

## **PUBLICATION NOTICE**

This RESIDENCE HALL HANDBOOK is a publication of Angelo State University. The purpose of the handbook is to provide students with general information regarding on-campus living.

The policies, rules, regulations, and fees in this handbook are subject to change without prior notice, if necessary, to keep University policies in compliance with State and federal laws and the RULES AND REGULATIONS of the Board of Regents, Texas Tech University System.

The University reserves the right to change the policies, rules, regulations, fees, and other requirements without notice. The provisions of this handbook do not constitute a contract, express or implied, between any applicant, student, faculty member, or any other person and Angelo State University.

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No person shall be excluded from participation in, denied the benefits of, or be subject to discrimination under, any program or activity sponsored or conducted by Angelo State University on any basis prohibited by applicable law, including but not limited to; race, color, national origin, religion, gender, or disability.

Angelo State University is an affirmative action/equal opportunity employer.

Updated: June 2010.

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## **FIGHT SONG**

ASU's original Fight Song was adapted by Paul Peck, a music instructor, and adopted in 1950 when the institution was known as San Angelo College. Unlike the lyrics of ASU's Alma Mater, which have changed five times over the years, the Angelo State Fight Song has remained much the same except for replacing "San Angelo" with "ASU" in 1970 after the institution became a four-year, state-supported institution.

*You've got to do your best to stand the test  
For old ASU  
Hang your name in halls of fame  
For all the world to view.  
Rah! Rah! Rah!  
Raise her banners high in the sky  
Praise her brave sons as they go by,  
Hail Alma Mater Hail,  
Blue and Gold of ASU.*

## **ALMA MATER**

Angelo State University's Alma Mater has evolved with the school and with the times. The first Alma Mater was written in 1928 by R.R. Masterson, one of San Angelo College's first faculty members, and called "Our College Song." Twenty-three years later Paul Peck wrote a new Alma Mater that reflected the school's West Texas Heritage, beginning with "O'er the western prairie, 'Neath the Texas sky..."

Times changed and so did the Alma Mater when in 1970 it was decided to replace the early Alma Mater with one that would better reflect the institution's new-found status as a four-year, state-supported institution. "In Time to Come" was written by Raymond Carver and Douglas Cornell and remains to this day the Alma Mater of Angelo State, though not without a little tinkering to become politically correct. In 1995 the song was tweaked when "we" was substituted for "men" in the first line to read "In time to come when we shall speak of Angelo State University."

### **Lyrics:**

*In time to come when we shall speak of Angelo State University, Then  
let us raise our voices in praise of the truth we seek to set us free. In  
time to come when our ideals shall become reality, Then let us praise  
the, Alma Mater, Angelo State University.*

### **RESIDENTIAL PROGRAMS MISSION STATEMENT**

The mission of Residential Programs is to provide secure, comfortable, reasonably priced housing which supports the academic mission of the University by fostering opportunities for personal development, academic success and student engagement in a living-learning community.

### **RESIDENTIAL PROGRAMS VALUES STATEMENT**

To provide meaningful learning environments which challenge and support students; and which engage them in a process of active learning and critical reflection. We seek to inspire in students a sense of community, interdependence and accountability; built upon a foundation of respect and appreciation for diversity of thought and beliefs.

## ***Welcome to Angelo State University!***

This RESIDENCE HALL HANDBOOK/PLANNER is provided to students living in University housing with the hope that it may broaden their understanding of the University and explain many of the opportunities and obligations of life in the University residence halls as well as provide a useful time management tool to assist them in their studies.

The Angelo State University administration recognizes that the student's living situation is an important aspect of a total educational experience. Daily living experiences, which cannot be obtained in the formal classroom, have a profound influence on individual growth and development.

The University implements this educational goal by operating under a basic housing policy for all students and providing diversified physical facilities and programming in each residential facility.

When rules are violated, or when a conflict of lifestyles occurs, our intent is to respond in a manner that will correct the situation and maintain a just environment that is conducive to community living, academic achievement and personal development. To this end, all residents are responsible for knowing and living by the rules and regulations found in the Student Housing Contractual Agreement, the Residence Hall Handbook (this publication) and the Student Handbook.

On behalf of the Residential Programs staff, welcome to Angelo State University!

Sincerely,



Connie Frazier  
Director, Residential Programs

## **ABOUT THIS HANDBOOK**

The following information consists of a sampling of frequently requested resources for students. As a student, specifically a residential student, there are a multitude of services and people in place to help you negotiate just about any problem you might encounter, whether it is related to academics or your personal wellness and development. The resources included here are only a few of the most commonly referred to. It is by no means a comprehensive list! If you are searching for information or assistance but don't find what you need in this Handbook, please don't hesitate to let your Hall or Residential Programs Office staff know what you are looking for. We would be happy to provide you with more information on campus resources and help put you in contact with the experts who are here to help you succeed!

## **ASU HOUSING POLICY**

Single undergraduate students with less than sixty (60) semester credit hours of college level work who enroll at ASU and carry a total of 12 or more semester credit hours at ASU and who do not live at the full-time established residence of their parent(s) are required to reside in University-owned housing. "**Full-time established residence**" is defined as having proof of established full-time primary residence in San Angelo or within the approved 100 mile radius of the campus, for a minimum of **one year** prior to requesting exemption to the Housing policy. Exceptions for employment or military transfer will be considered with supporting documentation. Requests to commute from a parental residence from a distance of more than 100 miles must have approval from the Office of Residential Programs.

The following categories are eligible for an exemption to this policy upon making a written request to the Office of Residential Programs:

- Students living within 100 miles of San Angelo, Texas, at the *full-time established residence* of a grandparent or sibling. If requesting exemption based on living with a sibling, in addition to meeting the requirements for full-time established residence, the sibling must meet at least ONE of the following exemption criteria:
  - Be at least 21 years of age
  - Have earned 60 or more semester credit hours
  - If residing in a rental property, siblings **MUST** be included on the same leasing contract together
- Students who are at least 21 years of age prior to the beginning

- of the subsequent fall or spring semester;
- Students who have lived in University-owned housing for four continuous long semesters; or
- Students who have at least six months active duty military service.

Students not meeting any of the above exemption categories who desire to live off campus must submit a special circumstances exemption request to the Office of Residential Programs.

Requests for exemptions from the Housing Policy must be submitted along with all supporting documentation on or before August 1 for the fall semester or December 15 for the spring semester.

The required forms for requesting exemption from the Housing Policy may be obtained from the Office of Residential Programs or found on-line at <http://www.angelo.edu/liveoncampus>. A University Housing Committee is available to review the decisions of the Office of Residential Programs when a student's request for an exemption has been denied and the student makes an appeal.

**A student who gives false information concerning housing will be subject to disciplinary action, up to and including suspension from the University.** A student found to be living off campus without approval from the Office of Residential Programs will be notified through their ASU email account and/or United States mail to move on campus. If this is not accomplished within ten (10) class days, the Director of Residential Programs will initiate disciplinary action.

**Exceptions to the Housing Policy**

In the event the number of applications received for University housing indicates that spaces will not be available in the residence halls for all who apply, requests to live off campus from students not exempted by the exemption categories will be approved by the Director of Residential Programs based upon a priority system which gives consideration to academic classification, age, active military service, and length of time residing in a University residence hall. The priority system used by the Director of Residential Programs is one that, in the judgment of the University, will exempt those students who would benefit least from the living and learning experiences provided by the residence halls.

### **YOUR HOUSING CONTRACT.**

At the time you submitted your application for on campus housing, you were also required to submit a \$200.00 non-refundable application fee. Submission of the application and payment of the application fee activated the terms of the contract. Your Student Housing Contractual Agreement is legally binding for the academic year. We are not going to restate your contract here, but we are going to *strongly encourage you to take the time to carefully read your contract and highlight important provisions, dates, deadlines—particularly those with possible financial implications.*

If you have any questions about any of the terms or provisions of your contract, please contact our office for clarification. We are happy to assist you!

### **CONTRACT CANCELLATION: (Contract Sections X. and XII.)**

Cancellation requests must be received in writing (email, mail, fax, etc.) by the appropriate deadline(s) and should include your name, your reason for canceling, your campus I.D. (CID) as well as any information about how we may contact you if we have questions. Students requesting contract cancellation must satisfy at least ONE provision of the Housing Policy AND be formally approved through the established exemption process. **IMPORTANT NOTE:** There may be significant financial implications for you associated with requests for early contract release or cancellation. (Liquidated Damage Charges).

### **DAMAGE, CLEANING OR MISCELLANEOUS CHARGES**

If you incur damage charges during the course of the contract period, you will be required to make payment in full for these charges at the time they are incurred. Some common examples: you lose your room key and it must be replaced.

As a member of a larger residence hall or floor community, we also expect you to participate in shared responsibility for the care and environment of the living area. Consequently, you may also be liable for a pro rata share, along with other community members, for damages which occur in the shared areas of the building but which cannot be attributed to the action or negligence of a specific individual. For example: Floor lounge furniture “disappears” overnight or is found to have been significantly damaged. We would much prefer to hold individuals accountable for their actions, so assessing community charges is always our last resort-- and has, fortunately, been an uncommon occurrence. Your help can keep it that way!

### **RESIDENTIAL PROGRAMS STAFF**

The staff in the Residential Programs Office works primarily with the overall housing operation and administration, budgets, facilities management, policies, contracts, student development and residence education, room assignments, billing etc. The central office staff consists of:

- Director of Residential Programs
- Associate Director of Residential Programs
- Assistant Director, Administrative Operations
- Assistant Director, Residential Facilities Management
- Room Assignments Coordinator
- Room Assignments Assistant
- Enhancement Programs Coordinator
- Judicial Programs Coordinator
- Accountant
- Accounting Clerk
- Office Coordinator
- Student Assistant(s)

The Residential Programs Office is located in the West Office Annex. Our office hours are Monday - Friday, 8:00am - 5:00pm. Our office is closed on University Holidays. You can reach us by phone at: 325-942-2035, by fax at 325-942-2239. Via email: [housing@angelo.edu](mailto:housing@angelo.edu) On the web at: <http://www.angelo.edu/liveoncampus>.

### **Residence Hall Staff:**

The people with whom you will likely have the most contact are the Residence Hall staff members. The Hall staff includes:

#### **Area Coordinators**

Area Coordinators are full-time professionals with specialized academic and professional credentials. These dedicated professionals enjoy working with college students, residential students in particular, and are experienced in assisting students with the problems, adjustments and issues associated with university life.

Area Coordinators live on campus in one of the residence halls under their supervision. They provide on-site direction and management of their assigned residential housing area. The Area Coordinators are responsible for the day-to-day operation of their assigned facilities, including

supervision of the **Hall Secretary, Resident Assistants**; overseeing programming and events, facilities maintenance reporting, and budgeting. Area Coordinators are also responsible for adjudicating many of the first line of student conduct incidents. Generally speaking, your Area Coordinator is a great first contact for just about any question or problem related to living on campus.

