by a licensed medical provider, a nurse, and laboratory and administrative personnel. It offers medical care like the services you receive from your family physician. Services are provided at little or no charge to students. Clinic hours are from 8 a.m. to 5 p.m. on weekdays. Students should make an appointment to visit the clinic by calling (936) 468-4482.

Counseling Services offers professional counseling in a variety of forms. Professional counselors help students identify goals and potential solutions to stressful problems, improve self-esteem, increase coping skills, and achieve social connectedness and optimal mental health. SFA offers brief interventions with the focus on individualized care to any enrolled SFA student. The services are free and confidential. Hours are from 8 a.m. to 5 p.m. weekdays. Students should make an appointment by calling (936) 468-2401.

If you are sick or hurt and need help, contact the on-call Residence Life staff member. The staff member will contact the UTS-SFA police department for assistance if necessary. If transportation to the hospital is required, the UTS-SFA police department will either transport you or call an ambulance. Ambulance transportation will be at your expense.

Contractual Obligations

On-Campus Living Policy

Living on campus provides an opportunity for you to discover the full university experience and teaches you to live independently while providing the support you need to grow as a person and an adult. National studies show that students who live on campus consistently have higher GPAs, adjust better to college and are more successful in their college education. Living on campus is an integral part of the educational process.

Students who are younger than 21 years of age and have earned less than 60 hours of coursework credit are required to reside and dine on campus. On-campus residents also must rent a campus post office box in the Baker Pattillo Student Center. Exceptions to this policy are made for students who:

- commute from the permanent address of an approved relative within 60 miles
- are married

- have custody of a child
- have a medical disability (as defined by the Americans with Disability Act) that cannot be accommodated on campus
- register for eight hours or less
- own property (or have a parent who owns property) in Nacogdoches County
- or exclusively take online courses.

The procedure for obtaining permission to live off campus begins with the student filing for eligibility at the Residence Life Office at the Lumberjack Village Community Center, Room 108, or through their mySFA account.

If permission is granted, the student is provided with an on-campus housing waiver.

The university has a residency requirement appeals committee who regularly meets to review, upon the student's request, denied permits. Students who are not approved to live off campus will be billed for housing. The university reserves the right to terminate any off-campus permission. Failure to comply with on-campus requirements could result in suspension or being barred from registration. By accepting an assignment in any building, the student assumes responsibility for becoming familiar with and abiding by all rules and regulations.

Classes

All on-campus residents must be full-time students (12 credits for undergraduate students; six credits for graduate students) each semester to maintain eligibility to reside in campus housing. Students earning less than 12 credits a semester must seek approval to stay in campus housing.

Housing Assignments

Students who have applied for housing and have been accepted for academic admission to the university will be eligible to select a space on campus. Registered sex offenders are not permitted to reside on campus.

Special Accommodations

Students needing special accommodations in a residence hall facility must submit an online application through the Office of Disability Services website at sfasu.edu/disabilityservices. They also must submit documentation that verifies their eligibility as a person with a disability and clearly explains why the requested accommodation is necessary to provide equal access to their living environment. Completion of the application is necessary to provide reasonable accommodation for students with documented disabilities.

At the beginning of each semester, Residence Life will provide the area coordinator, the UTS-SFA police department and emergency personnel with a list of residents who have a documented disability and who have been provided with special accommodations. This information will assist in identifying students in emergency situations. Once a student has been given special accommodations, this accommodation will be maintained each semester the student lives on campus. If a student wishes to transfer to another residence hall, they need to contact Residence Life to see if an accessible room is available. The student will be responsible for covering the difference in any room costs. Students requesting academic accommodation are asked to contact the Office of Disability Services. Residence Life attempts to accommodate all students on campus.

Emotional Support Animals

SFA may allow animals that assist or provide therapeutic/emotional benefits to a student with a documented disability. Students must complete the special accommodation request form on the Office of Disability Services website at sfasu.edu/disabilityservices to begin the request process. Emotional support animals should be

approved prior to being brought on campus. University personnel may require the removal of animals if they are not properly maintained, present health or safety hazards, or are disruptive to other residents.

Temporary Disabilities

Residence Life will attempt to work with a student with a temporary disability to move to another room upon request, if the space is available, just as any student would be allowed to move. If the student needs assistance that cannot be provided by a normal move, they should contact Residence Life for more information.

Consolidation Policy/Vacancy in a Room

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

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

- Elect to pay the additional fee for the private room **if space is available**.
- Choose to move to another half-occupied room in the same building.
- Find another student willing to move into the room.

All room changes are made at the discretion of the central assignment staff and/or residence director.

It is the student's responsibility to find a roommate when consolidation is necessary. All residents who live alone in a double-occupancy room and do not wish to pay the additional fee for a private room may be given an opportunity to meet a new roommate through a hosted event. All residents in single rooms are invited to meet and mingle to find a new roommate. If you do not meet a roommate on your own, the residence director will consolidate you with another student.

