

RESIDENCE LIFE HANDBOOK



RESIDENCE LIFE

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1) OUR DEPARTMENT

RESIDENCE LIFE HANDBOOK

The Residence Life Handbook is intended to assist and inform all residents of policies in each Residence Hall that support the mission and policy of UIW. Residents are responsible for knowing the policies listed in the Student Code of Conduct (which includes the Residence Life Handbook). The Residence Life Handbook should be referenced in conjunction with the Student Code of Conduct. The Student Code of Conduct can be found at www.uiw.edu/studentconduct/index.html.

Living within a community offers a significant contribution to the holistic educational development of each student. The Residence Life program seeks to establish an atmosphere that stimulates growth, encourages individual responsibility in decision-making, and provides for the acceptance of others as individuals of worth. Developing good citizenship, learning and accepting the meaning of responsibility, and recognizing the rights of others are goals of UIW Residence Life.

The Resident Assistants provide programming and activities, which allow the residents to take an intentional journey at UIW utilizing the Journey Seeker Community Development Model. Each month, the RA Team will focus on themes important to residents at all levels. The monthly themes include the following: motivation, engagement, skill building, civility, spirituality, identity, diversity, community service, career planning, and reflection. Our primary goal is to create various opportunities for all residents to develop both communally and personally. In addition, our hope is that through this experience, residents will broaden their horizons and increase their human understanding.

Our residence halls are an excellent place to meet new friends, participate in numerous activities, develop new interests, and learn to live and grow in a community rich in diversity. We are committed, passionate and enthusiastic about sharing this experience with each resident as our journey continues!

UIW MISSION STATEMENT

The first Sisters of Charity of the Incarnate Word, three young French women motivated by the love of God and their recognition of God's presence in each person, came to San Antonio in 1869 to minister to the sick and the poor. Their spirit of Christian service is perpetuated in the University of the Incarnate Word primarily through teaching and scholarship, encompassing research and artistic expression. Inspired by Judeo-Christian values, the Catholic Intellectual Tradition, and [Catholic Social Teaching](#),¹ the University of the Incarnate Word aims to educate men and women who will become concerned and enlightened citizens within the global community.

The University of the Incarnate Word is committed to educational excellence in a context of faith in Jesus Christ, the Incarnate Word of God. Thus, through a [liberal education](#)² the university cultivates the development of the whole person and values of life-long learning. To that end, faculty and students support each other in the search for and communication of truth, thoughtful innovation, care of the environment, community service, and [social justice](#).³

The University of the Incarnate Word is a Catholic institution that welcomes to its community persons of diverse backgrounds, in the belief that their respectful interaction advances the discovery of truth, mutual understanding, self-realization, and the common good.

UIW RESIDENCE LIFE MISSION STATEMENT

UIW Residence Life creates a safe and inclusive community, provides supportive services, and cultivates holistic growth through the UIW Mission

STAFF INTRODUCTION

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2) FOCUSED LEARNING AND GROWTH SYSTEM (FLAGS)

Residence Halls are more than just a place to live and eat. By residing on campus, residents will be able to connect with the mission tenets established by the Sisters of Charity of the Incarnate Word: Faith, Innovation, Service, Truth, and Education. All of these tenets couldn't have been a possibility without Engagement with the surrounding communities.

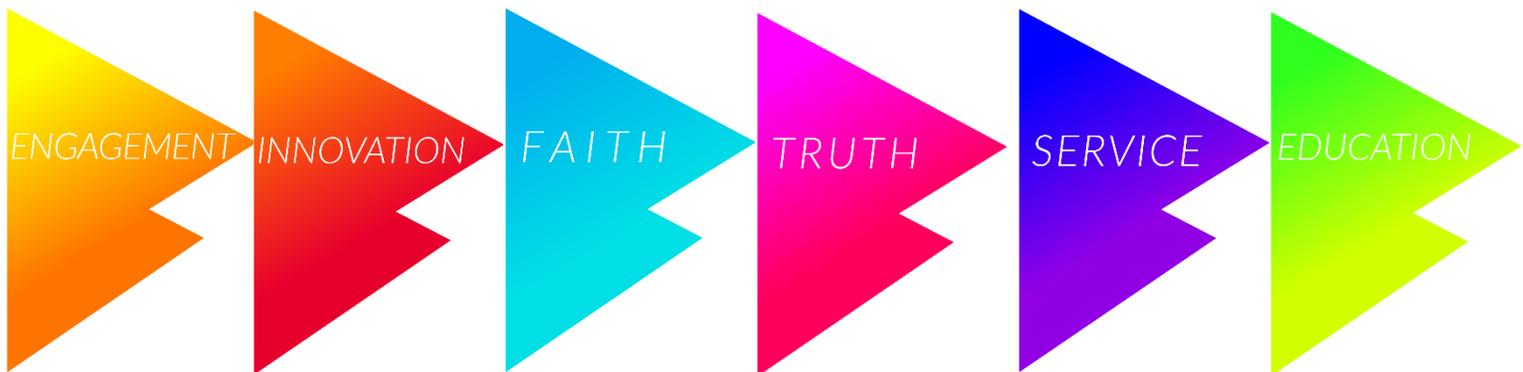
By living on campus, residents will be able to:

- **Connect** with a variety of support resources to build a relationship with the university (Engagement-August/September)
- **Challenge** the status quo of thinking in order to bring about excellence (Innovation-October)
- **Recognize** the unique potential through the exploration of the spiritual self, by putting a trust in something greater than the individual (Faith-November)
- **Assess** strengths and faults to prepare for future success (Reflection-December)
- **Explore** universal truths and justice for a world where all are provided equality (Truth-January/February)
- **Challenge** our self and others to leave this world a better place (Service-March)
- **Prepare** to be agents of change through academic support and nurturing a community of academic excellence (Education-April/May)

While residing on campus, residents can expect several ways to connect with their RA and community members!

- **Community Gathering:** Each week, the RA(s) on the floor will host an event to bring the community together. From painting nails to playing video games, this allows for the community to come together and support one another. Be sure to let your RA know some ideas of what you would like to see!
- **Programming:** There will be different opportunities to participate and go to events when you live on campus at UIW! Your RAs will get you connected to different events on campus and your building will host several events throughout the year. Our department will also host several contests and events for you to participate, so always keep your eyes open!
- **Questions to Ponder:** Every month, we will have different questions we challenge all of our students to reflect upon that are connected to our themes
- **"The Resident":** Residence Life distributes a newsletter filled with important dates, highlights, interesting reads, and just good to know information. It will be hosted on our CardinalSync page, as well as through social media and our website
- **Town Hall:** We always want to hear our residents. We host monthly Town Hall meetings so we can hear from you and find ways to better enhance your residential experience.

The FLAGS experience is a unique opportunity only available to our residential population. We are excited to host this experience and expect plenty of different opportunities to get to interact with you. Continue to monitor the website and your e-mail about new programs and initiatives being offered to our residential community



3) UIW HOUSING POLICY

a) Welcome to UIW Housing - Home of the Cardinals!

- i) UIW Housing is targeted towards traditional undergraduate students of the age 17-24 and International students. Students over the age of 24 may apply for housing, but are not guaranteed housing. Residence Life will review room availability after all traditional and International students are confirmed in rooms. If upperclassman rooms are available, Residence Life will assign non-traditional students based on dates of application, outside of San Antonio, residency and room availability.
- ii) Students who receive UIW Housing Scholarships will be placed in housing per scholarship guidelines.

b) Applying for UIW Housing

- i) **Housing Application:** The first step towards housing on campus is making sure you have completed your application to the University of the Incarnate Word! After you have been accepted and pay your confirmation fee, you can start your housing application.
- ii) **Housing Deposit:** A \$225 housing deposit must be on file in order to process your housing application. You can pay this through the [Business Office](#), or online through the [e-payment center](#). After housing deposit has been submitted, please allow a 24 hour waiting period to proceed with the housing application. **Current residents do not need to re-submit a housing deposit. The housing deposit will roll over to the next academic year.**
- iii) **Housing Contract:** For incoming students who are 17 at the time the housing application is submitted, need to download the housing contract from the housing portal or website and submit for the academic year to housing@uiwtx.edu
- iv) **Check UIW Email:** All incoming and current students are required to monitor Cardinal email for communication and updates.

c) First Time in College (FTIC)

- i) **First Time in College (FTIC)** – Incoming students who have graduated from high school the academic year preceding when the housing application is submitted.
 - (1) FTIC's who apply on or before June 1st (Fall Applications) will be guaranteed housing.
 - (2) **Pending List:** FTIC students applying after June 1st will be placed on a pending list and will be assigned based on availability. Residence Life will notify students as rooms become available.

d) General Timeline Housing Application Process for FTIC's

- i) December 1st – May 31st – FTIC students who apply during this period, will be able to select a room via the Residence Life Portal based on availability through May 31st.
- ii) June 1st – August – FTIC students who complete the housing application during this period, will be assigned by the Office of Residence Life based on availability and student preference.

e) Incoming Undergraduate Transfer/Re-Admit Students

- i) **Incoming Transfer Student/Re-Admits** – Transfer Students/Re-Admit students who apply on or before **June 1st** (Fall Applications) and **December 15th** (Spring Applications) will have priority placement based on availability and student preference.
 - (1) **Pending List:** Transfer/Re-Admits students applying after June 1st will be placed on a pending list and will be assigned based on availability and primary residence.
 - (2) Students who live outside of San Antonio will have priority for a room assignment. Residence Life will notify students as rooms become available
- ii) **General Timeline Housing Application Process for Undergraduate Transfer/Re-Admit Students**
 - (1) **December 1st – May 31st** – Transfer students/Re-Admit students who apply during this period will be able to self-select a room. Room Reservation for Transfer Students will occur late March and will continue through May 31st.
 - (2) **June 1st – August** – Transfer students/Re-Admit students who complete the housing application during this period, will be assigned by the Office of Residence Life based on availability.
- iii) **June 1st – August** – Transfer students/Re-Admit students who complete the housing application during this period, will be assigned by the Office of Residence Life based on availability.

f) Current Undergraduate UIW Students and Returning International Students

- i) **Current Undergraduate Student** – All current undergraduate students need to complete housing application, have a housing deposit on file, and be registered for classes full-time (12 hours).
- ii) **Returning International Student** – An international student who is currently enrolled and will be returning the following semester to UIW and housing.
- iii) All current undergraduate students and returning International Students who apply on or before **June 1st** (Fall Applications) and **December 15th** (Spring Applications) will have priority placement based on availability. Any current undergraduate students applying after June 1st will be placed on a pending list and will be assigned based on availability.
- iv) **Pending List:** Current students applying after **June 1st** will be placed on a pending list and will be assigned based on availability. Residence Life will notify students as rooms become available.

g) General Timeline Housing Application Process for Current UIW Undergraduate Students and

