



**Residential Life Manual  
August 2022 – August 2023**

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### **Residential Life Philosophy:**

As a vital part of a liberal arts education, the Concordia University Texas (CTX) Office of Residential Life (ORL) exists to challenge and support the personal wellness and the educational wholeness of students by inspiring diverse understandings of the world, encouraging critical thinking, and promoting meaningfully engaging living. Our goal is that students become civically-minded, life-long learners, and committed community members.

### **Values:**

We value diversity, kindness, creativity, and growth. We encourage students to become active members of their communities. The things we do affect others, therefore participation with and commitment to neighbors is essential. We want our community to succeed academically, spiritually, physically, and emotionally. Therefore we have well-trained staff and have intentional guidelines, policies, and procedures to help you make the most of your residence hall experiences.

### **Purpose:**

Our purpose is foremost educational. We seek to provide a challenging yet supportive, and safe environment, where students are allowed to grow as responsible and respectful individuals. We seek to promote a student culture, where residents are encouraged to be generous with their time, talents, and resources in service to others in their residences, the campus community, and the world at large.

### **Residential Life Staff:**

#### **DIRECTOR OF RESIDENTIAL LIFE (DORL):**

The Director of Residential Life coordinates and implements the Residential Life Housing Program. The Director of Residential Life supervises all the RAs, students, and activities in the Residence Halls. The Director of Residential Life lives in an apartment in housing, and is responsible for enforcement and adjudication of policies and services, alongside the both the Director and Associate V-P for Student Development. .

#### **GRADUATE HALL COORDINATORS (GHC):**

The GAs are graduate students who assist with the daily operations of the Residence Hall community. Graduate Assistants are live in para-professional staff who help further the mission and vision of Residential Life through supervising of RA Staff, oversight of Living-Learning programs, and other administrative duties. As members of the Residential Community, their role provides another layer of support for not only hall staff, but for residents as well.

#### **RESIDENT ASSISTANTS (RA):**

The RAs are undergraduate students who have participated in training and have demonstrated

maturity, responsibility, as well as a good understanding and knowledge of the University. RAs are located throughout the residence halls. The RAs aid students in dealing with academic, personal, and social issues. The RAs are responsible for developing and fostering a sense of community and promoting a quality environment for all residents. The RAs are available and on call each evening. The “on call” RAs will be in their residence room from 5:00p.m.-8:00a.m., except when making rounds. In addition, Concordia has a 24/7 security force.

#### **Resident Assistant Grievance Policy:**

Student(s) that have a grievance and/or complaint regarding his or her current Resident Assistant and/or other Resident Assistants that live in the Concordia University Texas Residential Community are encouraged to first speak openly with the Resident Assistant(s) that are directly involved in the grievance and/or complaint. Following that action, the student can submit, in writing, the grievance and/or complaint to the Director of Residential Life. This written submission is a detailed account of the event or behavior in question, the name of the Resident Assistant(s), the location and date of the incident in question, a list of all parties involved including any witnesses, and any written evidence. All written submissions of grievances and/or complaints are to be typed and signed by all parties involved. The student(s) have 5 business days from the date the incident occurred to submit their written submission to the Director of Residential Life. After the grievance and/or complaint has been submitted to the Director of Residential Life, there will be a meeting with the student(s), the Resident Assistant(s), and the Director of Residential Life and/or Associate V-P for Student Development. An appropriate resolution to the matter will then be determined. Important to note, throughout this process, the identity of the student(s) who brought forward a grievance and/or complaint will be made known to the parties involved.

#### **Freshman & Sophomore Residency Expectations:**

Concordia University Texas is committed to providing its students with a positive, educational, and rewarding college experience. The University has determined for most four-year students living on-campus has numerous educational and student success benefits. Therefore first and second year students are expected to live on campus. All residents are required to sign a 2 year housing agreement. This housing agreement requires all residential students remain and reside in housing for their entire 1<sup>st</sup> and 2<sup>nd</sup> academic year.

Concordia University Texas expects all first and second year students enrolled for twelve or more semester credit hours reside on-campus. This requirement excludes summer sessions.

Students may request an application for exemption this expectation from their admissions counselor.

**Residency for Transfer students, Juniors, and Seniors:**

Transfers, Juniors and Seniors are encouraged, but not required to live on campus. Current Residents who have finished their 2 year requirement and are interested in living on campus again must renew their applications for housing each year thereafter by the established deadline(s) and submit a non-refundable \$275.00 housing deposit. Returning Residents will be housed if space is available. If space is not available, Returning Residents will be notified as soon as possible and their deposit will be refunded to their student account within a reasonable period of time.

Students, 25 years and older may be required to live in single occupancy rooms. All residents are required to sign a yearlong housing agreement and abide by all residential policies. This housing agreement requires all residential students to remain and reside in housing for the entire academic year.

**Residential Life Check-In/Move-In Policy:**

The first day of occupancy is determined by the Office of Residential Life on an annual basis in accordance with the academic calendar.

The student will check into his or her room normally by his or her Resident Assistant (RA). The student will be issued his or her key, will be required to complete the Room Condition Report (RCR), and the Emergency and Missing Student Contact Form

If a Resident will not be able to arrive during the check in period, it is important that he/she contacts the Office of Residential Life at 512.313.4085 or [residentiallife@concordia.edu](mailto:residentiallife@concordia.edu) no later than the Wednesday prior to check-in. This contact will ensure that the assignment is not inadvertently canceled or transferred to another room.