A resident who is occupying a double-occupancy space without a roommate, and is not opting to pay the additional private room fee, must:

- Keep the unoccupied half of the room in a condition that would allow someone to move into the room at any time.
- Display an attitude of cooperation and acceptance toward any resident who may examine the room prior to considering occupancy.
- Agree that the room may be shown to prospective occupants without prior notification and in their absence.
- Agree to accept a roommate assigned by the area coordinator.

Students living in single-occupancy rooms within shared suites (Lumberjack Lodge and Lumberjack Village) where the other bedrooms may be vacant must be ready at any time for a suitemate to be assigned.

Residence Life reserves the right to require students without roommates to acquire roommates in order to (1) better meet the demand for students requesting to room together, (2) better meet the demand for private rooms, (3) allow for maintenance repairs, (4) make space available for the housing of special groups, (5) reduce the cost of utilities or (6) facilitate cleaning.

Private Rooms

Private rooms in double-occupancy residence halls are available, as space permits, after the halls open for the semester for an additional charge each semester, depending on the style of the hall. Contact the residence director or reference the Residence Life website at sfasu.edu/reslife for more information and specific dates.

Room and Building Changes

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

Room Selection Process After the First Year

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

The university may cancel the residence hall contract if the student is placed on academic suspension.

If re-admission is granted at a later date, the student must re-apply to live on campus unless they meet the criteria to live off campus and receive an off-campus permit.

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

Housing During Break Periods

Residence halls may be closed for winter break and spring break. However, Residence Life offers temporary housing (break housing) to residence hall students who need a place to stay when the university is closed. Rooms are offered, as space permits, and may require staying in a different building. Students must sign up and pay an extra fee for the time they reserve a space during the break. Students needing break housing should request it through their mySFA account. Room fees do not cover holiday break periods. The meal plan is not available during break periods.

Damages

Students are responsible for completing an inventory document that accounts for all existing damage to the room when they check in. Students are responsible for any damage caused to their living area during the time they are assigned to that space. Students will be charged for any damages to their room and/or furnishings that were not present and/or noted when they moved in. This includes the window, window screen and both sides of the front door. Residence Life does not endorse the use of Command Strips or any adhesive that may remove paint from the wall. Any adhesive that removes paint may result in a charge. If another student is suspected of causing the damage, the charges may be transferred to that student if the UTS-SFA police department is able to verify the allegations. All residents are expected to care for university property and report damages immediately. Damages, either intentional or accidental, may result in the student(s) being responsible and being charged.

The university is not responsible for any damage to a student's room or a student's personal effects because 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.

Price List — Bedroom

Item Description	Repair Work	Item Replacement
Abandoned Property (Property Removal and Storage)	\$275	
Adhesive Removal From Walls, Floors and Ceilings		\$100
Bed Frame		\$260
Bunk Bed Pegs		\$25
Carpet Tile		\$50 + \$15 per piece
Ceiling Damage		\$120 per square foot
Ceiling Fan		\$150
Ceiling Fan Light Kit		\$80
Chair — Vinyl		\$100
Closet Doors		\$200
Desk		\$300
Dresser		\$350
Improper Checkout		\$75
Mattress (Full Size)		\$200
Mattress (Twin Size)		\$175
Mirror		\$70
Paint Wall	\$150	
Paint Touchups	\$75	
Paint/Refinish Door	\$120	
Room Number Signs		\$60
Window Blind		\$75

Contact Residence Life with any questions on the above.

Keys/Locks

Keys are issued during the check-in process. Residents should lock their door each time they leave their room. They may not loan their key or student ID to anyone. Residents should report lost keys to the hall staff 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.

If students who live in facilities with card access lose their student ID, they should have a new student ID card made in the Graphic Shop in the Baker Pattillo Student Center (see sfasu.edu/auxservices/student-services/graphic-shop). Residents are not allowed to install additional deadbolts on any doors, including suite bathroom doors. Residents are allowed to borrow a key from the front desk for a period of 15 minutes if they are locked out of their room. It is a violation of university policy to duplicate any university-issued key.

Housing Contract

All students must complete a residence hall contract for the period of time they reside on campus. Returning students must renew each contract period, but they are not required to pay an additional deposit. Students who want to cancel their contract must do so online through mySFA by the dates specified on the Residence Life website to avoid penalty fees. If a cancellation is made after the appropriate deadline, the entire room deposit is forfeited, and the student may be charged a contract-break fee. All residents must participate in the priority sign-up/cancellation process each spring to complete contracts for the upcoming contract period or to notify Residence Life they will not be residing on campus the following contract period. Important dates and cancellation information will be listed on the Residence Life website at sfasu.edu/reslife.