- i) **Returning International Students**
 - (1) **Mid-April - May 31st** – Current UIW Undergraduate and Returning International Students who apply during this period may self-select a room. Room Reservation Day for current UIW Undergraduate and Returning International Students will occur after class registration day and will be announced via email.
 - (a) All current students must be registered for full-time (12 hours) for the semester they are applying for.
 - (b) For the Spring semester, all current students must be registered full time on or before December 1st to retain their Fall semester room for the Spring semester.
 - (2) **June 1st- August** – Current UIW Undergraduate and Returning International Students who complete the housing application during this period, will be assigned based on availability. Residence Life will notify students as rooms become available.
- ii) **New UIW International Students**
 - (1) **New UIW International Students** – Students who are registered with the Office of International Services who are enrolling for the first time to the University of the Incarnate Word.
 - (a) New UIW International Students who apply on or before **August 1st** will be guaranteed housing.
 - (b) **Pending List:** International students who apply after August 1st will be placed on a pending list and will be assigned based on availability.
 - (2) **June 1st – August** – New UIW International Students who complete the housing application during this period, will be assigned by the Office of Residence Life based on availability and student preference.
- iii) **General Timeline Housing Application Process for New International Students**
 - (1) December 1st – May 31st – New UIW International students who apply during this period, will be able to select a room via the Residence Life Portal based on availability through May 31st.
 - (2) June 1st – August – New UIW International Students who complete the housing application during this period, will be assigned by the Office of Residence Life based on availability and student preference.

h) Pursuant to Texas Law, Registered Sex Offenders are prohibited from residing within University Housing

4) DISCIPLINARY PROCEDURES

The Director of Residence Life is responsible for enforcing all regulations of the residence hall program with the authority to administer disciplinary sanctions. As official agents of the University, the other members of the Residence Life staff assist the Director of Residence Life in this task. Any violation of residence hall regulations should be reported promptly to Residence Life staff. Students who are asked for identification must present their ID card to a University official, which includes any Residence Life staff member, UIW Campus Police, or other University Officials. All residence hall violations and other University offenses affecting student residents will be referred to the Director of Residence Life.

a) Incident Reports

Incidents requiring the intervention of attention of the Residence Life are regularly reported using an "incident report" form <http://www.uiw.edu/campuslife/reportanincidentorgeneralconcern.html>. Violation of University of Residence Life policies, emergency situations and instances of property loss or damages are documented on the "incident report" forms and forwarded to Residence Life for appropriate follow up.

b) Disciplinary Sanctions

Disciplinary sanctions may take several different forms depending on the severity of the incident. Students living in University housing who are charged with housing specific violations will be required to meet with the Residence Life Administrative Team- Director, Assistant Director, Judicial Officer, and/or Residence Life Area Coordinators. The Associate Dean of Student Conduct and/or the Student Conduct Review Council (SCRC), or the appropriate University representation will handle violations that are more serious. Students who violate the Student Code of Conduct will meet with the Assistant Director of Campus Life. The process will include a notice of the disciplinary charge being made, a mandatory meeting between the student and the appropriate Residence Life personnel, which will occur after the offense and before the plea is entered. The student will be advised of his/her rights, the procedures, and the penalties involved. The student will meet with the SCRC, or the appropriate University representative who will render a disciplinary sanction, if one is necessary. If repeated violations occur, sanctions may be imposed, which may include dismissal from housing. Please refer to the UIW Student Handbook for information regarding the Student Code of Conduct, and the disciplinary process.

c) Appeals

A fine or sanction issued by a representative of Residence Life may be appealed by accused students or complainants within five (5) school days of the issued sanction/fine. Such appeals will be made in writing and delivered to the Assistant Director of Residence Life. Depending on the nature of the fine/sanction, the Assistant Director will review the appeal and make a ruling or forward the appeal to the Director of Residence Life for a ruling.

d) Disciplinary Sanctions

Violations are cumulative for the resident's duration as a student at the University of the Incarnate Word. Refer to the Student Code of Conduct for additional sanction information.

e) Title IX

The University takes all allegations of sexual misconduct seriously and is committed to providing information, education, resources, support, interim measures, and clear direction to University of the Incarnate Word community members to prevent and address such conduct. The University will *always* attempt to respond to sexual misconduct that it knows or should know about in order to stop prohibited conduct, prevent the recurrence of any conduct of concern, prevent and/or eliminate any hostile environment, and, where appropriate, address any effects on campus from such prohibited conduct. Information regarding Title IX, Deputy Coordinators, and the University's policy can be found at www.uiw.edu/titleix/index.html. Residence Life staff members are considered mandated reporters and are required to report any potential violations of the University Sexual Misconduct Policy to the Title IX and Compliance Coordinator

5) LIVING IN A UNIVERSITY COMMUNITY

We, at UIW Residence Life, strive to promote a safe, comfortable, and inviting community. Each resident is responsible for reviewing this handbook and abiding by the rules, regulations, and standards therein. All students are expected to exercise self-discipline, social maturity, and respect for public and private property. The Residence Life Handbook outlines the following rights and responsibilities within our communities:

Right to an environment conducive to studies and rest	Responsibility to limit distractions that inhibit the promotion of an environment conducive to studies and rest
Responsibility to ensure that daily actions do not disrupt the community	Responsibility to care for self;
Right to recreate in or around the residence halls	Responsibility to modify recreation so as not to interfere with others or damage the facilities;
Right to personal privacy	Responsibility to respect individual's personal space and possessions
Right to respect of personal time and space	Responsibility to abide by visitation hours and respect the personal space of others
Right to facilities which are clean, healthy, safe, and orderly	Responsibility to respect all property, to keep common areas free of litter, to report vandalism, and to request necessary repairs
Right to the redress of grievances and recourse to due process in the University judicial system	Responsibility to cooperate with University grievance and judicial procedures, to refrain from conduct which infringes upon the right of others, and to initiate action should the circumstances warrant
Right to be free of intimidation, physical and/or emotional harm to include being free from peer pressure or ridicule regarding the choices surrounding substance use, organizational involvement or to allow others to violate the law or University policy	Responsibility to respect all individuals and to preserve the integrity of the community by adhering to community policies and the Student Code of Conduct

a) Roommate/Suitemate Relationships

Communication between roommates is the key to establishing a positive relationship. This relationship will contribute to your overall satisfaction with college life. Roommates/suitemates should discuss any problems that arise, and should work together to resolve any differences. Keep in mind those individual rights to sleep, study, and to privacy precede all other rights, including visitation and other privileges.

To ensure this communication occurs, it is our expectation that each resident completes the Roommate/Suitemate Agreement Form on the 1st class day of the semester, unless otherwise noted by a Residence Life Administrator. This form must be submitted to the Resident Assistant upon completion.

When a conflict arises, utilize the following steps to resolve the conflict:

- In private, approach your roommates or person displaying unacceptable behavior.
- Be direct and specific (not insensitive) about the problem or concern.
- Discuss the person's behavior, not the person's personality (enables the person to be less defensive).
- If the situation does not improve, arrange to meet again with your roommate or person.
- Each person involved should take a turn describing his/her perception of the situation, how he/she feels about it and what he/she wants.
- Each person should agree to a compromise and help develop a solution.
- Together, develop a plan of action and set a time frame for the changes to occur.
- Set a future date to evaluate the situation and re-negotiate if necessary.
- If a person finds it difficult to approach a roommate or a roommate is unresponsive, seek assistance from the Resident Assistant. Take the initiative to act positively.
- A helpful tool to resolve conflict is a roommate or suitemate agreement. Your RA can walk you through the process to help alleviate the tension.

b) Mediation

If you discover that a conflict cannot be solved with just personal discussions, the University offers a formal conflict resolution service. Through mediation, two individuals from the university community who are not involved in the conflict, help the two parties work through the problem. A member of the Residence Life Staff can assist you with setting up a mediation session.

c) Solving Roommate Disputes

If during the mediation process, no agreement takes place, or if either party refuses mediation, Residence Life reserves the right to move the individual or individuals involved in the dispute. If a resident does not want to participate in a mediation but demands to be moved after the room change period, a \$75 room change fee will be assessed.

d) Resident Changes

Residents may be reassigned to another room under the following circumstances:

- Completion of Room Change Request during Room Change Period and availability of space (\$75 fee waived)
- Successful completion of Mediation Process with an unresolved dispute, as assessed by a Residence Life Administrator (\$75 room change fee may be waived)
- Threatening/dangerous/disruptive behaviors towards self or others
- Violations of Student Code of Conduct
- Continuous violations of Roommate/Suitemate Agreement
- Requests submitted outside of the Room Change Period will be granted based on availability (\$75 room change fee will be assessed)
- Other behaviors deemed inappropriate by a Residence Life Administrator
- Consolidated during the consolidation period

If you move to another room without authorization, you will be charged \$75 and be required to return to your original room. If you move more than once to another room without authorization, you will be charged \$100 for each subsequent violation.

The Office of Residence Life, and/or the Associate Dean of Campus Engagement, reserves the right to make room changes or remove the student(s) from housing prior to, and during, occupancy for the good of the resident or the resident's community.

6) OPERATIONAL GUIDELINES

a) Resident Agreement

When you made an application for housing and paid the \$225 housing deposit, you also filled out a UIW Occupancy Agreement. By signing the bottom of the form, you indicated that you would live in the housing assigned by the University. In addition, your signature indicates to the Office of Residence Life that you read the conditions of the "agreement" and will abide by those conditions. Copies of the Terms of the University Housing/Board Agreement are available in the Office of Residence Life.

b) Meningitis Vaccination Requirement

In order to take advantage of ALL housing application steps, students are encouraged to submit proof of their **meningitis immunization** by the recommended dates of March 1st (fall applicants) or December 1st (spring applicants). Documentation must be submitted via e-mail to healthsvcs@uiwtx.edu, by fax (210-829-3125) or by bringing them in to Health Services. Immunization must have been administered within the last five years and at least ten days prior to check-in. Residents 22 years of age or older are exempt from this requirement.

c) Procedures for Currently Enrolled Student Residents

To sign up for a room for the next academic year, residents need to take part in the Room Reservation Process. The Room Reservation Process will take place in the middle of the spring semester, after class registration. Information will be distributed outlining the process. Students will be required to follow those procedures and reserve a room on their assigned day and time. Returning residents who have a deposit on file will not be required to pay a deposit, however all other students must pay a \$225 deposit in order to reserve a room. If you are applying for the Spring Semester, please note that you must have your meningitis shot on record and must be registered for Spring Classes.

A housing contract/assignment is for an entire academic year (Fall through Spring). However, a student must be enrolled as a full time student in order to remain in housing. If a student has not registered in a full-time course load for the following spring semester by December 1st, the student will need to check out of housing by the last day of coursework. A student will have until the 1st day of classes to register as a full time student and reapply to housing. Residence Life will make every attempt to house a student in their original spot or room type, but space is limited to availability. If a student is unable to register as a full time student by the 1st day of spring semester classes, a \$500 cancellation fee and loss of the \$225 housing deposit will occur.

d) Check In

During the summer, students receive information concerning check in. New students will be allowed to move in on the Thursday before the first day of class in the Fall between 9 a.m. and 5 p.m. Keys will be issued for resident's rooms as well as a variety of others services provided to ease the process of moving onto campus.

Returning and Transfer Students may begin checking in on the Friday before the first day of class in the Fall between 9 a.m. and 5 p.m. All students must check in by noon for the Fall Semester the day classes begin, or the space assigned and deposit will be forfeited if prior arrangements have not been made.

Winter check in for new students and when returning students may return to the hall is the Friday before classes begin.