**FAILURE TO MOVE-IN (NO SHOW):**

A Resident is required to check into the residence halls during the approved check in periods. In the event the Resident does not check in during the approved check in period, they may be designated as a No Show or may be placed in a triple occupancy room. The Office of Residential Life may assign another student to that original room assignment.

**Residential Life Check-Out/Move-Out Policy:**

When occupancy is terminated, the Student must vacate his or her room within twenty-four (24) hours of his or her receipt of a termination notice. The Student will return all keys and arrange for a room inspection by the Resident Assistant staff member or the appropriate Residential Life Official

who will complete a Room Condition report within twenty-four (24) hours. Students will complete a Residential Life Withdrawal Form prior to vacating his or her room. Students who vacate without following these procedures will be charged \$275.00.

When moving out of the assigned residence hall room for any reason, Student agrees to surrender the room to the University in the same condition as their move-in date, reasonable wear accepted. Storage space is not available in the residence halls. The Student is responsible for all expenses related to the repair or replacement of damaged or lost University property, the disposal of any abandoned furniture décor, clothing, books, or other personal belongings, and the clean-up of any excessive trash or debris. Additionally, if cleaning other than routine cleaning is needed; the University will assess an additional charge. The University may bill the student or pursue legal remedies as the circumstances may permit.

The University and Student agree that any personal property remaining in the room assigned to the Student after the Student vacates the room shall be conclusively presumed abandoned. The Office of Residential Life will make efforts to contact the student to retrieve abandoned property. The University will dispose of unclaimed and/or abandoned property in its sole discretion.

**Residential Life Occupancy during Holiday and/or Semester Breaks:**

Room and board are not provided or available to Student during periods of vacation (e.g., Winter Break). Students must vacate the residence halls within 24 hours after their last final or class. For safety reasons students are not allowed to return earlier than the advertised return date to the residence halls.

Residents who have exceptional need may pre-register to remain on campus during periods of vacation (i.e., complete an Extended Stay and Return Early Form). The Director of Residential Life must approve the registration in order for any resident to remain on campus.

Students who have exceptional need may pre-register to return to campus earlier than the advertised return date. The Director of Residential Life must approve the registration in order for any resident to arrive early.

Students who fail to comply can be considered trespassing. Additionally, if the student fails to notify the Office of Residential Life of his or her arrival to campus early from vacation this will result in a \$50.00 charge, per day, that will be placed onto the Student Account and further disciplinary actions may be taken.

All students will be required to conduct a checkout procedure prior to leaving for semester break

(i.e., Christmas break). The checkout form will be made available after the Resident Assistant holds a mandatory hall meeting. Failure to comply with the checkout procedures will result in a \$50 charge.

Students pre-approved by the Director of Residential Life and staying on campus over a vacation maybe charged \$18.00 per day.

### **Residential Life Hall and/or Building Meetings:**

Residential students are required to attend a Residence Hall and/or Building Meetings each semester. These meetings are scheduled by the Resident Assistant (RA), who is located and lives on each hall. These hall and/or building meetings are an opportunity for each hall to become aware of important housing information, address any residential concerns and/or issues regarding the hall and/or building, and is a time to continue to develop a residential community within housing. If a resident cannot make the scheduled hall and/or building meeting it is vital that the resident informs his or her Resident Assistant (RA), either by person, via email, or by phone. If the resident does not communicate with his or her Resident Assistant (RA), that he or she will not be attending the hall and/or building meeting; the resident can be fined up to \$75 and will require an individual meeting with the Director of Residential Life (DORL) and or RA.

### **Residential Life Room and Roommate Change Policy:**

Room changes will not be considered as an effective form of conflict resolution. Residents are expected to attempt to address conflicts with their roommate(s) directly. Should roommates fail to resolve the issue on their own, Residents will be expected to participate in a roommate mediation with their roommate(s) and a member of the ORL staff. Please note the following:

1. Room changes requests can be made after the 12<sup>th</sup> day of class.
2. Student must complete a Roommate and Room Change Request Form prior to be reassigned to a new residence room and roommate.
3. Roommate and Room Change Request Form must be returned to the Office of Residential Life. Student(s) are not guaranteed his/her preferred new room and/roommate.
4. No room change is to be made until it is approved by the Office of Residential Life and all paperwork returned. A room or roommate change will only occur if space is available.
5. If a student switches room/roommate without completing the Roommate and Room Change Request Form and/or notifying the Residential Life Staff of this move, \$100 will be charged to the Student's Account.

6. The individual moving has been properly checked out of his/her present room by the Resident Assistant through returning his/her original set of keys and signing the Room Condition Report (RCR).
7. The individual moving has been properly checked in to his/her new room by the Resident Assistant when the individual takes ownership of his/her new set of keys, and complete the new Room Condition Report (RCR).
8. The resident is responsible for moving his/her belongings to the room and takes sole responsibility for items that may be lost, stolen, and/or damaged due to transitioning and changing rooms.
9. The resident may move to a different room arrangement. However, the resident will incur the additional cost of the room configuration (i.e., triple room to a double room, etc.).

