

# Housing Handbook

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The Housing Handbook (“Handbook”) provides general information about the policies, procedures, and community standards established for Housing and Residence Life. All residents are expected to be familiar with and abide by the policies, procedures, and standards established in the Handbook as well as the Terms and Conditions of the Housing contract. As members of the larger University community, residents remain subject to the requirements of the UNT Code of Student Conduct and all federal, state and local laws.

Violations of the policies, procedures, and standards established in the Handbook will be handled through the residence hall disciplinary procedures. If a student commits a violation of the Code of Student Conduct, the residence hall staff will refer the potential violation the Dean of Students office for further consideration.

Housing policies, procedures, and standards may be amended at any time to reflect current university policies, administrative regulations and procedures, amendments to state and/or federal law and fee changes. Amendments are made by the authority of the Director of Housing and are effective upon approval of the Vice President for Student Affairs. Information provided in this handbook is subject to change without notice and does not constitute a contract between the University and a student, an applicant for housing, or any other individual.

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# INTRODUCTION TO HOUSING

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## MISSION STATEMENT

We unite with our residents to achieve active and sustainable lives in the pursuit of academic success, campus engagement, and global citizenship.

## NONDISCRIMINATION POLICY:

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

The university complies with federal and state equal opportunity laws and regulations, and through its diversity policy declares harassment, which is based on individual differences (including sexual orientation) to be inconsistent with the university's mission and educational goals.

Direct questions or concerns related to discrimination to the Office of Equal Opportunity ADA and Title IX Coordinator 940-565-2759 or to the Dean of Students Office 940-565-2648. TDD access: 800-735-2989

## RESIDENCE HALL STAFF

### Resident Assistants (RAs)

Each wing or floor has its own Resident Assistant. These upper-class or graduate students plan programs for the wing and the building, serve as a resource for residents, and help to create and maintain an environment conducive to academic, personal, and social growth. RA duties include various administrative functions, desk and on call shifts, and a variety of other obligations. RAs are also responsible for the enforcement of Housing policies and the documentation of policy violations. Residents should contact their RAs first with any questions or problems; if the RA cannot personally help the resident, he or she will direct the resident to someone who can. RAs report to the Hall Director.

### Desk Clerks

Except at College Inn, Honors Hall, Legends Hall, Mozart Square, and Santa Fe Square, the main desks of each building are staffed twenty-four hours a day, seven days a week when halls are open. Desk Clerks assist visitors; issue equipment, games, keys, and other materials available to residents for check-out; report maintenance requests; and perform other administrative tasks that may arise. They are also an excellent resource for Housing and University information. Desk Clerks report to the Hall Director.

### Hall Directors

Hall Directors and Assistant Hall Directors are full-time, live-in staff and are responsible for the operation of the residence halls. They supervise the other hall staff members, coordinate hall functions, advise the hall associations, monitor hall maintenance and cleanliness, provide assistance to residents, uphold community standards through the discipline process when necessary, and perform administrative functions as needed. Residents who have special problems or who have ideas for hall programs or other hall improvements should see their Hall Director. Hall Directors report to the Associate Director for Residence Life.

## **Custodians**

The custodians keep public areas of the building clean. Custodians report to the Custodial Supervisors.

## **Facility Assistants (FAs)**

Each hall has its own Facility Assistant (FA) who performs minor maintenance tasks and other duties to make the halls' environments relaxing and beautiful through beautification projects. These student employees also serve as couriers by helping Housing move furniture and other supplies into and around the halls. The FAs work cooperatively with the hall staff to see that the facility needs of the building are met. FAs report to the Associate Director for Housing.

## **Housing Ambassadors (HAs)**

Each hall has its own Housing Ambassador (HA), and his/her room serves as the hall's tour room. These upper-class students give hall tours, represent Housing at University functions, answer questions via telephone and email, and help students with Housing payments. HAs report to the Associate Director for Housing in the Assignments Office.

## **Housing Counselors**

Housing employs four part-time counselors (doctoral students in UNT's counseling program) to assist with individual resident issues. Each counselor is in an on-call rotation and available to respond to student crisis issues during evenings or weekends. A student can talk to a counselor by contacting their front desk staff. Students can also make a counseling appointment through Counseling & Testing at 940-565-2741. Housing Counselors report to the Associate Director for Residence Life.

## **CENTRAL HOUSING**

The Central Housing office is located on the first floor of Crumley Hall. Most inquiries about Housing can be answered at a residence hall's front desk or by the Assignments Office staff in Crumley Hall at 940-565-2610. Students may be referred to the Director of Housing, Associate Director, or Assistant Directors.

## **LIVING LEARNING COMMUNITIES (LLCs)**

The goal of Housing's Living Learning Communities program, or LLCs, is to unite resident students, faculty, and staff by bridging in-class learning with out-of-class experiences to achieve intellectually engaged communities. Students who join LLCs live on wings with other students of similar majors or areas of interest and can attend faculty/staff led events centered on the focus of their LLC. By taking part in these communities, students receive a network of peers with comparable interests and goals, have the support of the professors and advisors affiliated with their LLC, and can become better connected to their area of study/interest than other students. For more information about LLCs, contact Housing at 940-565-2610 or [housinginfo@unt.edu](mailto:housinginfo@unt.edu).

## **RESIDENCE HALL ASSOCIATION (RHA)**

Each hall has its own individual hall association that provides a variety of programs and serves as the students' voice to the hall staff. Participation in a hall association is an excellent way to get involved in the hall and campus life and can provide leadership development opportunities. UNT's Residence Hall Association (RHA) unifies each individual hall association into one campus-wide student organization. RHA sponsors cultural, recreational, social, and educational events, promotes UNT school pride, and represents student opinions about residence life issues to the Housing administration and the larger campus community.

## **PROGRAMMING IN THE RESIDENCE HALLS**

The residence hall staffs sponsor numerous academic, cultural, educational, social, and recreational programs. Housing programming utilizes a wellness model geared toward the holistic development of the student and the community. Most programs are provided free to residents and provide opportunities for residents to grow socially, culturally, and

educationally while interacting with their peers and having fun. Students requiring special assistance to attend or participate in residence hall programs should contact the Office of Disability Accommodations.

## **WING MEETINGS**

Each semester during the first week of classes RAs hold wing meetings to distribute information concerning Housing policies, safety and security, wing expectations, etc. Residents are responsible for all information provided at wing meetings, and residents who are unable to attend should inform their RA as soon as they are aware of the conflict so that they may obtain the information individually. Wing meetings may be conducted throughout the semester to other address issues as they arise.

# SAFETY

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UNT and the Department of Housing and Residence Life are committed to providing a safe environment for students. Residence hall staff will address situations that threaten individual or community safety according to established disciplinary and emergency procedures.

## EMERGENCIES

### REPORTING EMERGENCIES

In an emergency, bomb threat, or other threat to person or property, dial 911 and give a clear description of the problem, your location (including hall, floor, and room) and your name. Immediately following the call, please notify hall staff so that they may be of additional assistance.

### EAGLE ALERT NOTIFICATION

UNT uses the Eagle Alert notification system to notify students with critical information in emergency situations. The Eagle Alert notification system distributes information by voice and text message to all active and registered students of UNT. Notification will be sent for campus closure due to inclement weather, severe weather with imminent dangerous conditions affecting campus, such as tornado warnings, and for health or public safety emergencies such as chemical spills, fires, or violence. Students can check and update contact information for Eagle Alert by logging in to my.unt.edu.