Returning students must also have cleared any outstanding balance with the Business Office before being allowed to check in. This also applies to the ability to maintain your room for the Spring semester. All residents must be registered full time UIW students in order to maintain a residence hall room.

e) Academic Progress

Residents are expected to attend class and actively be a part of the UIW community. If a student has elected to stop attending classes, but continues to reside in the residence halls, the Director of Residence Life, in consultation with the Associate Dean of Campus Engagement and Residence Life, may cancel the housing contract and remove the student. Removal due to failure to demonstrate academic progress will result in cancellation fees (\$500) and a loss of deposit.

f) Room Inventory Condition Records (RICs)

Upon check-in, a Room Inventory Condition form will be made available via the Housing Portal. The Office of Residence Life uses this form to accurately assess the amount of damage, if any, is present in a room when a resident checks out. The residents are required to

assess the condition of their rooms when they move in. The condition of the furniture, walls, ceilings, sinks, bathroom, etc., is recorded on the RICs form using the following descriptions – Excellent, Good, Poor, Unsatisfactory or Missing. Residents must log in to the housing portal and accept or deny the status of each item. If a student denies a status, a Resident Assistant will follow up with that student to update the status. Residents have until the Friday of the first week of class to accept their RIC. **Any RICs in pending status after 5:00 pm Friday of the first week of classes will automatically be considered “accepted.” This is the only way to document damages to room. If you experience problems with the electronic inventory, please contact the Housing Office at housing@uiwtx.edu.**

Upon check-out, the RA and Residence Life staff will do another inventory of the room and compare room condition to what is recorded on the RICs form. Please note that Resident Assistants are not authorized to assess any damage. Any damage that is found that was not detailed on the form will be the responsibility of the resident, and charges will be assessed accordingly. Any appeals for room damage charges should be made in writing to the Residence Life Office within two weeks of check out. If damage appeals are not directed to the Residence Life Office by June 15, the appeal will be void.

Note: Your RA or a member of the Residence Life staff will inspect rooms regularly to ascertain cleanliness, damages, and conditions potentially harmful to the health or safety of the community. Residents are responsible for all damages and are strongly encouraged to report any damage to their RA or the Residence Life Office immediately. Residents are responsible for damages caused by guests.

g) Keys

Residents will receive keys at check-in once the housing application, housing contract, emergency contact form, and housing deposit are on file. During check-in, each resident will be issued a key to his or her room. If the resident lives in Agnese/Sosa, the Avoca Apartments, Watson Loft, or McCombs Building, an apartment/suite entry key will also be issued. The resident must sign for the key(s). Every resident is issued a campus mailbox. The resident must pick up the mailbox key at the Campus Post Office located in the Administration Building. Residence Life is not responsible for returning mail box keys. Room, apartment, building, and mailbox keys may not be duplicated. Lending keys to another for the purpose of entering a residence hall or room is prohibited. Please remember, you are the only one who can protect your belongings. Residents will be charged \$25 (Bedroom) and/or \$40 (front door) for lost keys.

h) Room Assignments

Residence Life reserves the right to make all room assignments and to make any subsequent changes for the health, safety, and/or social benefit of the community. Residence Life reserves the right to require single occupants of double rooms to move in together as discussed in the *Consolidation Policy (below)*. If a resident has not been assigned a roommate, but has not been consolidated, then the room should remain half open in the event that a resident is assigned to the room. If the student occupies the entire room by using both beds, closets, desks or chest of drawers, the student could be charged the rate for a double as a single. Residence Life will make every effort to notify the student that a roommate has been assigned, but this is not guaranteed in some situations.

i) Room Changes

The Office of Residence Life hosts several room change seasons: during the first week of each semester, and at the end of the Fall semester. The Residence Life Coordinator of Operations must approve requests for room changes. Room change requests will be reviewed after the second week of class. Room changes outside the room change season will be allowed when an extenuating circumstance exists. All room changes will be subject to a \$75 charge if outside the designated Room Change period or if a mediation is declined. If you move to another room without authorization, you will be charged \$75 and be required to return to your original room. If you move more than once from one room to another room without authorization, you will be charged \$100 for each subsequent violation.

j) Consolidation Policy

At times, for various reasons, a consolidation may need to take place. For example, students living in doubles without a roommate may be asked to move to another room or receive a roommate. Roommates may also be split if situations warrant. This may be for reasons of discipline, safety, health, irresolvable conflict, or to achieve maximum space utilization. You will be given at least 48 hours notice before being required to move. It is important, therefore, for residents to only use furniture that has been assigned to them. Under no circumstance should a resident take over another part of their room.

k) Notifications and Refunds

Generally, housing notices and housing correspondence will be sent to the student UIW email address and/or mailed to the student at the address designated by the student in his/her online file. All refunds will be mailed to the address on file with the Registrar. Refunds will be issued by the Business Office 30-60 days after the close of school. Students who have changed addresses need to notify the Registrar's Office.

l) Cancellations

Residents who are canceling their housing contract must submit their cancellation via the cancellation link found on the housing website (www.uiw.edu/housing). Keep in mind that the housing contract and assignment is for the entire academic year. Unless special arrangements are made when the application is filed to live in housing for only one semester, students are obligated to occupy the room for the entire academic year. Termination of a contract prior to its expiration will result in the student being charged a prorated rate from check-in date to check-out date, a charge for any used meals and flex points along with a \$500 cancellation fee, and the \$225 deposit will be forfeited.

m) Withdrawal from UIW

If for some reason you decide to withdraw from UIW, please discuss this with the Residence Life staff. The staff will not try to prevent you from withdrawing, but rather will talk the matter through with you in the interest of exploring all possible alternatives prior to your final decision. After thinking it over, if you decide it is the best thing for you to do, you must comply with official withdrawal procedures. You must check out of your room within 48 hours of withdrawing from classes, unless the Director of Residence Life grants an extension. When you withdraw, be sure to check out properly with the residence life staff to avoid improper checkout charges. (Refer to section entitled, “Check Out.”). Withdrawing does result in a \$500 contract cancellation fee and loss of \$225 housing deposit.

n) Check Out

At the end of each semester, Residence Life publishes procedures for check out. Residents are required to follow these procedures. The residence halls close for all non-graduating students at 3pm, the Friday before commencement. For graduating students, the halls will close at 12pm the day after graduation ceremonies. Residents must sign up for a check-out time slot with their RA no later than the

Sunday before finals week. If a resident has an improper check-out by failing to sign up for a slot by Sunday, being late for the check-out time, or not showing up for the check-out time, a fine of \$25 will be given for each violation. The purpose of this policy is for residents to be responsible and make proper arrangements with the RA staff. Please note that a final walk through to finalize any and all charges will be conducted the week following the halls closing. A list of possible fines from check-outs can be found in the "Additional Guidelines and Policies" section. Students are encouraged to view their account online for any charges due to damages, improper check out, lost key, etc.

Those students who need to stay past the time of checkout must gain approval from the Residence Life Coordinator of Operations (RLCO) by filling out a break housing form and discussing their reason for needing an extension with the RLCO. The student may also be required to pay for break housing for the extension requested. If a resident fails to check-out with Residence Life and does not gain approval from the RLCO in order to stay on-campus after the established dates of departure, the resident will lose his/her housing deposit; it will not be refunded upon permanent departure from campus.

Residents checking out in the middle of the semester must notify the Residence Life Coordinator of Operations 48 hours in advance. To do so, a cancellation link will need to be completed online through the housing website.

o) Check-out Appeals

Charges for any damages from check out will be assessed to student accounts no later than June 1. Instructions on how to appeal charges will be e-mailed to the student's Cardinal e-mail on how to appeal no later than June 1. Students will have up until June 15 to submit, in writing, their appeal. Appeals must state name, room, student ID number, and reason for appeal (why you feel the charge should not be assessed to you).

p) Abandoned Items

Personal belongings left behind when the owner vacates the residence hall will be declared abandoned and will be disposed. Examples of a resident vacating a room include but are not limited to: (1) they properly check out of their room, (2) when their rights to housing have been suspended and arrangements for their move-out were made, (3) when resident notified the Office of Residence Life they are moving out/canceling their housing on campus, (4) when a student loses their eligibility for housing, (5) items left within the room that extend beyond the housing contract- unless formal arrangements were made with the Office of Residence Life.

The University does not assume responsibility for any abandoned items or loss/damage to abandoned items.

q) Summer School Housing

Summer school housing for each session is usually available for all enrolled applicants. Summer housing is limited to a select few halls. A separate housing application for summer school is available in late spring and is accepted throughout the summer. Although there is no deadline for summer applications, early applicants receive priority concerning hall requests. Applicants should be certain of their summer plans if applying after the summer cancellation deadlines. Cancellations after these deadlines will result in forfeiture of the housing deposit. Hall assignments for summer are completely independent of fall/spring assignments. Students may contract to live in summer housing as long as they are enrolled in the summer term they are applying. Students wishing summer housing accommodations should fill out the summer housing application found in the housing portal.

r) Break Housing

Fees are assessed weekly for all students remaining on campus during the time between the fall-spring, spring-summer and summer-fall. The Director of Residence Life has the discretion to designate certain residence halls to remain open during these times. Residents will have to advise the Residence Life Coordinator of Operations two weeks prior to the break commencing, and sign up through the housing portal to receive break housing. Break housing fees are added to your student bill. Check the housing website for updates. Rates are subject to change. Current break housing approved rates are \$30.00 a day or \$150.00 a week

s) Renter's Insurance

As a resident, your belongings are not protected from nor is the university responsible for theft, vandalism, fire, water damage, etc. The University strongly recommends that all students purchase renter's insurance or make arrangements with their parents' insurance company to insure coverage of personal belongings. The minimal cost is a wise investment in the event of fire, burglary, or unexpected damages to personal belongings.

t) Changing Addresses

Always be sure to update any address changes or phone number changes with the Registrar's and Residence Life Office. It is vital that you keep your address and phone number current in order to receive your class schedules, fee statements, and other University communications in a timely manner.

u) Housing Accommodations for Students with Disabilities

In order to request appropriate housing accommodations, students with disabilities who choose to live on campus should contact Student Disability Services at (210) 829-3997.

v) Emergency Information

Emergency Information forms must be completed and/or updated at check-in. Students must report any change in phone numbers, addresses, etc., to Residence Life within 48 hours of the change.

w) Emergency Contact Policy

When a resident picks up his/her key, a key registration form is filled out. One of the items on this form is an emergency contact, usually a parent or legal guardian. Students also have the ability to update emergency contact information through the Bannerweb student portal found in myWord. A university official will first attempt the emergency contact listed on the key registration form, and then will use, as back up, emergency contact information found through the electronic student record.