### **Residential Life Responsibility for Room Policy:**

The Student is responsible for maintaining his or her assigned room in good order, including but not limited to, the interior and exterior of any doors providing entrance or exit to or within the room, as well as damage to or loss of fixtures, furnishings, or properties furnished. The Student agrees to accept responsibility for the acts and omissions of the Student and of the Student's guests. The Student may be held jointly and severally liable with other students who cause damage, loss, or cleaning charges or to pursue other legal remedies as the circumstances may permit.

Residents must maintain the assigned space in a clean condition by periodic cleaning, including mopping, vacuuming, or wiping hard surfaces with household cleaners.

Removal of University furniture from student rooms is prohibited. No alterations are to be made to the furniture or fixtures provided by the University, and no construction or alteration of any type (including, but not limited to, disassembling furniture, lofts, etc.) may take place within the room. Furnishings may not be moved out of the common areas or residence hall rooms, nor may they be transferred by residents from one room to another or placed in storage. Some resident rooms will have furnishings for three residents but only two occupants. Some rooms will have furnishings for two residents but only one occupant. In these instances room furnishings may exceed the needs of the occupant(s), but there is no charge for extra furniture.

### **Room Decorations:**

Command Strips or small tacks that will not damage the paint are recommended for adhering posters and other decorations to painted surfaces. Sticky-tac, tape, nails, screws, are not to be used to adhere items to the walls. TVs are prohibited from being mounted on the walls. Objects of any kind should not be placed on or hung from the ceiling, sprinkler system, or any component of the fire protection system. Any decorations using the windows should be visible only to the residents of the particular

room. Students are not allowed to paint their room, and will be required to pay restitution for the cost of repainting. Any damage, including but not limited to, nail holes, sticky-tac residue, stickers, holes or gouges and graffiti to the room walls, floor, ceiling, windows, screens and room door becomes the financial responsibility of the resident(s).

#### Custodial Services:

Custodial workers clean hallways and public areas. Students are required to empty their own trash and recycling to the dumpsters located outside H1 and H2. Students are required to furnish their own cleaning supplies including vacuum cleaners for their space. Students should report malfunctions of equipment, and or untidy common areas to the Resident Assistant, Graduate Assistant, Office of Residential Life, and/or Facilities Management as soon as possible. If the Office of Residential Life requires a room to be professionally cleaned by custodial workers, the resident(s) will incur the additional charge.

#### Appliances:

Most electrical appliances will place strain on the wiring system which creates a fire hazard. All appliances used in residence halls must be UL-listed and should be properly maintained by the student. The use of any appliance with open heating coils or surfaces is prohibited. Students found in violation of policy will be directed to immediately remove prohibited items and may be subject to disciplinary action.

#### Common Appliances and Objects Approved for the Residence Hall

- Blenders
- Coffee grinders
- Electric blankets and heating pads
- Electric can openers
- Food dehydrators
- Juicers
- Lava lamps
- Clothes steamers
- Battery operated air fresheners



## Prohibited Objects and Appliances

3D Printers	Electrical appliances, equipment, or other devices that are not UL-listed
Extension cords without a built-in circuit breaker	Excessive amounts of paper on door or wall (larger than two 8x11" sheets)
Decorative lighting <ul style="list-style-type: none"> <li>• Black light bulbs</li> <li>• Glow lights</li> <li>• Halogen lamps</li> <li>• Incandescent bulbs</li> <li>• Lanterns with bulbs</li> <li>• Neon lights</li> <li>• Paper lamp shades</li> <li>• Rope/string/strip lights (including LED)</li> <li>• Torchiere lamps</li> </ul>	Any appliance with open heating elements/coils <ul style="list-style-type: none"> <li>• Bread makers</li> <li>• Broilers</li> <li>• Camp stoves</li> <li>• Coffee/drink warmers</li> <li>• Convection ovens</li> <li>• Crock pots</li> <li>• Deep fryers</li> <li>• Egg cookers</li> <li>• Electric sandwich makers/presses</li> <li>• Electric skillets, griddles, or waffle makers</li> <li>• Electric woks?</li> <li>• Induction cooking appliances</li> <li>• Hamburger cookers</li> <li>• Hot cutters</li> <li>• Hot oil popcorn poppers</li> <li>• Hot plates</li> <li>• Rice cookers</li> <li>• Soldering irons</li> <li>• Space heaters</li> <li>• Toasters/toaster ovens</li> <li>• Warmers (e.g. wax or potpourri)</li> </ul>
Plug-in air fresheners	Multi-USB plugs
Open flames <ul style="list-style-type: none"> <li>• Candles with or without burned wicks</li> <li>• Incense</li> </ul>	Grills <ul style="list-style-type: none"> <li>• George Foreman style grill</li> <li>• Propane, charcoal, wood-fired</li> </ul>
Toxic chemicals <ul style="list-style-type: none"> <li>• Flammable or combustible liquids, solids, gases</li> <li>• Hazardous materials</li> </ul>	Explosives, fireworks, or weapons <ul style="list-style-type: none"> <li>• Ammunition</li> <li>• Facsimiles of weapons</li> <li>• Weapons</li> </ul>

### Residential Life Tobacco Policy:

Concordia University Texas prohibits all forms of smoking on campus. Smoking includes but is not limited to, cigarettes, joints, cigars, pipes, water pipes (hookahs), bidis, kreteks, and electronic smoking devices, including e-cigarettes, e-cigars, e-pipes, e-hookahs, or vape pens, or under any other product name or description.

