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MISSION OF THE OFFICE OF RESIDENCE LIFE

The Office of Residence Life at St. Mary's University is a component of the Student Development Division shaped by Marianist traditions. Residence Life provides residence halls that are communities which develop students' life skills and personal responsibility and serve as transitional environments to future roles and service to society.

Shaped by Marianist traditions

The Marianist family includes members of the Society of Mary (founded in 1817 by Father William Joseph Chaminade), the Daughters of Mary Immaculate (founded in 1816 by Adele de Batz de Tranquelleon) and various communities of lay men and women. Being shaped by Marianist traditions means educating students as Individuals; fostering awareness of personal values and moral responsibility; invoking a dialogical family spirit; and creating a community of faith.

Provide residence halls that are communities

Residence halls must provide a physical environment in which community can grow. Within the Marianist tradition, a community is viewed as an extended family. The community within the residence halls offers a variety of different relationships among various populations. The community includes and is supported by staff, faculty, administrators, family and friends. Respect for individual differences and the understanding of diversity are key elements in the development of community in the residence halls at St. Mary's University.

Develop students' life skills and personal responsibility

Living on campus provides many opportunities to discover and develop one's own gifts and talents. The Office of Residence Life works with residents to cultivate these gifts and talents into life skills. Residents will face challenges of personal responsibility as they mature into independent adults. Embracing the University's academic endeavor to create students who are intellectual and critical thinkers, the residence halls provide a challenging, yet supportive environment for the residents' development and growth.

Serve as transitional environments to future roles and service to society

The residence halls are but a foundation to a life beyond St. Mary's University. Residents will discover a variety of leadership opportunities that will become essential for future roles. Involvement in service experiences offered to residents will enable them to become integral, contributing members of society.

RESIDENCE LIFE OFFICE, STAFF AND ORGANIZATIONS

Central Office – 436-3714

The Residence Life Office is located within the Student Life Office on the second floor of the University Center. The staff includes the Director, the Associate Director, Assistant Directors of Residence Life, Assistant Director of Residence Life-Operations, Graduate Hall Directors, the Graduate Coordinator for Conference Services, the Office Coordinator and student staff.

Director: James J. Villarreal

The Director of Residence Life is responsible for managing eleven residence halls and supervising the Residence Life staff which includes the positions listed above.

Associate Director of Residence Life – Operations: Ann Karam

The Associate Director of Residence Life – Operations is responsible for day-to-day maintenance and renovations of Residence Life facilities. She is also responsible for housing operations and resident assignment data management.

Assistant Directors (ADRL) André D. Greene / Jacqueline B. Peña

The Assistant Director's role involves supporting the student development program of the Office of Residence Life. Their primary responsibilities are paraprofessional staff selection and training of professional, graduate, and support staff. Additionally, they advise the Residence Hall Association (RHA), oversee the coordination of Residence Life publications, and coordinate Summer Conference Services.

Residence Hall Director (RHD)

The ADRL is a full time professional with at least a Bachelor's Degree in Student Personnel, Counseling or a related field who lives on campus and supervises Resident Assistants and student staff.

The RHD trains the student staff, provides overall direction for a residential area and keeps office hours for advising and meeting with individual students and groups.

RHD HALL OFFICE FRONT DESK

Patrice Buckner	Marian Hall	431-2103
John Bulcock	Dougherty Hall	436-3936
Amber Floyd	Chaminade	436-3478
Chris Garcia	Treadaway	436-3053
Frankie Zuniga	Outback	431-2185
*Stefanie Gonzalez	Lourdes	436-3100 (GHD)

Graduate Hall Director (GHD)

The GHD is a part-time staff member enrolled in graduate studies. The GHD lives on campus and provides direction for a residential area. Additionally, the GHD advises student groups, develops programs and supervises Resident Assistants.

Office Coordinator: Laura Salas

The Office Coordinator is responsible for the management of front office operations including maintaining student information files. The Office Coordinator assists office visitors with questions and problems regarding Residence Life to include housing assignments, billing, room and key deposits, roommate conflicts, mail delivery and other concerns.

Residence Life Office Clerk: Melinda R. Natal

The Office Clerk is responsible for the management of front office operations including maintaining student information files. The Office Clerk assists office visitors with questions and problems regarding Residence Life to include housing assignments, billing, room and key deposits, roommate conflicts, mail delivery and other concerns. The Office Clerk will also serve as “troubleshooter” for the front office.

Resident Assistants (RA)

RAs are the staff members closest to you and it is important to remember that they are students like you. They live on your floor or in your building and work with you on a regular basis. Their primary duty is to assist you and to foster and develop community on their floor and in their hall. RAs are a great resource and can provide inside information that you need to succeed at St. Mary's. In addition, they can provide assistance when you are ill, mediate roommate conflicts, arrange for maintenance repairs, refer you to offices on campus, and keep you informed about various events on campus and in the community. Furthermore, an **RA is on duty in each residential area from 7:00 PM each night to 7:00 AM each morning** while school is in session, including short break periods.

RAs also organize a variety of programs and activities in the building and on their floor based on a wellness model. This model encourages programming over a variety of domains including physical, emotional, social, intellectual, vocational, cultural, and spiritual.