#### **Student Hall Directors and Resident Assistants**

Student Hall Directors (SHD's) and Resident Assistants (RAs) are students employed by Residential Programs for the purpose of working with residence hall students to foster positive living/learning environments. They serve as peer counselors and positive role models, interpreting and enforcing University residence hall regulations, assisting residents in developing a sense of community and responsibility, and for promoting academic success and involvement. Hall Directors and Resident Assistants live in the building or on the floor to which they have been assigned. Student staff members undergo rigorous selection and intensive training processes. As fellow students, Student Hall Directors and RA's can be a great resource to you. They are familiar with most campus resources, can offer you pointers on how to succeed as a student, offer advice on dealing with minor roommate conflicts and a host of other issues common to student life. Bear in mind, that while they can answer many of your questions, these staff members are also students first. As such, they may refer you to other campus specialists or full-time staff for assistance with more complex or serious problems.

#### **Program Assistants**

Program Assistants (PAs) are supervised by a full-time professional level **Enhancement Programs Coordinator** and are some of our newest student positions. Like RA's, PA's help plan the "fun stuff" events and activities. PA's have a more specific focus on *academic success* by organizing supervised quiet "study hall" sessions, (of course there are snacks!), putting on entertaining programs to help you get to know the many campus offices and contact people who are available to you if you find that you are having trouble in one or more of your classes. The PA's emphasize the social side of learning.

Both RA's and PA's also help create and co-sponsor events that deal with the "big issues" that can adversely affect college success. Examples include: Sexual Assault awareness/prevention, Alcohol and Drug use, Relationships, Diversity and Respect.

### **Hall Secretary**

The full-time Secretary works at the front desks and/or staffed recreation areas and is there to answer routine questions, check out games and recreational equipment, take maintenance work order requests if something in your room needs repairing, as well as to provide general resident and guest reception and administrative support to the Area Coordinator.

If you have questions concerning any of the information contained in this Handbook, your Student Housing Contractual Agreement or other information related to living on campus, please contact your Hall staff or the Residential Programs Office.

### **IMPORTANT DATES**

July 15th:

- Deadline to provide written request to cancel your academic year housing contract. Students requesting contract cancellation must meet at least ONE provision of the University's Housing Policy and be formally released through the established exemption process. A *liquidated damage charge* may apply. (See Housing Contract X & XII)

August 1<sup>st</sup>:

- Deadline to submit request for exemption to the Housing Policy (along with all required documentation) for the academic year.
- Deadline to pay liquidated damage charges for academic year contract release (if applicable). (See Housing Contract X & XII)

December 15<sup>th</sup>:

- Deadline to submit request for exemption to the Housing Policy (along with all required documentation) for students entering into the Housing contract for the spring semester; or for current residents to request mid-year contract release. A *liquidated damage charge* may apply. (See Housing Contract X & XII)

December 20<sup>th</sup>:

- Deadline to submit payment of the Liquidated Damage Charge for spring semester contract release.

Hall Opening and Closing Dates\*:

Fall Semester

- Open Friday, August 20, 2010, 8:00am.
- Close Sunday, December 12, 2010, 12:00 noon\*

Spring Semester

- Open Friday, January 7, 2010, 8:00 am.
- Close Sunday, May 8, 2010, 12:00 noon\*

*\* Students officially participating in graduation exercises should plan to check out by no later than noon on the Sunday immediately following graduation. Students not officially participating in graduation should plan to check out within 24 hours of their last final exam unless they are granted approval for a delayed check-out time. If you need to request delayed check-out, please see your Area Coordinator.*

**BREAK HOUSING**

The term “break housing” refers to times between the regular academic semesters when classes are not being held. Break housing is generally included in your academic year and/or summer housing contract(s), so you can stay on campus during breaks. There are a few conditions and/or exclusions, however, so please check with your Hall staff or the Residential Programs office if you have break housing questions.

**Important things to know about Break Housing:**

- As a courtesy to our residents, break periods that fall within the standard academic year (Thanksgiving, Winter (Christmas) Break, Spring Break) are included in your housing contract. There is no additional charge to stay during these times, provided that you will continue to live on campus after the break period. Desk services and staff availability are reduced during break periods.
- Students who will NOT be living on campus after the break period, are NOT eligible for break housing. For example, you live on campus in the fall, but are planning to move off-campus for the spring. You will need to plan to check out of your residence hall room by the date/time that the Halls close for fall semester so that your space can be made ready for its new occupant.

Break Housing Schedule:

- Fall Break: (August) Period of time between the end of Summer

Session II and the date the residence halls/Vanderventer apartments officially open for Fall semester check-in.

- Summer Break: (May) Period of time between the end of Spring semester and the date the residence halls/Vanderventer Apartments officially open for Summer Session I check-in.

**Break Housing is different than Early Check-in.** There is a \$25.00/person/night charge to students who request permission to move in prior to the official Hall opening date. (Early Check In). These charges cannot currently be added to your total student bill, so you will need to make payment separately at the Residential Programs Office in Hardeman 200. Please see “Early Check In” for more information.

**EARLY CHECK IN:**

Students who are not currently living on campus, but who request **Early Check-in**, are subject to a \$25.00/night early check in charge. Due to facilities preparation and staffing schedules, early check-in is not always available and/or students who check-in early may not be able to move in to their permanent assignment. They may instead, need to be housed in a temporary assignment until their permanent assignment is available. Please contact the Residential Program office if you have questions about early check-in.

**THE STUDENT CONDUCT (Disciplinary) PROCESS**

Residents undoubtedly have certain expectations of what the University and the housing system will offer. The University, in turn, has certain expectations of its residents. Many of the expectations included in this handbook have been codified by special University, Board of Regents, or student action. Other guides for group living have been developed from basic considerations for fellow residents.

Policies and procedures included in this section pertain particularly to group living situations; however, we expect each student to be fully acquainted with all published policies, rules, and regulations of the University. A composite of these is published in the **STUDENT HANDBOOK**, copies of which are available on-line at: [www.angelo.edu/forms/pdf/student\\_handbook](http://www.angelo.edu/forms/pdf/student_handbook). The University will hold each student responsible for compliance with these policies, rules and regulations. In addition, students are expected to comply with all Federal and State laws. This principle extends to conduct off campus that is likely to have an adverse effect on the University or on the educational process.

If a resident engages in conduct which is in violation of any University rule, regulation, or policy, and/or any federal, state, or local law, and this conduct is deemed by the University to justify the resident's removal from University housing, the University shall have the right to terminate the housing contract and/or impose disciplinary action. **Please note that termination of your Housing Contract for disciplinary reasons (eviction) has significant consequences, including but not limited to:**

- Student will be expected to vacate the room within 24 hours after notice of eviction.
- Student will be liable for 50% of remaining academic year room charges.

***The Trouble with Trouble...***

It's late Friday night and you decide to have a couple friends over and fire up the latest version of "Guitar Hero" to unwind. The R.A. has already spoken to you about keeping the noise down, but this time he or she seems a bit more serious. The R.A. explains the problem and will ask to see your student I.D. card. (Students are required to provide proof of ID when asked to do so.) What will happen next?!

When a staff member must speak to a resident about a rule infraction, he/she is required to report the incident in writing, to the Area Coordinator. This is documentation is called an "incident report." Please note that Incident Reports and the student conduct process are *administrative processes*, not criminal (police) processes. However, depending on the violation or circumstances of the incident, some incidents involve *both* criminal (police) and administrative (student conduct) actions/processes.

When an incident report is submitted to the Area Coordinator, s/he will read over it and decide if they need to talk to the student(s) involved more formally about the incident. The resident(s) involved in the incident will be contacted and asked to schedule a disciplinary hearing.

The discipline hearing is an opportunity for the hearing officer (most often the Area Coordinator) to investigate the incident by talking to the resident(s) about what happened. If the hearing officer determines that a violation of policy occurred, they will talk to the student(s) involved, reviewing the relevant policy, exploring ways in which any inappropriate behavior may be changed; discussing the impact the behavior may be

having on the rest of the community, and reviewing the university discipline system. At the conclusion of the hearing, the disciplinary hearing officer will make a decision based on the greater weight of the credible evidence, whether or not a violation of a policy or community standard exists and if disciplinary action (“sanction.”) is necessary.

Attendance at the disciplinary hearing is not mandatory, but strongly encouraged. In the event that the student(s) involved chooses not to respond to the letter or notice requesting the hearing, the hearing officer may make a decision in the matter based on the information that they have.

The Area Coordinators adjudicate lower level infractions. Repeat or more serious infractions will be forwarded to the Residential Programs Judicial Coordinator for review. The Residential Programs Judicial Coordinator may elect to adjudicate the incident and will contact the students involved for a disciplinary hearing. Repeat or more serious violations at this level may also be referred directly to the Director of Residential Programs, (or designee), Executive Director of Student Life, Vice President or other appropriate University official. In some cases, peer Judicial Review Boards may also be used.

**Common Disciplinary Sanctions** include, but are not limited to:

- Verbal and written warnings
- Disciplinary probation
- Fines or restitution for damages or other charges incurred in responding to the incident
- Behavioral agreements,
- Parental notification
- Alternative sanctions designed to educate the resident on the issue at hand
- Recommendation for reassignment (Administrative move) or eviction from campus Housing.
- Suspension or expulsion from the University

Students will be notified in a timely manner, in writing, of the hearing officer’s decision, as well as the process for appealing the decision if the student chooses to appeal the disciplinary sanction.

The important thing to remember is that the discipline process is only necessary when you make it necessary. To avoid trouble in the first place, become familiar with the rules and regulations of on-campus living by frequently checking the university and Residential Programs web pages,

by reading the Student Housing Contractual Agreement, this Residence Hall Handbook, the Student Handbook, and by attending floor meetings organized by your R.A.

Many of the policies merely require that you demonstrate simple courtesy and respect to the other members of the community. It is your responsibility to be aware of the policies – ignorance of the policy is not an acceptable defense at a discipline hearing.

## **POLICIES AND PROCEDURES APPLICABLE TO ALL RESIDENTIAL STUDENTS:**

### **ABANDONED PROPERTY**

Property shall be considered abandoned if it appears from the circumstances under which the University comes into possession of the property, that the owner has thrown it away or has voluntarily left or lost it without any intent or expectation to regain it. In these situations, Residential Programs staff will inventory and pack up the abandoned property and store it for a period of 30 days while attempts are made to contact the resident to collect it. If the property remains unclaimed, it will be disposed of. Food items or other items that present cleaning, health or pest control issues will be disposed of immediately and not stored. Administrative charges may apply.

### **ALCOHOLIC BEVERAGES POLICY**

We recognize that students who are of age to legally possess and consume alcoholic beverages may desire this option. Because alcohol use, and the behaviors related to its overuse or abuse, often cause significant behavioral and social problems, especially in group living situations, Residential Programs wants you to know explicitly what the alcohol policy is and what you can expect if you are involved in a violation of the alcohol (or drug) policy.

The possession, use or consumption of alcoholic beverages is permitted in the individual units of the Vanderventer Apartments provided that ALL of the student residents, and any guests of the apartment resident host, are twenty-one years of age or older. Alcohol may NOT be possessed, used or consumed if ANY of the resident or guests present are minors. Exercise of this privilege must not result in a disturbance or disruption to other residents of the building or damage to property or persons.

Possession, use or consumption of alcoholic beverages is prohibited in Concho Hall, Centennial Village, Texan Hall, Robert Massie Hall, Mary P. Massie Hall and Carr Hall regardless of the resident's or guest's age.