### EVACUATION AND TORNADO PROCEDURES

Information regarding building evacuation, including individual residence halls, academic buildings and the University Union, and severe weather procedures and shelter in place maps for every residence hall and campus building can be found on UNT's Emergency Management page at [http://emergency.unt.edu/site/emergency\\_planning/evacuation\\_and\\_shelter\\_maps](http://emergency.unt.edu/site/emergency_planning/evacuation_and_shelter_maps). Residents of each hall should be specifically familiar with the emergency evacuation plans for their individual residence hall. More information about UNT's emergency preparedness and procedures can be accessed at <http://emergency.unt.edu>

#### Fire

The fire alarm sound in the residence halls is either three intermittent bursts or a siren accompanied by a voice recording. Residents will be informed of their hall's alarm sound during the mandatory wing meeting at the beginning of each semester. In the event of an emergency or a periodic fire drill, all residents and their guests must evacuate the building and meet at the designated assembly area.

#### Tornado

The National Weather Service issues two types of tornado alerts: tornado watch and tornado warning. Residents should be familiar with this distinction and the course of action to follow for each.

#### Tornado Watch

A Tornado Watch indicates conditions are favorable for the development of tornadoes in the watch area. Residents should monitor television or radio weather bulletins for details and changes in weather conditions. The residence halls will not activate the hall's tornado alarm unless the watch becomes upgraded to a warning.



## ***Tornado Warning***

A Tornado Warning indicates that tornadic activity is imminent or already occurring in the warning area. The civil defense sirens will sound when a tornado warning has been issued and the residence hall alarms will sound in *one long continuous alarm* (in some halls students will also hear a voice with pre-recorded instructions on how to proceed). Whether the alarm is due to an actual emergency or a periodic tornado drill, residents and their guests must immediately comply with the directives given by hall staff. Residents must remain in the designated area through the duration of the warning for their safety.

## **UNIVERSITY CLOSINGS**

On rare occasions when the university closes due to inclement weather or other emergency, residents will be notified by notices posted in the halls, local television and radio broadcasts, the UNT homepage, or through Eagle Alert notifications. Residence halls will remain open for residents on occasions that the University closes due to inclement weather.

## **FIRE SAFETY**

### **GENERAL FIRE SAFETY STANDARDS**

#### **Resident Rooms**

- Extension cords in the residence halls must have a built in in-line fuse, circuit breaker, or overload protection.
- Do not run electrical cords should under rugs, over nails or in high traffic areas.
- Do not staple electrical cords to walls or otherwise pierce the cord.
- Keep flammable objects away from heat producing items such as coffee makers.
- Place rugs in a location that does not hinder the opening and closing of doors.
- Do not hang objects from sprinkler heads.
- Do not tamper with or disable smoke detectors.
- Do not store or stack items should within 18" of a sprinkler head.
- Do not cover more than 20% of your room door with paper or other decorative items.
- Rope or string lights or neon signs are not allowed in resident rooms.

#### **Kitchenette**

- Know where the fire extinguisher is and how to use it.
- Do not leave food unattended on the stove.

#### **Laundry Room**

- Remove lint from the dryer filter after every use.
- Do not prop laundry room doors open.

## **FIRE EQUIPMENT**

Fire and safety equipment must function properly when it is needed; therefore, the following acts are prohibited:

- Tampering with, playing with, or obstructing fire extinguishers, smoke detectors, sprinkler heads, pull stations, exit lights, or emergency lights.
- Tampering with or pulling a fire alarm under false pretenses.
- Removing smoke detector batteries or otherwise rendering a smoke detector inoperative.
- Propping open stairwell fire doors or tampering with corridor fire doors.
- Obstructing halls and stairwells with furniture, debris, and/or other items.

## **APPLIANCES**

Electrical appliances must be used and maintained in accordance with manufacturer's specifications in safe working condition and should require no more than 1000 watts. RAs may ask residents to remove approved appliances that are overly noisy or disturbing. With the few exceptions listed below, appliances with exposed heating elements (e.g., electric woks, Hibachi grills, camping stoves, Fry Daddys, toasters, toaster ovens, griddles) are not permitted in the residence halls. Because of the unique room features of particular room types in efficiency double occupancy rooms at College Inn; private single occupancy room with suite cooking areas in Honors Hall, Legends Hall, and Mozart Square; and double occupancy rooms w/ cooking area at Mozart Square and Santa Fe Square, residents assigned to these room types may use toaster ovens and toasters.

Approved appliances include the following:

- George Foreman-type grills, quesadilla makers, sandwich makers, panini grills, rice cookers, coffee pots, cup warmers, and crock-pots
- Small oscillating fans
- Small refrigerators (mini fridges)
- Microwave ovens
- Electric space heaters with automatic turn-off and tip-over safety cut-offs (should be UL listed and not more than 1500 Watts)
- Hair dryers, curling irons, straighteners, and irons (must always be unplugged when not in use or when the resident leaves the room)

## **CANDLES/SCENT PRODUCERS**

Residents may not ignite any substance inside the residence halls at any time. This includes but is not limited to decorative candles, candles used for religious worship, and incense. A \$50 fine may be assessed the first time a candle or incense is found in a resident's room; a \$100 fine may be assessed for each additional offense. Heated elements that could be left unattended for long periods of time (such as wickless candles on a heated melter or scented light bulb rings) and which require heat to release scent are prohibited. Students may use air fresheners such as reed diffusers, sprays, and beads. Plug in air fresheners are allowed as long as they do not have an extra outlet integrated into the unit.

## **EXTENSION AND ELECTRICAL CORDS**

Residents may only use extension cords or multiple plug adaptors/power strips with an in-line fuse or circuit breaker and overload protection. All other extension cords are prohibited. Residents may not plug an extension cord or adaptor/power strip into another extension cord or adaptor/power strip. Questions pertaining to approved types of extension cords should be directed to an RA and/or Hall Director.

Residents may not run electrical cords under rugs, over nails, or in high traffic areas. Electrical cords may not be stapled to walls or otherwise pierced.

## **DECORATIONS**

Resident room decorations must comply with all Housing policies stated in this Handbook and must not create an unsafe living environment or cause damage to the room. Decorations may not completely or partially block vents, peepholes, or windows. The top edge of posters must be hung at least two feet from the ceiling. Residents must be able to provide a receipt for purchase of street signs. Street signs not supported by proof of purchase will be delivered to the campus police or other proper authority. Decorations should be agreed upon by all roommates.

## **EXPLOSIVES/FLAMABLE FLUIDS**

Residents may not possess firecrackers, fireworks, explosives, flammable fluids/chemicals/materials, or pyrotechnics of any nature on university premises, including in residence halls or the surrounding grounds.

## **LAMPS**

The following lamps are considered safe and are permitted in resident rooms:

- non-halogen desk lamps
- lava lamps
- black lights

The following lamps are not permitted in resident rooms:

- halogen lamps (due to heat they generate)
- non-halogen desk lamps with an extra outlet in the base
- lights or lamps that hang from the wall or ceiling
- rope or string lights
- neon signs

## **SMOKING**

Residents may not ignite any substance, including cigarettes, cigars, pipes or hookas, in the residence halls or on the balconies and stairways at College Inn. University policy prohibits smoking in any and all University owned facilities and also prohibits smoking within 25 feet of any building entrance. Residents found smoking in a residence hall or within 25 feet of a residence hall entrance will be assessed a \$50 fine for the first violation. A \$100 fine will be assessed for each additional violation in addition to more serious disciplinary measures. Residents are responsible for discarding cigarette butts and ashes in the appropriate receptacles.