Deposit

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

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

Abandoned Property

Neither SFA, Residence Life nor any university staff members are responsible for any student property left in any building. If property is found, it will be removed and stored for 90 days (HOPS:05/101). Items found in common areas in which the owner cannot be identified may be disposed of immediately. If items are stored, the student will be charged an abandoned property fee. If the property is not claimed in 90 days, it will be disposed of. The university is not responsible for property students leave after they have moved out of a residence hall.

Resident Conduct

Alcohol

To legally possess or consume alcohol in the state of Texas, you must be at least 21 years of age. Because the

majority of those living in residence halls are under 21, there are limits to alcohol possession, consumption and distribution, even if you are at least 21 ([HOPS:05-521 \(D\)](#)).

If you are at least 21, you may possess or consume alcohol responsibly within the following limits:

- You may only possess a reasonable amount of alcohol that is less than or equal to 14% alcohol by volume.
- All alcohol must be stored and consumed within your private bedroom or in the bedroom of another resident who is 21 years old, unless all occupants assigned to the same unit are 21 years of age. In that case, alcohol may be stored or consumed in the common living area.
- Consumption or possession of alcoholic beverages in open containers is prohibited in the corridors and common areas, such as lounges or lobbies, of university residence facilities. Alcohol transported through public areas must be unopened.
- It is the responsibility of the resident who is 21 years old to ensure underage guests, other residents or underage roommates do not have access to any alcohol they possess.
- University police or Residence Life staff may request proof of identification and age for anyone in possession or for all present where alcohol is being consumed. Everyone present must comply with the request of the staff member or be found in violation of the policy and subject to disciplinary sanctions or removal from campus. Proof of identification and age includes providing a valid driver's license or a valid passport along with a current SFA ID card, if a student.

In conjunction with this expectation and the Student Code of Conduct, the following behaviors and similar behaviors not listed are restricted:

- Drinking directly from multiple serving containers.
- Use of common source containers such as kegs, party balls, water jugs, etc.
- Drinking games or any activities that promote excessive alcohol consumption, including BORGs.
- Excessive possession of alcohol paraphernalia.

Drugs

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

Weapons

Students may NOT bring into the residence halls any device meant to fire projectiles, or any other weapon that may be hazardous to the health or safety of residents. Prohibited items include, but are not limited to, firearms (including rifles, shotguns, handguns*, pellet guns, air rifles and BB guns), ammunition, stun guns, Tasers, paintball guns, blowguns, slingshots, arrows, bows, axes, machetes, throwing stars, firecrackers, hazardous chemicals and flammable liquids, and knives with a blade over 5.5 inches. House Bill 446 states nunchucks are legal in public spaces, in gyms and inside facilities. This policy enforces state law, and university police may confiscate these items. Possession of prohibited weapons or explosives may lead to disciplinary action, including suspension.

*Those individuals who may lawfully carry and possess a handgun may do so in compliance with [HOP 05-509](#). SFA students may store handguns in campus housing except during extended periods of absence, such as spring break and the periods between fall and spring semesters. When storing a handgun in campus housing, the weapon owner must store the handgun in their residential room in a secured area or occupant-provided locked and secure container, or at the UTS-SFA police department. Handguns may not be stored in designated campus housing during

summer camps or other events attended by minors. Handguns may never be stored in campus housing by any person other than the licensed residential-room occupant. Residents may not store a handgun for any other resident or person. Students who do not want to live with a licensed weapon-permit holder may contact the area coordinator to request a room change.

An individual employed as a full-time residential staff member in campus housing may store their handgun in their residence at all times in a secure area or resident-provided locked, secure container.

Sexual Harassment and Sex- and Gender-Based Discrimination

If you, or someone you know, is experiencing sexual harassment, you may contact the Office of Title IX for support. The Title IX office provides support for individuals impacted by sex- and gender-based discrimination in accordance with [SFA HOP 01-307: Title IX](#). Sex- and gender-based discrimination includes sexual harassment, sexual assault, dating/domestic violence, stalking and program equity. Support provided by the office can include measures such as mutual no-contact directives, referrals and education on optional university processes including formal investigations.

If you have a concern for your physical safety, contact law enforcement at 911 immediately.

Reporting Options

You have the option of notifying a residence hall staff member who will assist you with the reporting process. Please note that Residence Life staff members, including student staff, are mandatory reporters.

If you would like to report a crime to **law enforcement**, contact the UTS-SFA police department as soon as possible. Dispatch can assist you with filing the report, receiving a sexual assault exam and addressing emergency safety concerns.

If you would like to report a violation of [SFA HOP 01-307: Title IX](#) and speak with a Title IX team member about your civil rights and options through university procedure, you can report online at sfasu.edu/lcc, via phone at (936) 468-8292, or through email at titleix@sfasu.edu.