Alcoholic beverages shall not be purchased for, provided, or given to, or knowingly made available to any person less than 21 years of age in the facilities. It is the resident's responsibility to verify that others present are of legal age to possess or consume alcoholic beverages.

The consumption of alcoholic beverages is prohibited in all other areas, including but not limited to the patio area, recreational areas, lobbies, balconies, corridors, walkways, laundry room, and areas outside of the apartments or residence halls.

Possession of alcoholic beverages outside the living unit of the Vanderventer Apartments is permitted only in the process of transporting the beverages into a resident's living unit. The beverages must be transported in a covered container, i.e., paper sack, cardboard box, etc. No open containers are permitted.

No kegs, barrels, or excessive amounts of alcoholic beverages are permitted in any on-campus housing property.

The possession or display of empty or "decorative" alcoholic beverage containers, both inside and/or visible from the outside of the student's room is prohibited.

The unauthorized sale or purchase of alcoholic beverages in any form in any residence hall, Vanderventer Apartments or on the University campus by individuals, groups, organizations, or private sources is prohibited.

Residents who have visitors in their living unit must accept full responsibility for the actions and demeanor of the visitors when they possess or consume alcoholic beverages.

Promotional materials (posters, newspapers, etc.) advertising activities at any residence hall or Vanderventer Apartments shall not contain statements promoting or encouraging the use of alcoholic beverages.

Residents who fail to comply with State law or University regulations and policies regarding alcoholic beverages, or whose conduct is adversely

affected by the use of alcoholic beverages, or who create a disturbance, are subject to disciplinary action.

**Alcohol and Drug Education Program / Disciplinary sanction:**

Students who are found to have violated the policies regarding alcoholic beverages and/or illegal drugs may be required to participate in a drug and alcohol educational program administered by the Alcohol and Drug Abuse Council for the Concho Valley (ADACCV) as a disciplinary sanction. The ADACCV program requires students to pay a \$118.00 fee to cover the cost of the educational workshop sessions, a drug test, and background check.

The educational workshops consist of 6 hours of information covering a variety of topics including: the impact of improper use or abuse of drugs and alcohol on student success, employment, legal consequences etc. The six hours may be scheduled to take place over more than one meeting. Students referred to the program will also undergo an intake assessment with a trained ADACCV drug and alcohol counselor. In the case of drug violations, a provision for 3 – 6 months of drug testing may be included in the sanction. Students are responsible for the cost of the drug testing.

Students who successfully complete the program will be provided a completion certificate which they must provide to the disciplinary officer as proof of completion. Students who are referred to the ADACCV program but who fail to complete it, or who are found to have violated campus alcohol or drug policies more than once, or whose initial violation is severe, are subject to more serious disciplinary action including: notification being sent to parents/guardians about the violations, eviction from campus housing and/or the possibility of suspension from the university.

**BBQs**

Residents who wish to barbecue within the residential facilities may do so only in areas established for this purpose and on the grills provided by Residential Programs.

Use of private grills within the residential areas represents a danger to both residents and the facilities because:

- 1) The grills are often placed too close to the building when in use.
- 2) Improper disposal of hot coals may cause fires or burned areas on the grass.

Residents found to be improperly or carelessly utilizing the BBQs will be

subject to disciplinary action.

### **BICYCLES**

Bicycle racks are provided near residence hall facilities for your convenience. You may not ride or store your bicycle inside your room or other interior residence hall areas. Bicycles left or secured to areas other than designated bike racks may be removed at the owner's expense. Bicycles left secured to bike racks or other areas after the end of the semester will be considered abandoned and removed.

We recommend that you purchase a good quality "U" lock to secure your bike. We strongly encourage students to participate in University Police's "Operation ID" or to take their bike to the University Police Department and have it engraved and registered with them. This program can aid in possible recovery of the bike if it later stolen.

### **CHECKING IN & OUT OF YOUR ROOM**

This section will provide you with important information about moving in and out of your room... a process also known as checking in or out. When you first moved in, you were contacted about reviewing the condition of your room and its contents with your R.A. and agreed to maintain that condition when you signed your room inventory form. As you prepare to leave the room, keep in mind that it's your responsibility to leave things as they were at check-in. A few tips to help ensure a smooth check out follow.

**1. Be sure you're authorized to check out.** Whenever you are completing a move, whether it is to move off-campus, or to another room on campus, all residents must go through formal check out procedures. Your RA may ask you for verification that you are authorized for checkout. Forms of verification for moves may vary depending on what type of move you are making. Check with your Area Coordinator for what is required if you have questions.

**2. Be sure you complete a proper check out with your R.A.** This entails pre-scheduling a time to check out with your RA, going through the room inventory form, turning in keys to your RA, and signing all related paperwork. This process normally takes about between 15 minutes. Failure to properly check-out may result in the assessment of a \$50.00 improper check out fee. NOTE: All of your belongings must be removed from your room and any necessary cleaning etc. completed before your

RA can complete check out paperwork with you. Upperclassmen may elect to complete an “Express Check-out.” See your Hall staff for more information about Express check-out.

**3. Allow ample time for packing, moving and cleaning** prior to your scheduled check-out appointment. Plan on at least four hours; more may be necessary if you have a lot of belongings to pack or if you've let things go in the room throughout the semester.

**4. Know what is expected in terms of room condition.** Check-out guidelines can be obtained from the front desk or from your R.A. Don't hesitate to ask the R.A. to walk through the room with you a few days before you're scheduled to check out. (The R.A. will probably do this during the last room inspection of each semester or at the end of semester floor meeting.)

**5. Finally... clean, clean, clean!** For most residents, the most challenging task associated with check out is the cleaning. Remember though, that failure to properly clean before final check-out will result in the assessment of penalty charges. You can help us keep room costs down by doing your share, and encouraging others to do so. This lessens our dependence on expensive contracted custodial services.

It is always better to PLAN AHEAD and ask any questions about the check-out process in advance. If you are expecting charges or conflicts over charges, request a meeting ahead of time with your RA or Area Coordinator to discuss your concerns. Planning ahead can save you time and aggravation later when you might be in a rush to complete your move.

#### **CLEANING**

Regular cleaning of your room is a must! Disputes over cleanliness standards in the room are a primary source of roommate conflicts, and inconsistent cleaning behaviors can impact the condition of the facilities for future students... and result in higher costs to everyone. We want to help you avoid these issues!

#### **Student Cleaning Responsibilities:**

Get together with your roommate and suitemates (if applicable) early in the semester to set up an equitable cleaning schedule. If you are having difficulty coming to agreement with your roommates / suitemates about an equitable cleaning schedule, please contact your Hall staff. Your Hall staff members will be able to offer suggestions and assistance in talking

about it. In extreme cases, the Area Coordinator may be required to arbitrate disputes about cleaning and impose an equitable cleaning schedule and/or impose a disciplinary sanction. A list of current cleaning and damage charges is available from your Hall front desk. Cleaning charges have been determined in consultation with our cleaning contractor and are based on the assumption that the majority of students do a satisfactory job keeping the rooms clean—particularly at check out. Doing your part as a resident helps us keep cleaning penalty charges low! Cleaning charges are subject to change without prior notice.

### **COMMON AREA FURNISHING**

Common area furnishings are there for the enjoyment and use of all members of the residence hall community. Individual students may not move or remove common area furnishings. Students found to have removed furnishings from common areas may be assessed disciplinary fines (\$25.00 per item) and/or other appropriate action. **Vandalism and damages beyond normal wear and tear in common areas may result in community / group charges to all members of the floor or building when the responsible individual(s) cannot be identified.** Please be considerate of your fellow residents by taking good care of the facility and furnishings and by reporting problems or incidents of vandalism to the staff promptly and encouraging others to do the same

### **COMMUNITY KITCHEN**

A community kitchen is available in Carr Hall for Carr Hall residents. When using the community kitchen, please remember to clean up after yourself and encourage your fellow community members to do likewise. Each room is assigned a small storage locker in the kitchen, should you and your roommate decide to keep a few essential kitchen items on hand. You and your roommate will be issued a key to the locker when you check in. Please bear in mind that Residential Programs assumes no responsibility for items that may be stolen, spoiled, etc. ***If you do store food items or equipment in the community kitchen, the items must be clearly labeled with the following information:***

- Your first and last name
- Your room number

In the event that individuals and/or the community are not maintaining adequate cleaning and care of the common area kitchen, the supervising Residential Programs staff member may take appropriate disciplinary action that may range from community warning to community billing for

cleaning of the area and/or suspension of common area kitchen privileges. If you see someone abusing the community kitchen area, please report it to your hall staff.

### **COMPUTER ACCESS**

Students living in the residence halls have access to the campus high-speed Internet and e-mail systems from their own computers in their rooms via the campus network. In order to take advantage of this service, you will need your own computer with a 10/100 Ethernet network card. You will also need a patch cable. If your computer does not have a network card, ASU has an agreement with local vendors to assist with the purchase and installation of the correct card at a special price for ASU students. Wireless access is available in residence hall lounges as well as in many other areas on campus. For a current listing, consult the Information Technology department web page. Assistance with a variety of technology and networking issues is available from the ASU Helpdesk at 942-2911 or [helpdesk@angelo.edu](mailto:helpdesk@angelo.edu)

### **COMPUTER LABS**

Typical Operating Hours for the ASU Microlabs\*\*

Hours for the following microlabs vary according to class schedules.

For the current schedule, go to

[www.angelo.edu/services/technology/microlab\\_schedules.html](http://www.angelo.edu/services/technology/microlab_schedules.html)

Business (RAS 225)	Collaborative Instruction (RAS 111)
Nursing (VIN 291)	Academic Journalism (A 205) (HAR 213)
MCS (MCS111)	12 noon Sunday through 10:00pm Friday Saturday.....8:00am - 10:00pm
Library (upstairs)	Monday - Thursday .....7:30am - 11:45pm Friday .....7:30am - 5:45pm Saturday.....9:00am - 5:45pm Sunday.....1:00pm - 9:45pm

\*\*Hours may vary during summer, at the beginning of the semesters and during breaks, holidays, and scheduled maintenance times. For additional information regarding the Microlabs, contact the Information Technology Help Desk at 942-2911.

## **CONSOLIDATION PROCESS**

*"What if my roommate doesn't show up or moves out?"*

Your housing contract is for a space in our facilities; it is not for a specific room. We sometimes find that we have a number of rooms, where for various reasons; only one resident is occupying the double room. We refer to this as an "accidental single." To best utilize our space, we utilize a consolidation process during each of the long semesters. The process actually begins before some residents even arrive. Some of you may arrive to discover that the roommate you expected did not arrive and you received a new one. This is part of the consolidation process.

At the beginning of the semester we put a "freeze" on any room change requests. This allows us time to verify that everyone has checked in and to begin accommodating any overflow or last minute arrivals. If you are in an "accidental single" as described above, you will be contacted by your Area Coordinator or the Assignments Coordinator in the main office, and informed of your options at that point. If we feel we have the space, you may be offered the opportunity to pay the additional single room charge and keep the room as a single. If you decline the single, or if space does not permit it, you will be invited to attend a consolidation meeting. Attendance at the consolidation meeting, while not mandatory, is strongly encouraged. Attending the consolidation meeting allows you the opportunity to meet some people and to find a roommate with whom you feel you would be most compatible. It also gives you the opportunity to negotiate with your new roommate who will move.