## **PERSONAL SAFETY, SECURITY, AND WELLBEING**

### **GENERAL TIPS FOR RESIDENT PERSONAL SAFETY**

- Residents should keep their room doors locked at all times, including when they are in their rooms and when they leave, even for short periods of time.
- Peepholes should be used before opening the doors to visitors.
- Residents should get to know the other residents of their wing so that they are familiar with the people who normally pass through it.
- Residents should report suspicious behavior to the front desk staff and/or to the UNT Police at 940-565-3003 but should never confront a suspicious individual.
- When on campus during evening or early morning hours, students should walk with a friend or utilize campus transportation services. UNT shuttle schedules and E-ride after hours information is available at <http://www.unt.edu/transit/transportation.html>.
- Residents must not engage in dangerous behavior that could result in injury to persons or property. (e.g., running, skateboarding, roughhousing, or throwing objects within the residence halls)
- Residents may not engage in activity that has the potential to cause harm, injury or damage to another student, their room or their possessions, including acts perceived as “pranks” against other students.

## **ALCOHOL**

Housing’s alcohol policy is consistent with the UNT Alcohol Policy and is designed to ensure resident safety and help maintain individual rights to privacy, sleep, and study within the residence halls. Residence hall staff and occupants are

required to comply with state and local laws concerning the possession, sale, and consumption of alcoholic beverages. Residents who fail to comply with Housing's alcohol policy will be subject to disciplinary or remedial action by the University. If it is brought to the attention of the University that a resident has engaged in behavior in violation of Housing or UNT policies related to the consumption of alcohol, the resident will be subject to disciplinary action, even if the behavior occurred off campus. Violations of the alcohol policy within the residence halls that involve the UNT Police Department or other law enforcement agencies can result in criminal action.

Hall staff may confiscate and/or dispose of alcohol that is possessed in violation of the alcohol policy. Alcohol will not be served or permitted at residence hall functions.

### **Residents Under the age of 21**

Residents under the age of 21 may never possess, consume, or be in the presence of alcohol while in the residence halls, regardless of the time, place, or occasion. Empty alcoholic beverage containers, even for decorative purposes, are prohibited in the rooms of residents under the age of 21.

### **Residents 21 or Older**

Residents who are 21 or older may possess or consume alcohol in their rooms with the following restrictions.

- Residents who are 21 or over may never consume alcohol in the presence of a person under the age of 21, regardless of the time, place, or occasion. Residents may not provide alcohol to, or allow alcohol to be consumed by, individuals under the age of 21.
  - In a resident room where one resident is 21 or older and his/her roommate is under the age of 21, alcohol can be possessed by the older student in the room, but the older student and/or their guests may not have any open alcoholic containers, nor consume alcohol when any person under the age of 21 (including the roommate) is present.
- Resident room doors must remain closed while alcohol is visible or is being consumed in the room.
- Residents may not possess or consume alcoholic beverages in hallways, lounges, courtyards, community bathrooms, parking lots, balconies, stairways, or any other public areas within the residence halls. All alcohol that is transported through public areas must be unopened and packaged inconspicuously (e.g., carried in a bag or sack).
- Residents must not participate in drinking habits which are hazardous to the health or education of an individual or those around them.
- Residents may not possess excessive amounts of alcohol. Kegs, trash cans, or other large vessels containing alcoholic beverages are prohibited in the residence halls.
- Alcoholic beverages may not be sold or distributed in the residence halls.

## **ADMINISTRATIVE INSPECTIONS AND SEARCHES**

In order to protect and maintain the property of the university and the health and safety of the university's students, the university reserves the right to enter and/or search student residence hall rooms in the interest of preserving a safe and orderly living and learning environment. When University personnel or contracted service providers enter a student room in the absence of the residents, residents will be provided written notification of the reason for the entry. Items discovered during an administrative room inspection or search that may violate university policy or present a threat to the health and safety of the university community may be confiscated or disposed of. More details regarding administrative inspection and search may be found in the UNT "Administrative Entry and Searches of University Residence Halls" policy.

## **Inspection**

Designated university officials are authorized to enter a residence hall room unaccompanied by a resident to conduct room inspections under the following conditions:

- To perform reasonable custodial, maintenance, and repair services.
- To conduct monthly safety checks.
- To recover university property.
- To inspect for damage to university property or cleanliness.
- In case of emergency.

## **Search**

A designated university official may enter and search residence hall rooms upon proper approval and with or without the consent of a resident if the official has a reasonable suspicion that the premises are being used for a purpose that violates university policy or regulation, including the Code of Student Conduct or Housing policy.

## **ASSAULT**

Residents may not harm or threaten to harm another individual. Any physical altercation and/or verbal threat should be reported immediately to the University Police at 940-565-3000, as well as to the hall's front desk staff, Resident Assistant, or Hall Director.

## **DRUGS**

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

## **HARASSMENT**

Residents may not engage in threats of violence or property damage made with the specific intent to harass or intimidate the victim whether face-to-face, by social media, in writing, by telephone or any other means of communication. If a resident believes he or she has been a victim of such abuse, he or she should report it to residence hall staff or the UNT Police immediately. The resident is advised to keep documentation (e.g., a log of the calls, saved texts or voicemails, print outs of the correspondence) for reporting purposes.

Any resident who believes he or she has been the victim of discrimination, harassment, or retaliation on the basis of race, color, religion, sex, age, national origin, disability, disabled veteran status, Veterans of the Vietnam Era status, or sexual orientation should report it to the Office of Equal Opportunity, 940-565-2711.

## **HAZING**

Residents may not engage in "hazing" anywhere on campus, including in the residence halls. Hazing is defined by Texas law as "any intentional, knowing, or reckless act by one person alone or acting with others, directed against a student that endangers the mental or physical health or safety of a student for the purpose of pledging, being initiated into, affiliating with, holding office in, or maintaining membership in an organization whose members are or include students of the university.

## **MISSING STUDENT**

Any individual who believes a resident may be missing should contact a Housing staff member, Student Affairs staff (including the Dean of Students office), the UNT Police at 940-565-3000, or the Office of Equal Opportunity Title IX Coordinator at 940-565-2759 as soon as possible. UNT staff will attempt to locate any student reported missing, and will take measures including calling the individual listed as the student's Confidential Contact. The full UNT policy on

Notification Regarding Missing Students can be found at [http://policy.unt.edu/sites/default/files/untpolicy/pdf/7-Student\\_Affairs-Missing\\_Student.pdf](http://policy.unt.edu/sites/default/files/untpolicy/pdf/7-Student_Affairs-Missing_Student.pdf)

## **SEXUAL ASSAULT/SEXUAL VIOLENCE**

Allegations of sexual assault are considered extremely serious and will be dealt with immediately. Investigations of this type of offense may include Housing, the Dean of Students office, and the UNT Police Department. Students are encouraged to report any knowledge of such offenses immediately.

Any resident who believes he or she has been the victim of sexual assault or sexual violence should report it to the Office of Equal Opportunity Title IX Coordinator at 940-565-2759, the Dean of Students Office at 940-565-2648, or by calling the UNT Police Department at 940-565-3000.

## **WEAPONS**

University policy restricts the use or possession of weapons on campus and in the residence halls, including but not limited to rifles, shotguns, hand-guns, Airsoft guns, CO2 guns, BB guns, air rifles and pistols, bows and arrows, non-culinary knives with a blade longer than 5 ½ inches, daggers, swords, spears, brass knuckles, nunchucks, or ammunition. The UNT Police Department allows students to carry pepper spray within the residence halls for personal protection purposes.

Starting Aug. 1, 2016, Senate Bill 11, also called “Campus Carry” went in to effect allowing licensed holders to carry a concealed handgun on public university campuses, including the University of North Texas. The UNT campus carry policy, including the components related to Campus Housing, can be found at <http://campuscarry.unt.edu/>.