Emergency Contacts will be utilized under the following circumstances:

- Student is transported to hospital
- Student is reported missing
- Student requests for his/her emergency contact to be notified
- Student death
- Other circumstances deemed necessary by the Director of Residence Life and/or Associate Dean of Campus Engagement and Residence Life

6) RESIDENCE LIFE POLICY ADDENDUM TO THE STUDENT CODE OF CONDUCT

a) Roommate/Suitemate Relationships

- i) Roommates/suitemates should discuss any problems that arise, and should work together to resolve any differences. Residents are expected to respect all community members' right to sleep, to study, and to privacy. The aforementioned rights precede all other rights, including visitation and other privileges.
- ii) The completion and submission of a Roommate/Suitemate Agreement Form is required for anyone living with a roommate; or any resident who has a suitemate.
- iii) Residence Life will not knowingly pair individuals involved in an intimate relationship as roommates. If, at any time, Residence Life becomes aware of a pairing of roommates with an intimate relationship, action will be taken to reassign one or both of the roommates.

b) Mediations

- i) Residents experiencing conflicts with roommates/suitemates where personal discussions are unsuccessful may request UIW's conflict resolution services. Through mediation, individuals from the university community who are not involved in the conflict help the two parties work through the problem. A member of the Residence Life Staff can assist you with setting up a mediation session.
- ii) If during the mediation process, no agreement takes place, or if either party refuses mediation, Residence Life reserves the right to move the individual or individuals involved in the dispute.
- iii) Residents must thoroughly demonstrate how they have attempted to solve their problem before requesting departmental intervention.

c) Administrative Moves/Unauthorized Moves/Room Change Requests

- i) Any resident who moves to another room without authorization will be charged \$75 and be required to return to his/her original room. Residents will be charged \$100 for each subsequent violation.
- ii) The Office of Residence Life, and/or the Associate Dean of Campus Engagement and Residence Life, reserves the right to make room changes or remove a student from housing, for the good of the resident or the community. Reasons for removal from housing include but are not limited to: health and/or safety, inappropriate conduct, continual community disruptions, and irresolvable conflict.
- iii) The Office of Residence Life reserves the right to coordinate administrative moves. Causes for administrative moves are but not limited to the following: discipline, safety, health, continual community disruptions, irresolvable conflict, or to achieve maximum space utilization. You will be given at least 48 hours' notice before being required to move.
- iv) The Residence Life Coordinator of Operations must approve requests for room changes. Room change requests will be reviewed after the second week of classes. Room changes will be allowed when on a case by case basis. All room changes outside the room change period or are the result of a failure to mediate will be subject to a \$75 charge. Requests submitted outside of the room change period will be granted based on availability and circumstance.
- v) The Office of Residence Life reserves the right to consolidate residents at any time. For example, this means students living in doubles without a roommate may be asked to move to another room or receive a roommate. You will be given at least 48 hours' notice before being required to move.
- vi) At times, the Director of Residence Life, in consultation with the Assistant Director of Facilities, will determine whether or not a room will need to be closed in order to facilitate prompt response to remedying a problem with a room. Closing a room or moving a student out of a space is considered the last resort. Residence Life will collaborate with other university services to determine an action plan with "systemic" maintenance issues. A student request to be moved from a room experiencing a maintenance issue will be considered only after every attempt has been made by the university to remedy the situation. Any moves resulting in the relocation of a student will be considered temporary until the problem is fixed.

d) Quiet Hours/Noise Violations

- i) Quiet hours are observed in all residence halls, Avoca Apartments, McCombs, and Watson Loft, during the following times: Sunday-Thursday 10 p.m. to 10 a.m.; Friday and Saturday 12 a.m. to 10 a.m. Residents cannot change these hours.
- ii) Extended quiet hours (24 hrs) occur during mid-term and finals periods. Violations of quiet hours may result in sanctions.
- iii) Negatively affecting other members of your living community with noisy activities may be subjected to a disciplinary process.
- iv) Courtesy hours are always in effect. Courtesy hours means that a resident has the right to an environment conducive to learning and if something is impeding in that environment, they have the right to request for the behavior to stop.

e) Alcohol

- i) UIW Housing holds all residents responsible for the Alcohol policy cited in both the UIW Student Code of Conduct and Texas Law.
- ii) Advertisement of private gatherings in a resident's room is prohibited
- iii) Progressive drinking parties are not allowed due to the potential of noise violations, alcohol in public areas, and/or illegal consumption.
- iv) Items prohibited from the Residence Halls include but are not limited to: beer kegs (empty/full/or taps), margarita machines, punch bowls, trash can punch, alcohol soaked fruit, party balls, selling or manufacturing alcohol beverages, display of alcohol containers, display of alcohol advertisement, beer bong, jello shots, and party games including but not limited to beer pong, flippy cup, etc..
- v) All residents are responsible for their guests' behaviors and actions. Residents may be subject to the disciplinary process in cases of any policy violations involving their respective guests.
- vi) Wet Halls: Residence Halls permitting residents who are 21 or older to have alcohol are Avoca Apartments, Watson Loft, McCombs Building, Hillside, Joeris (2nd, 3rd, and 4th floors), Sky View (5th and 6th floors), and St. Joseph's Hall under the following conditions:
 - (1) All residents within a room/apartment/suite must be over 21 years of age for alcohol to be permitted. If any resident is under 21, that unit becomes a dry unit.
 - (2) Residents are permitted to have alcoholic beverages in their residence hall rooms only. Alcohol is not allowed in study rooms, lounges, hallways or outside of the residence halls.
 - (3) Residents must keep alcohol concealed when transporting it into their room.
 - (4) No minors are ever to be present when consuming alcohol.
 - (5) Residents are not allowed to display alcohol containers in their room as room décor.
- vii) Dry Halls: Alcohol is prohibited in the following residence halls: Clement, Dubuis, Agnese/Sosa, Sky View (3rd and 4th floors), and Joeris 5th floor.

- (1) Any individual possessing alcohol, or alcohol containers (empty or full) in these buildings, including students that are 21 years of age or older, will face disciplinary action.
- (2) Alcohol paraphernalia including shot glasses, tumblers, empty containers for use of decoration, alcohol advertisements, etc, are prohibited

f) Drugs

- i) UIW Housing holds all residents responsible for the Drug policy cited in both the UIW Student Code of Conduct and Texas Law.
- ii) If drugs or drug paraphernalia are found in common areas of a residence hall room/apartment (living room, kitchen area, bathroom, etc.), all occupants of the unit will be held responsible, unless one of the occupants takes responsibility/ownership of the drugs and/or drug paraphernalia.
- iii) Residents found in possession of drugs on or off campus will go through the judicial process through the Associate Dean of Student Conduct. The University's sanctions regarding drugs can be found in the Student Code of Conduct.
- iv) If a guest is found in violation of the drug policy, the resident may also be held responsible.

g) Smoking

- i) Beginning August 1st, 2018, the University of the Incarnate Word is a "smoke free" campus. Tobacco products including cigarettes and chewing tobacco, are prohibited in and on the UIW campus. This also includes any vaporizers, e-cigarettes, etc.
- ii) These items are not allowed to be stored within University housing
- iii) Smoking is prohibited in all University housing.

h) Guest Policy

- i) Guests: Guests are considered non-residents who enter a residence hall area (lounges, stairwells, hallways, and balconies included) in the presence of any resident(s).
- ii) Guests are considered a privilege, not a right, and residents are expected to exercise this privilege carefully, taking the following into consideration:
 - (1) Concern for others' right to privacy including neighbors, roommates, and suitemates.
 - (2) No resident shall be denied access to his/her room at any time or be placed under undue hardship by the presence of a guest.
 - (3) Guests must use bathroom facilities designated for their gender. At no time can visitors use shower facilities or restrooms designated for the opposite sex.
 - (4) All guests must be escorted at all times by his/her host of that building. Guests are not to be left in a resident's room alone. Any person(s) in violation of this policy will be directed to leave that hall and be issued sanctions.
 - (5) Residents are responsible for the actions of their visitors and must make every effort to control the behavior of their guests in compliance with the Student Code of Conduct.
 - (6) The Residence Life Administrative Team reserves the right to assign appropriate sanctions on a case by case basis to any violators of the guest policy.
 - (7) Minors (anyone under the age of 18), and/or high school students, may not be guests in any residence hall room unless expressly permitted by the Director of Residence Life.
- iii) 24 Hour Visitation:
 - (1) 24-Hour Visitation is designed to limit the amount of unescorted traffic and access of non-residents to the residence halls. 24-Hour Visitation applies to all Residence Halls. All visitors must be escorted by their host at all times from arrival to departure. Under no circumstance should a guest be left alone in the host's room
 - (2) Residents who consistently abuse this policy by having guest(s) on consecutive nights (for example 12am to 6am) may be subject to disciplinary sanctions.
- iv) Cohabitation:
 - (1) Cohabitation is not allowed in the residence halls. Cohabitation is defined as a person using a residence hall room as if that person were a resident of the room. This includes, but is not limited to, keeping clothing and other personal belongings in the room, sleeping overnight in the room, studying in the room on a regular basis, being in the room without the presence of the host, and using the bathroom and shower facilities as if they lived in that room. Violators of the cohabitation will be subjected to a prorated per day rate for the time period the guest stayed and disciplinary sanctions will be imposed.
- v) Overnight guests:
 - (1) The University, at its discretion, allows residents to have guests for a total of five nights per semester. The overnight visit should not exceed two (2) consecutive nights.
 - (a) In order to have an overnight guest, the resident must meet the following criteria:
 - (i) The guest may not be an intimate partner of the resident,
 - (ii) The resident must register guest(s) with their RA 24 hours in advance,
 - (iii) The resident must receive prior permission from their respective roommate(s).
 - (iv) The resident must also notify suitemate(s), if applicable.
 - (b) Guests will not be issued keys or a guest ID card.
 - (c) Residents must ensure that their overnight guest adheres to the guest policy.
 - (d) Overnight guests should not infringe on the rights of roommates.
 - (e) Residents found in violation of the overnight guest policy may receive sanctions ranging from 1 month visitation restriction to a per diem charge to resident. Repeat offenses may result in removal from the residence halls.
- vi) Summer Housing Guest Policy
 - (1) During summer session, the guest policy will allow residents to have guests for a total of 3 nights during the session. Overnights should not exceed 2 consecutive nights.

i) Unauthorized Habitation

- i) Living within a university operated Residence Hall without an assignment or outside the approved contract is prohibited by policy.
- ii) Individuals found residing, visiting, or utilizing a residential space during these times may be charged with criminal trespassing, receive a per day charge, and possible removal from university housing.

j) Fire, Health, and Safety Inspections

- i) For the protection of all residents, the residence hall staff will conduct fire, health, and safety inspections on a periodic basis during the academic year.
- ii) For the purpose of reducing the chance of increased presence of pests and rodents, as well as limiting the hazard of fire or evacuation, all residence hall rooms and apartments will be subjected to a plain view inspection in order to assure adequate cleanliness/upkeep and fire safety.
- iii) Residents are encouraged to be present; however, if resident is not present, Residence Life representatives are authorized to conduct the inspection.
- iv) Any policy violations discovered as a result of a fire, health or safety inspection will be subject to the discipline process respectively. Prohibited items will be removed and the resident will receive a communication regarding the items. If the items are not removed from Housing 2 weeks after communication, Residence Life will dispose of the prohibited items.
- v) After a written warning has been issued to the resident(s) for uncleanliness, residents are given 24 hours to pass inspection. If the room(s) does not meet the criteria to pass inspection, the resident(s) may be charged \$100.

k) Flammables

- i) Due to threat of safety, the items listed below are banned from all residence hall facilities.
 - (1) Candles, incense and other devices that use an open flame are not permitted. If found, these items will become University Property and disposed, and a \$50 fine may be imposed. A \$100 fine may be imposed for each subsequent violation. Student may face additional sanctions.
 - (2) Live Christmas trees are prohibited from residence halls. Christmas lights may be used in moderation. Outlets should not be overloaded with multiple strands of lights. Residents should not damage the hall/room in the process of displaying lights. Residence Life reserves the rights to charge violators of this policy and the right to ask any resident to remove Christmas lights.
 - (3) Residents are prohibited from hanging items from the ceiling or sprinklers.
 - (4) The following items are examples of prohibited items that will be confiscated if found in a room: Octopus lamps, circular halogen bulbs, non-UL approved cords, multi-plug adapters, lamps with a plug in the base, lava lamps, space heaters, "jigsaw hanging lamps," are all considered hazardous items and are prohibited in residence hall rooms.
 - (5) Cooking appliances such as broilers, electric skillets, grills (charcoal, gas, and cooking) woks, George Foreman grills, slow cookers/rice cookers, toaster ovens/toasters, hot plates/induction plates, and any cooking device with open coils are prohibited in residence halls. The exception is for buildings where a full kitchen is present and apartment settings, where a toaster/toaster oven, slow cooker is allowed in the kitchen area only. These items cannot be plugged in, in any residence hall room.
 - (6) Hoverboards are a danger to the residential community and are not allowed to be stored, used, or charged in any residential facility.
- ii) If these devices are found, they will be disposed of and will be unable to be retrieved.