Confidential Options

If you would like to speak to a support person confidentially, contact Counseling Services at (936) 468-2401, Health Services at (936) 468-4008 or the Family Crisis Center of East Texas at (800) 799-7233.

Reporting Criminal Activity

In the event of an emergency, call the UTS-SFA police department at (936) 468-9111 or use the Rave Guardian app and tap the 9-1-1 button. Students are encouraged to report known and/or suspected criminal activity by calling the UTS-SFA police department. Additional information may be obtained by visiting sfasu.edu/police.

Cooperation With University Officials

Professional and student staff 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.

Student Conduct

Students found in violation of Residence Life Community Guidelines and/or the [Code of Student Conduct and Academic Integrity](#) may be required to attend a conduct meeting (administrative resolution) with the residence director. Continual problems, problems of a serious nature or violations of the student conduct code will be referred directly to the Dean of Students Office. Students found responsible for violating the [Code of Student Conduct and Academic Integrity](#) or the community guidelines will be able to appeal their decision.

Information regarding the appeals process will be shared with students at the time of their Administrative Resolution.

Smoking

SFA is a tobacco- and vape-free campus. The use of all tobacco and vape products (including, but not limited to, cigarettes, cigars, pipes, smokeless tobacco, pouches, e-cigarettes, vaporizers, vape pens, hookahs, blunts, pipes, snuff, and any other tobacco or vape-related product) is prohibited on all property that is owned, leased, occupied or controlled by SFA. Students found violating the smoking policy may face disciplinary action. Students in possession of any tobacco paraphernalia must be at least 21 years of age.

Housing Community Standards and Rules

Prohibited Items

Appliances

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

Permitted Appliances:

- Blender
- Clock
- Coffee pot/Keurig
- Computer
- Curling/Flat iron
- Decorative LED lights
- Desk lamp
- Diffuser
- Fan
- Hair Dryer
- Hot air popcorn popper
- Shaver (electric)
- Stereo
- Surge protector
- Television
- Refrigerator (not to exceed 1.8 amperage or 5.0 cubic feet), unless full-size refrigerator is already provided

- Non- UL Approved Extension cord
- Frying skillet*
- Electric blanket
- Electric kettle*
- Hot pot*
- Halogen/Torchiere lamp
- Hot plate*
- Instant Pot*
- Lava lamp
- Microwave (unless provided)
- Neon sign
- Oil air freshener (plug-in)
- Oil lamp
- Portable air conditioner or heater
- Rice cooker*
- Sandwich maker/grill*
- Wax warmer (Scentsy)
- Toaster or Toaster oven*
- Other cooking appliances *

**Items marked are allowed only in Lumberjack Village 3 and 4.*

Appliances Not Permitted:

- Air Fryers*
- Barbecue grill
- Candle/Candle warmer
- Ceiling fan (unless provided)
- Crock pot*
- Electric grill*

All approved appliances should have a UL label on the electrical cord or be certified by an Occupational Safety and Health Administration Nationally Recognized Testing Laboratory. A list of approved NRTLs may be found at <https://www.osha.gov/nationally-recognized-testing-laboratory-program/current-list-of-nrtls> Due to fire safety regulations, ovens may not be used to heat rooms.

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

Surge Protectors

Residents must use Occupational Safety and Health Administration Nationally Recognized Testing Laboratory-approved surge protectors (electrical power strips with built-in circuit breakers) if additional electrical outlets are needed. Multiple plug adapters, splitters and extension cords are not permitted. Power strips without built-in circuit breakers are also not permitted.

Refrigerators

Students who are assigned to a room without a full-sized refrigerator may bring an additional refrigerator (not to exceed 1.8 amperage or 5.0 cubic feet). Units with full-sized refrigerators may not have additional refrigerators; units without a full-sized refrigerator will be allowed two small refrigerators total. Microwave ovens are available for residents' use in the lobby area of most facilities. MicroFridges (combination microwave and refrigerator units) are provided in individual units in some facilities. Microwaves and full-size refrigerators are provided in the rooms in Lumberjack Lodge and Lumberjack Village. This policy is a university fire and safety regulation to protect campus. It is the responsibility of the resident to take care of the refrigerators in their unit.

Halogen Lamps

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

Fireworks/Explosives

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

Lofts

Lofts or other structures that require assembly inside the room are not permitted in the residence halls (except those provided in Steen Hall). Students may not stack their beds on cinder blocks or other furniture. The university wants to protect the residents on campus. To request beds be bunked or unbunked, please contact hall staff to submit a work order. Bed risers are also not allowed.