Smoking and tobacco use is prohibited in all residential housing facilities, including but not limited to all living areas, common area spaces, hallways, lounges, lobbies, stairwells, laundries, vending areas, balconies, breezeways, connectors, and courtyards.

Hookahs and e-cigarettes (vaping) are strictly prohibited in the buildings on campus.

Tobacco chewing and/or spitting is prohibited in the residential housing hallways, common areas, breezeways, lounges, courtyards, connectors, and stairwells.

**Residential Life Academic Policy:**

Students that live in the residence halls must remain enrolled as full-time undergraduate CTX students (12 credit hours). Students entirely enrolled in online courses are not allowed to reside the residence halls.

**Residential Life Drug Policy:**

The use, possession, or distribution of narcotics or other controlled substances/ illegal drugs, as well as drug paraphernalia (including hookahs) except as expressly permitted by law, is strictly prohibited on campus and in the residence halls. Marijuana, which is legal in several US states, is illegal in the state of Texas and as such is not allowed in the residence halls.

The abuse, misuse, possession, sale, or distribution of prescription or over-the-counter medications for which the student does not have a prescription is prohibited in the residence halls.

**Residential Life Alcohol Policy:**

Concordia University Texas abides by Texas state laws concerning the sale, possession, and use of alcohol. Alcohol is not allowed in the common areas of residence halls. All students present in a private room or suite where alcohol is openly present or being consumed must be of legal drinking age (21 or older). The consumption or possession of alcoholic beverages by persons 21 years of age or older on Concordia’s campus is restricted to the following areas and conditions:

- Those of legal age (21 or older) may use alcohol only in the privacy of their own rooms.
- Alcohol is not to be consumed outside of residence rooms for any reason at any time.
- The room is automatically DRY if one of the roommates is under 21 years of age.
- Students may not provide alcohol to minors in any situation.
- A minor may not, under any circumstances, be present in a room or area where alcohol is present or being consumed.
- Minors are responsible for leaving immediately if they detect alcohol consumption in a room or area in which they are present.

- No student, regardless of age, may be intoxicated on campus property owned and maintained by Concordia University Texas. No student may be intoxicated at University sponsored activities of any kind at any location.
- Drinking games involving alcohol are prohibited.
- Drinking paraphernalia including, but not limited to, funnels, and beer bongs, are not permitted.
- Regardless of ownership or origin, any of the following items found in the residence halls will be confiscated and disposed of: unauthorized alcoholic beverages such as alcoholic beverages found in the possession of minors, kegs, beer balls, taps or other mechanisms used to dispense alcohol. Residence hall staff is authorized to confiscate and dispose of such items.
- Residents are not permitted to keep empty alcohol containers in their rooms at any time for any reason, including decorative purposes.

## **General Community Policies and Guidelines**

### **Abandoned Property**

Property left in a residence hall room after a resident has checked out will be removed and stored for 30 days. The resident will incur improper checkout charges. The resident will be notified in writing and given 30 days from date of notification to claim all items in person. To claim items, the resident will need to provide proper identification. The items will only be released to the resident to whom they belong unless the resident has provided written notification to ORL to have another individual retrieve the items. Items will not be mailed. If items are not claimed within 30 days, ORL will dispose of these items in accordance with University policy

### **Campaigning and Election Activities and Student Advocacy**

Speakers' forums on political issues may be held in designated public areas of residence halls when co-sponsored by the University Residence Hall Association or the Residence Hall Council of the building where the event is held. Only registered student organizations can sponsor advertisements in the University Residence Halls. Organizations may not campaign in public areas of the halls or door-to-door.

Display of signs and posters in the window of individual student rooms is permissible provided they are not in violation of the Student Handbook.

A student or student organization not affiliated with the University Residence Hall Association may not distribute petitions, handbills or literature in any residence hall or dining room. Residence Hall Councils may distribute information with approval.

### **Email**

Email is a mechanism for official University communication to students. The University will exercise the right to send email communications to all students, and the University will expect that email communications will be received and read in a timely manner. Every student must provide the University with their official email address. The student's official email address is the destination to which the university will send official email communications.

It is the responsibility of every student to keep the university informed of changes in their email address. Consequently, email returned to the University with "User Unknown" is not an acceptable excuse for missed communication.

### **Lost and Found**

Lost items found in the residence halls will be taken to the University police department. Please contact campus police to inquire about lost belongings.

### **Mail**

Your mail should be addressed as follows:

[Resident First and Last Name]  
11400 Concordia University Dr.  
Austin, TX 78726

Mail is delivered to Regent Hall Mail Center daily except Sundays, national holidays, and university holidays. The Mail Center and desks will only accept mail and packages delivered by the U.S. Postal Service or a certified shipping company. Only packages that do not require a 21+ signature will be accepted by the mailrooms and desks. If you receive registered mail or a package, you will receive written notification from your residence hall staff by email. Instructions for pickup from the mail center will be provided in the email. Packages cannot be delivered to your room. If your package is missing, notify your front desk and file a report with University Police Department.

### **Special Deliveries**

The Mail Center and desks will only accept mail and packages delivered by the U.S. Service or a certified shipping company. It is the responsibility of other delivery/courier services to contact the resident to arrange pick-up. The Office of Residential Life is not responsible for special items such as flowers, cakes, and fruit baskets delivered to desks by vendors. Concerns regarding delivery should be addressed directly to the vendor.