S.T.A.R.S. (Students Together Are Reaching Success)

Dougherty, Marian and Lourdes are First Year Experience Halls (FYE). RAs in these buildings are aided by STARS (Students Together Are Reaching Success). The STARS are undergraduate residents who have been selected and trained to address the needs of a first year student in the First Year Experience (FYE) Halls. Four STARS are assigned to each FYE Hall (one STAR assigned to each floor) and they participate in all training and development sessions.

Residence Hall Council

The Residence Hall Council is a student organization in each residence hall/area designed to address the concerns of that hall/area and to develop programs to enhance the quality of life for residents. Meetings are open to all hall residents. Although some differences exist by hall/area, most hall councils have elected officers and representatives from each floor or building. Hall Council participation is the basic channel for resident input to decision making and for meeting social, recreational, and cultural needs. **All residents are members of the Residence Hall Council. Ask your RA for information on how you may participate in Hall Council.**

Residence Hall Association:

The Residence Hall Association (RHA) is the organization that represents all the students living on campus. As the students' voice to the Residence Life Office, RHA works to promote the welfare and interests of resident students, provide leadership skill development through programming and provide programs and activities to all residents. RHA is affiliated with the Texas Residence Hall Association (TRHA), the Southwest Affiliate of College and University Residence Halls (SWACURH) and the National Association of College and University Residence Halls (NACURH). The RHA Office is located in Flores Hall. You may contact a representative at ext. x2159.

National Residence Hall Honorary

The National Residence Hall Honorary (NRHH) is an honor organization developed to recognize student leaders from residence halls across the nation. Individuals selected for membership have displayed outstanding leadership and service in their residence hall community.

RIGHTS AND RESPONSIBILITIES OF RESIDENT STUDENTS

Each person, as a resident of the St. Mary's University residence halls, possesses certain individual rights and responsibilities. Each resident has the right to engage in those physical, educational, spiritual, and social pursuits that are a necessary part of university life as long as those pursuits do not interfere with the rights of others and are not illegal. Included with these responsibilities is being a positive and productive community member.

The primary rights of an individual include:

- The right to read and study, free from undue interference in one's room.

Unreasonable noise and other distractions inhibit the exercise of this right.

- The right to sleep
- The right to one's belongings
- The right to free access to one's room
- The right to a clean environment in which to live
- The right to fundamental fairness. In exercising this right, the student further holds the right to be free from fear of intimidation, physical and/or emotional harm, and the imposition of sanctions without fundamental fairness.

Secondary rights of the individual include:

- The right to personal privacy

This does not mean that residents may refuse to have a roommate or to work within the mediation system to solve roommate problems.

- The right to host visitors

With this right goes the understanding that visitors must respect the rights of all residence hall students and adhere to all residence hall regulations.

Any abuse of these rights is subject to review and action according to the St. Mary's University Code of Student Conduct as outlined in the Student Handbook. However, **the process of mediation involving students and the residence hall staff should also be considered as a means of solving conflict.** This can be arranged through the Residence Life staff.

COMMUNITY STANDARDS

Residents are expected to observe all federal, state and local laws as well as the residence hall regulations covered in this handbook, your Application/Agreement form, the Student Handbook, and other University publications. Noncompliance of any policy or regulation listed in any of these publications may result in disciplinary action. It is the responsibility of all residents to discourage other persons from violating those standards and/or report a violation of community standards to the Residence Life Staff.

ARTICLE I: PERSONAL RESPONSIBILITY

A. Abandoned Belongings

Any belongings left in the room after the 24 hour check-out period will be considered abandoned and will become the property of St. Mary's University. Abandoned property may be kept or disposed of at the discretion of the University unless other arrangements have been made in advance with the Director of Residence Life.

B. Alcohol

St. Mary's University promotes the view that individuals should be able to make responsible decisions regarding the use of alcohol. However, under no circumstances may an individual consume alcohol if he/she is under the legal drinking age.

Texas State law prohibits the consumption of alcohol by persons under the age of 21. Additionally, state law prohibits the supply of alcohol to minors.

Therefore, the Residence Life staff and University Police will enforce these laws. **For this reason the following activities will result in disciplinary action:**

1. Alcohol consumed by persons under the age of 21. (*1994 Alcoholic Beverage Code, Sec. 106.04*)
2. Alcohol consumed in public places including courtyards and certain indoor areas regardless of age.
3. Alcohol sold or given to minors. (*1994 Alcoholic Beverage Code, Sec. 106.06*)
4. Printed materials, flyers, or posters advertising alcohol when displayed outside a residence hall room. (Note: this includes doors to rooms)
5. Possession of kegs, party balls, wine boxes, or other common source containers of alcohol, **whether empty or full**. Kegs may not be used as decorations or furniture.
6. The manufacturing of alcoholic beverages in the residence halls.
7. The use of empty beer cans or other alcohol containers, as room decorations or window displays.
8. Violation of alcohol policies by guests of residents.
9. Attendance at parties or gatherings where alcohol is being served if you are under the age of 21.

NOTE:

Residents aged 21 or over may store and consume alcohol in their room. Residents under the age of 21 may not store or consume alcohol in their room or any other location for any reason. In cases where one roommate is 21 or older and the other occupant is not, the roommate of legal drinking age may store and consume alcohol in the room. It should be obvious who is storing the alcohol within the room.