Students who are aware of the presence of a weapon in a residence hall are expected to report the weapon immediately to hall staff.

## **ANIMALS**

With the exception of service animals, fish are the only animals permitted in residence hall student rooms. Service animals that reside in a residence hall must be registered with the Office of Disability Accommodation. Non-service animals, including mammals, birds, insects, reptiles, turtles, arachnids, crustaceans, and amphibians are prohibited. Aquariums must be unplugged during semester breaks. Full-time live-in staff (Hall Directors and Assistant Hall Directors) are permitted to have pets with the approval of the Director of Housing. Residents with concerns about any animals living in their building should bring those concerns to their Hall Director.

## **BATHROOMS**

### **Suite and Private Bathrooms**

In suite or private bathrooms, where a room or pair of rooms have an adjoining bathroom, residents are responsible for the regular cleaning of the bathroom and for supplying toilet paper. Guests may only use the adjoining suite or room bathroom if they are of the same sex as the residents. Guests of the opposite sex must use the guest bathrooms located near the lobby area of the hall.

### **Community Bathrooms**

Community bathrooms are shared by residents of a wing or floor and are for the use of the residents of that hall only. Custodians stock community bathrooms with toilet paper and clean them each weekday. Residents are not permitted in the bathrooms during cleaning times. Residents are expected to keep the bathroom neat and clean and should not damage the facilities or the products put there for their convenience. Vandalism or excess trash in a bathroom may result in temporary closure.

## **Guest Bathrooms**

Guest bathrooms are located near the lobby area of the hall.

## **HEALTH AND SANITATION**

Rooms should be kept reasonably clean. Residence hall staff may ask residents to clean their rooms if the lack of cleanliness causes a community disruption or subjects others to health risks.

## **FACILITY AND PROPERTY SAFETY AND SECURITY**

### **SAFETY CHECKS**

Resident Assistants (RAs) conduct safety checks of every resident room once a month. RAs test smoke detectors, ensure the safe use of extension cords, and look for potential fire hazards such as candles, incense, or appliances with exposed heating elements, or other items not approved by Housing. Items which pose a safety hazard will be confiscated.

### **RENTERS INSURANCE**

Residents are encouraged to insure their personal property for loss or damage while living on campus. Many companies offer special student renters insurance plans and insurance may also be available through some homeowners policies.

Residents are responsible for the security of their own property. The University is not responsible for theft, damage, or the loss of money, valuable, or personal effects from the residence halls due to natural and unnatural causes (e.g., flooding, fire), or injuries, personal or otherwise, sustained in or around the residence halls.

### **BICYCLES**

The UNT Police Department recommends that all bicycles kept on campus be registered online at [www.unt.edu/police/trace](http://www.unt.edu/police/trace). Bicycles should always be locked to a bike rack (bike racks are located outside each residence hall) to prevent theft, vandalism, or misuse. Bicycles locked to anything other than bicycle racks will be removed. Housing is not responsible for stolen or damaged bicycles. Residents may store their bicycles in their rooms, provided their roommate agrees and that the bicycles are clean before entering the residence hall. Under no circumstances are residents to ride a bicycle inside the residence halls. Students must take their bicycles home at the end of the spring semester. Abandoned bicycles will be removed and disposed of by Parking & Transportation Services.

Bicycles are considered a vehicle and all vehicular laws apply to the operation of a bicycle. Bicyclists should always yield to pedestrians and maintain safe speeds while bicycling on campus.

### **BUILDING ENTRANCES**

Except in the case of emergency, residents must enter and exit residence halls through the main front doors. Other exterior doors must only be used by students in the event of an emergency. In some halls residents can use their student ID card to gain swipe access to an alternate door.

Residents may not place objects in, near or around the exterior hall doors in an effort to prevent the exterior doors from closing, or being able to close, or to lock upon closing. Residents also may not allow unauthorized individuals or students to follow behind after their own authorized entry.

### **DARTS/DARTBOARDS**

Darts and dartboards are prohibited in the residence halls. Velcro or magnetic dartboards are an acceptable alternative.

## ELEVATORS

The passenger elevators located in Honors Hall, Kerr Hall, Legends Hall, Mozart Square, Santa Fe Square, Traditions Hall, and Victory Hall are provided for use by residents, their guests, and residence hall staff. Some elevators are equipped with video cameras. Residents must operate elevators in a safe manner and are prohibited from engaging in the following activities:

- Prying elevator doors open or jumping inside the elevator.
- Loading more than 11 people on the elevator.
- Sounding emergency alarms and making emergency stops in non-emergency situations.
- Evacuating people from the elevator without trained personnel. Students and guests who are trapped in an elevator are expected to sound the alarm and wait for help. Residents and guests must not attempt to evacuate an elevator without the assistance of emergency personnel.

## KEYS

Each resident is issued a room key upon check in. Room keys may not be issued or loaned to friends or relatives. Students may not have University keys duplicated or locks altered. Keys must be returned when residents check out of their rooms.

If a resident loses a key, the resident should report the loss immediately to the front desk staff. Residents who lose keys will be charged \$50 for a lock change (\$75 if the resident lives at College Inn, \$100 if the resident has a semi-private room). Once a lock change has been completed, the fee cannot be reversed even if the key is found.

For information regarding mailbox keys, contact Assignments Office on the first floor of Crumley Hall at 940-565-2610 or Eagle Express in the University Union at 940-369-8567.

## LOFTING BEDS

West Hall rooms are provided with full lofting beds with a maximum height of 72 inches. Kerr Hall and McConnell Hall rooms have medium loft beds that reach a maximum height of 60 inches. All other halls are provided with standard beds that are able to reach a maximum height of 36 inches.

Residents who wish to set up their own loft beds in their rooms must comply with the following guidelines and must receive prior approval from the Hall Director:

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



## **PROPERTY CRIMES**

### **Theft**

Theft and burglary should be reported immediately to the UNT Police at 940-565-3003 as well as to the building staff (i.e., front desk staff, RA, or Hall Director). As a precaution, students should keep their doors (including bathroom doors) locked at all times. Services offered by the UNTPD to deter theft include Trace, bike theft prevention and other educational programs, and the supervision of parking areas.

### **Vandalism**

Residents may not remove, destroy, or deface someone else's personal property or any University property (including vandalism committed in the elevators or on the ceilings, walls, or grounds surrounding the buildings). Residents who commit acts of vandalism may be given an order of restitution to pay to restore items or areas to their original condition. Common areas may be temporarily closed because of vandalism.

## **RESTRICTED ACCESS/RESTRICTED AREAS**

Residents may not gain access to restricted areas such as building mechanical rooms, custodial closets, or the hall roof. Residents may not enter or exit buildings through windows and may not stand or sit on hall window ledges. Residents may only use emergency exits doors in the event of an emergency.

# UNIVERSITY SERVICES

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## **DINING SERVICES**

Campus Dining Services are provided through the Dining Services department. Students seeking information about meal plan options, cafeterias, menu items, dietary information, etc., can visit <http://dining.unt.edu>, call 940-565-2462, or stop by Crumley Hall #132.

To enter a cafeteria, students must wear shoes and shirts. Swimsuits and cleats are prohibited. Meals must be eaten in the cafeteria. Food, glasses, dishes, and silverware must also remain in the cafeteria. Students must bus their own trays and should respect the dining rooms by not throwing food, throwing or damaging utensils or furnishings, or being disruptive.