If you have questions about the consolidation process, please stop by and talk with your Area Coordinator. We would much prefer to have your cooperation and answer your questions ahead of time. If you choose not to attend the consolidation meeting and/or otherwise fail to respond to notices about the process, your Area Coordinator or the Assignments Coordinator, will make a new assignment for you and you will be expected to cooperate by completing the move by the deadline you are given. Typically, the date of application for housing of each resident is the first factor considered. (Returning student status or earliest application; having priority to retain the room.) Other factors may also be considered as circumstances warrant. Failure to cooperate with the consolidation process may result in disciplinary action.

### **COOKING IN YOUR ROOM**

Part of your room furniture includes a MicroFridge (fridge, freezer, microwave combination) unit. We hope that you will find this appliance useful in storing and/or preparing light snacks to supplement your meal plan. Full-fledged cooking in residence hall rooms is not allowed. Residential Programs does NOT allow other food preparation appliances in our facilities. Because they come equipped with full kitchens, MicroFridges are not supplied in the Vanderventer Apartment units.

### **COUNSELING SERVICES**

Counseling Services, located in the Student Health Clinic, are available to students year round including after-hours emergency response as needed. The Counseling Center is closed on Thanksgiving and Christmas Day. Counselors are available to help students deal successfully with the emotional challenges of college life. Common topics include: Stress Management, Depression and Anxiety, Problem Solving, Adjustment problems, Relationship issues, Decision-making, Test anxiety and Family problems. Students can also find a wide range of self-help services on the Counseling / Health Clinic web page.

If you, a friend or a roommate are experiencing mental health related problems, you can contact Counseling Services directly or let your hall staff member know so that we can help you get the information and/or services you need to succeed. In the event of after-hours mental health emergencies, please contact your Hall Staff or University Police Department who will consult and coordinate with the on-call Counselor regarding response to after-hours emergencies. Counselors will respond as needed in these cases.

### **DRUGS AND NARCOTICS**

A student who has been found responsible for the illegal possession, use, sale, or distribution of any drug, narcotic, or controlled substance, whether the infraction is found to have occurred on or off campus, shall be subject to disciplinary action. Minor drug violations may result in referral to the Alcohol and Drug Abuse Council for the Concho Valley (ADACCV) program (see Alcoholic Beverages Policy.) More serious drug violations may result in more serious disciplinary action including but not limited to: parental notification, eviction from university housing and/or suspension from the university.

## **ELECTRICAL APPLIANCES**

Appliances with open heating elements or which produce excessive heat (such as toasters or hot plates, halogen lights) are a potential fire hazards. In addition, food preparation in the rooms frequently results in damage to the furnishings and plumbing systems. Therefore, food preparation appliances and those appliances with open heating elements or which produce excessive heat, are not allowed in the residence hall rooms. Common examples of prohibited appliances include but are not limited to: refrigerators and microwave ovens (other than those supplied by the University), crock-pots, grills, toasters, toaster ovens, hot plates.

Students ARE normally allowed to use small electrical appliances such as MP3 players, game systems (careful with the volume level), non-halogen lamps, popcorn poppers, hair dryers, coffee makers, TV's, computers etc.

If you have questions about whether or not something is allowed, please check with your Area Coordinator or the Residential Programs Office.

## **ELEVATORS**

Elevators are provided at Concho Hall, Centennial Village and Texan Halls. Residents are expected to exercise appropriate care and good judgment in the use of the elevators. Misusing or tampering with the elevators will be grounds for disciplinary action and students may be held financially responsible for damage.

## **EMERGENCY PROCEDURES / EMERGENCY ASSEMBLY AREAS**

### I. EVACUATION PLANS - (Fire, Bomb, Gas)

A. NOTIFICATION of residents to evacuate the residence hall will be given by the Resident Staff or University Police. If there is insufficient time for this procedure, the public address or alarm system will be utilized.

#### **B. PROCEDURES**

1. The Residential Programs staff will secure the elevators.
2. Residents will proceed to exit the building in an orderly manner.
3. Residents will move in a calm and orderly fashion to the designated Emergency Assembly Area. (see below). A map of Emergency Assembly Areas can be found on the University

Police Department web page at:

<http://www.angelo.edu/services/universitypolice/callboxmapmain.html>.

Emergency assembly areas are designed to be temporary staging areas in the event a building is evacuated for an extended period of time. Emergency assembly areas provide a safe and coordinated place to meet in the event of a major incident. These areas will be manned by police and emergency personnel who will assist in providing further information and instructions.

#### EMERGENCY ASSEMBLY AREAS:

Centennial Village and Carr Hall residents will assemble near Emergency Call box 101 **located North of and East of Centennial Village / Carr Hall.**

Residents of the following Residence Halls will assemble at the **Pavilion:**

- Concho Hall
- Mary P Massie Hall
- Robert Massie Hall
- Vanderverter Apartments
- Texan Hall

#### II. TORNADOS

In the event that a tornado WARNING is issued, residents are expected to immediately cooperate with the directions of the staff and the following tornado shelter plan.

Residents in **Concho Hall** will follow these procedures.

1. 1st through 4th floors will stay in rooms.
2. The 5th through 7th floors will occupy the basement.
3. The 8th through 10th floors will congregate in the informal lounge (near the elevators) on the 1st floor.
4. All residents who are evacuating to the basement and 1st floor will use the stairwells. Elevators will be turned off.

Residents in **Carr Hall, Mary P. Massie and Robert Massie Halls** will proceed in an orderly manner to the first floor interior hallway of their respective hall away from all glassed areas.

Residents of **Texan Hall and Centennial Village** will proceed in an orderly manner to the interior living room / bathrooms of the corresponding first floor rooms. For example, residents of rooms 207 and 307 will seek shelter in room 107. Residents will stay out of the bedrooms and away from windows in the hallways and lounges. Hall staff will unlock 1<sup>st</sup> floor rooms for shelter when 1<sup>st</sup> floor residents are not at home. Texan Hall office staff and visitors will seek shelter in the Texan Hall Theater located on the 1<sup>st</sup> floor. Centennial Village office staff and visitors will seek shelter in the Centennial Village reception area away from windows.

**NOTE:** Failure to comply with emergency procedures put you and possibly others at great risk. For this reason we take these procedures very seriously and expect your full cooperation during drill and other alarms. Failure to comply with emergency procedures may result in judicial action, fines, and/or other legal action where a violation of federal or state law occurs.

#### **ESCORT POLICY**

The escort policy is designed to ensure the safety, security, and privacy of all residents while in the living areas. This policy maintains that the host resident must escort and be responsible for the conduct of their guests. Visitors and residents are expected to comply with staff direction and to present identification when requested to do so. Guests are expected to abide by university and Residential Programs policies while visiting in the Halls.

#### **FALSE ALARMS AND REPORTS**

A false alarm or report where the person knowingly initiates, communicates, or circulates a report of a present, past, or future bombing, fire offense, or other emergency that is known to be false or baseless and that would ordinarily cause action by an official or volunteer agency organized to deal with emergencies; place a person in fear of imminent serious bodily injury; or prevent or interrupt the occupation of a building, room or aircraft, automobile or other mode of conveyance, will subject the student to disciplinary action.

#### **FIRE AND SAFETY EQUIPMENT**

Promoting a safe community is important to us! We'd like to make you aware of some of our safety equipment features and programs:

- All of ASU's residence halls and Vanderventer Apartments are

- equipped with fire alarms and smoke detectors.
- Concho Hall, Robert Massie Hall, Mary P. Massie and Texan Hall and Centennial Village are equipped with fire sprinkler systems.
  - All residence halls (not Vanderventer Apartments) feature card/PIN main door access and common area security cameras.

Interference with fire and/or safety controls or devices may constitute immediate disciplinary action. **In addition, students found to have tampered with fire and/or safety equipment, including smoke detectors, fire suppression equipment, cameras, doors or gates, will be assessed a \$100.00 disciplinary fine in addition to costs (if any) for materials and labor required to restore the device to service.**

**Students found to have deliberately and knowingly initiated a false alarm may be subject to immediate eviction from campus housing and/or suspension from the university.**

Remember that any time the fire alarm sounds, people's lives may be placed in jeopardy. Do not tamper with fire safety equipment including sprinkler systems, smoke detectors, alarms, security cameras or door access. Do not pull the fire alarm or discharge an extinguisher unless there is a fire-related emergency.

Residents are expected to comply with procedures established to promote safety in the residence facilities. In the event of fire alarm, tornado warning, bomb threat or other such emergency, residents are expected to evacuate or move to safe areas in accordance with the evacuation plan for their living area. Emergency procedures are outlined in this handbook. In addition, your RA will review these procedures with you during the mandatory floor meeting at the beginning of the semester. Fire drills and/or emergency evacuation drills are conducted each semester. Individuals found to be damaging or interfering with fire and safety equipment or failing to comply with safety procedures will be subject to disciplinary action.

#### **FIREWORKS, EXPLOSIVES and FLAMMABLES**

The unauthorized use, possession, ignition, or detonation of any explosive device, fireworks, liquid, substance or object which is flammable or which could cause damage by fire or explosion to persons or property on University property is prohibited.

### **THE FRONT DESK**

The front desk is the central operating point for the facilities. Area Coordinators, full-time Secretaries, and student staff members are employed to help in this area. The desk staff is there to provide information and other services to you. The front desk is the place to go when you need information or have a question about the Hall or the campus, want to check-out available games or recreation equipment, or if you need to meet with the Area Coordinator. The Area Coordinator for each area has an office located at or near the front desk and keeps regular office hours should you need to see him/her. Residents may check out a wide variety of equipment from the front desk by residents of the facility. If you have an idea for something we could offer for check out that we don't, please let us know!

#### **Front Desk services are available at the following locations:**

- Mary P. Massie Hall
- Robert Massie Hall.
- Concho Hall
- Centennial Village
- Texan Hall (also serves Vanderventer residents)
- Residents of Carr Hall should check with their Hall staff for office hours schedule.

### **GAMBLING**

State law prohibits gambling on University grounds or property, including residence halls, or at any University function.

### **HAZING**

Involvement in hazing, in any form, is a violation of University policy and State law.

### **HEALTH CLINIC**

Resident students who are ill or injured have year round access to the University Health Clinic during the following hours:

Monday – Friday	8:00am - 5:00pm
Saturday – Sunday	1:00pm – 5:00pm
Thanksgiving and Christmas Day.	Closed

Please check for service and service hours updates throughout the year!

### **HEAT PRODUCING DEVICES**

Objects which produce excessive heat; have an open flame, or which smolder (i.e. candles, incense, halogen lights, etc.) are prohibited in University residence halls and apartments. Possession or use of these or similar devices in the Residence Halls, or Vanderventer Apartments will result in disciplinary action including the assessment of fines.

### **HOME IMPROVEMENTS**

We want you to feel "at home" in your residence hall room and know that decorating your room is an important part of settling in. When putting up pictures and posters on the walls, please do not use methods that will permanently damage the wall surface. We also ask that you be reasonable in the amount of items that are hung on the walls. Excessive decorating may result in a penalty charge being assessed to repair and paint the wall(s). Students are not permitted to paint the walls themselves.