The Residence Life Office reserves the right to limit the quantity of alcohol in a resident's room to an amount appropriate for personal consumption. The appropriate amount is determined solely by University officials.

C. Alterations/Room Decorations (including Holiday Decorations)

1. Residents may not place/attach anything on the walls, doors or windows of the room using materials that will destroy paint or leave residue. Nails,

glue or other permanent adhesives require considerable labor and repair to remove (See Damages). No permanent markings, i.e. holes in the wall or other permanent modifications shall be made. Additionally, residents may not paint their rooms. Dartboards are not permitted in the residence halls and will be confiscated if found.

2. Room decorations must be contained wholly within the room and must not be visible to the general public. This includes items placed in windows but excludes curtains. Clothing should not be hung from windows. In addition, residents should not display their name or other identifying information on their room windows or doors. Please refer to Article I: Section D on **Hall Security**. Street or traffic signs, restaurant or other advertising signs are not permitted in resident rooms unless a receipt showing proof of purchase is provided. Windows may not be covered by foil or other materials.
3. To insure the long life of the soundboard installed in Treadaway special care should be taken for its upkeep. Do not use tape or white gummy material to hang items on the soundboard. These materials will leave a residue that will be difficult to clean. Pushpins are acceptable and encouraged.
4. Only artificial trees and small light sets are permitted in the residence halls during the holiday season. Windows should not be decorated with spray snow. All decorations must be removed before leaving for break.

D. Bulletin Boards

Residents are expected to be aware of the contents of bulletin boards. The Student Life Office must approve all announcements posted in buildings.

E. Check-outs

All students must check out of the residence hall within 24 hours of their last final examination, graduation or termination under the terms of the Residence Life Application Agreement. Proper checkout includes, but is not limited to: cleaning the room (and bathroom), removing all belongings, completing closing paperwork and returning all residence life keys. An appointment should be made with a member of the Residence Life staff to complete this process.

F. Confiscated Items

The Residence Life Staff will keep all confiscated items (except those prohibited by law) until the end of the current semester. At that time, it is the responsibility of the resident to request the confiscated item and remove it from the residence hall. Items that are unclaimed become the property of Residence Life and may be disposed of as deemed appropriate. Items that are illegal, (i.e. drug paraphernalia, weapons) will be turned over to University Police and will not be returned to the resident.

G. Damages

Residents are expected to use the residence halls in a reasonable and proper manner. Damages caused by residents and their guests will be charged to the resident. **Damages caused in common areas that cannot be attributed to the**

**responsible party will be charged to all the residents of that building.
Common area damage charges may not be appealed.**

H. Drugs (Illegal)/Drug Paraphernalia

The residence hall staff and University Police are required to enforce state and federal laws with regard to the use and possession of illegal drugs.

For this reason, the following activities will result in disciplinary action:

1. Use, possession, or sale of illegal drugs.
2. Possession of drug related paraphernalia.
3. Reasonable suspicion regarding use, possession, or sale of illegal drugs. Please refer to the room search policy located in this handbook for more information regarding this point.

4. Any of the above activities by guests of residents.

I. Escorting Visitors

All guests (regardless of gender) including parents and family members must be escorted by the resident they are visiting from the main entrance of the building to any other area of the hall, between areas and from one area to the entrance. Residents are responsible for insuring that they are clearly visible when escorting guests. Additionally, guests should not be left alone in a residence hall room or be loaned a resident key. During certain times of the year, the University reserves the right to restrict guests.

J. Fireworks

Fireworks, like all other explosives, are not permitted in the residence halls.

K. Floor or Hall Meetings

Students are required to attend all mandatory meetings. Those students who are unable to attend the meeting for any reason must receive permission to miss the meeting 24 hours in advance from the staff member conducting the meeting. Failure to attend will result in the following:

First offense: A letter will be placed in the resident's file recording the absence.

Second offense: The student will be referred to the Student Judicial Process.

Whether students attend or not they are responsible for all information that is presented in the meetings.

L. Free Access

No person may interfere with the free access of any resident to and from his/her room, lounge or study area in the building.

M. Furniture-Room and Lounge

Furniture provided in the residence halls for use in private rooms or public areas may not be taken, borrowed or exchanged from one room to another.

Storage for unwanted furniture or carpeting is not available.

The furniture in common areas is provided for the use of all residents. Removing lounge furniture from common areas is not permitted. Lounge furniture found in a resident's room will result in the following:

1. Residents will be required to return the furniture to the lounge area.
2. For a first offense, each resident of the room will be fined \$25 for each piece of common area furniture found in a resident's room.
3. Any subsequent violations of this policy will result in the fine outlined above as well as being referred to the Student Judicial Process.

NOTE: A resident may appeal a first offense to the Director of Residence Life.

N. Group Gatherings (parties, social functions)

Group gatherings are permitted in rooms as long as they can be wholly contained in that room (including noise). Functions beyond the limitations of the room should be held in a more appropriate facility. All functions within the halls must end by 12 midnight. **Persons who are not of legal drinking age should not attend parties in the halls/rooms where alcohol is being served.** Functions that are not consistent with the mission and values of the University are not permitted. They include, but are not limited to, murder mysteries, assassination games and strippers or exotic dancers.