Pets

Campus residents are not allowed to keep pets/animals except for one or two small, nonaquatic birds in cages OR

fish in aquariums no larger than 10 gallons. University personnel may require the removal of animals if they are not properly maintained, present health or safety hazards, or are disruptive to other residents. Unauthorized animals must be removed by the resident within 48 hours of in-person notification by university staff. Residents will automatically be charged an extermination fee to spray for fleas, ticks and other pests, and/or a fine of \$75 any time an unauthorized animal is found in the resident's possession; this includes pet-sitting for off-campus individuals and other residents. Residents will automatically be charged for any damages or cleaning needs caused by the animal. Pets do not include service animals or emotional support animals, or ESAs, approved through the Office of Disability Services. If an unauthorized animal is in the process of being approved as an ESA, the resident has 10 calendar days to complete that process. Failure to have the unauthorized animal approved as an ESA within the 10 business days will result in a \$75 fine and possible extermination fees. The unapproved animal must be removed within 48 hours of notification by university staff.

Visitation

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

Residents may not have more than two guests (nonoccupants) in a room or suite at any time.

Roommates should not feel compelled to leave the room or be placed in situations that may cause embarrassment or inconvenience in order to accommodate guests. A guest is defined as any person who is not a resident of the building they are visiting. All guests must enter through the main lobby or entrance of the building. Residents are responsible for the behavior of their guest(s) and are required to escort them within the building **at all times**. Residents are responsible for ensuring that the guest(s) are familiar with and observe all university and Residence Life policies and procedures.

An overnight guest is permitted only with the consent of the roommate. An overnight guest may stay no more than three nights and not more than two nights per month. First-year facilities and single-gender buildings may only have same-gender overnight guests.

Minor children are not permitted to stay overnight in the residence halls. Parents and expecting parents in the residence halls should contact parenting@sfasu.edu for resources.

Single-Gender Facilities and First-Year Residence Halls (Kerr Hall, Steen Hall, Hall 10 and Lumberjack Landing)

Visitation hours for first-year commons and single-gender facilities are from 10 a.m. to midnight.

Non-First-Year Coed and Hybrid Facilities (Lumberjack Lodge, Wisely Hall, North Hall, South Hall, Lumberjack Village, Griffith Hall and Hall 14)

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

Failure to follow regulations may result in disciplinary action, which may include loss of visitation privileges. 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 the community standards related to the visitation policy and

behavioral expectations of the university as described in this handbook. The visitation policies and procedures are designed to maintain an environment supportive of and conducive to learning and the academic mission of the institution. Guests are limited in order to maintain occupancy limits and noise levels on campus. The SFA Visitation Policy is currently under further review and is subject to change.

Quiet/Courtesy Hours

In keeping with the academic goals and standards of students residing on campus, **quiet hours will be maintained from 10 p.m. to 10 a.m. in each building.** Courtesy hours are observed throughout the building 24 hours a day. This means that although quiet hours may not be in effect, residents are expected to maintain reasonable volume levels at all times, including hallway noise and slamming doors. Running, throwing objects, ice/water fights, rollerblading/skating, and riding bicycles or scooters are prohibited in the hallways, lobby and common areas of the facilities. Students are asked that noise not be heard outside the room two doors down in any direction. Residents with noise complaints are encouraged to contact the residents making the noise and request the occupants to lower their volume. If the problem is not resolved, the resident should contact a hall staff member to report the problem. During dead week, which is the week preceding finals week, and finals week, extended quiet hours are observed to better facilitate a study atmosphere. Some facilities enforce daily 24-hour quiet hours to enhance the academic environment of that floor or building. It is important that residents be aware of their responsibility to monitor their behavior, regardless of the time of day, so as not to interfere with the lifestyles of others. Residence Life tries to provide a reasonably quiet environment that is conducive to community living.

Cooking Guidelines

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

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

Cleaning

Residents are expected to keep their room reasonably neat and clean at all times and to immediately correct any abuse pointed out by a university representative. Residents in suites and private bath facilities are responsible for cleaning their bathrooms throughout the year. Residents with approved animals are responsible for waste removal in any area of campus that their animals utilize. Animal waste should be disposed of in outdoor trash receptacles only. Residents are expected to maintain a safe and healthy living environment for their safety, as well as the safety of others, in the community. Residence Life staff members reserve the right to ask a resident to clean their room at the staff member's discretion. Violations of this policy will be adjudicated through the disciplinary process and may be referred to the university's Environmental Health, Safety and Risk Management Department. Custodial services are not provided after the resident has officially moved into the room. Residents should report any cleanliness concerns to the front desk.