Some or all of the furniture in your room may be moveable. When moving furniture to create a new look, be careful not to mar the walls, scratch the floors or damage the furniture. Please do not dismantle any of the furniture in your room. The furniture in the room must stay in the room. You may add additional pieces as space allows but you may not remove any. If there is a problem with any of your room furnishings, please report it to your hall staff or front desk immediately.

To ensure compliance with fire and safety codes, unobstructed access into and out of your room must be maintained. (Unobstructed access means that the door to your room must swing open fully). When arranging your room, please do not block doorways or inhibit the traffic pattern. Additionally, you may not hang items such as flags or netting from the ceiling. Items that "drape" inhibit the smoke flow and may dangerously delay activation of the smoke alarm in the event of a fire.

Window coverings are provided in all areas for privacy and protection from the heat of the sun. We ask that you not hang or display items in your windows that are visible from the outside (foil, blankets, flags, etc). The only exception to this is that appropriate seasonal holiday decorations are permitted as long as they comply with appropriate safety codes and do not detract from the appearance of the building. Seasonal decorations should be removed promptly when the holiday has passed.

We ask that you not place or leave items outside of your room or apartment. Old furniture, trash, etc. can block access, attract pests and

detract from the aesthetics of the area and may subject you to disciplinary action and/or a charge for removal of the item(s).

**Special note to Vanderventer Residents:**

You may NOT use nails in any of the walls in the Vanderventer Apartments. The apartments have been equipped with picture hanging rail and picture rail hooks. Please utilize the rail and hooks system to hang wall décor. In addition, the appliances and floors require some special care to keep them looking their best. Please only use cleaning products designed for use on stainless steel appliances, glass/flat top cooking ranges and wood laminate flooring. (No wet mopping/soaking the floor please.) You may also request this information from your Hall staff.

**YOUR HOUSING CONTRACT**

Your occupancy in campus housing has come about as the result of a contractual agreement between you and Angelo State University. Although the contract is a fairly lengthy document, it is important that you are familiar with its contents. Set forth below, are a few items we wish to highlight.

- The housing contract is for the standard academic year (August through May.) Student residents are expected to fulfill their contractual obligation for the duration of the contract period.
- Please read your Student Housing Contractual Agreement carefully and take special note of dates, deadlines, possible financial requirements and refund schedules.

**Liquidated Damage Charges**

The Student Housing Agreement is legally binding for the academic year. Students who enter into a Student Housing Contractual Agreement and then petition for early release from the contract; may be assessed liquidated damages charges. (See Student Housing Contractual Agreement, X & XII) The deadline for payment of the liquidated damage charge (if applicable) for academic year release is August 1st. For spring semester release it is December 20<sup>th</sup>.

The Liquidated Damages Charge may be waived for students who will no longer be attending ASU; who will be getting married prior to the applicable semester and who provide proof of marriage; or who will be on an internship or student teaching requiring them to live out of town during the applicable semester. Please note, in these cases, you still need to

submit a formal request for contract release form to the Residential Programs office.

### **IDENTIFICATION**

From time to time, staff members may ask you to provide proof of identification. This is to help ensure the security of the building and occupants. Common examples include: checking out equipment from the desk, prior to being issued a spare key when you are locked out, during a disciplinary incident, etc. Students are **required** to comply with the request for identification by producing your ASU OneCard (Student ID), Drivers license, military ID or other official, photo identification. This policy exists for your protection and the protection of other residents, so please cooperate with your staff when asked to verify who you are. Providing false identification, or allowing your guests to provide false identification information, or failing to provide identification will result in disciplinary action and/or the possibility of police involvement if necessary to ascertain proper identification.

### **KEEPING IN TOUCH**

There is much to know about the ins and outs of being a member of the campus community. Dates and deadlines, policies and procedures, programs and activities, and who's who issues all impact your life as a resident student. Many of these issues also impact you financially as they deal with rent, damage charges, penalty assessments, etc.

There are a few things you should do to make sure you have the most current information:

- Check your ASU email daily!
- Check the ASU / Residential Programs web page frequently!
- Check the Residential Programs channel in RamPort. (You'll find it under "Campus Life.")

Other things that you can do to keep informed:

- Read notices sent to you from the Residential Programs Office or your Hall staff.
- Read flyers posted in the lobbies, on your R.A.'s bulletin board, and in public areas of your residence hall.
- Attend the floor meetings organized by your R.A.

Floor meetings at the beginning and end of each semester are particularly important sources of information. You will be responsible for knowing and/or acting on the information disseminated at these meetings.

**IMPORTANT NOTICE about Mail Service:** Students who live on campus are required to sign up for a post office box either during the registration process or at the post office in the University Center. Packages are not received at the individual Halls. Students may receive packages (UPS, FedEx, USPS, etc) through the post office in the University Center.

#### **KEY AND CARD ACCESS**

It is imperative that you handle your room key and student ID/access card with the utmost of care. A misplaced or stolen key or card compromises the security of your belongings as well as those of your roommate and suitemates. Never loan your key(s) or card to a friend or hide your key(s) outside your room so you don't have to carry them. It is also prohibited to share your access code with another student. Duplication of University keys other than by approved University personnel is prohibited. Violation of the key and card access policy will subject you to disciplinary action and/or financial penalties up to and including the possibility of eviction or suspension from the University.

If you lose your key(s) or ID card, please report it immediately so the lock may be changed, and new keys issued or the card deactivated. The cost of a lock change and re-issuance of keys varies according to key "type." Please see your hall staff for information specific to your Hall.

#### **LAUNDRY AND VENDING INFORMATION**

**Laundry: Washers and dryers are provided in each residence hall as a free service to residents of the building. (That's right. No additional charge. Nada. Zip. Zero. Free!) to use the washing machines and dryers in your residence hall or apartment building.** All you will need to do is swipe your ASU Student ID card (OneCard) at a laundry room machine reader in your assigned building, and select the machine number(s) to activate the wash or dry cycle. We are pleased to offer this service to our residents and hope that you enjoy the convenience.

**Please bear in mind that it is a service for RESIDENTS ONLY.** Residents may not "share" this privilege to their off campus or non-resident friends. Residents found to be abusing this service by allowing non-building residents to use their card in order to obtain free wash/dry will be subject to disciplinary action which may include the resident forfeiting their laundry privilege in the residence halls.

There are laundry facilities in each Hall and at Vanderventer apartments for use by the residents of the building. Information on laundry room locations and hours may be obtained from you R.A. or the front desk. If you have trouble with a machine, please report it to your hall desk or staff right away.

There tends to be peak usage times for the washers and dryers. If you try to do your laundry during these peak times you're likely to find fewer open machines. Choosing less busy times for doing your laundry will provide you with several open machines, thus allowing you to finish your laundry quickly. We ask you to be courteous of others who may be waiting to use the machines, by promptly removing your laundry from washers and dryers. *Laundry left unattended for 20 or more minutes after the end of the cycle, may be removed and placed on the folding table so that the machine can be used by someone else.*

Unfortunately, unattended clothes sometimes "disappear" from the laundry room. As such, we strongly encourage you to monitor the cycle times and not leave your laundry unattended if at all possible.

We occasionally get complaints from residents that the machines are not washing or drying properly. Please make sure that you haven't overloaded the machine. Stuffing a whole weeks worth of clothes into one machine will yield poor results. When washing, the agitator should be able to move easily so that optimal cleaning may occur. The washing machines in the residence halls are energy and water efficient front load models. **Please do NOT attempt to open the front of the washer or dryer after the cycle has started!** This can result in damage to the machine. Likewise, a large load in the dryer (particularly heavy items like towels and jeans) makes it difficult for the dryer to effectively do the job. If you have problems with the machines, please let our staff know as soon as possible so that we can contact the vendor and have them check for problems. Please check the instructions posted in the laundry room for more information.

**Vending:**

Selected snack and beverage vending machines are equipped with card readers and will accept RamBucks in addition to U.S. coin or paper currency. For more information regarding RamBucks, contact the OneCard Office at 325-942-2113 or visit the web page at [www.asuone.com](http://www.asuone.com).

## **PORTER HENDERSON LIBRARY**

Friendly and very knowledgeable professionals staff the library. Let them help you learn how you can take full advantages of all the on-site and electronic resources the Library has to offer.

For information concerning the Library's calendar and hours of operation, please visit:

<http://www.angelo.edu/services/library/libhours.html>

For information about the Library's circulation policies and about the TexShare Card, please visit:

<http://www.angelo.edu/services/library/circ/index.html>

Helpful Library telephone numbers:

- Circulation Desk           942-2051
- Reference Desk           942-2141
- Director's Office         942-2222
- Interlibrary Loan        942-2154
- Media Collection         942-2313
- West Texas Collection    942-2164

Don't forget to take your ASU OneCard with you. It's your library card! While you're there, be sure to check out the special displays.

### **LOCKED OUT?**

#### **Remember to take your key and card!**

If you are locked out of your room, our staff will assist you in getting back in. If you get locked out at a time when the front desk is open, you can contact your building RA/Area Coordinator or go to the front desk to obtain a "lock out" key. You will be required to present proper identification (student ID, Drivers license etc.) to verify that you are the resident of that room, prior to the key being issued to you.

The "lock out key" must be returned to the front desk within the hour. Failure to return the lock out key may result in your being assessed key replacement or lock change charges.

#### After hours lock outs and lock out charges:

If you are locked out at a time when the desk is closed, contact the RA on duty. Staff duty pager numbers are posted near the entrances and public phones of the buildings. S/he can obtain a key and let you back into your

room. You may be assessed a \$5.00 charge for habitual after-hours lock out's so remember to take your keys/card!

### **MAIL**

All students living on campus are required to sign up for a post office box at ASU Mail Services/post office, which is located near the tower in the Houston Harte University Center. You can sign up for a post office box on campus by either selecting the post office fee when you register or in person at Mail Services in the University Center.

#### **Mail and/or packages are NOT delivered to or received at the Halls.**

This includes packages delivered by UPS, Federal Express (FedEx), Airborne Express as well as United States Postal Service. Mail is posted once each day Monday through Saturday at the campus Post Office. Mail is not posted on Sundays and Holidays.

- Students will receive a slip in their mailbox informing them of a package that needs to be picked up.
- Student must present the notification slip at the Mail Services window.
- A signature, and in some cases, identification will be required.

#### **Hours of Operation:**

Window service is available from 8:00 am to 5:00 pm Monday through Friday. Saturday – Sunday, 10:00am – 2:00pm. Access to the mailboxes is available 24 hours a day, 7 days a week via the outside entrance located near the University Center Tower. For questions concerning Mail Services, call 942-2342.

#### **Campus P.O Box addresses:**

Your Full Name  
Box # , ASU Station  
San Angelo, TX 76909

### **MAINTENANCE REQUESTS**

If there's work that needs to be done in your room, such as a broken switch plate cover or a slow draining shower, you can submit a non-emergency Work Order request by stopping by or calling your front desk. Non-emergency maintenance requests are attended to during regular business hours.