l) Room Décor:

- i) Residents must not exceed a total of 25% of decorative flammable material in their room.
- ii) Any item hung from the ceiling is prohibited.
- iii) All decorations must comply with fire codes.
- iv) Seasonal decorations must be completely removed prior to breaks and vacation periods.
- v) No colored sticky tack, stars or any type of adhesives that damages the wall or door surfaces are to be used.
- vi) Residents will be charged for the removal, repainting, and repair of the room when items are observed on ceilings, walls, or doors.
- vii) Stickers and marker boards mounted for a permanent time period are not allowed on residence hall property including: doors, windows, walls and floors. Damage charges will be issued for the removal of the item(s).
- viii) Paraphernalia such as shot glasses, alcohol containers, set ups resembling a bar, or items displaying immoral or illicit images are prohibited from residence halls.
- ix) Residents must use caution and discretion when decorating their respective room.

m) Weapons

- i) Firearms, ammunition, air rifles, sling shots, pellet guns, paint guns, explosives, firecrackers, pyro-technical devices, projectile firing devices, flammable items of any nature, switchblades, knives over 3 inches long, clubs, chemical weapons (mace, tear gas), replica weapons, and any other item used as a weapon or any item that Residence Life and/or Campus Police believe to be a weapon are prohibited on campus.
- ii) Any violation of this policy may result in a \$50-\$2000 fine, expulsion from the residence hall, or more severe sanctions.

n) Room Search/Entry into Room

- i) As determined by the Director of Residence Life, the Chief of Police, Associate Dean of Campus Engagement and Residence Life, the Vice President of Campus Life and Facilities Management, or other officials as designated by the University Administration, a formal search of a residence hall room may be conducted if it is believed that one or more of the following conditions exist:
 - (1) There is a suspected violation of University policy,
 - (2) There is a possible threat to self or others,
 - (3) There is possible stolen property in the room,
 - (4) There are possible illegal substances in the room,
 - (5) There is a sick or injured individual in the room.

o) University Property

- i) All pieces of furniture placed in the residence hall rooms, laundry rooms, hallways, lounges, porches, patios and study rooms are considered University property and under no circumstances are these items to be removed from their designated locations or vandalized.
- ii) Any improper movement of university furniture is considered theft and will be adjudicated with a \$50 fine per piece of furniture
- iii) Any addition or alteration of the premises without prior written permission from the Director of Residence Life may result in a \$30 fine.

- iv) Student will be held responsible for damage of any property within Residence Hall premises.
 - v) If common areas are misused or vandalized, Residence Life reserves the right to close them to the community and/or require the community to clean, fix, or pay for damages.
 - vi) At the end of the year or when residents vacate the room, beds and furniture must be restored to the room's proper arrangement. Beds must be unbunked and set at standard height. Desk drawers must be placed against the wall. A fine of \$30 will be issued if the room is not in order.
 - vii) Vandalism of hall decoration will result in a minimum of \$50 fine and/or sanctions. If the responsible individuals cannot be found, the charges will be assessed to all residents of the floor.
- p) Self-Care**
- i) While living in the residence halls, all residents are responsible for their own self-care including appropriate personal hygiene, mental health, management of medical conditions or illnesses, and/or disability-related personal needs.
 - ii) Students are expected to utilize the various resources available within the University to provide this care.
 - iii) If the resources are not available at UIW, the student must assume personal and fiscal responsibility to obtain any services necessary for self-care.
 - iv) Students who are considered to be a threat to others or a disruption to the community may be removed from the residence halls.
 - v) Any special housing accommodations related to disabilities must be registered and approved through the Office of Disability Services.
- q) Pets**
- i) Pets are not allowed in any Residence Hall at any time.
 - ii) Fish are the only pets allowed and may be kept in properly maintained aquariums of 20 gallons of water or less.
 - iii) Any resident found with a pet will be fined \$75 and will be asked to immediately remove the pet.
 - iv) Any subsequent violation will result in \$100 fine and may be subject to disciplinary action, including removal from housing.
 - v) Residents may be responsible for costs for cleaning, fumigation and any other damages.
 - vi) Guests are also not permitted to bring their pets into any Residence Hall or apartment.
- r) Approved Animals**
- i) Animals that serve in the capacity of service or therapy animals must be documented and approved through the Office of Student Disability Services.
 - ii) Students are responsible for meeting with the Assistant Director and Coordinator of Operations once an accommodation for an approved animal is on file per academic year.
- s) Prohibited Items**
- i) Prohibited items will be confiscated and disposed.
 - ii) Students in possession of prohibited items will be fined \$35-\$50 and may face disciplinary action.
 - iii) Confiscated weapons, drugs, paraphernalia and items involved in an investigation will be processed by the UIW Police Department.
 - iv) The University does not assume responsibility for any confiscated items or loss/damage to abandoned items.
 - v) Hover boards are considered prohibited items and are not allowed to be kept, stored, or utilized in any Residence Life room or building.
- t) Safety**
- i) Cooking
 - (1) Cooking in the residence halls is allowed with approved cooking appliances and in University approved kitchen/lounge facilities only.
 - (2) Residents are permitted to use rice cookers, crock pots, and George Foreman type grills in residence hall kitchens.
 - (3) McCombs, Watson Lofts, and Avoca Apartment residents only are permitted to use toasters and toaster ovens.
 - (4) Residents are responsible for ensuring that proper sanitation, ventilation, and fire safety precautions are taken.
 - ii) Hallway Decorum
 - (1) Residents should respect Residence Hall property and promote the upkeep and safety within.
 - (2) Participation in any sporting activity within the residence halls, breezeways, rooms or apartments is prohibited.
 - (3) Hockey, rollerblading, skateboarding, soccer, Frisbee throwing, football throwing, water fights and any behavior that can impose harm to pedestrians is prohibited.
 - (4) Hanging laundry or using drying racks in the breezeways or other common areas of a residence hall is prohibited.
 - (5) Violation of these policies may result in disciplinary action including but not limited to a \$25 fine, restitution for damaged property, and additional sanctions.
 - iii) Doors
 - (1) Tampering with interior/exterior/fire exit doors/entryway doors in any way is prohibited. Tampering includes, but is not limited to, propping or ripping doors open.
 - (2) An individual found responsible for tampering with a door will be issued a \$75 fine and may be subject to additional sanctions.
 - (3) If it is unknown who is tampering with doors, the community will be issued a written warning.
 - (4) If tampering persists, all residents will be issued a \$75 fine.
 - (5) Failure to ensure safety of your residence can result in a \$25 fine.
 - (6) It is against policy to prop any emergency or entry door.
 - iv) Elevators
 - (1) Any form of tampering with elevators is prohibited
 - (2) Inappropriate use or misuse of the emergency bell in an elevator will result in a minimum fine of \$50 and disciplinary action
 - (3) If damage occurs, residents will be responsible for the cost of repair
 - v) Emergency & Safety Equipment
 - (1) Tampering with, damaging or inhibiting the use of emergency and safety equipment is prohibited.
 - (2) Residents are not permitted to use emergency equipment for any purpose other than emergency use. This includes, but is not limited to, fire extinguishers, heat and smoke detectors, exit lights or panels, fire alarm pull stations, or locked exterior doors.
 - (3) Residents are prohibited from removing smoke detectors and from tampering with water sprinklers.

- (4) Residents involved in such activities may be subject to disciplinary action, fines, restitution, or removed from University Housing.
- vi) Roofs
 - (1) Residents are not permitted on the roof of any campus building at any time.
 - (2) Residents found in violation will be subject to disciplinary sanctions and a \$50 fine for each violation.
 - (3) Residents are responsible for their guests and shall be fined \$50 for each guest found in violation.
- vii) Lamps
 - (1) Halogen/Torchiere/Lava/octopus lamps are not permitted within the Residence Halls.
 - (2) Halogen/Torchiere/Lava/octopus lamps found in student rooms will be confiscated and become University property and a charge of \$50.
 - (3) Please see 5-J "Flammables" regarding our full policy regarding lamps.
- viii) Lofts
 - (1) Hand built wooden lofts are not permitted in the residence halls.
 - (2) If lofts are found, the resident responsible will be immediately required to disassemble the loft and be fined \$30.
- ix) Hygiene and Offensive Odors
 - (1) Residents are expected to maintain personal hygiene to a level at which their presence does not negatively impose undue discomfort on fellow residents or the community.
 - (2) Residents are expected to appropriately dispose of hygiene products.
 - (3) Residents are expected to appropriately dispose of bio-hazardous material(s). Disposal in commodes and sinks is prohibited.
- x) Windows
 - (1) Residents are not allowed to display items such as paper, tin foil, flags, posters, or neon signs in the windows or between the window and mini-blinds of any residence hall.
 - (2) Clothing or any other item should not protrude from windowsills.
 - (3) Residents are prohibited from throwing anything out of a window. Students may not use shoe polish or spray fake snow on the windows.
 - (4) Violation of this policy may result in a \$25 fine to include disciplinary sanctions.
- xi) Water Fights
 - (1) Water fights, water balloons, or any activities historically associated with water fights (throwing mud, rocks, or use of scalding water) are not allowed in or near the residence halls.
 - (2) Water shall not be thrown inside the hall, onto or from balconies, stoops, or windows.
 - (3) Instigation or participation in such activities may result in disciplinary action and/or restitution for damages.
- xii) Group Billings
 - (1) Financial charges relating to the cleaning of, damage to, or theft of University property are billed to the specific individual(s) responsible whenever such individuals can be identified.
 - (2) When damage or theft cannot be assigned to a specific individual(s), the charges may be divided equally among the residents of the affected floor, building or area.
 - (3) Residents will have up to 2 weeks after the day of the incident to identify the individual(s) responsible for the damage before a group billing is finalized.
 - (4) Residents will be notified of such billings by flyers in the residence halls, residence hall doors, and through e-mail.