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

Tips to Prepare for Moving Out of Your Room

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

Cleaning Tips:

1. **Moisture/Mildew** — Humidity levels are high in East Texas and cause moisture in some residence hall rooms. To help control the moisture, set the A/C between 69 and 74 degrees, do not turn A/C units off, do not block A/C units and keep closet/bathroom doors open. If the room feels excessively damp, enter a work order for maintenance to check your room. Mildew is common in bathrooms, but you can easily clean and control it with a mold and mildew remover. If a problem persists, please contact hall staff immediately.
2. **Floors** — Residence Life will provide vacuum cleaners you can check out from the front desk. Do not use a carpet freshener product on the carpet. You will need to sweep and mop tile floors with your own supplies. Do not use any wax products on the floors; just clean them with a mop and water. Wax products and carpet freshener products can damage the floors in the rooms. You can check out brooms, dustpans and mops at the front desk. Do not sweep trash into the hallway. To spot clean carpets, use warm water and blot the area or purchase a can of spot cleaner (follow directions on the can).
3. **Microwave** — To clean microwaves, residents may place a cup or bowl of water in their microwave, turn it on for 40 to 90 seconds, and then wipe it 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, cook top 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 the inside and outside of the refrigerator, empty the ice bucket, clean the drawers and shelves, and remove all food items. Commercial products may be purchased to clean the refrigerator. Students should unplug and defrost all refrigerators (except full-sized units) upon request by Residence Life and hall staff.
6. **Bathroom** — Residents may purchase commercial cleaning products to thoroughly clean the sink, mirrors, toilet and bathtub/shower (remove all soap scum from walls). Toilet cleaning tip: pour two cups of vinegar in the toilet, let it sit for one hour and scrub to remove the water ring. White vinegar may also help remove rust spots.
7. **Adhesives** — Remove all tape, sticky tack, thumb tacks, decals, etc., from walls, furniture and the ceiling. Follow manufacturer directions on the adhesive so it is completely removed without damaging the furniture or walls. Improper removal of adhesives may cause damage to the property that may result in damage charges.
8. **Windows/Blinds** — Clean windows, windowsills and blinds using warm water or a commercial window cleaning product.
9. **Furniture** — Clean the furniture with commercial products (including ceiling fan, bed, mattress, chairs, and inside and outside of desk and dressers).

Trash

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

Wing/Floor Meetings

Wing or floor meetings are conducted periodically by hall staff to distribute pertinent information to each resident. Attendance at these meetings is mandatory, and all residents will be held responsible for this information. Residents who have a scheduling conflict with wing or floor meetings should contact their respective hall staff member prior to the meeting and make other arrangements. The first meeting of the semester is of the utmost importance because critical information about residence hall living is shared at that time.

Solicitation and Advertisement

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

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

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

Painting

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

Identification Cards

All students are required to obtain an SFA student ID card and always carry it. 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, including voting, athletic events, library reservations and eating in on-campus dining halls. They are also used to gain entrance into some facilities, including residence halls, the Student Recreation Center and academic buildings. Lost ID cards may be replaced in the Graphic Shop in the Baker Pattillo Student Center, Room 1.208. For more information, call (936) 468-1373. Members of the Residence Life staff may request proof of identity of any person in the residence halls. Failure to identify yourself to a staff member or university official upon request is a violation of university rules and regulations.

Disturbing or Distressing Behaviors

Any member of the university community (faculty, staff or students) may make a report of student behavior they

find to be disturbing or distressing. Examples of such behavior include threats or actual injury to self or others, continual disruptions of the living or learning environment, unwillingness or inability to meet basic personal needs (eating, hygiene and/or dressing, or behaviors that seem totally out of character for a known individual). Any person wishing to make a report may contact Student Outreach and Support at (936) 468-4482 and/or contact a hall staff member. All reports of mental health distress will be taken very seriously. The reports should include the date, time, place and name of student as well as contact information for the person submitting the report. Anonymous reports will be accepted but are not easy to investigate. Any misuse of this reporting system will be handled through the appropriate disciplinary channels.

Decorations

Students may bring carpet, tension rods and curtains, and other decorating items as long as they do not permanently attach any of these items to any surface. The room must be returned to its original condition before checkout. Any damage resulting from nails, screws, carpet tape, contact/wall paper or any adhesives will be charged to the student's account.

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

Live Christmas trees/boughs/wreaths are strictly prohibited in all rooms. **Non-LED** lights or seasonal lighting, such as string/twinkle/rope lights, are prohibited. To maintain the physical condition of the residence halls, residents are asked not to damage the painted walls or surfaces in their rooms.

Door Decorations

According to SFA's Fire and Life Safety Policy, residents may not post name tags or notes that exceed 18 by 24 inches on their door or the laminate board or bulletin board provided. Postings may not extend more than one-half inch from the door surface. Materials adhered to the door surfaces may damage the finish on the doors and may be a fire hazard.