If it is an after-hours emergency, please contact the Hall staff on duty

immediately. Our maintenance staff will respond to *emergencies* at any time—even holidays or in the middle of the night in order to address critical problems. Repairs are made and services restored as quickly as possible. In the event that the emergency requires that we temporarily relocate you to another room so that repairs can be made, your Hall staff will be there to assist you.

Usually, the work will be completed by a member of the Residential Programs Maintenance staff. In some instances, it is necessary for us to utilize the services of an outside contractor or a member of the University's Facilities Management staff. University employed maintenance staff are carefully screened and trained professionals. When it is necessary to use outside contractors, if it is a contractor with whom we don't have significant amount of positive previous experience, a member of our maintenance staff will escort them while in a student room. University maintenance staff working in the residence halls will be wearing an ASU "uniform" work shirt and will have photo identification on them.

If repair work is not completed in a satisfactory manner, please bring it to the attention of your Area Coordinator or Residential Programs Facilities office (942-2733). Your Area Coordinator can follow up on your request and work to ensure speedy and appropriate action is taken. Residents will not be charged for repairs that are necessary due to normal wear and tear. You will be charged for damages that are the result of neglect or abuse on your part. A list of current common damage charges is available from your front desk.

### **MEAL PLANS**

Residents in Concho Hall, Carr Hall, Robert Massie Hall, Mary P. Massie Hall and Texan Hall and Centennial Village who have less than 60 earned semester credit hours must select one of the three available meal plans. Meal plans may be used at any of the campus food service areas.

Meal Plans are optional for residents of Vanderventer; or for any resident of one of the other residence halls who has 60 or more earned semester credit hours.

Requests to change your meal plan may be submitted on-line during scheduled change request periods, through MyHousing. Generally speaking, change periods fall in the week prior to installment payment deadlines. Change dates for this academic year are included in the

calendar section of this handbook and will be posted on the Residential Programs web page.

Meal Plan Options (Academic Year):

Plan A: Entitles the student to enjoy all 20 meals per week

Plan B: Entitles the student to choose any 15 meals each week

Plan C: Entitles the student to 3 meals per day Monday - Friday only

Plan N: No meal plan. This plan is available only to residents of Vanderventer Apartments, and for residents of any building who have earned 60 or more semester credit hours of college level work.

Each of the three meal plans includes \$50.00 in RamPoints. RamPoints is an allowance, which allows you to make direct food, purchases at *all* food service locations, including Outtakes Convenience Store in Centennial Village. RamPoints can only be used for food purchases.

Meal Plan Options (Summer Terms):

The meal plan is optional to all resident students during the summer sessions. For those students desiring a meal plan, we offer a 7 day meal plan option. The summer meal plan also comes with RamPoints per term which may be used to make direct food purchases.

**Food Service Hours of Operation:**

Food service hours of operation are posted at each dining area. Please check these locations for any changes to their serving schedule. Generally, food service hour are:

**R & B's (Rams and Belles Espresso featuring Starbucks brand)**

Location: University Center

**Monday - Friday**

**7:00am - 7:00 pm**

**Outtakes**

*Location: Centennial Village Convenience Store*

**Monday – Thursday: 7:00 am- 11:00 pm**

**Friday: 7:00 am - 6:00 pm**

**Saturday: 10:00 am- 5:00 pm**

**Sunday: 5:00 pm - 11:00 pm**

**Snack Bar**

*Location: University Center*

**Monday – Thursday: 7:00 am - 8:00 pm**

**Friday:** 7:00 am - 5:00 pm  
**Saturday and Sunday:** 11:00am - 7:00 pm

**Roscoe's Bistro**

*Location: University Center*

**Monday - - Thursday:** 11:00am – 1:30pm  
4:30pm – 7:00pm  
**Friday** 11:00am – 1:30pm  
**Saturday – Sunday** Closed

**Food Service Center**

*Location: South of Concho Hall*

**Monday – Friday:** 7:00 am - 7:30 pm  
**Saturday & Sunday:** 8:00 am - 9:30 pm  
11:30 am - 1:00 pm  
4:30 pm - 6:00 pm  
No dinner on Sunday

**Players Grill**

*Location: Behind the Food Service Center / Super Slab*

**Monday – Thursday:** 11:00 am - 2:00 pm  
5:00 pm – 9:00 pm  
**Friday:** 11:00 am – 2:00 pm  
**Saturday:** 2:00 pm – 8:00 pm  
**Sunday:** 4:00 pm – 9:00 pm

**OVERNIGHT GUESTS**

In consideration of building security and roommate/suitemate rights to privacy, overnight guests are prohibited in the residence halls and Vanderventer Apartments.

**PARKING:**

One of the advantages of living on campus, is that you are close enough to walk to your classes. Residential students who register for and pay the appropriate parking fee, are issued "C" parking permits. "C" permits allow you to park in the residence hall lots only. Please consult the University's Parking Regulations for information concerning permitted parking areas, parking fines, etc. A copy of the Parking Regulations is available on-line at [http://www.angelo.edu/services/parking\\_services/index.html](http://www.angelo.edu/services/parking_services/index.html)

Visitors may be required to obtain a Visitor's Permit and/or identify the student(s) to be visited. Visitors to the University residence halls and

apartments may also be required at any time to identify themselves and designate the name(s) and location(s) of the students whom they are visiting.

The University Police may deny parking to any visitor and/or require that the visitor leave campus anytime a police officer has reason to believe that the presence of the individual on campus could lead to disruption or that the visitor does not appear to have a legitimate reason for being on the campus.

#### **PERSONAL PROPERTY (RENTERS) INSURANCE**

Unfortunately, accidents and unforeseen events sometimes happen. While we work closely with our Facilities Management department to keep our facilities in good working order, no system is without potential for problems, either as a result of system failure or deliberate or accidental actions on the part of individual(s). For these reasons **we assume no financial responsibility for loss or damage to personal items**. We strongly encourage you to carry renter's insurance or to see if you may be covered under your parent's homeowner's policy. Renter's insurance is typically inexpensive and in the event of catastrophe, may be well worth the cost.

#### **PETS**

Due to the need for tight controls in the areas of health and sanitation, and concern for the welfare of animals, PETS ARE NOT ALLOWED in any of the student residential areas. This applies to residents as well as guests. You may, however, keep a small aquarium of fish in your room. Aquariums may not exceed 20 gallons in volume.

Service animals are not pets and in accordance with ADA regulations are permitted in the residential facilities. Specific information regarding the University's policy for service animals may be obtained from the Student Life Office in the University Center.

#### **PRIVACY OF STUDENT OCCUPIED ROOMS**

The privacy of student residential units in University housing will be respected, and no unit shall be entered without knocking except in the case of emergencies. In the absence of occupants, authorized University personnel may enter units for routine inventory, maintenance and repair, and health or safety inspections. Authorized University personnel may conduct a search of a student's residential unit to determine compliance with University regulations and policies or federal, State, and local law

where there is reasonable cause to believe that a violation has occurred or is taking place.

### **QUIET HOURS**

Residence Halls are designed to be living and learning environments. With so many individuals living in fairly close proximity, a conflict over how loud is too loud and what is too early or too late, are common. It is important that you keep in mind that your peers may have very different schedules for work, study, sleep and play than you. You can't assume that because you are done with class for the day and you're ready to kick back, that your neighbors are ready to join you. Likewise, it probably isn't reasonable to expect your roommate/suitemates/neighbors to tiptoe and whisper at all times. That being said, we offer the following guidelines and expectations related to maintaining a living environment with special emphasis on learning:

#### **Courtesy Hours**

Residential Programs operates under the expectation that the right to quiet for study and sleep takes precedence regardless of the time of day. If your roommate, a neighbor or staff member asks you keep the noise level down, it is our expectation that you will comply with requests for reasonable levels of quiet.

#### **Quiet Hours**

There are times when it is reasonable to expect increased levels of quiet. **During these quiet hours, noise (music, TV, voices, etc) should not be audible outside of your room.** Quiet hours will be in effect during the following hours:

- Sunday - Thursday            10:00pm - 8:00am
- Friday - Saturday            Midnight - 8:00am
- Quiet Hours will be in effect 24 hours a day during finals week.

Quiet hours violations and/or a pattern of creating a disruption to the community regardless of the time of day will result in disciplinary action.

### **RENEWAL PROCESS**

Residents living on campus during the spring semester, have first priority (first choice) of room assignment for the following academic year when they renew their housing contract/application during the ***Spring Renewal Process***. Look for information about the renewal process in late January or early February. We encourage you to take advantage of your priority status by renewing during this process. Current residents who do NOT

renew during the Renewal Process lose their priority status and will be assigned based on their date of application along with all other “new” applicants.

### **RESIDENT'S BILL OF RIGHTS**

Angelo State University Residential Programs has adopted the Association of College and University Housing Officers - International (ACUHO-I) Statement of Student's Rights and Responsibilities as part of our operating philosophy. The balance of rights and responsibilities is an important aspect of our mission. We encourage both staff and resident students to take an active part in ensuring that these rights are not abridged.

#### *Students have the right...*

- To have access to their living accommodations;
- To live in a clean and secure environment;
- To expect a regionally competitive price on housing accommodations and/or food service;
- To written or electronic access to copies of university housing rules and regulations, or individual building policies which govern individual and group behavior;
- To the respect and safety of personal property;
- To study without interruption or interference;
- To be free from unreasonable noise;
- To be free of intimidation or harassment;
- To express themselves creatively within established guidelines;
- To expect enforcement of the housing agreement / contract;
- To direct access to staff who provide assistance, guidance and support as needed;
- To host guests, within established guidelines;
- To equitable treatment when behavior is in question;
- To enjoy individual freedoms without regard to race, sex, national origin, handicap, age, religion, sexual orientation or political affiliation;
- To participate in student governmental bodies, and housing departmental committees;
- To individual and group educational and developmental opportunities in their living community.

#### *Students have the responsibility...*

- To adhere to rules and regulations;

- To comply with reasonable requests made by staff, or university officials;
- To meet expected room and board payment schedules;
- To monitor and accept responsibility for behavior of guests;
- To report violations of rules and regulations to appropriate staff;
- To respect the rights of others, as stated above;
- To participate actively in self-governance;
- To participate in housing departmental committees as requested;
- To express themselves individually, or by association with groups;
- To participate in judicial proceedings to determine appropriate standards of behavior;
- To contribute positively to the community by participating in educational and developmental activities.

### **RESPECT**

Angelo State University Residential Programs affirms the dignity of individuals and does not condone or tolerate behavior that is likely to undermine the dignity, self-esteem or productivity of any student, staff member or guest. As such, students, staff and guests are expected to interact with others members of the community in a way that is respectful and supportive of the educational goals of the institution.

### **ROOM CHECKS (Check-in Follow Up / Check-out Preparation)**

To ensure proper upkeep of the facilities as well as to provide an opportunity for formal follow up with residents; residential staff conducts scheduled facilities checks of each and every room in their area. The purpose of these inspections is threefold:

1. To ensure that safety and sanitation standards are maintained.
2. To verify that any needed repairs are being taken care of.
3. To follow up on how the residents are adjusting to campus living i.e. roommate relationships, classes, etc.