Student meal plans are loaded onto UNT ID cards. Students use their ID cards to get into the cafeterias for each meal. Meal plans are not transferable and can only be used by the student pictured on the ID card. Lost or stolen cards should be reported to the ID card office in the Eagle Student Services Center.

## **PARKING & TRANSPORTATION**

Resident parking is regulated and provided through UNT Police, Parking and Transportation. Parking permits for residents must be purchased from the UNT Police Department Parking and Transportation website. Permits may be displayed only on those vehicles for which they were purchased and are valid for the academic year in which they are purchased. Parking complaints or concerns should be addressed to the UNT Police Department Parking Office at 940-565-3020.

## **UNT POLICE DEPARTMENT**

The mission of the UNT Police Department is to protect life, property, and individual rights. This mission is accomplished by providing quality service in partnership with the community, to create an environment that will aid and support the learning process. Although criminal matters are the sole responsibility of the UNT Police Department, the Police have authority to share investigative information with the Dean of Students office, as well as UNT Housing for independent administrative action.

# RESIDENCE HALL AMENITIES AND SERVICES

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## RESIDENT ROOM AMENITIES AND SERVICES

### CABLE TELEVISION

A digital cable signal with a basic cable station package is included in all resident rooms as a regular part of the room contract. Students with a digital TV should be able to receive the cable signal without a cable converter box. Students using an analog/CRT television should provide their own digital cable converter to receive the digital signal.

Problems with cable service should be reported to the hall front desk staff.

### FURNITURE

All University furniture must stay in the assigned room (unless special permission is obtained in writing from the Hall Director). In common areas the furnishings are for the use of all the residents of the hall and must remain in the space for which it is designated.

Residents may bunk their beds, and should ask the front desk staff for assistance if the beds in their room cannot be bunked. The State Fire Marshall requires at least three feet of space between the ceiling and the top of the mattress. Beds must be unbunked upon checking out of the room.

Waterbeds are prohibited due to their great weight and the potential for resulting structural damage to residence halls.

### INTERNET

High speed internet service in the residence halls is provided through Apogee. Residents must register with Apogee, but there is no additional charge for the standard service. Upgraded internet service is available for a fee. Residents must abide by UNT's and Apogee's Computer Use Policies ([http://www.unt.edu/policy/UNT\\_Policy/volume2/3\\_10.html](http://www.unt.edu/policy/UNT_Policy/volume2/3_10.html)).

### MAINTENANCE

Housing coordinates maintenance of the residence halls with UNT Facilities to keep up with the physical condition of the buildings. Maintenance personnel work between 8 am and 5 pm on weekdays and also are available on an on call basis for any maintenance emergencies that may occur during evening or weekend hours.

Residents may submit a work order at their front desk for repair of items in the building or in their rooms. Problems should be reported as soon as possible to prevent escalation of the issues. For emergency repairs, the front desk staff should be contacted immediately. Residents should cooperate fully with University personnel so that repairs may be made as quickly as possible

### PEST CONTROL

Housing maintenance regularly treats halls for pests. Residents who discover insects in a room or common area should make a report at the front desk. To avoid attracting insects and spiders, residents should keep their rooms clear of open food and cardboard boxes and should limit the items stored under their beds. Residents are prohibited from using bug bombs or any insect killer that could be considered poisonous in their room.

### PHONES

Phone lines are not provided in student rooms. Courtesy phones are available, primarily at each front desk, and may be used for local and 911 calls.

## **STORAGE**

Limited space may be available for students who wish to store belongings over the summer. Items left in storage by students not currently living in the residence hall will be considered abandoned. Abandoned items may be retained by the University or be disposed of no sooner than 30 days after the end of the semester through sales, donation, or in such other manners as the University in its sole discretion may determine.

## **TEMPERATURE CONTROL**

Residence halls are maintained at a temperature “comfort zone” between 71 and 81 degrees Fahrenheit. If a resident feels that the temperature in his or her room is uncomfortable, he or she should contact the front desk staff. If a resident’s room is reported or detected to be outside the “comfort zone,” after 5 pm, interim measures such as extra fans or blankets may be offered to address the resident’s comfort. Temperatures unreasonably interfering with sleep or study will be treated as an emergency and dealt with as soon as possible regardless of the time of night.

## **BUILDING AMENITIES AND SERVICES**

### **COMPUTER LABS**

Computer labs are available to aid residents with their studies. Residents should treat equipment with respect and immediately report any problems to the front desk staff. Computers in the computer labs are not connected to printers. Students who abuse the hall equipment or computer lab guidelines may lose computer use privileges in the halls as determined by the Housing disciplinary process.

### **GRILLS**

Most halls have outdoor grills available for resident use. Residents wishing to use a grill should ask for instructions and procedures at the front desk and may be asked to provide a UNT ID. Fires may only be made in appropriate grills or fire pits. Gas grills and charcoal grills are prohibited in the residence halls, including on the balconies at College Inn.

### **LAUNDRY FACILITIES**

Laundry rooms are provided in each residence hall for the use of Housing residents only. The machines are serviced by a private vendor and all inquiries regarding repairs and refunds should be directed to the front desk staff.

### **MAIL and PACKAGES**

Residents may sign up for a mailbox at no additional cost through Eagle Express, the mail service provider in the University Union. Eagle Express Mail allows mailbox holders to send and receive mail through USPS, UPS, FedEx, or DHL. To receive mail via an Eagle Express mailbox, a resident’s address should be listed as follows:

Resident’s Name  
1155 Union Circle # (box number)  
Denton, TX 76203-5017

Mail, including packages, from the United States Postal Service cannot be delivered to the residence halls or the Housing Administration mailbox.

Packages sent via UPS, FedEx, or DHL, and other services, such as florists, can also be sent to the residence halls. Before sending a package to the hall, residents and parents should verify the delivery address at [http://housing.unt.edu/staff\\_directory](http://housing.unt.edu/staff_directory) or through the hall’s front desk staff.

Desk personnel will sign for the package or delivery and notify the resident to pick it up at the front desk. Students who receive notification of a package or delivery should pick it up at their earliest convenience, as some of the items may be perishable. For large deliveries, the front desk staff should be notified in advance. A resident should inform the front desk staff and/or the Hall Director in advance if he or she is expecting to receive a perishable item or medicine, such as insulin.

## **SWIMMING POOL**

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

## **RECREATION EQUIPMENT**

Each residence hall provides a variety of games, recreational equipment, and other items that may be checked out through the hall's front desk with a student ID card. Residents can check with the front desk staff to see what is available in their hall.

## **ROOM RESERVATIONS**

### **Non-Reserveable Space**

Common and public areas (lobbies, TV lounges, living rooms) are considered the residents' "living rooms" and are limited to resident use and Housing programming functions and meetings. Non-University groups may not use these facilities for meetings or programs of any sort.

### **Reserveable Space**

The following facilities can be reserved by residents, registered student organizations, and University departments: Clark Blue Room and Clark Park; Crumley Conference Room and Crumley Park; Honors Park, Honors Study Rooms, and Honors Common Room; Kerr Blagg Room, Kerr Beach, and Kerr Basketball Court; Legends Park; Maple Suite; McConnell Board Room, McConnell Park, Mac Café, and Bewley Parlor; Mozart Square Third Floor Study Room; Traditions Study Rooms and Third Floor Meeting Room; Victory Media Room, and Victory Seminar Room.