Furniture

Each room is furnished with essential furniture (e.g., bed, dressers, desk, chair, etc.). **Furniture must remain in the room at all times.** Students may bring additional furniture as space permits. However, structures that require assembly inside the room, such as lofts or stacking beds on cinder blocks, are not permitted due to safety hazards and the potential to damage university property. Bunk/loft beds are provided in all buildings. Each student is responsible for any physical damage resulting from stacking beds. Bedrails are available to use at no additional cost by entering a work order. Staff members will bunk or unbunk beds upon request. Students are not allowed to stack furniture (other than bunk beds). Students who place boards across their bookshelves for additional storage are responsible for any damage that may result to the property or injury to any person. Residents may not block windows because residents may need to use them to exit in emergency situations. Furnishings may not be placed in front of the air conditioner; this will cause the unit to work improperly. Waterbeds, halogen lamps and ceiling fans (unless provided by the university) are strictly prohibited. Students may not leave any type of furniture, rugs, grills or personal property outside their room or leave anything in the hallway that may cause egress problems. No additional locks, appliances or furnishings may be attached to the room.

Bicycles/Motorcycles/Electronic Skateboards (Hoverboards)

Bicycles may be stored in the room, with the roommate's permission, or in the bicycle racks outside each building.

If abandoned on campus or chained to anything other than a bicycle rack, bicycles will be removed by university personnel. Bicycles may not be chained to rails, columns or any structure other than bicycle racks. Bicycles cannot be stored in hallways, storage rooms or stairwells. Bicycles will be removed from bicycle racks over the summer. If residents park motorcycles or mopeds in motorcycle parking, residents must purchase the proper parking permit from Parking Services (see sfasu.edu/parking). Due to fire safety regulations, gasoline-powered motorcycles/scooters and [electronic skateboards](#) (hoverboards) are not allowed in the residence halls at any time. Electronic skateboards, including self-balancing boards/scooters and any other similar equipment, may not be stored or charged in any housing facility due to a potential fire hazard.

Offensive Odors

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

Windows/Window Screens

Windows in facilities with central air conditioning (Hall 14, Hall 10, Lumberjack Landing, Griffith Hall, Kerr Hall and Steen Hall) must be kept closed at all times to maintain 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 applies to all rooms: Vents may not be stuffed or taped; windows may not be obstructed; and windows may not be decorated with any type of material, including foil, shoe polish, posters, signs, etc. Any punctures, dents, tears or damage to window screens that are not listed on the inventory sheet will result in a damage charge to all residents of the room to replace the screen. Residents may not remove screens. In addition, residents may not bring window unit air conditioners or space heaters into any building.

Any type of interference with the air-conditioning system can result in inefficient operation of the heating/cooling system and uncomfortable temperatures in individual rooms, wings or entire floors. Screens must be in good condition to maintain the exterior physical appearance of campus facilities and the security of campus residents.

Roofs

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

Residence Life Services and Amenities

Internet Services

Each room is equipped with high-speed Ethernet network connections as well as wireless internet access. Students are required to provide their own computer with a network port and cable (RJ-45 patch cable) in order to use the Ethernet connection. Ethernet cables are available free of charge at the Help Desk in the Steen Library. Devices connected to the wired network will need to be registered.

Eduroam is the preferred Wi-Fi network in residence halls and academic buildings. Most systems will connect to this network without any additional configuration, but if they don't, you can find instructions for connecting to Eduroam on the Help Desk website at help.sfasu.edu in the "Information for New Students" section. The wired Ethernet port in your room is a faster and more secure option than Eduroam.

Wireless printers should be connected to the "SFA Printers" wireless network. Instructions for setting up wireless printers also can be found on the Help Desk website in the "Information for New Students" section.

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

Per the SFA Acceptable Use Policy, each person with access to SFA computing resources is responsible for their appropriate use, and each user agrees to comply with all applicable SFA policies and regulations; applicable city, state and federal laws and regulations; and 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 these policies may face disciplinary action and have their network access terminated.

Kitchens

All residents have access to a limited-use community kitchen in the residence halls. 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 period of time. The kitchen may not be used as a substitute for the meal plan.

Laundry Facilities

Coinless laundry machines are available in all residence halls. Students should use high-efficiency, or HE, laundry detergent. Residents are advised to use liquid detergent in washing machines because laundry pods may damage the machine or dissolve improperly. The university is not responsible for laundry that is lost, damaged or stolen. Laundry left in the laundry rooms may be discarded. The university recommends that students stay with their laundry while it is in the laundry room. Laundry facilities in each building are for current residents only. Mechanical problems with the machines should be reported to hall staff at the front desk.

Microwave Ovens

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

Ice Machines

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

Extermination

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

Vacuum Cleaners

Residence Life provides a limited number of vacuum cleaners, brooms and dustpans for use by residents in the hall. Students may check out these items 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 Baker Pattillo Student Center Information Desk or call (936) 468-3401 for refund information.

Life at SFA

Dining Services

Lumberjack Eats encompasses all dining on campus: two all-you-care-to-eat dining halls, 12 different on-campus food court locations, athletic event concessions and catering. Visit <https://dineoncampus.com/sfa> for more information on sustainability, meal plans, health and wellness, menus, and dining locations and hours.