The dates of room checks will be announced in advance through your ASU email. Additionally, signs will be posted prior to each check to remind you. If the room/apartment is found to be in unsatisfactory condition in terms of cleaning, the occupants will have the opportunity for re-inspection within 24 hours. Should the room/apartment still be found unsatisfactory after re-inspection, a cleaning penalty will be assessed to the resident or residents and remedial cleaning will be completed by the

contracted custodial crew. If roommate or suitemate problems are brought to the attention of the staff, a conference will be scheduled between the roommates, the RA and Area Coordinator, to try to resolve issues.

### **ROOM INVENTORY**

Prior to your arrival, a Residential Programs staff member made a thorough accounting of the condition of the room. As you review this form with your R.A., be sure to point out any additional damages or needed repairs. Once you've signed your name to the inventory, you assume responsibility for the condition of the room. Any damages not noted on the inventory form at the beginning of occupancy will be assumed to have occurred during occupancy with the possibility of damage or cleaning charges.

The sooner you meet with your R.A. to review the inventory form, the better. To help expedite this process, the R.A. staff will be readily available during check-ins and the first week of school. If your R.A. is unable to contact you, your Area Coordinator will send you a letter or email to your ASU email account, requesting that you schedule a check-in time by a specified date. If you fail to respond to this reminder, your inventory will be assumed to be correct and you will be held to that standard at check-out.

#### ***Always Clean Policy***

It is our expectation that every resident check into a clean room/suite. Because some residents move in earlier than others, please make sure that common areas in your suite or apartment are always clean. We will attempt to notify you in advance if you are to receive a new roommate so that you will have time to prepare. However, this is not always possible. If a new resident moves into a room/suite that is not acceptably prepared, the current occupant(s) will have twenty-four hours to clean the designated areas. Failure to do so will result in the assessment of cleaning charges.

### **ROOMMATES**

#### ***Getting Along.***

For many of you, the person with whom who will share your residence hall room is the first roommate you've ever had. As such, you may find yourself anticipating this experience with mixed emotions. If your roommate is someone you've never met before, you are probably feeling a little anxious--wondering if you will get along. If your roommate is someone you have known for a long time—don't assume that there still won't be some conflicts as each of you begin to meet new people, explore new interests and have different schedules. In many ways, roommate

conflicts between “friends” are more serious than those between relative strangers, because you have more invested in the relationship.

It is important that you give the roommate relationship some time to develop and that you try to keep your expectations realistic. Your roommate may turn into your best and life-long friend (with some time and experience together) but to *expect* that from the first moment puts a lot of pressure on both of you. Whether you are just meeting or you have been friends for years, start by being yourself, being respectful of each other’s space and belongings, allowing each other the opportunity to learn and change, and by being willing to compromise a little.

Area Coordinators, R.A.'s and other people who deal with roommate problems will tell you that roommates often do not discuss problems before giving the relationship a chance to develop. Although you may have been commiserating for weeks with your parents or Facebook friends over something your roommate does that drives you crazy, chances are your roommate doesn't even know there's a problem. Your roommate cannot read your mind. If there is a problem, be willing to talk about it calmly, directly and be prepared to work on the problem together. Try to put yourself in the other person’s place and deal with them the way you would want to be treated if the roles were reversed. It may be helpful to have your RA practice the conversation with you before you approach your roommate.

As the semester progresses, you will find that some roommate conflicts are inevitable; they're a part of living together. (Even best friends don't usually agree 100% of the time.) Some things are easily negotiated. Bigger issues, such as study time, having guests in the room, borrowing each other's stuff, need to be worked out at the beginning of the semester so that problems don't arise later. Good communication right from the start is the key to a smooth semester.

There may be times when you and your roommate feel that you can't talk to each other. In this case, it's best to contact the Area Coordinator sooner rather than later. The staff in your Hall, have been specially trained to help people work through difficult situations.

**Roommate Starter Questions**

Some topics that we recommend you and your roommate and suite mates talk about early in the semester include:

- What are our expectations of each other as a roommate?
- How will we agree to handle conflicts when they arise?
- How are messages going to be handled?
- What about neatness and cleanliness of the room?
- When is it okay to have guests of the same sex visit?
- What about guests of the opposite sex?
- Under what conditions and at what time of the day or night do we each study best?
- How do we each react when we're "stressed out?"
- What about borrowing/using each other's belongings?
- How much sleep do we each need? What can we each sleep through and
- What keeps us awake?
- How will disagreements be handled? How do we each react when we're angry?
- In what ways are we alike? In what ways are we different? How will these likenesses and differences impact on our relationship?
- Do any of us have a health problem that the others may need to be aware of?
- Is there anything different, unusual, or special about one of us that may require extra attention or discussion with the others?
- Schedule a time to sit and review these things after we have known each other a few weeks so that we can make changes if necessary.

### **SAFETY AND SECURITY**

While ASU is a friendly campus community, like most communities its size, there is the potential for some problems with safety and security. Safety and security is a joint responsibility between the student and the university. To this end, the University has its own Police Department. The University Police Department provide a free escort service during the evening and nighttime hours. Within the residence halls, student and professional staff members are employed to assist residents. Most of these employees live in the residence facilities. There is a Residential Programs staff member on duty to respond to emergencies at all times. In addition, we have installed card and PIN access readers on the outside doors at Centennial Village, Robert Massie Hall, Mary P. Massie Hall, Concho Hall, Texan and Carr Halls. Closed circuit security cameras are utilized in most common areas.

Residential Programs partners with the University Police in a community-

policing program. You can expect to see University Police personnel in the residence halls on a regular basis. University Police personnel are also active in presenting educational programs to students in the residence halls. Please take the opportunity to get to know them, ask questions, etc.

Despite these attempts on our part to provide a secure living environment, the responsibility for individual security falls to each and every member of the campus community. We encourage you to take responsibility for your role in keeping yourself, the buildings and campus safe.

**SAFETY TIPS:**

- **LOCK YOUR DOOR!** (Car and room). Most thefts are opportunity thefts that occur when students leave their rooms and cars open. It only takes a few seconds for someone to enter your unlocked room, remove something and disappear with it.
- Don't leave valuables in plain sight.
- Don't leave your laundry/books/backpack unattended.
- Don't let people you don't know into your living area and report suspicious or unknown individuals immediately to your hall staff or police.
- Don't prop open doors. Doing so jeopardizes everyone's safety.
- After dark, walk in pairs or groups or call the University Police and request an escort.
- Park in well lit areas.
- Pay attention to your surroundings.
- If you are going to be out, particularly late at night, let someone know where you are going, who you are going with and when you expect to be back.
- Call a friend for a ride back to campus if you or your driver become impaired or you become stranded. Your friends would rather be inconvenienced than for you to get hurt.
- Be cautious about giving your name, address, phone number to people you just met or don't know well. This includes via on-line services like Facebook, MySpace, etc.
- Most importantly, listen to your instincts! If something doesn't feel right, ask for assistance or call for help.
- Don't tamper and/or disable the doors, latching devices and/or card access hardware. Doing so puts everyone at risk.
- Do not let other people follow you into the building. If someone is hanging around an exterior door waiting to gain access, notify a staff member of that hall immediately. Guests to the buildings must be escorted and must enter through the main entrance.

**SINGLE (Private) ROOMS**

Students desiring to live in a single (private) room should request assignment to Texan Hall or Centennial Village. All rooms in these buildings are single (private) rooms in two or four person units. Current students have priority during the spring renewal process.

***"Accidental Singles."***

Occasionally, we have residents who find themselves in a room by themselves because their roommate either moved out or failed to arrive. We refer to this as an "accidental single." In these situations, if space permits, the resident in the "accidental single" may be offered the opportunity to pay the additional single room charge and keep the room as a single. If this offer is declined, we expect the resident to cooperate with the consolidation process and/or understand that they may receive a roommate at any time that the space may be needed.

**SMOKING/TOBACCO USE POLICY**

All residence facilities on the Angelo State University campus are designated "Tobacco Free." Smoking and/or the use of other tobacco products are not allowed in individual rooms, in lobbies or other community areas.

Smoking and/or the use of other tobacco products is prohibited within 50 feet of any entrance-way, exit, open window, or air intake of the building. Ashtrays/receptacles are located near the entrances of several of the buildings. These ashtrays are provided for convenience only and the area around them may not be assumed to be a smoking area.

**SALES AND SOLICITATION**

The residence halls and Vanderventer apartments are not public places and as such, sales and solicitation (including door to door), is prohibited in on-campus housing areas. Please report door-to-door sales persons to the hall staff or office immediately. In addition, student rooms may not be used for business or commercial purposes.

Students or organizations wishing to post information in the residence halls must have the approval of the Director of Residential Programs or designee.

**TELEPHONES**

Local land-line telephone service is NOT provided in individual

residential units. Given the prevalence of cell phone usage among our students, land line phone service has been discontinued as a standard amenity. Students desiring land line phone service in their room, may contact Verizon directly to contract separately for local phone service.

#### **THINGS TO DO.**

Programs and Activities! Each year many programs and activities are offered in the residence halls. These are planned and implemented by members of the residential staff, in cooperation with other campus offices and with student organizations. Programming activities are designed to offer you the chance to meet other residents, to learn things that will benefit you personally and academically, to help you get involved in your hall, and to relax or take a study break.

Traditional events. Each residential area sponsors a major annual event. These larger scale events are designed for all residence hall students to attend. Putting together activities of this size requires a lot of willing volunteers! We count on student participation to keep these programs the successes that they have been. Please consider contributing your ideas and time. You will have the chance to meet and work with a lot of people and have a GREAT time doing it!

#### **THREATS**

As members of a community of adult scholars, it is our expectation that all residents be free of harassment and intimidation in the residence halls. We expect students to conduct themselves with maturity and respect in dealing with interpersonal conflict and to seek the assistance of the staff when needed in order to peaceably resolve differences. Consequently, any student who uses or attempts to use threats, coercion, harassment, or intimidation (real or implied) against another student will be subject to immediate disciplinary action.

#### **TRASH DISPOSAL**

Dumpsters are located close to or in the parking lot(s) near each residence hall for trash disposal. Residents may not dispose of their trash in the common area trash cans. It is your responsibility to dispose of your trash regularly and in the proper area. Improper disposal of trash and / or littering of the residential areas may result in disciplinary action including the assessment of a disciplinary fine.

### **USE OF LOUNGES AND RECREATIONAL AREAS**

Recreation areas, laundry facilities, lobbies and outside areas are intended for the individual and group use of the residents in that particular living area. Organizations wishing to use the common areas in the residence halls must obtain permission from the Director of Residential Programs or his/her designee, in most cases the supervising Area Coordinator serves as the designee. Reservations may be requested contacting the supervising Area Coordinator through the appropriate Front Desk.