## **Roommate Agreement**

The Office of Residential Life is committed to making residence hall living an enjoyable and growth-filled experience. All student residents who share a room or living quarters (roommates) will complete a Roommate Agreement within two weeks of moving into the space in order to ensure a positive and respectful interaction between roommates.

If conflict between roommates occurs, ORL staff will first seek to empower the residents to manage the conflict on their own. The ORL staff may offer to assist in the mediation of the conflict or in helping roommates come to a compromise. Roommates may be asked to update their "Roommate Agreement" to address specific concerns.

If the conflict between roommates becomes difficult to resolve, or when an aggressive roommate is involved, the ORL staff may remind all parties involved of their room change request options. It is the prerogative of the Complex Coordinator to move one or both residents from the room.

An aggressive roommate is one whose acts or communication are intended to harass, intimidate, or humiliate. One or both roommates may be moved under the following circumstances:

- One of the roommates is an aggressive party and the person(s) being harassed refuse(s) to pursue appropriate action.
- Both roommates are violating each other's rights
- One or both roommate(s) refuse(s) to complete a Roommate Agreement or adhere to agreements contained within the Roommate Agreement
- A violation of ORL procedure(s) has occurred

The Office of Residential Life may recommend sending a case to the Office of the Dean of Students and may elect to cancel a resident's contract should the resident be involved in similar circumstances after a move has occurred.

If a resident harasses another resident in the course of a roommate conflict, the resident is subject to disciplinary action.

**Residential Life Quiet Hour Policy:**

Quiet hours in and around the residence halls will be observed by all residents and their guests according to the following schedule:

Sunday-Thursday: 10:00pm-8:00am

Friday-Saturday: Midnight-8:00am

Twenty-four (24) hour quiet hours begin the night before the first final exam of each semester through the close of the residence halls. All other hours are courtesy hours (students shall comply if a staff member or another student asks for quiet).

Due to varied student schedules and lifestyles a policy of 24 hour *courtesy hours* is always in effect. Noise should always be contained to student rooms as not to disturb other residents.

The Quiet Hours policy must be maintained throughout the year regardless of vacation days and/or holiday breaks.

The use of equipment, such as stereos, radios, amplifiers, video game players, sports equipment and musical instruments, in a manner that violates a standard of quiet conducive to study or sleep is not permitted and may cause such equipment to be removed from a room. Stereo equipment or stereo speakers may not be placed facing out of an open window. Residence hall staff members reserve the right to confiscate these or any other items that interferes with the observance of quiet and courtesy hours in the residence halls.

**Residential Life Pet Policy:**

Pets are not allowed in the residence halls. The prohibition on pets includes all mammals, birds, and reptiles. With the consent of all roommates, a small fish tank (less than 2 gallons) is permissible. The prohibition on pets does not apply to service animals and/or emotional support animals. In compliance with Section 504 of the Rehabilitation Act and the Fair Housing Act, Concordia University Texas will consider on a case by case basis requests for an emotional support animal in housing. Students requesting an emotional support animal **MUST** first register with the Student Success Center. Students will also need to complete the Service and Emotional Support Animal Procedure Acknowledgment and Information Form. Contact the Office of Residential Life to obtain the Service and Emotional Support Animal procedural guidelines and form.

**Residential Life Babysitting Policy:**

Babysitting is not allowed in the CTX residence halls.

**Residential Life Businesses, Private Enterprises, and Sales Policy:**

No food products are to be sold in the residence rooms, halls, and/or buildings. Conducting businesses of any kind in residence rooms or residence hall spaces is prohibited. This includes, but is not limited to, door-to-door selling, phone solicitation, or display tables. Personal gain or the use of Concordia University Texas facilities for personal gain is not permissible. No outside, third party vendor, is allowed to perform services within the residence hall rooms or the public living areas of Concordia University Texas. This includes, but is not limited to, laundry and moving services. These vendors will not be considered guests of students or Concordia University Texas. Service deliveries (pizza, flowers, etc.) may be picked up in the main lobby of the residence halls.

**Residential Life Guest and Visitation Policy:****Guest Policy:**

CTX Residential Students not assigned to a room are considered "guests." You may host an overnight guest in your room provided:

1. The guest is of the same sex as the resident(s) and not romantically involved.
2. Permission from your roommate is obtained.

All guests are the responsibility of the resident with whom they are staying and are bound by the same principles, guidelines, and rules that apply to residents. A guest may stay for no longer than three continuous nights in any seven day period and no more than six nights per semester. Overnight guests are not permitted during final examination days, or during vacation periods and other days established by the University. A \$25 charge per guest will be assessed for each night a guest stays past his or her registered stay or for the guest not being registered with the Office of Residential Life. The \$25 guest charge(s) will be assessed to the resident hosting the guest.

The number of visitors to a room at any given time is limited to three (3) per resident. No resident room should reach a capacity of over six (6) people total at any given time.

**Visitation Policy:**

Residence hall visitation hours to individual rooms, upon invitation by the resident, are set within the established guidelines: Sunday-Thursday: 8:00am - midnight Friday & Saturday: 10:00am - 2:00am. Visitation hours must be maintained throughout the year regardless of vacation days and/or holiday breaks with the exception of three-day holidays such as Martin Luther King Day, etc.