O. Guests

Guests of the same gender may stay overnight in a room for a maximum of three nights. Roommates should discuss all guest plans with each other. Residents need to notify the Hall staff of any overnight guests staying in the residence hall. Disruptive guests may be asked to leave the building and the campus. In addition, the Residence Life Office reserves the right to limit guests in the building during certain times of the year. Residents should never leave a guest under of the age 16 alone in a residence hall room.

P. Harassment and Intimidation

No person may harass another on the basis of race, color, creed, sex, national origin, religion, disability, or illness or any other reason. In addition no person may exhibit behavior which harms or threatens to harm themselves, another person or another person's property. This includes the use of voice mail and email.

Q. Identification

All residents are required to carry their Rattler Cards at all times. In addition, residents are expected to present IDs when asked by a University staff member. Failure to do so may result in removal from the campus grounds. Possession of a "fake" ID is not permitted on St. Mary's University property.

R. Keys

1. Residents are expected to carry their key at all times in order to gain

entrance to their specific building/area and room. To ensure greater safety and security, room keys may not be duplicated or loaned to another person. These keys are the property of St. Mary's University and must be returned upon request.

2. Keys are issued at check-in and must be returned upon check-out. Failure to return keys will result in charges added to your student account. If keys are lost or stolen, please report this to the Residence Life Office immediately. You will be charged \$45 for a lost or stolen room key and \$5 for a lost or stolen mailbox key. This charge is for replacing the core in the room door and/or the mailbox. This charge will be placed on your student account.

S. Lockouts

It is the resident's responsibility to carry a key at all times. RAs respond to lockouts during duty hours or as they are available. The University Police are not obligated to let a resident into their room. Housekeeping or maintenance staff members are not allowed to let students into their room. Lockout charges are listed below and must be paid **prior to** re-entering the room.

First time - \$1.00

Second time - \$5.00

Third and all consecutive times - \$10.00

NOTE: Lockouts carry over from Fall semester to Spring semester.

T. Noise/Quiet Hours

1. It is the responsibility of all residents to avoid noise that might disturb others in each area of the building. **OFFICIAL QUIET HOURS ARE 10:00PM-8:00AM SUNDAY-SATURDAY.** The residence halls are part of the academic environment at St. Mary's and it is expected that students will be able to study and sleep in their rooms. Residents are expected to request quiet from offending parties before asking a staff member to intervene.
2. In keeping with our goal of promoting respect for others in an academic environment, the use of amplified sound and music may be restricted. These restrictions may include the mandatory use of headphones, limitations regarding the hours of use, and/or regulation of the volume. Continued violation of this policy will result in the enforced removal of the equipment from the residence halls, impoundment and other disciplinary sanctions.

U. Offensive Odors

An offensive odor is any odor or aroma of such intensity that it becomes apparent and is offensive to others. Any odor can become offensive. Some examples are cigarette, cigar and pipe smoke; perfume; or large amounts of dirty laundry. Offensive odors will be addressed when complaints are received.

V. Oyster Bake

During the weekend of Fiesta Oyster Bake, the following policies are in effect

from 10am Friday until 2am Sunday:

1. Each resident will be allowed only one resident or non-resident guest.
 - a. That guest must be registered with the Office of Residence Life prior to Fiesta Oyster Bake. Available times for registering guests will be posted in sufficient time preceding Fiesta Oyster Bake.
 - b. Once a resident has registered a guest, he/she may not change the name of the guest.
 - c. Registered guests must be accompanied by their host at **all times** while visiting a residence hall or residential area.
 - d. Each registered guest must carry the guest pass provided by the Office of Residence Life and a government-issued photo ID card. Both the pass and ID must be shown upon the request of a University official.
 - e. Residents are prohibited from hall-to-hall visitation after 5:00 p.m. during Oyster Bake weekend unless they are a registered guest as outlined above.
2. Residents will be expected to attend a mandatory floor/hall meeting to discuss Fiesta Oyster Bake. An identification system to assist the staff in determining a resident from a non-resident will be in place. If the system requires the placing of a sticker on IDs, or a wristband on a resident, it may be done at the mandatory meeting.
3. A maximum of five people are allowed in each residence hall room.
 3. All other policies will remain in effect.

NOTE: The University reserves the right to amend Fiesta Oyster Bake Policy at any time.

W. Parking for Residents

University Police issues parking tags for students in the residence halls. Assignment to a room does not guarantee a parking space close to the assigned building. Limited and restricted parking occurs during some on-campus events including Fiesta Oyster Bake and events at Greehey Arena. Please refer to University Police publications for further rules regarding parking. Emergency phones have been placed in various locations throughout the campus.

- Parking is not permitted in fire lanes under any circumstances.
- Long-term parking is not permitted in loading zones.
- A permit is required to park in handicap or reserved spaces.
- It is not recommended that you drive your car from your hall to class.
Parking spots in Lots D, C & H are for use by commuter students.

Cars parked illegally may be booted or ticketed and towed at the owner's expense.

X. Personal and Community Property

1. Residents are urged to report all losses and missing items to the University Police and to their RA immediately. Residents should keep

their room locked when asleep or not present in the room to assure greater security of belongings.

