

the department of
**Residential
Living**
WEST TEXAS A&M UNIVERSITY

Dear Student,

On behalf of the Residential Living Department and West Texas A&M University, I would like to invite you to experience one of the most exciting and rewarding aspects of university life. You will have a constant support system, both personally and academically, and the relationships you develop will last a lifetime. You will appreciate the close community atmosphere that exists only in residence halls.

You will enjoy the opportunity to participate in a wide variety of activities within the halls. The Residence Hall Association, hall councils and staff provide events and programs designed to enhance your educational, professional and personal development. We want your university experience to be positive, and the dedicated staff of Residential Living is ready to make sure you enjoy your stay.

Sincerely,

Jon Behrens
Director of Residential Living

Name: _____

Phone Number: _____

Hall: _____

The information in this book was the best available at press time. Watch for additional information and changes.



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THE RESIDENCE HALL BILL OF RIGHTS

The University has some basic expectations that govern the special nature of interpersonal relationships in the residence halls. These are reasonable expectations that the students should have for one another while sharing space in residence halls. The Residence Hall Bill of Rights outlines these expectations:

- The right to sleep during the night undisturbed.
- The right to sleep in one's room free of noise and distractions during quiet hours.
- The right of access to one's room and facilities at all times.
- The right to feel secure against physical or emotional harm.
- The right to a clean room and clean common areas.
- The right to have one's belongings respected.
- The right to have guests in the room when they will not disturb your roommate's right to sleep or study.
- The right to privacy.
- The right to redress grievances.

These rights apply to all students living on campus. Violating the rights of other students may result in disciplinary actions and/or reassignment to another location.

RESIDENT RESPONSIBILITIES

In a group living situation, it is important for you to understand your rights as a student and your responsibilities to others. The rights to study and sleep are considered primary in the residence hall environment. Your major purpose for enrollment is to pursue an education. Excessive noise and distractions inhibit this goal. Therefore, when you choose to exercise a subordinate privilege, such as playing your stereo or entertaining guests, it is your responsibility to make sure that you and your guest are not inhibiting another person's rights to sleep or study.

When you enroll as a student here at West Texas A&M University and you sign your housing agreement, you are agreeing to abide by the rules and regulations of WTAMU as outlined in the: *Residence Hall Handbook* and the *Code of Student Life*. As a student you are responsible for becoming familiar with the contents of these publications.

SAFETY IN THE RESIDENCE HALL

Safety within the residence halls begins with the resident. The Department of Residential Living encourages you to keep your door locked at all times. Report suspicious behavior to a staff member and/or the University Police Department. Never prop outside doors or smoke doors in the hallways. Any resident that does prop doors places all others in the hall at risk and will be subject to disciplinary action.

It is each resident's responsibility to follow the rules and regulations associated with safety procedures in the residence halls. In a community living situation the safety practices of each individual greatly affects the safety of the other members of the community.

EMERGENCY PROCEDURES

In case of an emergency contact one of the following:

1. A Resident Assistant
2. Your Hall Desk or Night Duty Assistance
3. University Police Department at -5000

FIRE PROCEDURES

In the event of an actual fire or a drill, all residents are required to evacuate the building according to the rules established by each residence hall. Follow the instructions of Residential Living staff, UPD Officers, and/or fire-fighting personnel. Keep the following items in mind in the event of a fire:

1. Exit the building. Walk; don't run. Be particularly careful in staircases. Do not use elevators.
2. Proceed directly to a place of safety. Do not attempt to salvage personal belongings.
3. Close doors and window when you leave.
4. Before opening a closed door, feel it to see if it is hot. When it is hot, attempt to find another exit route.
5. A towel or blanket soaked in water can be helpful in combating smoke inhalation.
6. At all times, follow the instructions of personnel authorized to take charge at the scene of the emergency. If you have any questions about the procedures, contact your Resident Assistant immediately.
7. Do not enter the building until given the all clear by staff or fire professionals. Stand away from the building.

Fire alarm pull stations and fire extinguishers are installed throughout the halls. The fire alarm system in each building will automatically notify University personnel as well as the local fire department when activated.

TORNADO PROCEDURES

When a tornado or other severe weather is reported, residents are to follow the procedures of each building and move in an orderly manner to the designated location within the building for shelter. If a tornado warning is declared, immediately move to the designated area of safety. If there is no time, get under your desk and place your mattress over your desk. Always protect your head and neck. Keep away from windows. Keep the following items in mind in the event of a tornado:

1. Close room's door.
2. Proceed to a designated area in the hall which include restrooms and inside stairwells (away from windows).
3. Take a blanket or a pillow.