7) ADDITIONAL GUIDELINES AND POLICIES

a) Appliances and Electrical Equipment

- i) Due to electrical requirement and safety precautions, appliances with exposed heating elements, sun lamps, tanning beds, space heaters, ceiling fans, black lights, window air conditioners, microwave ovens more than 750 watts, hot plates, electric frying pans, toaster ovens, George Foreman type grills, rice cookers, crock pots, octopus lights, octopus outlets, open-faced electrical or heating appliances, outside antennas of any kind are not permitted in residence halls rooms. The storage of any flammable fluid is not allowed. Waterbeds or any variation of unauthorized furniture may not be used.
- ii) Residents are permitted to use rice cookers, crock pots, and George Foreman type grilles in residence hall kitchens. In addition, residents living in McCombs or the Avoca Apartments are permitted to use toasters and toaster ovens in kitchens only.
- iii) Refrigerators must not exceed 4.5 cubic feet.
- iv) Irons may be used in rooms, but must not damage university property, to include carpet, chairs, all other furniture or any part of the residence hall. Residents will be charged for damage done to these items.
- v) Extension cords that exceed 12 feet in length or are constructed with less than 16-gauge wire are prohibited.
- vi) Students are urged to use power strips when plugging in their electrical devices in their rooms. Multi-socket plug surge protectors are prohibited. Please use the surge protector strips. Never run an extension cord from a power strip or plug in a power strip to an extension cord. This situation poses a fire risk. Also, students should never remove the third grounding prong from any device and force that plug into an outlet.

b) Bicycles/Motorcycles

- i) Motorcycle and bicycle parking should be restricted to available motorcycle lots and bicycle racks. These vehicles may be impounded if they are left in walkways, breezeways, sidewalks, or hallways.
- ii) Mopeds are considered the same as motorcycles and should follow the same regulations.
- iii) Bicycles must be removed upon check out from the residence halls. All remaining bicycles will be removed from racks after May 31st.

c) Common Areas

- i) Common areas, including lounges, kitchens, bathrooms, laundry rooms and elevators are designated for appropriate use by the residents of each building.
- ii) After using a community kitchen, pots, pans, dishes, utensils, etc. must be cleaned and properly stored. Counters should be clear of any food debris or remnants. Items left in kitchens will be thrown out after the last round of the evening.
- iii) If these areas are consistently abused, misused, or vandalized they can be shut down to the community if appropriate, or they may be cleaned, fixed by the entire community and or fined. See Furniture for additional guidelines.

d) Use of Room

- i) Students are not allowed to sublet their residence hall room or allow anyone to live in their residence hall room who is not assigned to the space. In addition, students are not allowed to run a business from their room.
- ii) Violation of these policies will result in a conduct investigation.

e) Fines

- i) The following list includes possible fines due to room damage or conduct issues. This list is not exhaustive and should only serve as a guide of possibly charges/outcomes:

Room Main	
Room door- Outside & Inside	\$400 to replace
Door viewer- Outside & Inside	
Closet door(s)- Outside & Inside	\$400 to replace
Closet rod(s) & shelving	
SKY Ent Closet Door(s) – Inside/Outside	SKY Area Only: \$400 to replace
SKY Ent Closet Rod(s) – Shelving	
Room floor- carpet, wood, or tile	
Room ceiling	\$15 per tile
Room ceiling light	\$25 per cover
Walls	\$100 to repaint room/ \$50 to repair
-left	
-back	
-right	
-front	
Windows	\$50-300 to replace
Blinds	\$100 per blind
Screens	\$50 per screen
Light switch	\$10 per switch
Electrical outlets/plates/covers	\$10 per cover
Phone jack	\$15 per jack
Cable wall jack	\$15 per jack
Data line jack	\$15 per jack
Smoke detector	\$80 to replace
Thermostat	\$125 to replace
Room shelves	
Room mirror	\$25 per mirror
Living Room Sofa	\$1100

Room Furniture	
Desk	\$250 to replace/ \$100 to repair/ \$50 per drawer
-top	
-side	
-drawers	
Desk chair	\$25
Dresser	\$250 to replace/ \$50 per drawer
-top	
-side	
-drawers	
Mattress	\$150 to replace
Bed frame	\$75 each
Bed spring	\$125 each
Room Restroom	
Bathroom door(s)- Outside & Inside	\$400 to replace
Bathroom ceiling	
Bathroom ceiling light(s)	\$25 per cover
Bathroom exhaust fan/heater	\$50 to replace
Bathroom floor	\$150 to replace
Bathroom walls	\$50 /wall or \$100 max
Bathroom electrical outlets/covers	\$10 per cover
Bathroom mirror	\$25 to replace
Sink & faucet	\$150 to replace
Cabinet	\$50 to repair
Toilet	\$150 to replace
Shower stall/bath tub & faucet	\$150 to replace
Towel bar	\$15 to replace

Apartment Living Room Status	
Apartment door- Outside & Inside	\$400 to replace
Entrance closet door- Outside & Inside	\$200 to replace
Entrance closet rod & shelving	
Living room ceiling	
Living room ceiling light	\$25 per cover
Living room floor	\$10 per carpet tile
Living room walls	\$100 to repaint room/ \$50 to repair
-left	
-back	
-right	
Living room windows	\$50-300 to replace
Living room blinds	\$100 per blind
Living room screens	\$50 per screen
Living room cable wall jack	\$15 per jack
Living room electrical outlets	\$10 per cover
Living room light switch	\$10 per switch
Bookshelves (Avoca & A/S)	\$40 per shelf
Sofas	\$600 to replace
Coffee table	\$150 to replace
End tables (A/S only)	
Mini-fridge unit (A/S only)	\$250 per unit

Apartment Kitchen Status	
Dining room table	\$250 to replace
Dining room chairs/benches	
Kitchen ceiling	
Kitchen ceiling light	\$25 per cover
Kitchen walls	\$100 to repaint room
Kitchen floor	\$150 to replace
Kitchen light switch	\$10 per switch
Kitchen electrical outlets	\$10 per cover
Kitchen telephone jack	\$15 per jack
Garbage disposal	
Range	\$500 per appliance
Range hood/fan	
Refrigerator	\$700 per appliance
Dishwasher	\$400 to replace
Cupboards	\$50 per cupboard

The fines below represent the possible fines/fees due to possible conduct issues. This list is not exhaustive but to serve as a guide for possible fines/fees:

2 nd health & safety check warning	\$100
Abandoned Items	\$50-\$100 Disposal Fee
Alteration of the premises	\$30
Cohabitation	\$25- \$250/day
Damaged/missing window screens	\$50
Display of alcohol containers	\$25
Failure to evacuate for fire drill	\$30
Failure to restore proper room arrangement	\$30
fighting	\$50
Gambling	\$25 + \$50 per subsequent violation
Group billings for halls charged	\$10 minimum per resident
Housing contract cancellation	\$500 + \$225 forfeited deposit
Improper check in/out	\$25
Improper/Unauthorized movement of university furniture	\$50
Improper use of Laundry Facility	\$60
Lockout Fees (3 rd or more lock out)	\$15
Lofts	\$25
Lost key	\$25-\$40, maximum \$65
Missed mandatory meeting	\$25
Misuse of emergency bell/fire safety equipment	\$50 minimum
Noise violation	\$25
Obstruction/vandalism of windows	\$25
Pets	\$75 + \$100 per subsequent violation
Possession of a bar (alcohol)	\$50
Possession of Candles, Incense Firearms, Firecrackers, Flammable Items, Other Weapons	\$25 + \$50 per subsequent violation
Possession of torchiere lamps	\$25
possession of Unauthorized appliances and/or electrical equipment	\$35
Projectiles	\$50
Replacement UIW ID card	\$15
Smoking in residence hall rooms/apartments	\$50 + \$100 per subsequent violation
Tampering, propping or rigging doors	\$50 + \$50 per subsequent violation
Trash stored outside of residence	\$25
Un-authorized room change	\$50-\$100
Un-authorized solicitation	\$25-\$200
Underage possession of Alcohol containers	\$25
Vandalism	\$50-\$1000
Violation of hallway decorum	\$25
Violation of roof policy	\$50/resident + \$50/guest

- f) **Lounges**
 - i) The residence halls provide spaces and lounges that can be used for studying and socializing.
 - ii) Students may request to use these spaces for special events by contacting the Area Coordinator of the building at least two weeks prior to the time of the event. Permission must be granted before any advertising can begin.
 - iii) Lounge furniture shall not be removed from the lounge and any furniture moved must be returned to its original place.
- g) **Street/Road Signs**
 - i) Street/Road signs are considered the property of the respective government agencies where located and any inappropriate taking or possession by unauthorized individuals may result in disciplinary action.
 - ii) The Residence Life Office will confiscate signs immediately.
- h) **Trash Disposal**
 - i) For the purpose of reducing the presence of insects, rodents, and animals, trash or trash containers may not be stored outside the apartment or breezeway for any length of time.
 - ii) If trash is discovered, each resident of the particular apartment will be fined \$25 for each occurrence.
 - iii) If trashcans in hallways are full, residents must take trash to the large gray trashcans located near residence halls. If trash is discovered and no one apartment takes ownership, all residents of that particular apartment level will be charged.
- i) **University ID Card**
 - i) Your University ID Card is the property of University of the Incarnate Word and is to be presented upon request of any University Official.
 - ii) This card is your official ID, which should be carried at all times. Failure to present your ID to a University Official upon request is a violation of University Policy and makes you subject to disciplinary action.
 - iii) No one may carry, hold, or be in possession of another's ID card. A fee of \$15 is charged for a lost or stolen ID.

8) RESIDENTIAL SERVICES

- a) **Campus Engagement:** While your Resident Assistants can answer most of your questions, you may come to the Campus Engagement and Residence Life Office for lost keys, ID cards, discipline appeals, and assistance in other areas dealing with the residence halls. This office is open during the academic year weekdays from 8:00 a.m. until 6:00 p.m., except Fridays, which is 8:00 a.m. to 5:00 p.m.
- b) **Cable Service:** Effective June 1st, 2018, cable services at UIW have been suspended.
- c) **Dining Services:** All students living on campus are required to purchase a meal plan each semester. The remaining balance of Dining Dollars from the summer will transfer to fall semester and fall will transfer to the spring semester plan. After the spring semester, the balance will be forfeit.
 - i) All meal plans are taxable and not transferable. Students desiring to change their meal plan must complete a meal plan change request form. Meal Plan Change requests will only be accepted prior to the beginning of the academic year. Please review our website for calendar dates. Residents may add money to their meal plan at any time by contacting the Business Office. Meal plan changes will not be accepted after the deadline has passed.
 - ii) Meal plans may be used at the main dining hall located in Residential Dining at SEC (Board Meals and Dining Dollars), Hortencia's (Dining Dollars), which includes Chick-fil-A, in the Administration Building, Finnigans Coffee Shop (Dining Dollars), located in by the Mabee Library, Lucianos (Dining Dollars) located in the SEC, and Pasha (Dining Dollars) located in the ICC.
 - iii) All residents must have their UIW ID card to use their meal points. Meals will not be purchased with another resident's ID card unless that resident is present or proper authorization if presented (see sick trays). A card presented by a non-owner shall be confiscated by food services and turned over to Campus Engagement and Residence Life.
 - iv) Exceptions to the Meal Plan Requirement may be granted for medical reasons only. Requests for exceptions to the meal plan must be submitted to the Associate Dean of Campus Engagement and Residence Life two weeks prior to the start of each semester. Exemption or deductions from the meal plan are granted only when the campus food service cannot meet a student's special dietary needs as outlined by a physician. The student will be asked to submit a copy of his/her special dietary needs to the Food Service Director before a waiver is granted. Applications for exceptions must be resubmitted each semester.
 - v) NOTE: Fines and possible disciplinary sanctions will be imposed if any dishware or trays belonging to Food Service are found in resident rooms, if students are found using meal cards that are not their own, or they are found stealing food from other students or the cafeteria.
 - vi) **Sick Trays:** If you are prevented from going to meals because of illness, a friend can pick up a meal for you. You must give the person a signed and dated note along with your ID card.
 - vii) **Special Diets:** Special diets due to medical disorders may be requested from the Food Service Director. Requests must be submitted at least two weeks in advance of each semester and you must provide a letter from your physician that includes the diagnosis and special dietary requirements. Please note for allergy related requests, an accommodation must be on file through Student Disability Services.
- e) **Internet:** All Residence Halls have wireless supplied by the University IT department. The wireless system is a 10 gigabyte line and available to all residents. Information regarding the wireless internet can be found at www.uiw.edu/ird/students/resnetinfo.html. Students experiencing issues with the wireless in the residence halls can contact the help desk at 210-829-2721. At this time, the university has very limited Ethernet cable capability.
- f) **Health Services and Emergencies:** The Residence Life Staff keeps limited first aid supplied for minor illnesses or emergencies. In addition, the Student Health Services Office, located in the Basement of the Agnese/Sosa Parking Garage (found on the walkway between the residence hall and the Nursing Building) is open Monday through Friday, 8am-5pm. The Campus Health center provides basic health services that focus on primary prevention care, health education and counseling, care for acute minor illnesses and injuries, and the maintenance of health records and assistance with the university insurance plan. At UIW, students are encouraged to take responsibility for their body, mind and spirit (personal wellness). Students are challenged to examine their own personal wellness plan. Support is given for changes resulting in continued improvement and growth. Co-payment is due at time of visit and is based on the insurance carried by the patient. For more information, please contact (210) 829-6017.