2. The University is not liable for any damages or losses to person or property caused by other persons, theft, burglary, assault, vandalism, other crimes, fire, flood, water leaks, rain, hail, ice, snow, smoke, explosions, interruptions of utilities, electrical surges, or other phenomena. The University strongly recommends that the resident secure insurance to protect against loss from any of the above occurrences. The resident agrees to indemnify the University for any claims or damages payable as a result of negligence, acts or omissions to act by the student in violation of University policy or the Residence Hall Application/Agreement.
3. No person may tamper with or borrow, without permission, the personal property of others and may not remove any community property from its assigned place in the hall. Additionally, residents and their guests may not damage, deface, or destroy any University property.

Y. Pets

1. Only small fish are allowed in the residence halls. To safeguard community health and proper sanitation, no animals are allowed on University property. The only exception to this policy is assisted animals that are authorized for persons with disabilities.
2. Residents should not feed stray animals. This may cause the animal to linger around campus and cause the resident to be in violation of the pet policy.

Z. Private Agreements

Residents may not enter into private agreements that might cause conflict with vendors under contract with the University.

AA. Projectiles

Throwing objects from windows or doors is not allowed.

BB. Public Behavior

Water fights, horseplay, shaving cream fights or creating a mess in the hallways or other public areas is not permitted. This includes lewd behavior.

CC. Renter's Insurance

The Office of Residence Life strongly encourages each resident to carry renter's insurance or be covered under his/her parent's homeowner insurance policy. The University is not responsible for loss or damages to an individual's personal belongings.

DD. Requests from University Officials

Residents and their guests are expected to comply with requests made by university officials. University officials include, but are not limited to, ADRL's, GHD's, RA's, STARS and University Police.

EE. Room Search

The University has established a policy for room searches by University staff.

Specific procedures in determining whether a room should be searched for illegal drugs, paraphernalia, weapons or prohibited items or substances are provided herein.

A professional member of the Office of Residence Life becomes aware of the illegal or prohibited behavior and/or of illegal possession in a residence hall room in one of the following ways:

1. Personal observation of the contraband or smelling of what he/she believes to be drugs.
2. A roommate informs a member of the residence hall staff that he or she has observed or knows of the use, possession, or sale of drugs or paraphernalia or prohibited item(s) or substance(s) and authorizes the residence hall staff member(s) to search the room. If the roommate is believed to be credible and invites the residence hall staff member(s) to enter his/her room for purpose of a search, the search shall take place.
3. Any individual may inform a residence hall staff member that a specific resident or residents are using, in the possession of, or selling drugs or paraphernalia or other illegal or prohibited item(s) or substance(s). In such case, the individual shall be thoroughly questioned and a judgment shall be made regarding his/her credibility. If possible, other sources should be used to confirm the information. The person must have had first hand, direct knowledge of the illegal or prohibited substance or act.

If other sources are not available, the individual's reputation for veracity and credibility as a witness shall be considered in making the final decision as to whether or not to search. When determining the veracity of the person providing the information, the University official will consider the person's history and reputation for truthful and honorable interactions within the institutional community before arriving at a decision to request a search.

The roommate or other individual providing the information shall be informed that knowingly providing false information is a violation of the St. Mary's University Code of Student Conduct. If the individual is not a student, he/she may be barred from the University for knowingly providing false information.

All reports and information received must be fully documented. Individuals will provide a written statement. The Dean of Students, Associate Dean of Students, or in his/her absence, the Director of Residence Life, after assuring that the appropriate conditions have been met, may authorize a room search and the following procedures:

1. Every search shall be based on timely information and conducted as soon as possible after the information is received.
2. There will always be at least one professional or graduate Residence Life staff member present.
3. University Police shall perform the search in the presence of the Residence Life staff member.

4. Staff members shall knock once on the door, identify themselves and open the door after waiting a reasonable amount of time (normally 20 seconds) for response. Before any search begins, any room occupants present will be notified of the reason for the search and will be afforded the opportunity to voluntarily produce the item(s) or material(s) sought. The room shall be searched in an orderly manner and all information shall be recorded. The student may be present during the search provided he/she does not attempt to inhibit the search. If he/she does attempt to inhibit the search, he/she will be required to leave the room in the company of University Police until such time as the search is completed.

If the student is not present at the outset, a determination will be made as to whether there is an immediate need to search the room. Every effort will be made not to change the condition of the room.

5. All information shall be submitted to the Dean of Students for appropriate action. The student will be provided an opportunity for due process in accordance with the Code of Student Conduct should any judicial action be initiated.
6. All confiscated contraband will be turned over to the University Police. Any decision to proceed with criminal charges against any student will be made by the President, or in the absence of the President, by the Vice President of Student Development.
7. Any court ordered search conducted by authorities will be in the presence of Residence Life personnel.

FF. Solicitation

St. Mary's University does not permit soliciting on campus (this includes all residence halls) without the express permission of the Dean of Students. Those individuals approved will have authorization from the Student Life Office. **This approval does not include putting flyers under the doors of residence hall rooms.** Approval **will not** be given to place flyers on cars.

GG. Smoking

St. Mary's University is a smoke-free campus. Failure to comply with this policy will result in disciplinary action and may result in cancellation of your residence hall room. Smoking is permitted in outside locations.