RESIDENTIAL LIVING RULES, REGULATIONS, AND INFORMATION

ABANDONED PROPERTY

WTAMU, the Department of Residential Living, and its staff are not responsible for any student property left in residence hall rooms or public areas of residence halls. In the event that student property is left in residence halls after the housing contract period is over, the property will be removed at the owner's expense. Abandoned property will be stored for 30 days, after which the property will be turned over to the University Police or to a charitable organization in the community. Refer to Personal Furniture/Items and Clothing for additional information.

ADHESIVES

Students may not adhere tape to the walls, doors or floors in their room. PLASKI-TAK is an admissible adhesive. Carpet tape may not be used to secure items to the floor. Placing contact paper or any adhesives on the walls, woodwork or desktops may result in damage charges. *3M Command* strips are admissible. Use of nails, screws, hooks, tacks, decals, or adhesive which damage walls, ceilings, furniture, doors, windows, or fixtures is prohibited. **Buff Hall** residents may hang items in their suite, as long as they use the provided hanging nails. Nails available at hall desk. Heavy items may not be hung (i.e. shelves, large art, TVs, etc.)

AIR CONDITIONERS

For safety and electrical reasons, no student may install an air conditioner or water cooler in their room.

ALCOHOL BEVERAGES

State and federal statutes concerning alcohol beverages will be strictly enforced on campus. The University prohibits possession, consumption or providing to minors, alcohol beverages on campus or in University public buildings and public areas, or at University-sponsored events. Please refer to the *Code of Student Life* for information related to disciplinary sanctions associated with possession or consumption of alcoholic beverages.

When alcohol consumption or possession occurs on campus and/or when consumption causes disruptive behavior, UPD will be contacted. Students may face University sanctions as well as criminal charges.

ALCOHOL CONTAINERS

The possession of any alcohol container on campus is prohibited. This includes any alcohol containers used for decorative purposes.

ANTENNAS

For safety purposes, students are not permitted to have antennas outside their residence hall rooms.

APPLIANCES

Electrical appliances not allowed include, but are not limited to: Air conditioning units, room water coolers, camping stoves, ceiling fans, electric skillets or woks, griddles, halogen touchier lamps, potpourri pots, hot oil popcorn poppers, hot plates, oven broilers, power tools, any appliance with an open coil, space heaters, toasters, or toaster ovens. The hall staff will confiscate unauthorized or misused appliances, and the individuals responsible will be subject to disciplinary action.

Allowed appliances include: Coffee pots, hot pots, microwave/refrigerator (University issued) hot air popcorn poppers, rice cookers, George Forman type grills, and blenders.

Buff Hall residents may use cooking appliances that have no open flame and are UL approved. Staff reserves the right to require any cooking appliances to be removed if the appliance is deemed to be unsafe or otherwise damages or could potentially damage the hall or the hall community.

BABYSITTING

Babysitting is not allowed in the residence halls.

BALCONIES

No item should be thrown, pushed, dropped, or allowed to fall from any balcony. Residents should not spit, pour, or drop any liquids from a balcony. No items can be stored on balconies (bicycles, chairs, etc.).

BICYCLES

Bicycle racks are located outside each hall. Bicycles should always be locked to prevent theft. Students may store their bicycles in their rooms, with roommate's consent, as long as the bicycle is cleaned before entering the hall. Bicycles should not block the room exit if stored in a room. Under no circumstances, is anyone allowed to ride or store a bicycle in the lobby or hallway of a residence hall. Bicycles are not to be left in the courtyard or chained to bike racks after a resident checks out of the hall. The University will dispose of or sell unclaimed bicycles.

BREAK HOUSING

The residence halls are closed for the winter break and between semesters. Residential Living fees do not cover the cost for these break periods. Housing may not be provided during each of the break periods. Residents will be required to make payment for break housing and may have to relocate to a temporary room during the break. **Buff Hall** residents will be allowed to stay during break periods that fall within their contracted room assignment without additional charges.

BULLETIN BOARDS

Only campus organizations or University departments may post information on hall bulletin boards. All items to be posted should be approved by the Hall Coordinator or the Office of Residential Living.