### **Guidelines for Reservations**

Programs sponsored by Housing have first priority for reservations. To reserve Kerr Beach, Kerr Basketball Courts, or Clark, Crumley, Honors, Legends, or McConnell Park, student organizations and departments must see the Special Assistant for Programming or the Coordinator for Residential Education in Crumley Hall. Student organizations must bring a completed Student Activities Event Form with them when making the reservation request. Students, organizations, and departments wishing to reserve any other space must go through the Hall Director of that building and submit a Room Reservation Form. Charges are assessed for use of the Crumley Conference Room, with the exception of resident use. A student, organization, or department given a key to a room is responsible for all activity that occurs in the room while in possession of the key, as well as for the key itself. The individual may not transfer or assign the key or responsibility for the facility to another person or organization. Students, organizations, and departments must adhere to all University and Housing policies while using the room.

## **RECYCLING**

Recycling bins are located in various residence hall common areas and on individual wings in some halls. Students can recycle mixed paper, newsprint, plastic bottles, glass, and aluminum. Cardboard to be recycled should be placed in the designated area for each hall. The following rules apply to recycling:

- Recycling bins are not to be used as trash receptacles.
- Only paper may be placed in the large, blue recycling receptacles. Paper placed in these bins must not be wet or have touched food because it causes the paper to become unrecyclable.

- Only plastic bottles and aluminum cans may be placed in the bottle-shaped recycling receptacles.
- Paper, plastic, glass, and aluminum recyclables may be combined when taken to one of the mixed-stream recycling dumpsters, which are available at many halls.
- Cardboard bins or corrals are placed near outdoor trash dumpsters during move-in and should be utilized to maintain space within dumpsters.
- Recycling and donation stations for abandoned and unwanted items will be available during closedown week of the spring semester. See the front desk for details.

## **STUDY LOUNGES**

Study lounges equipped with tables and chairs are available in most residence halls. These facilities provide an area to study during the day or night and are large enough to accommodate several students.

## **VACUUM CLEANERS**

Residents may check out a vacuum cleaner from the front desk of their residence hall. Vacuum cleaners should be handled carefully, should not be removed from the residence hall, and should be returned in a timely manner. If a vacuum needs repair, please return it and inform the person working the desk.

## **VENDING MACHINES**

Vending machines are available in most residence halls. Students who lose money in vending machines should go to the Information Desk on the third floor of the Union to get a refund. Students who lose money in a change machine should contact the hall's front desk staff. The abuse of vending, laundry, change, or ice machines may result in a referral to the Dean of Students office.

## **TRASH**

Dumpsters are provided near each building for residents' trash disposal. For health and safety reasons, residents must take personal trash, boxes, pizza boxes, etc. to the dumpster.

# ASSIGNMENTS OFFICE

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## CAMPUS HOUSING POLICY

The UNT campus housing policy states that, “All unmarried undergraduate students who have graduated from high school the semester prior to enrolling at the UNT, who have completed fewer than thirty (30) semester hours of university work (any hours completed while in high school not included in the thirty hours) and who enroll for nine or more semester hours are required to reside in university operated residence halls under a contractual room and board plan as long as space is available.”

The policy can be found in its entirety at <http://policy.unt.edu/policy/07-008>. The Director of Housing is responsible for administering the housing policy and for granting exceptions or exemptions from the on-campus housing requirements. A student dissatisfied with the decision or finding of the Director of Housing regarding an application for exception or exemption from the on-campus housing requirement may appeal to the Associate Vice President for Auxiliary Services at 940-565-2033.

## FACILITIES FOR PEOPLE WITH DISABILITIES

Specially equipped rooms are available to students with disabilities in a majority of the residence halls. For information about disability accommodations in the residence halls contact the Assignments Office or the Office of Disability Accommodation at 940-565-4323.

## ROOM ASSIGNMENTS

Housing attempts to accommodate all student preferences for housing assignments. Assignments are based on the student’s hall preference and the completion of the Housing application.

## PAYMENT SCHEDULE

All balances for UNT Housing room and board charges will be posted to each student’s myUNT account. Payments UNT Housing balance must be made through a student’s myUNT account or through the Student Accounting and University Cashiering Services staff in the Eagle Student Services Center.

Fall payments are due by the 3<sup>rd</sup> of October, November, and December; spring payments are due on the 3<sup>rd</sup> of February, March, April. Failure to make a payment on time will result in a \$15 late fee.

## CHECK IN PROCEDURES

Residents checking into assigned rooms must complete an online Room Inventory Sheet by the date specified and note any damages or missing furnishings. At checkout residents will be responsible for any damages or missing items not listed on the inventory sheet.

Residents who live alone in multiple-occupancy rooms must keep the second set of furniture and the other closet clear of all belongings so that a new roommate may move in at any time. Residents whose rooms require cleaning before a new roommate can move in can be charged a cleaning fee of up to \$75.

## CHECKOUT PROCEDURES

Residents who will not return to their assigned room for the next semester must check out of their rooms within 24 hours of their last final exam or by 5 pm on the last day of finals, whichever is first. Residents must exit the hall with all personal belongings no later than 7 pm of their checkout day. Residents whose travel arrangements require that they

leave the Saturday following exams must submit a written request for a later checkout time in advance to their hall director. Detailed instructions regarding checkout procedures and expectations are provided by the hall staff.

In some halls, residents may take advantage of an Express Checkout option that allows them to check out without having to schedule a time with an RA. Express Checkouts are conducted at the discretion of the Hall Director of any particular hall.

At the time of checkout residents must assure that all items included on the Room Inventory Sheet are in the room, all beds are unbunked and lowered, all damage to walls from nails, screws, double stick tape, or tacks is repaired to a point of being undetectable by the human eye, and all areas are clean and free of trash. Spackle and wall paint for touchups are available at the front desk at the end of each long semester. Detailed instructions regarding checkout procedures and expectations are provided by the hall staff. Housing may charge residents a fee to repair room damages or for excess cleaning required after check out. In the event that the responsible party cannot be determined, fees will be evenly divided between all residents of the room. Residents who fail to follow checkout procedures will be assessed a \$75 improper checkout fee and may also incur cleaning and/or damage charges. Residents who fail to return a key will be charged a lock change fee between \$50 and \$100, depending on the hall.

## **MID-YEAR CLOSINGS**

### **Thanksgiving and Spring Breaks**

All residence halls remain open during Thanksgiving and Spring Breaks. Residents are not required to move their belongings out of their rooms during these periods. Students must notify the front desk staff if they will be staying for all or part of Thanksgiving or Spring Break so the hall staff has an accurate list of the remaining residents.

### **Winter Break**

All halls except College Inn and Mozart Square close over Winter Break. Residents returning to the same rooms after Winter Break may leave their belongings in their rooms, but residents will not have access to their rooms during the break. If space permits, a resident may stay on campus in an open residence hall during Winter Break by filling out an application online and paying the Winter Break fee prior to the end of the fall semester.

## **SUMMER HOUSING**

Residents attending summer school sessions may stay on campus but must fill out the separate summer housing application(s) and make payments according to the summer housing payment schedule. College Inn, Crumley Hall, and Mozart Square are the only halls open for residents attending summer school. Mozart Square is available for current Mozart residents only.

## **HALL OR ROOM CHANGES**

Residents who wish to make hall or room changes should make the request through the Desk Clerk at their current hall's front desk. Room change requests will be processed on a first come, first served basis. Once space is available to accommodate a resident's room change request, he or she will be notified by the Desk Clerk and given instructions on how to complete the move. The resident must complete the move within 72 hours including proper check out of his or her former room. Residents who fail to properly check out of their old rooms may be charged for cleaning and/or a \$75 improper check-out fee. Changing rooms or halls without authorization from Housing staff constitutes improper check-out.