HH. Visitation

Visitation hours in the private area of the halls are:

Sunday through Thursday 10 A.M. to 12 midnight
Friday and Saturday 10 A.M. to 2 A.M.

Residents should discuss visitation plans with their roommate. Some residence halls do have 24-hour lounges. *(Check with your Residence Hall Director to determine if your hall applies).*

II. Windows/Screens

1. Opening windows greatly interferes with the efficient operating of air

conditioning and heating systems found in the residence halls. Residents therefore are asked to keep their windows closed at all times. Any malfunction of the air conditioning or heating system should be reported to the hall staff immediately.

2. Residents may not tamper with or open window screens (including security screens) except in emergency evacuation situations.

ARTICLE II: SAFETY AND SECURITY GUIDELINES

A. Cooking in Rooms/Restricted Items

1. Cooking in residence hall rooms can create a fire hazard. Only the appliances listed below are permitted:
Blenders and mixers **Hot air popcorn maker**
(small) Microwave ovens **(small) Refrigerators**
(small) Toasters (non-toaster ovens)
2. Cooking is not permitted in lounges, lobbies or hallways, except in a Residence Life provided microwave oven. Never leave an appliance in use unattended.
3. **Appliances with exposed heating elements or open flames are not permitted.** These items include but are not limited to the following:
Cappuccino makers, Coffee makers/pots, Crock pots, Cup warmers, Electric Skillets, Hot plates, Hot pots, Popcorn poppers that use oil, Single burners (w/coil heating element), George Foreman Grills, and Toaster ovens.
4. **Other Restricted Items**
The following items have been identified as fire hazards due to their exposed heating elements or open flames and therefore are not permitted:
Candles
Halogen Light Fixtures
Incense
Potpourri Burners (either with candles or electrical plugs)
Soldering Irons

NOTE: *If any of the restricted items are found in a room, that item will be confiscated and returned at the end of the semester. (See Article I: Section D, Confiscated Items)*

B. Fire Safety Precautions

- The following are guidelines residents should follow as precautions to an emergency or fire:
1. Know two exits from your hallway. Fire evacuation plans are located on the back of your room door in TR, CH, MA, DO, and LO. Notify your RA if this plan is missing. This plan should not be covered or removed.
 2. Do not obstruct doors or hallways since it could mean the difference between life and death for someone escaping a fire. **Never leave personal**

belongings or trash in the hallway.

3. Do not tamper with fire alarms, fire extinguishers or smoke detectors. This is a serious crime **Misuse of any fire safety equipment will result in disciplinary action and a \$200.00 fine.**
4. In the event of an alarm, all residents **must evacuate the building through the nearest exit as quickly as possible.** Once outside, move away from the building. Failure to comply with an alarm will result in disciplinary action.
5. Do not return to the building until the University Police or Residence Life staff has indicated it is safe to do so.

REMINDER: The lives of community members and your own life depend on the operation of fire safety equipment. Do not, under any circumstance, tamper with smoke or heat detectors, sprinklers, fire extinguishers, fire hoses, or any alarm system. **Students found tampering with such equipment can be subject to fines, disciplinary action and criminal prosecution. It is illegal to tamper with fire equipment as ref: 1994 Uniform Fire Code, Sec. 1001.6.2**

C. Hall Security

1. Security is always a concern in community living areas. To assist in protecting residents, all exterior building doors are locked 24 hours per day. **Students found propping doors open will be subject to disciplinary action as this behavior endangers all community members.**
2. Other inappropriate behavior includes duplicating or loaning your key. Please refer to Article II: Section L on **Keys.**
3. Residents may not use windows as entrances or exits. Safety screens may not be opened except in the case of emergency evacuation.
4. Residents should not display their name or other identifying information on their room windows or doors.
5. University Police and Residence Life staff encourage all students to report any suspicious activity in or around the residence halls to the University Police at ext. 3330.

D. Health and Safety Inspections

The Residence Life Office reserves the right to conduct announced or unannounced health and safety inspections during each semester. The purpose of these inspections would be to discover potential hazards before they affect the individual residents or the resident population as a whole. Situations that would be addressed include but are not limited to the following: Prohibited items; overloaded outlets; obstruction of pathway to exits (in case of a fire); extreme case of dirty housekeeping in room or bathroom; presence of weapons; presence of pets; and/or unlocked doors.

Health and Safety inspections are conducted by at least two Residence Life staff members. They will leave a Health and Safety Inspection form in the room if any potential hazards are discovered. Additionally, a hangtag will be placed on the room door indicating that staff members entered your room.

E. Keeping in Touch

Residents are encouraged to always let someone know where they are going and when they plan to return. This is especially important when you are going out of town or will be away overnight.

F. Locking Doors

Residents are strongly encouraged to keep room and suite doors **locked at all times**, even when leaving for just a few minutes.

G. Personal Property

St. Mary's University is not responsible for theft or damage to a resident's property in the residence halls. To protect belongings, the following is encouraged:

1. Use an engraver to mark your belongings. University Police can assist residents with this process. Residents should contact Investigator Christopher Flores of University Police at ext. 6772 for more information.
2. Prior to moving in, make a record of all valuables. This record should include a description, the serial number for each item and any identifying characteristics.
3. Never leave belongings unattended in hallways during check-ins or checkouts.