### **Residential Life Room Search and Entry Policy:**

While respecting your personal privacy at all times, the University reserves the right to authorize entry into your room by Office of Residential Life or emergency response staff for the following reasons:

- To investigate violations of University regulations or federal, state, or local laws
- For fire and life safety room inspections
- When your welfare and/or that of the residence hall is at risk
- To ensure proper care, maintenance, and safety of the facilities, as well as make necessary repairs. Every effort will be made to give advance notice.
- When the door is open and a violation of University policies or Residence Hall procedures is in plain view, observed, or alleged contraband will be confiscated.

In the event that the room is left in a condition such that maintenance or pest control cannot be performed as scheduled, the student may be assessed a fine.

### **Residential Life Garbage Policy:**

Under no circumstances are students to place, or allow to be placed, garbage cans or bags in the hallways outside student rooms or in stairways. Students are expected to empty their own garbage on a regular basis and may be charged for cleanup of unreasonable messes. Students need to place their garbage in bags and place them in the designated dumpsters located outside the residential buildings. Students must keep their residence and shared campus spaces free from trash and garbage.

### **Residential Living by a Preserve Policy:**

Students need to understand that excessive garbage left outside their rooms, breezeways, hallways, connectors, lounge areas, and in their personal room will attract pests, insects, rodents, and animals. It is important that students maintain their room and the outdoor areas of housing in good condition. If the Office of Residential Life and/or Facilities Management find that a student's room is not in good condition, the student(s) will be charged an amount that will be placed on his or her student account.

### **Residential Life Mold and Water Policy:**

According to the Center for Disease Control, *"Molds are fungi that can be found both indoors and outdoors. No one knows how many species of fungi exist but estimates range from tens of thousands to perhaps three hundred thousand or more. Molds grow best in warm, damp, and humid conditions, and spread and reproduce by making spores."* To prevent mold growth and potential health problems for others, it is imperative that residents do the following:

- Maintain a clean living environment, including the vacuuming of floors and the cleaning of bathrooms.
- Minimize humidity by utilizing (and not tampering with) bathroom fan while showering and



- not placing anything over the air conditioning vents.
- Clean any spills immediately and thoroughly dry affected surfaces.
- Immediately report to the ORL staff any leaks from plumbing, windows, or air conditioning and any spill that is too large to contain or clean up.

Failure to report any spill, leak, or abnormal water buildup may result in the Student being liable for damages and/or cleanup costs.

### **Residential Life Responsibility for Common Area Policy:**

“Common areas” shall include but are not limited to hallways, stairwells, elevators, lounges, study areas, utility and storage rooms, kitchens, grounds, and building exteriors. No items are to be placed in or attached to any common area without the written consent of the University, including, but not limited to, any type of satellite dish.

The student is responsible for all damage and loss caused by the student or his or her guests in common areas, including damage to and loss of fixtures and furnishings in the common areas as well as damage to the common areas themselves. The student agrees to accept responsibility for the acts and omissions of the student and of the student’s guests. The student may be held jointly and severally liable with other students who cause damage. The University shall have the right to charge a resident’s student account for such damage or loss including repair, replacement, cleaning, or other charges from such damage or loss or to pursue other legal remedies as the circumstances may permit. Removal of common-area furnishings or equipment from their proper location constitutes theft of University property and may result in discipline and/or filing of criminal charges. Items left in the common areas for more than 24 hours will be presumed abandoned. The University in its sole discretion may dispose of any items left in common areas.

### **Public Kitchen:**

Cleanliness is a major concern in group kitchens; thus, all dishes and pots and pans should be washed and stored immediately after use. If dishes are not washed and left in the kitchen area for more than 24 hours the dishes will be thrown away or donated. Counters should be cleaned following use, and garbage should be disposed of properly. Garbage should not be flushed down sink drains.

### **Residential Life Laundry Policy:**

The laundry facility is only for residential students. CTX non-residential students are not permitted to use the laundry facilities. If non-residential students are found using the laundry facility the student(s) will be removed from the laundry facility and further institutional disciplinary action may be taken.

Students must supply their own laundry supplies (soap, basket, etc.)

Concordia University Texas assumes no responsibility for lost or stolen articles of clothing.

Students must remove their clothing from the laundry room in a timely and sufficient manner. Residents are responsible for remaining mindful of laundry timeframes. Students who have not removed laundry from machines after the machine time has expired are in violation of community standards of living and disciplinary action may be taken. Failure to remove clothing within twenty-four (24) hours will result in clothes being given to a local charity.

Students should place lint and other discarded items into the garbage. Used dryer sheets should also be placed in the garbage. Students should respect the laundry room and others by keeping the laundry room clean and tidy. Students in violation could face disciplinary action.

### **Residential Life Firearms and Explosives Policy:**

The use, possession, display, or transportation of any rifle, shotgun, stun gun, TASER, handgun, paintball gun, knife, other edged weapons, or other lethal or dangerous instruments capable of maiming and/or casting a projectile by air, gas, explosion, mechanical means on any property or in any building owned or operated by the University are prohibited. Regardless of proximity to campus, illegal or unauthorized possession of firearms, explosives, other weapons, or dangerous chemicals, or use of any such item, even if legally possessed, in a manner that harms or threatens others, is not permitted. Students owning firearms must arrange to store them off-campus. Students are not allowed to engage in activity, which shall endanger the lives or safety of student(s) or of others. This includes, but is not limited to, the possession or false reporting of firecrackers, fireworks, gunpowder, or any other dangerous chemicals or explosive materials.