## **ROOM CONSOLIDATION**

If half of a double occupancy room is vacant and other space is available on campus, the student occupying the room may be given an option to pay the private room rate (one and a half times the room rate) or maintain the double



occupancy rate, in which case a new roommate may be assigned to the room at any time. Paying the private room rate to keep the second space vacant is typically only available in the spring or summer semesters due to high occupancy in the fall semester.

For operational reasons the university may be required to close all or part of a residence hall. While this seldom occurs, residents may be required to move and consolidate into other rooms.

### **SINGLE OCCUPANCY ROOMS**

Single occupancy rooms are available in College Inn, Legends Hall, Traditions Hall, and Victory Hall. Private single occupancy rooms are available in Honors Hall, Legends Hall and Mozart Square. Double occupancy rooms cannot be used as private rooms when there is a high demand for space in the residence halls. Students who intentionally create conflict or aggravate their roommates in an attempt to obtain a private room may be subject to disciplinary action, an in-hall or out-of-hall move, consolidation, and/or charges for a private room.

### **TEMPORARY ASSIGNMENTS**

When more students apply for housing than can be accommodated in designated student rooms Housing makes additional space available for temporary housing to give more students the opportunity for on-campus housing. This situation typically occurs at the start of the fall semester and is resolved when residents fail to claim their housing assignments or withdraw from the university. Students housed in temporary assignments will be given permanent assignments in newly vacated spaces as soon as spaces become available.

### **TRIPLE OCCUPANCY**

In emergency situations Housing may assign three residents to a double occupancy room. Triple occupancy assignments will be kept as short as possible based on operational need

### **APPEAL OF CHARGES**

As set forth above, Housing may charge residents additional fees for improper check out, excessive clean-up, damage repair, lock changes and late payments. Residents who wish to appeal charges assessed to their accounts (e.g., lost keys, cleaning, improper check out of room) should appeal to the Hall Director in writing no later than 60 calendar days after the notice of the fee.

# HOUSING COMMUNITY STANDARDS

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Housing community standards establish an environment in which a large number of residents may live together with maximum freedom while recognizing the rights of other residents. Ideally, residents accept the responsibility of living in a community situation and are aware of how their actions affect others.

## COMPLAINTS

Residents who have general complaints about the conditions of the halls or their rooms, compliance with policy or other conflicts within their living environment should initially direct their concerns to their RA. If a resident is uncomfortable speaking with an RA or if they are dissatisfied with the RA's response, a resident may schedule an appointment through the hall front desk to speak with the Hall Director. Residents who remain dissatisfied after speaking with the Hall Director may schedule an appointment with the appropriate central housing office official by calling 940-565-2610.

This complaint process does not provide another opportunity to challenge a disciplinary sanction. Additionally, issues related to discrimination, sexual violence and other criminal matters should be addressed as set forth elsewhere in this Handbook.

## COMPUTER USE

Residents using internet through Apogee must abide by the UNT Computer Use Policy (3.10) which can be found at [http://www.unt.edu/policy/UNT\\_Policy/volume2/3\\_10.html](http://www.unt.edu/policy/UNT_Policy/volume2/3_10.html). The University Computer Use Policy prohibits criminal and illegal acts which may involve, but are not limited to the following: unauthorized access, intentional corruption or misuse of computer resources, violation of copyright, theft, obscenity, or child pornography.

Residents may not participate in unauthorized duplication and distribution of software or other copyrighted materials, including copyrighted music, movies, graphics, etc. Exceptions to this are specific authorization by the copyright holder or use under the fair use provisions of the copyright law. Apogee also does not allow use of Peer-to-Peer (P2P) or BitTorrent file sharing programs. Residents who are found to be in violation of copyright laws will be charged \$100 to remove the illegally downloaded file(s) and the program that was used to download it. Apogee will disconnect a user's internet for a copyright violation until the file(s) and program are removed.

If information from a social networking or other website is brought to the attention of Housing staff and suggests that a student is in danger, has made any threats, or has violated the Code of Student Conduct, the University may investigate and respond accordingly.

## DAMAGES

Residents will be held accountable for any damage they cause to University property, including resident rooms and common areas.

## GUESTS

Residents may have guests of the opposite sex in their resident rooms, in the hallways, and on the wings during designated guest visitation hours provided they secure the consent of their roommate(s) and comply with all guest policies. Because a resident should feel safe and comfortable in his/her own room, a resident's request for any guest to leave his/her room, regardless of the guest's sex, must be honored, even if the request is made during visitation hours. The spirit of this policy should be upheld irrespective of sexual preference and regardless of the sex or gender of the guest.

## Guest Visitation Hours

- Freshmen Visitation Hours (first year out of high school and/or first year of college):
  - Sunday—Thursday: 10:00 am-1:00 am
  - Friday and Saturday: 10:00 am-2:30 am
- Upper-class student Visitation Hours
  - Sunday –Thursday: 10:00 am – 1:00 am
  - Friday and Saturday: 24 hours

Visitation Hours apply to the residence hall room. Therefore, students in a room belonging to freshmen must adhere to the Freshmen Visitation Hours, regardless of their designation. Similarly, freshmen are allowed to visit upper-class residents in their rooms during appropriate Upper-class Visitation Hours.

## Guest Expectations

- Guests should respect residence hall policies at all times and cooperate fully with hall staff. Residents are responsible for the behavior of their guests and will be responsible for any damages their guests cause.
- Guests must enter and exit through the main entrance and are expected to stay in the room they are visiting and not wander the halls.
- According to individual hall policies guests may need to be accompanied by the resident when entering and leaving the residence hall.
- After guest visitation hours, individuals are not allowed to remain in common spaces (e.g., TV rooms, lounges, kitchenettes), unless he/she is the guest of a resident in that residence hall.

## Overnight Guests

- In all cases of overnight guests, roommates should discuss the upcoming visit(s) and set guidelines prior to the guest's stay. If there are problems, it is the responsibility of the roommate who is unhappy with the situation to enlist the RA to assist in finding a resolution to the problem.
- Guests may not stay in a room for more than three nights in a ten-day period. Longer guest stays are subject to Hall Director approval.
- A maximum of two guests are allowed in a multiple occupancy room on a given night.
- If a resident wishes to have a sibling or child who is a minor stay overnight the resident must obtain the consent of their Hall Director.

## PRACTICE HOURS

Music practice hours vary from hall to hall. In some halls practicing is prohibited. Students should consult the staff in their hall to find out the policy in their building.

## QUIET HOURS

During Quiet Hours residents are expected to keep noise levels to a minimum in order to accommodate the sleep and study habits of their peers. Noise restrictions include conversations in hallways, telephone calls, and other noises, such as radios, televisions, or slamming doors. The primary, initial responsibility for the enforcement of Quiet Hours belongs to the residents. Residents disturbed by noise exceeding Quiet Hours guidelines are encouraged to approach the other student personally and politely ask the student to comply with the Quiet Hours policy. If the request is disregarded, the resident should then contact a hall staff member.

Quiet Hours generally are as follows:

Mozart Square: 20-hour quiet hours

- Sunday-Monday: 10 pm – 6 pm

Traditions Hall and Santa Fe Square: 19-hour quiet hours

- Sunday-Monday: 10 pm – 5 pm

All Other Halls:

- Sunday - Thursday: 10 pm – 10 am
- Friday and Saturday: midnight – noon

Quiet Hours may be amended with the approval of Central Housing and the individual hall staff. Housing may establish “quiet wings” in certain halls (with extended Quiet Hours all year) based on student interest and hall need. In most halls Quiet Hours are extended during Dead Week and Finals Week each semester.