Meal Plans

All students who live on campus (except residents of Lumberjack Village, buildings 3 and 4) are required to purchase one of SFA's meal plans. There are different styles of meal plans for on-campus students. Please visit <https://dineoncampus.com/sfa> for information on the options.

SFA Dining Locations

- **Food Hall 1923** located in the Baker Pattillo Student Center
- **Pineywoods Dining Hall** located on the corner of Wilson Drive and East College Street

Both dining halls offer an all-you-care-to-eat dining experience. Once you swipe at one of our dining halls, you can eat as much as you want for as long as you want. Each dining hall offers a wide variety of offerings, including made-to-order stations, authentic ethnic cuisine, homestyle dishes, culinary twists on classic favorites, and a variety of healthy options. Dine in with unlimited second helpings, or, if you're in a hurry, take advantage of the Eco2Go containers and grab-and-go programs.

Through our world-class service program, we treat you like a guest at your campus home. Our staff members strive to make every experience satisfying. Each dining hall hosts exciting special events such as Theme Nights and Teaching Kitchens to add even more fun to your dining experience. Hours of operation for the dining halls and retail food locations can be found at each dining location, on Lumberjack Eats social media pages and

at <https://dineoncampus.com/sfa>.

Food court locations on campus: Meal Exchange, Dining Dollars, cash and credit card are accepted at all retail locations on campus.

Registered Dietitian

Lumberjack Eats also offers free dietetic services to meal plan holders through our registered dietitian.

Services include:

- General nutrition information
- Exercise nutrition
- Food allergies/dietary restrictions
- Vegetarian/vegan diets
- Made-without-gluten solutions
- Foods for medical conditions

To set up a one-on-one confidential appointment, email marie.jessup@compass-usa.com or call (936) 468-1799.

Special Interest Facilities

Honors Housing

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

Residential Learning Communities

Residential learning communities, or RLCs, are designed for students who share similar academic or social interests to live and work together. They feature a relaxed atmosphere that promotes general opportunities to foster personal growth as well as specialized opportunities to explore commonly shared interests. RLCs include students in the following areas: Aspire, aviation, pre-nursing, honors, future teachers, Generation Jacks and fine arts. Learn more about RLCs on the Residence Life website at sfasu.edu/reslife/future-jacks#rlc.

Ways to Get Involved!

Residence Life Organizations

Residence Hall Association

The purpose of the student-led Residence Hall Association is to provide communication, education and leadership development opportunities for students in residence halls across campus. RHA accepts the responsibility to act proactively in the education of our members and strongly encourages residence halls to build hall councils truly indicative of the community represented by their residents. RHA encourages members to work together to improve residence halls campuswide and build community.

RHA Hall Council

Every residence hall has a hall council that brings the residents together, sponsors programs in the building and votes on hall improvement proposals. This student-run hall government consists of a president, vice president,

treasurer and secretary. Hall Council is a great way to get to know the people within your hall. To find out more, talk to a staff member or a hall officer in your building.

National Residence Hall Honorary

The National Residence Hall Honorary is a service organization dedicated to recognizing residents who have committed personal time and effort to make their college experiences more meaningful by becoming a leader. Membership comprises the top 1% of leaders living in the residence halls. Residents are selected for membership based on academic achievement, service to the residence halls, strong character and leadership experience.

Showcase

Showcase events are open houses sponsored by SFA that offer future Lumberjacks an opportunity to see campus, tour the residence halls, visit with faculty and staff, and get a feel for college life. Residence Life opens each residence hall for tours during these programs. Showcase programs are offered in the fall, spring and summer.

University Services

Car Problems

Contact the UTS-SFA police department for assistance with certain types of car problems, such as needing a jump-start for a dead battery, being blocked by another car or locking your keys inside your car. Call them at (936) 468-2608.

Email Communication

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

Parking

Residents may purchase a parking permit from Parking Services through their mySFA account. Residents are given a permit that allows them to park in designated areas. A parking permit must be displayed on all vehicles parked on university property. If you must park away from your building at night, contact the UTS-SFA police department for an escort to your building by calling (936) 468-2608.

Post Office

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

- log in to mySFA
- click on the "Campus Life" tab

- and select the “Look up your PO box information” icon.

Students are assigned the same box number each semester when purchasing a post office box. Students not registered for classes but wanting to keep the box during the summer sessions must contact the post office at the beginning of each summer session. All packages and deliveries must be sent to the SFA post office box. No deliveries will be accepted at the residence hall. Students will be contacting through their SFA email account when they have a package.

Important Phone Numbers

RESIDENCE HALL

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

FRONT DESK PHONE

(936) 468-4909
(936) 468-3200
(936) 468-4609
(936) 468-5301
(936) 468-5404
(936) 468-2400
(936) 468-4300
(936) 468-3000
(936) 468-3900
(936) 468-5201
(936) 468-2600