### **Residential Life Fire Protection and Fire Evacuation Policy:**

#### **Fire Protection:**

Disciplinary action, up to and including suspension, will be taken against those found tampering with fire sprinklers, smoke detectors/alarms, heat detectors, AED units, fire-alarm mechanisms, and/or fire extinguishers, and/or refusing to vacate a building in the event of a fire alarm. Tampering includes, but is not limited to: removing the batteries of any alarm system; disconnecting wire from any alarm system; muffling the sound of any alarm system. The Residential Life staff may assess residents either collectively or individually a \$400.00 inspection charge for tampering with fire sprinklers, false alarms and/or damage to alarm mechanisms or extinguishers.

#### **Candles and Incense:**

Candles, incense, smoking of any kind, and other combustible materials may not be used in any residential room and/or facility. The University will not tolerate students starting fires in rooms, hallways, stairwells, elevators, lounges, study areas, utility and storage rooms, kitchens, grounds,

and near building exteriors.

#### Fire Evacuation:

When residents hear the fire alarm, they should leave at once vacating in the safest possible manner. Failure to evacuate during any fire alarm may result in disciplinary action including fines and/or expulsion from the residence halls. Exit routes can be found on all room door and near entry/exit ways throughout the residence halls.

#### **Residential Life Severe Weather and Evacuation Policy:**

When residents here a whistle or Residential Life Staff using a Megaphone to communicate, they should leave at once. To vacate in the safest possible manner, residents should:

Close the door when leaving the room, proceed to the nearest exit, descend to street level, and leave the building. Move to the designated evacuation area.

The designated evacuation area for Building H1 and Building H2 is the tunnel near the cafeteria. If residents are unable to evacuate due to severe weather, residents should move into the bathroom and close the door. Residents should go and sit in the bathroom tub and wait until they receive word from the Residential Life Staff.

When ice accumulates on the outside stairwells of Building H1 and Building H2 and the walkways/connectors between Building H1 and Building H2, Residential Life staff, will temporarily block access to those areas. Blocking access to those icy areas are for the safety of the entire residential community. Blocking access to the stairwells and walkways/connectors are by displaying flyers and putting up caution tape informing students temporary access is being denied to those icy areas. Tearing down the caution tape, flyers, and not following the directives made by Residential Life staff may result in disciplinary outcomes.

#### **Residential Life Security and Safety Policy:**

Security is the responsibility of all students, and all students are responsible for abiding by the security policies pertaining to residence halls. Residents who compromise the security of residence or living areas, who disable security devices, or who violate University policy may be subject to discipline, a fine, or criminal charges as the circumstances may permit.

Residents who enter or leave by locked security doors are responsible for leaving the doors in a locked position. Doors should not be propped.

Students are encouraged to keep their residence hall room, windows, and wing door locked at all times when the student and his or her roommate(s) are not present in room. Keys should be carried at all times and are not to be loaned or duplicated.

Residents should report anyone or anything suspicious or any lost or stolen articles to Residential Life Staff and/or Concordia Police. Students are required to carry their University ID Cards at all times and to present it to University and Residential Life officials on request.

No security measure is fail-safe, and the University disclaims any express or implied warranties of security. The University does not assume responsibility for loss of or damage to personal items, or for personal injury.

Students are expected to follow the directives of University Staff, including student staff. Failure to do so may result in disciplinary action.

#### Keys and Entry:

Key replacement will result in a \$25.00 charge per key. Failure to surrender a key may result in assessment of a charge by the University for improper check-out, key replacement, and lock change. The Residential Life Staff may assess a charge of \$300.00 if the University needs to change a lock due to an individual not returning his/her room keys. Student(s) who wish to have their locks changed (i.e., personal reasons), will need to pay for the lock change and key replacement out of his/her own pocket. These lock changes and key replacement charges will go onto the student's account. An additional charge will be made for replacement of lost or damaged identification/entry cards, which will result in a \$25 charge.

#### Responsibility for Personal Property:

The University does not assume and hereby disclaims any and all liability and/or responsibility for personal injury or illness to residents, guests, or visitors, or for damage, theft, or loss of personal property that occurs in its buildings or on its grounds. The student shall indemnify and hold the University, its officers, and employees harmless from the liability on account of any accident, injury, illness, property damage, theft, or other loss caused by a University Employee, student's and/or the student's visitors' intentional or negligent acts or omissions. Students and their parents or guardians are encouraged to carry appropriate insurance to cover losses.

#### **Residential Life Retaliation and Harassment Policy:**

Threats or other forms of intimidation and/or retaliation against a student or employee for bringing a complaint of any alleged violation of the *Student Handbook*, the *Housing Agreement*, or other University policy are prohibited. This includes threats or other forms of intimidation and/or retaliation against the family or friends of a student or employee who brings a complaint, those who assist a student or employee in bringing a complaint or those who participate in an investigation and/or student discipline process for an alleged violation of the *Student Handbook* or other University policy.

Retaliation is a violation of University policy and may also be a violation of the law. All incidents that are believed to constitute retaliation should be reported immediately to the Director of Residential Life and/or Associate V-P for Student Development (when the individual alleged to have engaged in retaliation is a student) or to the Director of Human Resources (when the individual alleged to have engaged in retaliation is a non-student).