Insure your items with a renter's insurance policy or under parent's homeowner insurance.

H. Roofs and Ledges

Never step onto any roofs or ledges in any residence hall. These areas are off limits and should not be entered.

I. Safety Hazards

The following are considered safety hazards and are prohibited in the residence halls at all times:

1. Overloaded electrical extension cords or multiple adapters.
2. Materials which obstruct doors and windows may contribute to the spread of fire (including ceiling hangings and decorations that are flammable).
3. Paper or other combustibles (including fabric items) that are hung near or on incandescent fixtures.

4. Smoking.
5. Charcoal and lighter fluid, B-B-Q grills and other similar devices must be at a safe distance (at least 5 ft.) from buildings and may not be used on balconies or ledges.
6. Possession and/or use of firearms, explosives, or other dangerous weapons (this includes, but is not limited to, knives, martial arts equipment, bows and arrows, hand guns and BB guns) are not permitted.
7. Motorcycles, gas engine vehicles, storage of gasoline or pressurized gas cylinders, chemicals, dangerous substances or compounds are not permitted.

J. Strangers

Never open exterior doors for people who are not your guests. A resident must escort his/her guests at all times. Free phones are provided outside each building to permit guests to call a resident for entrance. Never escort a guest to someone's room without the resident's permission.

K. Traveling After Dark

You are cautioned to be careful walking alone outside after dark. When possible, it is advised that students travel in groups. A student can also call University Police for an escort on campus at ext. 3330. Residence Life has placed emergency phones on the exterior of most residence halls and in some residential parking lots.

**ARTICLE III:
RESIDENCE HALL APPLICATION AGREEMENT INFORMATION**

All residents are advised to carefully read their Residence Hall Application & Housing Agreement form carefully. By signing the Residence Hall Application & Housing Agreement you have agreed to comply with all the regulations and information in this handbook and in the Student Handbook. If you need clarification about anything please contact the Residence Life Office at ext. 3714. The full application agreement can be found on the St. Mary's web page (www.st.marytx.edu).

A. Closure Between Semesters

All the residence halls are closed during the Christmas break, the break between the end of the Spring semester and the beginning of the Summer term, and the break between the end of Summer term and the beginning of the Fall semester. Limited interim housing may be available on a first come first served basis. There is a charge for interim housing. Interim housing may be limited to one hall.

B. Room Changes

Room changes outside of the regular room change periods are not encouraged and are made only as exceptions as space permits and with the authorization of the Residence Life Office. It is important to note that due to current occupancy restrictions, room changes are made only when all other avenues have been exhausted.

There is a room freeze period at the beginning of each semester. During this time, no changes are permitted.

RESIDENCE HALL SERVICES

- A. Cable Equipment**
See your hall staff for cable equipment. Any checked-out equipment should be returned at check out.

- B. Emergency Repairs**
Please contact a staff member directly to report an emergency repair (i.e. overflowing toilet, etc.). You may do this by calling the Residence Life office (x3714) during office hours (**do not leave a voice mail message**) or by contacting University Police at any time.

- C. Housekeeping**
Housekeeping services are provided for common areas including corridors, lounges and public or community bathrooms in all buildings. However, everyone shares the responsibility for keeping all the facilities clean. It is the residents' responsibility to clean their private rooms and bathrooms and to pick up after themselves in common areas.

- D. Laundry**
Laundry facilities for resident use are available in each residence hall. Washers and dryers may be used for \$.75 per cycle. Refunds for lost money are available in the Student Life Office.

E. Mail
Mail is delivered Monday through Friday to each residence hall usually before 5:00 PM. Mail is not delivered on Saturday, Sunday or holidays. Additionally, mail is not delivered during break periods. Mail delivered in the residence halls is not insured and the University is not liable for its misrouting, disappearance or theft.

Your mail should be addressed as follows:

Name
St. Mary's University
Hall Abbreviation and Room Number
San Antonio, TX, Zip Code

Hall abbreviations and zip codes for residence hall mail are listed below:

Adele	AD	78228-8619
Anthony Frederick	AF	78228-8610
Archbishop Flores	FL	78228-8618
Chaminade	CH	78228-8611
Cremer	CR	78228-8620
Dougherty	DO	78228-8612

John Donohoo	JD	78228-8613
Marian	MA	78228-8614
Lourdes	LO	78228-8615
Leies	HJL	78228-8621
Treadaway	TR	78228-8616

Please inform your correspondents when you change rooms. Misaddressed mail will result in delayed delivery or no delivery.

Large packages delivered by the U.S. Postal Service can be picked up at the Mail Room in the Treadaway Hall complex. You will receive a notice in your mailbox when you have a package. The Mail Room is open Monday through Friday from 10:00 AM- 4:00 PM. You must have your ID to pick up a package. All other packages delivered to campus (i.e. UPS) are delivered to Central Receiving. You will be notified when they receive a package for you.

As you move off campus you must fill out a forwarding address card with the Residence Life Office. These are available from your RA. Your First Class mail will be forwarded for 6 months. Other mail such as newspapers and magazines will not be forwarded. **Do not** notify the city Post Office when you change your address.

F. Meeting Rooms

Meeting rooms in the residence halls may be reserved for activities that are open to the residents of the building. Please refer to room reservation guidelines.