CANDLES AND INCENSE

Candles and incense are prohibited in the residence hall rooms, lobbies, and storerooms due to possible fire hazards. This rule includes decorative candles with burned or unburned wicks. Residents found with candles will be assessed a \$25.00 fine and these objects will be confiscated. Confiscated items will be disposed of at the end of each semester. Candle warmers and potpourri pots are not allowed.

CABLE TELEVISION

All residence halls receive basic cable television in each room. Any cable problems should be reported to the hall desk.

CARD ACCESS SYSTEM

Residents are required to use their student ID card to enter those halls with card access systems. Non-residents will not be given access to a hall. Convenience phones are located at the main entrance of each hall for guest use.

CHALKING

The use of chalk on any buildings is prohibited. Groups may be approved by the Hall Coordinator to chalk in specific sidewalk locations around the residence hall. Clean up charges may be assessed.

CLEANING

Residents are expected to keep their assigned room reasonably neat and clean at all times. The staff reserves the right to ask residents to clean their room for safety, health, or roommate concerns. Custodial services are not provided after a resident has moved into their room. Residents should report common area cleaning concerns to a staff member. **Buff Hall** residents are responsible for maintaining a reasonably neat and clean bathroom. Residents may be required to clean their bathroom for safety or health reason, or roommate concerns.

COOKING

Cooking in the residence halls is allowed with approved cooking appliances only. Residents are responsible for ensuring that proper sanitation, ventilation, and fire safety precautions are taken. Any damage resulting from improper food disposal will be billed to the individuals responsible. No food or waste should be disposed of in sinks. Use of unapproved cooking appliances may result in a fine of up to \$25.00. Kitchens are available for use in some halls. Residents are responsible for cleaning the kitchen when cooking is completed.

DAMAGES OR LOSSES

Residents are responsible for keeping the premises (room/hall) and its contents in good order and free from damage both by themselves and their guests. Residents will be held accountable for any damages they cause in common areas and resident rooms. In situations where no individuals can be held accountable for damages, the Department of Residential Living reserves the right to "group bill" all residents that may have been associated with damages. Each resident understands and agrees that he/she is responsible for the replacement cost for any damages that may occur to the room and/or its contents. Students are encouraged to seek property insurance for loss or theft of personal items.

DARTS/DARTBOARDS

Because of the potential danger to both persons and property, most darts and dartboards are prohibited in the residence halls.

DECORATIONS

Pictures, posters, and other items used to decorate a student's room are encouraged as long as they do not create a health or fire hazard or damage the room. Door decorations must be limited and should not be offensive in nature. All decorations are subject to the approval of roommates. All decorations visible through the window or on the door should be in good taste. Pictures and other materials that may be considered objectionable are not to be displayed in areas that may be visible outside the student's room. Holiday lights may be used on a limited basis. Refer to Holiday Decorations.

DELIVERY OF PACKAGES

Only packages mailed through the U.S. Postal Service will be delivered to your mailbox number. Any package shipped by some other means should be addressed to:

Residents Name
West Texas A&M University
2403 Russell Long Blvd.
Name of Residence Hall & Room Number"
Canyon, TX 79015

Packages will be delivered to the Residential Living Office.

DISCIPLINARY PROCESS

Residents and their guests are required to abide by the rules in the *Residential Living Handbook* and the *Code of Student Life*. When residents or guests violate a rule or procedure, a staff member will report the event on a departmental Incident Report. This Incident Report will be submitted to the Hall Coordinator and may lead to a disciplinary hearing and/or a disciplinary sanction. Please refer to the *Code of Student Life* for further explanation of the disciplinary process.

DRUGS

The possession, distribution, consumption, and/or use of illicit drugs, narcotics, or any hallucinatory agent (i.e. Salvia) or other substance not prescribed to the person by a licensed physician on University property or property under the control of West Texas A&M University or at any event sponsored by the University or any University student organization, whether or not conducted on University property, including student travel on behalf of the University, is prohibited.

The following items are also prohibited within the residence halls: hookahs, pipes, bongos, or any paraphernalia which may be used to inhale or ingest prohibited drugs.

ELEVATORS

In order to keep the Jones, Cross, & Buff elevators in safe working condition, the following actions are prohibited and result in disciplinary action:

- Intentional damage and/or vandalism to the elevators, such as prying elevator doors open, jumping, etc.,
- Overloading the elevator
- Use of emergency alarms and emergency stops in non-emergency situations
- Evacuating people from the elevator without trained personnel

If you are trapped in an elevator, sound the alarm and wait for help to arrive before attempting evacuation

EMERGENCIES

Emergencies should be reported to the University Police Department at 651-5000 and to a residence hall staff member.