**Residential Life Physical Violence Policy:**

The Office of Residential Life holds a no tolerance policy toward any act of physical violence. For the safety of students, staff and faculty physical violence will not be tolerated on campus, particularly in the residence halls. Students who are found to commit violent acts are subject to immediate dismissal. Campus visitors who commit acts of violence on campus will be considered criminally trespassing and handled under the jurisdiction of the campus police. Witnesses of acts of violence are required to report and comply with investigations toward any and all acts of violence on campus.

**Residential Life Online Community (Facebook, Twitter, etc.) Policy:**

Students should remember to be prudent and safe when using these online communities. Postings such as threats or other forms of intimidation, retaliation, illegal activity, or whatever affects the health and safety of students is a violation of University policy should be reported immediately to the Director of Residential Life and/or Associate V-P for Student Development.

**Residential Life: Wireless Information from the Helpdesk (IT Services):**

There are 24 access points that provide internet service to the residence halls in Student Housing. All devices (i.e., computers, wireless printers, smart phones, etc.) that utilize internet service continually “roam” to seek and find the “best” wireless connection point. These devices may select an access point that actually has a weaker signal, but has fewer other devices connecting to it. This roaming functionality is built into the devices and is not usually adjustable by the owner/user of the device. The connection that the device selects automatically may not, in fact, be the best selection for the user, depending on what the user is trying to use the device for (i.e., email, video gaming, producing a document, etc.).

Other devices interfere with the strength and continuity of the internet signal strength and this interference impacts the user’s experience. Even devices that are not using the internet connection can impact the user’s connectivity, such as microwaves. The structure of where the user is operating out of may provide physical obstacles that make it difficult for wireless coverage to operate at peak performance. Concrete, rock, and steel infrastructure all affect wireless coverage. In addition, other students may own and operate devices that compete and interfere with the 24 access points and therefore affect the user’s ability to connect to the internet. The Helpdesk continually monitors the access points that the Helpdesk owns and control to maintain their performance.

While wireless service offers the convenience of mobility, it does not offer the security or continuity

of a wired connection. The Helpdesk continues to maintain the wired connections in the residence halls because they are still the most reliable and safe way to connect to the internet. If the user is using the internet connection to transact any business or utilize any information that the user wants to keep confidential, the Helpdesk recommends the user use a wired connection. If a user needs an internet cable to utilize a wired connection, he or she can purchase one and/or come by the Helpdesk (located on the 1<sup>st</sup> floor of Building D), to borrow and the Helpdesk can provide the user with an internet cable. Contact the Helpdesk at 512.313.HELP (4357) or [helpdesk@concordia.edu](mailto:helpdesk@concordia.edu) if you experience any issues or have questions about the wireless service and/or IT services.

**Residential Life Medical Related Needs/Disability Policy:**

The University complies with all laws prohibiting discrimination against students with disabilities. Students who have medical needs or disabilities that may affect their assignments or accommodations must contact and register with the Student Success Center. The Student Success Center will access the student's request and work with the student regarding implementation of reasonable accommodations.

**Residential Life Bicycle and Recreational Policy:**

Ball playing, skateboarding, rollerblading, scooter and bicycle riding, or the use of any wheeled vehicle (except approved wheelchairs) is prohibited in all the residence halls. These activities have the potential to create excessive noise, inflict damage to University property, and can cause physical injury.

Residents can store bicycles only in the designated bicycle rack areas. Residents are expected to exercise caution when using the bicycle racks by providing the necessary locks. Bicycles are not to be ridden inside University buildings, including residence halls. All bicycles must be registered with Concordia Police. Residents are also responsible for removing their bicycles when vacating the residence halls. When a bicycle is not removed within a twenty-four hour (24) period of vacating the residence halls (i.e., summer break), it shall be conclusively presumed abandoned. The University will dispose of unclaimed and/or abandoned bicycle(s) in its sole discretion.

**Residential Life Parking Policy:**

Students who intend to maintain and park a vehicle on campus shall be required to properly register the vehicle in accordance with and adherence to all policies and parking fees as outlined by the CTX Police Department. Residents must always park in areas designated as parking spaces and must not park in any reserved parking area for which they do not have proper credentials.

**Residential Life Internet Usage Policy:**

No resident and no guest may use CTX internet connections to post, disburse, gather, or reproduce

any material that is racist, sexist, inflammatory, or simply illegal. CTX assumes no liability for damages, penalties, fines, or any actions taken as a result of illegal or inappropriate internet use. The illegal downloading of pirated software, movies, music, games, or other copyrighted material may be cause for disciplinary action, including but not limited to dismissal or removal from the residence halls and further legal action. CTX takes no responsibility for damages to devices arising from the use of internet connections.

**Residential Life Disciplinary Decision(s) Policy:**

Students who fail to comply with any disciplinary outcomes imposed by the *Associate V-P for Student Development, Dean of Students, Director of Residential Life, or the Disciplinary Hearing Committee* may face additional outcomes. Violations include, but are not limited to, not attending or being late for required educational classes, failing to complete assignments, or failing to follow the guidelines of outcomes.

**Residential Life Policy Changes:**

Students will be made aware of policies or regulations in the *Residential Life Policies* by their University assigned e-mail accounts, or postings on the university webpage, or posted notices throughout the residence buildings, or by attending a building/hall/floor meeting.