G. Repairs

Faulty equipment and/or damages should be reported on a blue work order form to your RA as quickly as possible. All needs for repair are reported to the Physical Plant daily (Monday-Friday) and are usually completed within 3 to 4 working days of the report. If the repair is not completed within 3 to 4 working days, re-contact your RA. He/She may ask you to fill out another work order noting that this is a second request. General repairs and preventive maintenance are done without charge to the resident. **However, community members are held financially responsible for malicious damage and vandalism.** You are also encouraged to submit work orders for repairs needed in common areas of the hall. Work orders may be emailed to:

Building	Email Address
Chaminade Hall	ch.hall@stmarytx.edu
Dougherty Hall	do.hall@stmarytx.edu
Lourdes Hall	lo.hall@stmarytx.edu
Marian Hall	ma.hall@stmarytx.edu
Treadaway Hall	tr.hall@stmarytx.edu
Outback Halls (Adele, Anthony Frederick, Cremer, Flores, Herbert & John Leies, John Donohoo)	ob.hall@stmarytx.edu

H. Room Reservation Guidelines

Reservation Policies:

1. The organization and/or individual that made the reservation (event coordinator) is responsible for leaving the room in the same condition as when the event began. MISUSE OR ABUSE OF ROOMS MAY RESULT IN LOSS OF USE OF FUTURE MEETING SPACE IN THE RESIDENCE HALLS AND/OR CHARGES FOR CLEANING AND RESETTING OF THE ROOM. The event coordinator should be present at the entire time of the event.
2. Rooms are reserved on a first-come, first served basis.
3. Before reserving space and/or issuing invitations for events, the event must be approved. **This must be done at least 24 hours prior to the event.** Those events where alcohol will be served **must be approved at least (5) working days prior to the event.** Please refer to the **Alcohol Policy** in this handbook when sponsoring an event involving the use and/or sale of alcohol.
4. Inappropriate behavior at the event or by the attendees could result in the cancellation of the event.
5. Park in designated areas only. Violations may result in loss of future room reservations.

The following facilities can be reserved through Residence Life:

Adele lounges, Anthony Frederick lounge, Chaminade lounges, Cremer lounge, Dougherty lounges, Flores lounge, John Donohoo lounge, Lourdes lounge, Leies lounge, basketball & volleyball courts near Lourdes, and Pavilion.

I. Telephone Service

Telephones are furnished to all resident students as a part of their room amenities. The telephone instrument is property of St. Mary's University. Any charges for repairs or replacements (other than normal wear and tear) will be charged to the resident. Please call ext. x1199 to report phone problems. Residents are responsible for the telephone in their room and for any access permitted to it. See the following for information regarding long distance service and unauthorized activity.

Residents may use Sprint, MCI or various other long distance calling cards from the room, as long as the card is accessed by a 1-800 number. AT&T calling cards do not work on our system, and 1 - plus and 0 - plus dialing and other operator-assisted services are not available.

Certain use of the phone system is unauthorized because our phone system is privately owned. This unauthorized behavior includes accepting collect calls, charging third number calls to your number, unauthorized use of University long distance codes, circumventing the long distance service, or applying for a long distance "calling card" or credit card billed to your room extension. **This behavior is considered fraud by both Federal and Texas law and may be dealt with through our judicial system or by off-campus authorities.** Monetary charges occurring as a result of unauthorized telephone use will be charged to the appropriate party. When the Office of Residence Life is unable to determine the responsible party in a room, the bill will be divided between both roommates.

Accepting collect calls under ordinary circumstances carries a \$25 fine, plus the

cost of the call. When a collect call has been accepted under emergency circumstances, a resident can notify the Office of Residence Life in writing within 24 hours and the fine will be reduced to \$5 plus the cost of the call.

J. Vacuum Cleaners

Vacuum cleaners can be checked out in each area either from the front desk or the RA on duty. Please check with the area staff for details.

K. Voice Mail

Voice mail should be programmed when you check into your room. The RA will need to delete the office code so that you can enter your own personal code.

(Note: roommates will not have two separate codes, only one code for the room).

To avoid hackers entering your system, it is required that you enter a pass code. Press “U” for User Options. This will guide you through the process of setting up your voice mail. Additional voice mail directions are available through your RA.

Residents are prohibited from installing phone extensions and from re-wiring the system to accommodate answering machines. Answering machines are not needed, as each extension is equipped with voice mail.

Telephone Directory

Student Life Office/Central Offices (includes the following)

These offices/individuals may be reached at 436-3714 unless otherwise noted.

Dean of Students; Associate Deans of Students; Residence Life Staff; Director of Student Activities; Director of International Student Services, Director of the University Center and Athletic Convocation Center; Director of Wellness and Recreational Sports (436-3997)

Other Campus Numbers

Athletics	436-3528
Campus Ministry	436-3213
Career Services	436-3102
Counseling and Testing Center	436-3135
Health Center	436-3506
Residence Hall Association/RHA	431-2159
Residence Life Office	(800) I- LIVE -ON (454-8366)
Service Learning Center	431-2108
Student Government Association/SGA	436-3403
Swimming Pool	431-2129
University Police	436-3330
Vice President for Student Development	436-3331

**NOTE: If calling from a campus phone, please delete the "436" or "431" prefix.*