In the event of an emergency occurring after regular business hours, residents are to contact the RA on duty in their building, the All-Campus Phone at (210) 216-6831 or notify the UIW Police, 829-6030. All students are encouraged to utilize the Student Health Services before symptoms intensify and become serious.

- g) **Housekeeping Service:** Housekeeping services are provided for public areas only. Private residence hall bathrooms are cleaned weekly and public areas are cleaned daily. Individual maid service is not available for student rooms. Residents are not allowed to deny housekeeping services to their room.
- h) **ID Cards:** All students are required to have and carry an ID card at all times while on campus. This card is utilized to purchase meals, gain access to the residence halls, check out books from the library, and for admittance into University events. All ID cards are obtained through the Campus Engagement Office. There is no fee for the first ID card. Replacement cards are \$15. Residents are not allowed to give their ID card to another person and should be produced when requested by a university official.

- i) **Laundry:** Washers and dryers are located in each building. Any malfunctions with the laundry equipment should be made immediately by contacting your RA or the laundry company. Please be sure the washer number and dryer unit number is given to the company when reporting malfunctions. Laundry is included in your room and board charges and no additional quarters or payment required. Laundry facilities are only for the residents of that building. Using facilities that are not designated for that particular resident or for a non-resident/non-student will result in a fine of \$60.
- j) **Mail:** Mail for each student is delivered to the Campus Post Office located on the basement floor of the Administration Building. Each resident will be assigned a mailbox and receive their own key from the post office. Services at the Post Office include selling stamps, shipping packages (USPS, UPS, Airborne Express, DHL), and assistance related to mail. Residents are required to turn in their mailbox key at the end of the school year and when they depart the residence hall permanently. The address is as follows:
 Your Name
 University of the Incarnate Word
 4301 Broadway CPO ___
 San Antonio, TX 78209
- k) **Parking Services:** Residents with cars on campus are required to have a parking decal which can be obtained at the Business Office. The decal will allow the student to park in designated areas on campus. Students who use handicapped parking spaces on campus must provide proper documentation to receive a handicapped-parking permit. Students, Employees and Visitors needing assistance with a temporary permit, appeal inquiry or assistance with campus locations should stop by the Visitor Information and Parking Office located at the southeast area of Mission Plaza.
- l) **Picnic Area:** Residents are encouraged to use the picnic areas and charcoal grills around campus. Only charcoal briquettes may be used. Please be sure to clean up the area after yourselves. No alcohol is allowed in these areas. No bar-b-queing is allowed within ten feet of any University building. The picnic areas with grills and table are located next to and east of the tennis courts, beside Avoca C, D and E, and by the outdoor volleyball court. Additional picnic tables are located between the river and natatorium, next to Dubuis and next to Agnese/Sosa.
- m) **Repairs and Maintenance:** Any repairs or maintenance needs should be reported to your RA who will fill out a maintenance request via an on-line system. If a request has not been completed within a few days, notify your RA again. After the form is submitted, a member of the maintenance staff will respond to the maintenance need. If a maintenance emergency arises after hours, please contact the All Campus RA 210-216-6831 or UIW Police, 210-829-6030, immediately. Other reporting options include e-mailing housing@uiwtx.edu or by contacting our office during normal business hours at 210-829-6034.
- n) **Shuttle Service:** The shuttle operates Monday thru Friday during the Fall & Spring semesters.
- o) **Telephones:** The University provides local telephone service for its student residents. However, each student must provide his/her own telephone. No calls or charges may be made against your University telephone number. There will be a \$25 fine, plus the charge of the call for accepting collect phone calls or charging calls to any campus phone number. Each phone line is equipped with Caller ID. Students are responsible for providing their own Caller ID device. Each phone line is also equipped with an AUDIX answering service that can be set up by each student. Call the Help Desk at extension 2721 for further assistance.
- p) **Tennis Courts:** Eight tennis courts are available for use by students, faculty, and administration and staff members at specified hours. Classes, athletic practices, and matches have first priority. Rules are posted at the tennis courts.
- q) **Vending Machines:** Snack and soda machines are located in various residence halls. Any malfunctions with vending equipment and/or refund requests are to be made by calling the toll free number located on each machine.
- r) **Wellness Center:** The Wellness Center houses offices, a weight room, an aerobics room, classrooms, three racquetball courts, gymnasium, and locker rooms. It is free for UIW students, faculty, administration, and staff members. Memberships for the greater community may be purchased at the front desk. Please check with the Wellness Center staff for posted hours and fitness classes that are offered.

9) SAFETY AND SECURITY

a) Residence Halls

For the safety and protection of students and their belongings, residents should ALWAYS lock their doors whether you are in or out of your room. Any theft should be reported to UIW Police immediately, and then your RA. Inquiries about lost articles in the residence halls should be made to the residence hall staff. Found articles should be turned over to the UIW Police.

Exterior doors of all halls are locked 24 hours a day for security purposes. Students may not prop open any door. Students must carry their UIW ID with them whenever they leave the hall. Residents play a significant role in ensuring building safety. Students are responsible for abiding by all residence hall policies.

Access to each residence hall is limited to designated entrances. All other doors are alarmed and to be used for emergency exit only. Any tampering with these doors will result in a \$25 to \$100 fine for responsible parties.

b) Card Access System

The Office of Residence Life offers security through the use of an ID card access system. It is a computer-coordinated system that allows access to the Residence Halls and other buildings at selected entrance doors, some interior doors, and some elevators. Residents are given card access to their buildings only. Please ask your RA for assistance if needed.

Two indicator lights are displayed on the reader and will let the resident know if entry is allowed or denied. The red and green lights will continuously blink when the reader denies entry. The red light will glow when the door is secure. The green light will glow when the ID card is valid and entry to the hall is granted.

Residents should not allow others to enter the hall behind them. Better known as "tailgating," this jeopardizes the safety and security of all residents in the building. Propping doors open for guests allows easy entry for anyone who is walking past the building and creates a security risk. Disciplinary action will result for residents who leave such doors propped open. ALL RESIDENTS of a particular floor will be fined when tampering with doors is discovered, the magnetic plates are prohibited from working properly, or the card swipe system is damaged, and no one individual is found to be responsible.

Typically, during the check-in process at the beginning of the semester and the checkout process at the end of the semester, the exterior doors are unlocked from 9 a.m. to 7 p.m. to assist students with moving in or out. Should you have any problems in accessing your residence hall with your card or any related questions, please feel free to contact your Residence Hall staff.

Lost ID cards cannot be reactivated once a replacement has been made. Attempting to use a deactivated ID in lieu of a replaced ID will warrant a replacement fee of \$15.

c) Convenience and Emergency Phones

Convenience phones (yellow call boxes), are located near or in each residence hall on campus. These yellow box courtesy phones also have a red button that when depressed can contact campus police immediately for emergencies.

d) Harassing Phone Calls

Should you receive harassing telephone calls, you should do the following:

- Don't talk. A person who makes obscene or harassing telephone calls is looking for an audience. Don't be that audience.
- Hang up. After hearing the first obscene word, hang up, especially if the callers do not identify themselves or do not say anything. Don't slam the receiver down. That's admitting the call bothers you. It also gives the callers the reaction they are looking for...knowing the call is disturbing to you. Hang up quietly! Again, you can control the situation. You can end any phone call by simply hanging up.
- Call for assistance. Whenever you feel threatened, harassed or annoyed by a caller, contact the University Police.
- Your terms. Always use your telephone on your terms. Don't talk to anyone unless you want to.
- Silence: If it is the kind of caller who remains silent after you answer, hang up.
- Heavy Breather: Don't give a breather a chance to get started.
- Unplug Your Phone: Unplug your phone before going to bed. If an emergency arises where information needs to get to you, Residence Life staff will notify you.

e) Room Access

Residence Life will only open a door to the verified resident of the room. The department cannot open a door for an individual who is not a resident of that room. This policy is to ensure the security and privacy of the students in the room.

f) Lock Outs

Each resident is expected to carry his/her key at all times. A student who is locked out of his/her room during normal office hours should go to the Residence Life Office in either the Student Engagement Center or JO 108 The residence life team member will assist with the lock out. The resident should be prepared to show their ID to the residence life team member to verify their identity and to produce their key when they are let into their room.

If the resident is locked out after hours then they contact the RA on duty who will let him/her into his/her room. Residents who are locked out of their room should be prepared to show their ID to the RA to verify their identity and to produce their room key when they are let into their room.

Students receive two free lock outs per semester. Any additional lock outs after the second lock out will result in a \$15 charge to be charged to the student's account.

g) Lost or Stolen Keys

A resident whose key(s) is lost, stolen or misplaced will be held responsible for the cost of lock and key replacement. The charge for lock replacement in Clement, Dubuis, Hillside, Joeris, Sky View, and St. Joseph's is \$25 per lock. For Agnese/Sosa, Avoca, ICC2 (McCombs Building) and Watson Loft, a \$40 replacement charge will be assessed for entry doors and \$25 for room doors.

Should the key be broken, a replacement key will be provided when the broken key is returned. If you believe your keys have been stolen, contact UIW Police at 829-6030 to fill out a police report.

h) Property Loss and Insurance

You are encouraged to carry personal property insurance. UIW cannot assume responsibility for destruction, theft, loss of money, valuables, or other property belonging to or in the custody of a student for any cause whatsoever, whether or not those losses are in a student's room or in a public area. UIW or Residence Life is not responsible for property left behind after the resident has moved out of the residence halls. Property found may be discarded or given away.

i) Vehicle Safety

- Whether you leave your car for a minute or several hours, roll up the windows, lock the doors and take the key.
- Carry your registrations with you. Do not leave any personal identification documents, keys or credit cards anywhere in the vehicle.
- Keep packages or valuables in the trunk. If you leave anything in the car, make certain it is covered and out of sight.
- Stereo components or cell phones should be removed from your vehicle and placed in a more secure location after you park your car.

j) Security and Safety Tips

- Never leave your personal property unsecured or unattended.
- Look around and be aware of your surroundings when you enter and exit a building.
- Always tell someone where you are going and what time you expect to return.
- Lock your doors always! Whether you are in or out of your room.
- Report all suspicious activity or persons to your residence hall staff or UIW Campus Police.
- Do not leave valuables in plain sight.
- Record serial numbers of electronics.
- Engrave your valuables. (Ask hall staff or UIW Campus Police for assistance.)
- Use the buddy system after dark.
- Tell friends or your RA about your plans or whereabouts.
- Never prop open doors for others.
- Your RA or UIW Campus Police can help with security situations or questions.
- In case of emergency, call UIW Campus Police 829-6030.

k) Severe Weather

Local radio and television stations announce tornado or severe weather watches when the weather conditions are right for a tornado or severe weather. Warnings are when tornadoes have been sighted or storms are taking place. You should follow these procedures when there are storm alerts:

- (i) Stand clear of windows, exterior walls and doors.
- (ii) Move to an interior space (i.e. bathrooms, closets, hallway, etc.).
- (iii) Avoid standing near areas with glass.
- (iv) If you are unable to move to an interior space, get under something sturdy if possible (i.e. sturdy tables, desks, etc.).
- (v) If time permits, go to the lowest possible floor and stay with a friend.
- (vi) Call 9-911 on a campus phone or 911 on your cellular phone if emergency help is needed.

k) UIW Campus Police

Located in Clement Hall foyer, UIW Campus Police operates 24 hours a day, 7 days a week. UIW Police works closely with the Office of Residence Life to help make the campus more safe and secure. If you need police assistance, call 829-6030. Be ready to give the officer all the important information including your name, location, and nature of your need. UIW Police also provides escort service during evening hours, which can be asked for by phone or in person at the front gate police Kiosk.