### **VISITATION (Guest Policy)**

The visitation policy was established as a collaborative effort between Residential Programs and resident student representatives. It is designed to balance student desires to have guest in their rooms, as well as to help insure roommate rights to privacy. The visitation policy allows residents of the building the opportunity to host guests in their residence hall room during specified hours. **Roommate and suitemate rights to privacy and quiet for study will be respected and take precedence over the visitation privilege.**

Residential Programs staff does not conduct “bed checks” related to visitation. It is assumed that students, as adults, are able to exercise some level of self-monitoring and to demonstrate responsibility in adhering to the policy. We expect students to exhibit mutual respect by talking about visitation expectations with their roommates and suitemates. If this is not occurring in your unit, and abuse of the visitation policy is creating a problem for you, it is expected that you will contact your Area Coordinator for assistance. Resident Assistants and Area Coordinators are available to assist with these discussions should the need arise. In the event that roommates are unable to resolve the issue of visitation, or in cases where violations of the visitation policy are creating problems for the roommate or the community, the appropriate Area Coordinator will intervene in accordance with disciplinary procedures.

**Violations of the visitation guidelines or other disruption to the living area will result in disciplinary action.**

The Area Coordinator or other appropriate Residential Programs professional will make the determination of “co-habitation” versus “visitation.” Generally speaking, co-habitation may be defined as an additional, unassigned person staying in the room for an unreasonable length of time; the presence of personal belongings in the room not

belonging to an assigned resident of the room; evidence that the guest has spent the night in the room, indication that the presence of the guest is for unreasonable periods of time or time of day; indication that the presence of the guest is causing a disruption for any occupants of the room or suite or infringing on the privacy of the unit or community.

The visitation policy exists to help maintain an environment supportive of and conducive to a learning community and the academic mission of the institution.

General Visitation Policy Guidelines:

- Visitation hours listed are maximum allowed times and may be altered, restricted or suspended by individual room, floor or building, in the event of roommate conflict, abuse of the privilege, or disruption to the community or room / suite. Such suspensions or restrictions of visitation privileges will be in accordance with established disciplinary procedures and will only be authorized by the appropriate Residential Programs professional staff member.
- Residents will have the opportunity to vote on more restrictive visitation hours at the mandatory floor meeting at the beginning of each semester. The majority of the building residents must vote in support of proposed changes to standard visitation hours for the building in order for the change to be adopted. Residents may not enact more liberal visitation hours.
- In keeping with the philosophy that visitation policies exist to protect resident privacy and security; the visitation policy will apply to all guests - whether female or male - of a resident. For example: A female guest visiting a resident may be just as intrusive and/or present a security concern to the roommate as a male guest.
- “Guest” is defined, as anyone not assigned to the room in which they are visiting. Non-resident guests will be defined as anyone not assigned to the building in which they are visiting and may be subject to additional escort/sign in procedures.
- The number of guests in individual living units per host may not exceed three (3) persons at one time.

- Residents must accompany / escort their guests at all times.
- Guests, both resident and non-resident, as well as residents, will be expected to present identification when requested to do so by staff in order to verifying the identity and resident status of individuals. Residents and guests are expected to cooperate with staff instructions in the event of disruption or conflict concerning visitation.
- All guests must abide by University and Residential Programs polices as well as state and federal laws. **Residents will be held responsible for the actions and conduct of their guests.** Guests who violate University and / or Residential Programs policies will be asked to leave the building and may be barred from future visitation privileges.
- Residents will be responsible for making sure their guest's visit falls within established visitation times.
- The floor lobbies in all residence halls are 24-hour visitation zones. Residents and their guests may visit in these areas at any time as long as these areas are not reserved for a previously scheduled program or activity; and as long as the visit does not create a disturbance or interfere with the common area intention of these lobbies.

**Visitation Hours by building.**

24 Hour visitation: (Co-habitation prohibited.)

Vanderventer Apartments

Structured Visitation Permitted: (Residence Halls)

Concho Hall, Carr Hall, Texan Hall, Centennial Village, Massie Halls

- Sunday – Thursday 8:00am - 12:00 midnight
- Friday - Saturday 8:00am - 2:00am
- Visitation hours during Finals week will be:  
10:00am - 5:00pm (Sunday - Saturday)

**WEAPONS**

Texas state law prohibits weapons on all state property including Angelo State University. In the residence halls, weapons are defined as

but not limited to: handguns, shotguns, rifles, stun guns, air soft guns, paint guns, pellet guns, darts, switchblades, knives (excluding standard pocket knives), bows and arrows, explosive devices, and designated martial arts equipment. Ammunition for any type of firearm is also prohibited.

### **WINDOWS**

Windows may not be used as an entrance to or egress from the building.

Window screens (where applicable) must remain secured to the window. Residents found to have removed the screens or to have entered or exited the building via any window, or to have allowed visitors or guests to do so, will be subject to disciplinary action.

Window coverings are provided in all areas for privacy and protection from the heat of the sun. We ask that you not hang or display items in your windows that are visible from the outside (foil, flags, blankets, paper, etc).

The only exception to this is that appropriate seasonal holiday decorations are permitted as long as they comply with appropriate safety codes and do not detract from the appearance of the building. Seasonal decorations should be removed promptly when the holiday has passed.

### **WITHDRAWAL FROM THE UNIVERSITY**

The procedure for withdrawal from classes during the academic year is initiated with the Registrar's Office.

Residents are expected to keep the Residential Programs Office informed of their status as a student. Please contact the Residential Programs Office if you are contemplating dropping below 9 credit hours or withdrawing entirely from the university as these actions may have housing contract implication

## **FREQUENTLY USED INFORMATION**

### **RECREATIONAL FACILITIES**

#### Center for Human Performance:

- Dance Studio
- Fitness Room with Cardiovascular and Free Weights
- Handball / Racquetball Courts
- Multi-purpose gymnasium
- Sun Deck
- Swimming Pool (25-meter)

#### Junell Center:

- Fitness Room with Cardiovascular and Free Weights

#### Intramural Fields:

- Located on Jackson Street

University Lake House at Lake Nasworthy  
Pavilion

Sand Volleyball Courts

Softball Fields

Super Slab

Tennis Courts

#### Open Recreation Hours for the Center for Human Performance (CHP):

For more information about Intramurals and the schedule of University Recreation activities, including hours of operation, contact the University Recreation and Intramural Department at 325-942-2034 or check out their web page at:

[http://www.angelo.edu/dept/university\\_recreation/index.html](http://www.angelo.edu/dept/university_recreation/index.html).

## ASU ONECARD

The ASU OneCard is your official Angelo State University ID card and is your key to services and events throughout campus. **Even though the card has the Debit MasterCard® logo on the front, IT IS NOT A CREDIT CARD. Please do not destroy the card as there is a charge to replace it.**

### **Your ASU OneCard is used for the following:**

Meal Plan / RamPoints	Door Access
RamBucks	As your Library card
ASU OneAccount	Access to Recreational facilities
Financial Aid Refunds	Access to Athletic events
To obtain your ASU Computer login account	
Laundry	

### **Activating your ASU OneCard**

It is important that you activate your ASU OneCard as soon as you receive it. Your card will not function until it is activated. To activate your card, go to [www.asuone.com](http://www.asuone.com). You can also watch a demo of the activation process. Part of the activation process includes setting up your login name, your password, and your PIN for use at ATMs.

Log-in name: Your log-in name will be an e-mail address. The e-mail address you choose can be an e-mail address that you already use or the e-mail address that you are assigned by ASU. Please make sure that you have access to the e-mail address you choose to use since you will receive information about your ASU OneCard at that address.

Password: You will need to select a password that is at least 8 characters long. This password should be something that you will remember. Neither ASU Personnel nor the Higher One Customer Service desk personnel have access to your password. If you forget your password, you may reset it on-line at [www.asuone.com](http://www.asuone.com) or you may speak to a Higher One Customer Service representative at 877-278-1919.

PIN: If you open the OneAccount, you will be required to select a 4-digit Personal Identification Number (PIN) during the activation process. This can be any 4-digit number you choose and will be used only for ATM transactions and is different from the PIN you will use to access RAMS or doors. If you forget your PIN, you may reset it at [www.asuone.com](http://www.asuone.com).

### **Accounts you can access with your ASU OneCard:**

Meal Plans and RamPoints: If you purchase one of the meal plans, the ASU OneCard is your meal card. You will be required to present it to eat your meals.

RamBucks: RamBucks is the campus debit account that allows you to make purchases on campus without having to carry cash. As an enrolled student you already have an active RamBucks account. To use this account, you just need to make a deposit. Deposits can be made in one of the following ways.

1. In the OneCard Office: room 209 of the Hardeman Building;
2. At a CSVT: these are cash-to-card machines located in the MCS 111 computer lab and in the UC;
3. Campus AutoLoad: a feature of the OneAccount that transfers a pre-set amount of money from your OneAccount to your RamBucks account when your RamBucks account falls below a certain level.

ASU OneAccount: The ASU OneAccount is an FDIC-insured checking account. There is no minimum balance required and there are no monthly fees. You have access to the OneAccount 24 hours a day 7 days a week via the internet.

If you open the OneAccount and have funds available, you can use your ASU OneCard to make purchases wherever Debit MasterCard® is accepted.

### **Making your refund choice:**

When you activate your ASU OneCard, you will need to choose how you would like to receive refunds from ASU. These refunds can be financial aid refunds, refunds from a dropped class, etc. You can choose from three options:

1. Easy Refund: Have your refunds sent to the ASU OneAccount
2. ACH Transfer to your current bank
3. Have a check mailed to you

More information on the different refund options is available on-line at [www.angelo.edu/services/asuone/](http://www.angelo.edu/services/asuone/).

## IMPORTANT UNIVERSITY PHONE NUMBERS

- San Angelo Area Code: 325

Admissions Office.....	942-2185
ASU Bookstore .....	942-2335
Career Development Office .....	942-2255
Student Life Office.....	942-2193
Financial Aid Office.....	942-2246
Health Clinic/Counseling Office .....	942-2171
Information Technology (Help desk) .....	942-2911
Student Accounts/Bursar's Office.....	942-2008 or 877-942-2008
Student Involvement Office .....	942-2062
Supplemental Instruction/Tutoring .....	942-2710
Registrar.....	942-2043

### **Residence Halls:**

Carr Residence Hall Office .....	942-3129
Centennial Village Office.....	942-2576
Concho Hall Office .....	942-2081
Mary P. Massie Hall Office .....	942-2045
Robert Massie Hall Office .....	942-2088
Texan Hall Office .....	942-2635
Vanderventer Apartments (Texan Hall Office).....	942-2635

### **Residential Programs Office .....**

<b>942-2035</b>	
University Center Information Desk .....	942-2555
University Police.....	942-2071

## ACADEMIC DEPARTMENTS & COLLEGES

Aerospace Studies/ROTC .....	942-2036
Agriculture .....	942-2027
Art and Music .....	942-2085
Athletics .....	942-2091/942-2264
Biology.....	942-2189
Chemistry and Biochemistry .....	942-2181
College of Business.....	942-2337
College of Education.....	942-2212
College of Graduate Studies.....	942-2169
College of Liberal and Fine Arts.....	942-2162
College of Sciences .....	942-2024
Communication, Drama, and Journalism .....	942-2031
Computer Science .....	942-2101
English .....	942-2273
Government.....	942-2262
History .....	942-2324
Honor's Program .....	942-2722
Kinesiology .....	942-2173
Management and Marketing.....	942-2383
Mathematics .....	942-2111
Modern Languages.....	942-2244
Nursing.....	942-2224
Physical Therapy.....	942-2545
Physics .....	942-2242
Psychology and Sociology.....	942-2068