In addition to the Quiet Hour policy, Courtesy Hours are in effect in every hall 24 hours a day. Students are expected to extend courtesy and respect to their neighbors at all times by keeping conversations, music, and other noise at a reasonable level. Any student approached by a peer regarding a noise complaint should demonstrate respect by attempting to lower noise levels. Consistently loud residents will be required to meet with the Hall Director.

## **ROOMMATE/SUITEMATE RELATIONSHIPS**

Residents should respect their roommate or suitemate’s privacy in their residence hall room and bathroom. At no time may an individual take photos or video of another person in a private place, including a hall room or bathroom, without that person’s consent.

## **ROOMMATE CONFLICTS**

Most roommate conflicts can be solved directly by the residents through open, respectful communication. When these efforts fail, the residents should contact their RA so that conflict mediation can be arranged. If the RA is unable to resolve the matter with the roommates, the matter will be referred to the Hall Director. If a conflict cannot be resolved informally or is being addressed through the disciplinary process, Housing staff may relocate one or all of the residents involved to another room or residence hall. Residents who exhibit a pattern of behavior that creates conflict with multiple roommates may be subject to relocation or removal from Housing as well as a possible referral to the Dean of Students office.

## **SOLICITATION AND POSTING**

Solicitation in the residence halls must have educational and/or charitable purpose and is limited to the following activities. The full UNT Solicitation Policy is available at

[http://policy.unt.edu/sites/default/files/untpolicy/10.13\\_Solicitation%20Policy.pdf](http://policy.unt.edu/sites/default/files/untpolicy/10.13_Solicitation%20Policy.pdf)

### **Informational Tables**

Departments, campus organizations, and charitable and non-profit organizations may sponsor an informational table in a residence hall with the permission from the Residence Life Coordinator for Residential Education & Assessment.

### **Flyers**

Individuals, companies, or groups wishing to post flyers in the residence halls must present the materials to Central Housing for approval. Flyers that are determined to have educational intent will be approved, distributed to the residence halls, and posted by Housing staff.

## **THERMOSTATS AND VENTS**

Residents may not tamper with thermostats or vents in student rooms or in common areas. In most halls, resident room vents are part of an airflow return system, which has been precisely calibrated. Opening windows or tampering with

these vents alters the airflow and disrupts the comfort of the entire wing. Students should call the front desk staff regarding any temperature complaints.

## **WINDOWS**

Due to the sensitive nature of the residence hall heating and air-conditioning systems, windows must remain closed and locked at all times unless otherwise advised by the hall staff or publicized by the hall front desk. Bruce Hall, Mozart Square, and Santa Fe Square residents may open their windows only when not using their individual heating or air conditioning units. Open windows can damage or render the heating and air conditioning equipment ineffective (often resulting in the extreme discomfort of other rooms in the hall and on the wing).

Students are not allowed on window ledges and may not use window ledges for storage, throw objects from windows, or hang objects from windows or railings.

Window screens must be kept in place at all times. Removal of window screens may result in reinstatement charges.

# RESIDENT CONDUCT

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Housing prohibits actions that violate Housing policies or community standards, including, but not limited to the guidelines provided in this handbook. Violations of these standards can result in disciplinary action up to and including administrative removal from the residence halls. Residents are also required to comply with University policies (including the Code of Student Conduct) and all local, state, and federal laws.

## REPORTING CRIMINAL ACTIVITY

In the event of an emergency, dial 911. Students are encouraged to report known or suspected criminal activity by calling the UNT Police Department non-emergency number: 940-565-3000. Additional information may be obtained by visiting the UNT Police department's website: [www.unt.edu/police](http://www.unt.edu/police).

## IDENTIFICATION

The student ID card is a student's official University identification. Students must carry their UNT ID on campus. Identification may be required of any person on University property, and the student ID card must be presented to any UNT official upon request. Failure to produce an ID is an act of non-compliance, and the individual(s) may be asked to leave, escorted to the hall's front desk, or trespassed by the UNT Police.

## NON-COMPLIANCE

Failure to comply with reasonable directions and requests of a University official, or failure to heed an official summons of any University official acting in the performance of his or her duties will result in disciplinary referrals to the Hall Director(s), to the Central Housing Office, or the Dean of Students office. Failure to appear for disciplinary appointments is viewed as non-compliance and may result in similar action as noted above.

## DISCIPLINARY PROCEDURES

### JURISDICTION

Resident conduct that violates the policies set forth in the Housing Handbook will be addressed by Housing staff. Conduct committed in the residence halls that may violate the Code of Student Conduct will be referred directly to the Dean of Students office for further review in accordance with the Code of Student Conduct. Residents who are referred to the Dean of Students office may also be required to meet with their Hall Director to discuss the incident, educate the residents on Housing or University policy, and address the implications of the resident's behavior within the community. If the Dean of Students office declines to exercise jurisdiction over resident conduct, Housing may still act to enforce Housing policy. Hall Directors and/or Central Housing staff may address resident conduct issues through disciplinary meetings and sanctions.

### SANCTIONS

Sanctions for violation of housing policy are based on the nature of the violation, the impact on the community, and the resident's previous conduct history. The Hall Director and/or Central Housing staff is responsible for assigning sanctions. Failure to abide by or complete an assigned sanction may result in additional sanctions. Sanctions available to address violations of housing policy include:

Warning –A verbal or written notice to a resident that they have violated Housing policy and must refrain from future violations.

Loss of Privileges – A temporary or permanent loss of Housing privileges.

Educational Sanctions – An assignment designed to educate a resident about the potential impact of misconduct and to prevent reoccurrence.

Fines – Fines may be imposed as set forth in the Handbook.

Restitution for Damages – A resident may be charged the cost of materials and labor required to repair damages related to misconduct.

Disciplinary Change of Assignment – A resident may be transferred to a different room, a different area within a residence hall, or to another residence hall.

Disciplinary Termination of Housing Agreement – A resident may be temporarily or permanently removed from on-campus housing.

## **INVESTIGATION AND DISCIPLINE MEETING**

Upon learning of an alleged violation of housing policy, the Hall Director and/or Central Housing staff member will investigate the allegation to consider if there is a reasonable basis for believing that housing policy has been violated. The Hall Director and/or Central Housing staff member may interview any complainant and any witnesses as part of the investigation. If it is determined that a violation may have occurred, the accused resident will be contacted to schedule an appointment to review the alleged misconduct and to provide the resident an opportunity to respond to the allegations. When receiving a request for a discipline meeting the accused resident will be notified about what housing policy has allegedly been violated.

At the discipline meeting the accused student may bring any information or be accompanied by any witnesses that may be relevant to a complete review of the alleged violation. Residents must speak on their own behalf during the discipline meeting and are not permitted to be accompanied by legal counsel. Residents may be accompanied by a parent in accordance with the provisions of the *Family Education Rights and Privacy Act*.

If the accused student fails to appear at a meeting or fails to respond to a request for a discipline meeting, they can be subject to additional disciplinary sanctions.

## **DETERMINATION AND SANCTIONS**

If the information available from the investigation and disciplinary meeting shows that it is more likely than not that the accused resident committed a violation of Housing policy, the Hall Director and/or Central Housing staff member can proceed with assigning sanctions. Notice to residents regarding sanctions will be in writing and will provide the factual basis for the decision and the specific details regarding the sanction (e.g., amount of fines, amount of restitution, information regarding change in room assignment).

## **APPEALS PROCESS**

Residents who wish to appeal a decision or disciplinary sanction made by the Hall Director and/or Central Housing staff member must submit a written appeal to the Associate Director for Residence Life in Central Housing within three working days of the decision or sanction. Only sanctions of an in-hall move or greater may be appealed to the Associate Director for Residence Life. The Associate Director for Residence Life will issue a decision on the appeal within ten business days.