Students are expected to follow all traffic laws on campus. Violation of traffic laws will result in sanctions being issued by Campus Police.

l) While Walking:

- Avoid walking alone, particularly after dark. If walking alone is unavoidable, be aware of your surroundings.
- Walk with confidence and determination, holding your head up. Look behind and around you frequently.
- Stay in well-lit areas as much as possible.
- Avoid shortcuts. The shortest route is not always the safest route.
- Walk close to the curb. Avoid doorways, bushes and dark areas.
- Wear clothes and shoes that give you freedom of movement.
- Carry your personal belongings in a backpack or similar container that will enable your arms and hands to be free at all times.
- If you are in trouble, attract help any way you can. Scream; yell for help or yell, "Fire!"
- If you feel you are being followed, walk into a public building or knock on someone's door.
- Placing your car keys between your fingers (protruding) can be utilized as a self-defense weapon to the eyes and face of a mugger.

m) While Driving:

- Keep your car in good working order and gas tank at least half full.
- Park in well-lit areas and lock the doors, even if you will be gone only a short time.
- When you return to your car, have the key ready and check all seats and the floor before getting into the vehicle.
- Drive with all the doors locked.
- Never pick up hitchhikers.
- If you are being followed, do not drive home. Go to the nearest police or fire station and honk your horn, or drive to an open gas station or other business where you can safely call the police. If you are near campus pull into the campus and locate the nearest officer to help you. Don't leave your car unless you are certain you can walk inside the building safely. Try to obtain the license plate number and description of the car following you.

n) Fire Safety Tips

- (a) By following the guidelines listed below, you will have the best chance of surviving a fire with the least amount of personal injury and property damage.
 - i) Know at least two ways to exit from your room. Practice exiting your room with your eyes closed (have someone help you with that). Smoke rises, so you want to crawl below it. Be prepared to reverse your direction or return to your room. Keep one hand on the wall in the direction you turn, so you can keep your orientation. Memorize landmarks, such as drinking fountains and bulletin boards. If you do become disoriented, enter any room that will provide refuge until you are rescued.
 - ii) If a fire alarm sounds, exit the building immediately and keep a safe distance from the building. Prior to leaving your room, feel the highest portion of your door. If it is hot, do not open it. If it is cool, brace yourself against the lower portion of the door as you open it. If the hallway appears safe, take your key and UIW ID, close your door, and exit the building. Follow instructions from hall staff or emergency personnel.
 - iii) If you cannot leave your room for safety reasons, block cracks around the door with wet towels. Call 9-911 from your room phone or 911 from your cellular phone, giving your name, room number and situation. Do not leave your room until you are told it is safe to do so, firefighters will evacuate those most in danger, so you may not be evacuated immediately. If smoke enters your room, lie on the floor for the freshest air. Open the window if there is no smoke visible on the outside. Attract attention by dangling a sheet (daytime) or flashing your room lights (nighttime). If you must break a window, use a chair and knock out all of the glass to provide the most ventilation.
 - iv) If you are the person who discovers a fire, activate a pull station. When you get to a safe area outside, call 9-911 from a convenience/emergency phone. Answering their questions will clearly ensure a quick response from emergency personnel.
 - v) Do not re-enter the building until instructed by staff, even though this may be some time after the fire appears to be out, since the building has to be inspected.
 - vi) By following these suggestions, you will provide yourself with the best chance of surviving a fire. Review these tips often, practice your exit routes, and follow good fire prevention practices to insure you will not have to use these skills.

o) Fire Safety Equipment

Fire extinguishers, fire alarm systems, and other fire prevention and protection equipment are provided in University buildings as a safeguard for lives and property. The rendering of a false alarm is prohibited by University regulations and Texas law. Tampering with fire bells, alarms, extinguishers, hoses, exit signs, instruction signs, sprinkler systems, and other equipment is punishable by fines up to \$1000 and/or additional disciplinary action up to and including expulsion from the University. Due to the seriousness of tampering with fire safety equipment and any items previously mentioned, any infraction will result in an automatic fine of \$100. (Tampering with fire safety equipment also includes removing batteries from smoke detectors.)

p) When the fire alarm sounds:

- Quickly put on a coat and hard soled shoes.
- Take a towel with you to put over your face to prevent smoke inhalation.
- Check your door or doorknob. If it is hot do not open it. If it is cool, exit cautiously and shut your door.
- Leave the building immediately.
- Use the designated fire exits (if possible). It is unlawful to use elevators during an actual fire or fire drill.
- Close all doors behind you as you exit.
- Walk as you exit the building. DO NOT RUN!
- Stand clear (at least 100 feet) of the building after evacuating.
Do not re-enter the building until the fire alarm is silenced and you are instructed to do so by a residence life staff member or UIW Campus Police.

q) Fire Drills

All residents and visitors are required by state law to evacuate the building during emergencies, fire drills, and any other time that the fire alarms sound. Failure to do so is grounds for disciplinary action, to include a \$30 fine and/or community service. Repeated offenses for failing to evacuate may result in double fines and greater sanctions.

r) Fire, Health, and Safety Inspections

For the protection of all residents, the residence hall staff will conduct fire, health, and safety inspections on a periodic basis during the academic year. All residents will be notified no earlier than one (1) week in advance. Residents are encouraged to be present; however, if resident is not present, Residence Life representatives are authorized to conduct the inspection.

Fire inspections are conducted each semester. The intent of these inspections is to increase the level of safety and safety awareness for all occupants of the residence halls. These inspections will include residence hall rooms and staff offices, as well as all mechanical and common areas.

Inspections will begin around the third week of the semester and will continue until all residence halls have been inspected. All inspections will be conducted in the presence of a residence hall staff member, a member of the residence hall or maintenance staff. Advance notification of all inspections will be provided to all residents. A follow-up inspection may be necessary if needed changes are noted.

Safety practices in general and the checklist of items noted in this section will be the primary focus of these inspections. The Office of Residence Life appreciates your cooperation in this effort and will make every effort to minimize inconvenience to occupants during these inspections.

10) RESIDENCE LIFE HANDBOOK

The Residence Life Handbook is intended to assist and inform all residents regarding the policy upheld within each Residence Hall that supports the mission and policy of UIW. Residents are responsible for becoming fully educated on the policies listed in the Student Code of Conduct (which includes the Residence Life Policy Addendum). The Residence Life Handbook should be referenced in conjunction with the Student Code of Conduct. The Student Handbook can be found at <http://www.uiw.edu/studentconduct/UIWHandbookSCC.html>



**RESIDENCE LIFE HOUSING OCCUPANCY CONTRACT
FALL 2018 – SPRING 2019**

IMPORTANT: PLEASE READ CAREFULLY ALL THE TERMS AND CONDITIONS OF THIS CONTRACT.

I have read and understand that this agreement is for the **full academic year (Fall 2018 – Spring 2019)**. I understand that a room will be assigned to me based on eligibility of occupancy and the availability of housing, **with priority given to undergraduate students ages 17 - 24 who live outside of the San Antonio, TX area**. The university does not provide family or married housing. This contract does not guarantee any particular room: type, location, or size. I agree to pay the established rate for any space to which I am assigned. I understand that the Residence Life Housing Occupancy Contract can be cancelled prior to occupancy according to the refund schedule and process. For additional information please review the UIW Residence Life Handbook.

Cancellation*: I understand if I cancel this contract after occupancy, for any reason other than those stated below and in the Residence Life Handbook, I will be charged a cancellation fee of \$500 and forfeit my \$225 deposit.

1. Graduating from the university at the end of the fall semester
2. Leaving the university at the end of the fall semester due to being enrolled as an international/exchange student at UIW
3. Will be participating in a recognized UIW program outside of the San Antonio area.

Meal Plan: I understand that I must purchase a meal plan each semester I reside in housing. The meal plan options are posted on the 2018-2019 rate sheet and at uiw.edu/housing.

- **First-time Freshmen are not eligible to select Cardinal Bronze meal plan.**
- **Cardinal Athletes on full scholarship are required to select the Cardinal Platinum meal plan.**

Break Housing*: If I choose to stay on campus during the breaks between semesters, I agree to pay for break housing (\$165.00 per week). All residents staying on campus between semesters will be required to pay for break housing and sign up for break housing via the housing portal. Break housing will **only** be offered to **eligible** qualifying students.

- **Qualifying Student**
 - Summer II – Resident transitioning to Fall housing and are registered for Fall classes.
 - Winter Break – Residents currently in Fall housing and registered for Spring 2018 classes.
 - May to Summer I – Spring residents transitioning to Summer housing and are registered for Summer classes or Fall classes.
 - **Approved** Early Arrivals – Residents that are on an **approved and submitted** UIW organization roster.

Room Changes/Consolidation*: The University reserves the right to **make room changes or consolidate residents during and prior to occupancy**. If a change is conducted, the student's account will be adjusted to the proper room rate for that assigned space. The University reserves the right to assign the additional space in a room to another student as that space becomes available. Residents may **only** occupy the space assigned. Per University policy, residents must be notified 48 hours in advance for any administrative room changes.

*All details regarding the cancellation policy and other housing information can be found in the Residence Life Handbook. The terms and conditions of the Residence Life Handbook are incorporated herein as if fully set forth in this document.

Meningitis: Effective October 1, 2013 a change to Texas State law (SB 62) mandates that all entering students **under the age of 22** provide a certificate signed by a health care provider or an official immunization record verifying that a student has been vaccinated against bacterial meningitis, or has received a booster during the five years preceding admission to the University. Additional details regarding this requirement can be found at <http://www.uiw.edu/health/meningitischange.html> > or by contacting Student Health Services at 210-829-6017.

By signing this, I agree to comply with the terms of occupancy, the Residence Life Handbook, and the UIW Student Handbook, and agree to be familiar with the policies and procedures set forth by the University and the Department of Residence Life. This includes my fulltime enrollment and active attendance to class. I further agree to carry my residence hall key and UIW ID at all times. If I should lose either my key or ID, I will report the loss to the Residence Life Office and pay for their replacement. I understand a copy of this contract and the Residence Life Handbook can be requested from the Office of Residence Life.

I agree to all terms of this Residence Life Housing Occupancy Contract.

By signing, you and your parent or legal guardian will be legally bound to the terms of this agreement.

Printed Name	Student Signature	PIDM/Student ID#	Date

*If you are **17 years of age or younger** and you are accepting housing, then your parent or legal guardian must also sign this agreement.

Printed Name of Parent/Guardian	Signature of Parent/Legal Guardian	Relationship	Date

PLEASE RETURN TO: University of the Incarnate Word/4301 BROADWAY CPO#306/SAN ANTONIO, TEXAS 78209