ESCORTING OF GUESTS

Their host must escort guests at all times. Guests are required to wait for their escort before proceeding to their host's room. Guests should be escorted completely out of the host's residence hall. Escorting must also take place in hall courtyards. Never escort anyone that is not your guest.

EXTENSION CORDS/SURGE PROTECTORS

Extension cords may be used on a limited basis in a residence hall room. **Regular household extension cords are not to be used.** Only cords with an AWG (American Wire Gauge) rating of 14 or lower, which are 25' or less, may be used. Extension cords may be plugged into circuit breaker protected power strips but power strips should not be plugged into extension cords. Extension cords and power strips should never be placed above the ceiling tiles, underneath carpet or stapled or pinched in anyway. Only power strips and multi-plugs with built in circuit breakers (surge protectors) may be used in rooms. Improper use of extension cords or multi-plugs may result in a \$25.00 fine.

EXTERIOR DOOR LOCKING

The exterior doors with card access are locked at all times. Residents are expected to carry their keys or University ID card to gain access to locked halls. Propping of exterior doors and/or tampering with locks are considered serious security violations. Residents are expected to aid in maintaining the security of their hall.

EXTERMINATION OF PESTS

Exterminators will provide preventative treatment in each hall on a regular basis throughout the year. Contact a staff member should you have questions related to this service.

FIRE DOORS

It is absolutely essential that corridor and stairwell doors be kept closed at all times. Closed doors retard the travel of smoke, heat, toxic gases, and fire from the area of origin. Propping of doors may result in disciplinary sanctions and fines. Nothing should be attached to a fire door.

FIRE DRILLS/EQUIPMENT

The University will hold fire drills to acquaint the residents with fire evacuation procedures. All residents and guests should follow directions during the drills. Failure to evacuate the building may result in disciplinary action, a monetary fine, and possibly suspension.

Because it is imperative that fire and safety equipment functions properly when it is needed, the following acts are prohibited:

- Tampering or playing with fire extinguishers, smoke detectors, exit lights, or emergency lights
- Tampering with or pulling a fire alarm under false pretense
- Removing smoke detector batteries or otherwise rendering a smoke detector inoperable
- Propping open fire doors
- Obstructing halls and stairwells with furniture, debris and other materials
- Hanging objects from smoke detectors
- Presence on fire escapes in non-emergency situations

Residents who jeopardize the security or safety of any resident will be subject to severe disciplinary action. Tampering with fire equipment or acts of arson can result in civil prosecution, disciplinary measures, and/or possible fines.

FIGHTING, THREATENING OR ACT OF VIOLENCE

The use or threat of force or violence or terrorist activities against members, guests, or property of the University is prohibited. Any student found in violation may be suspended from the University for a minimum of one semester.

FINALS

All students are expected to check-out of the halls within 24 hours of the completion of their finals or by noon on the day the halls close, whichever comes first.

FIREARMS, WEAPONS, AMMUNITION, EXPLOSIVES AND FIREWORKS

Firearms, weapons, ammunition, explosives and fireworks are strictly prohibited in the residence halls. The possession, use or threatened use of these items is strictly prohibited on University property or at University functions. This includes, but is not limited to: pistols, paint guns, water balloon launchers, rifles, knives, stun guns, nun chucks, sling shots, pellet guns, blow guns, air-powered guns(airsoft), projectiles, etc. These items should not be stored in a vehicle parked on campus.

FLOOR MEETINGS

Each semester on the first day of class, mandatory meetings are held in each living area. Attendance at these meetings is mandatory because information concerning safety and security as well as other important information is distributed. Residents are responsible for all of the information distributed at these meetings.

FURNITURE

Furniture must remain in its designated space. Common area furniture that is removed by a student for their private use will be considered stolen and disciplinary action may be taken. Room furnishings are to remain in the rooms at all times. No additional locks may be installed. Students may not leave any type of furnishings or property outside of their room or in the hallway. No University furniture should be moved to an outside or balcony location.

GROUP BILLING

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. However, when damage or theft cannot be assigned to a specific individual(s), the charges may be divided equally among the residents of a floor, unit, building, or area.

Residents will be given every opportunity to identify individual(s) responsible for the damage before a group billing is finalized. Damage charges will be posted in the living area of those individuals that are charged through the group billing process.

Your active involvement in reducing damages within your community is encouraged. You can assist by following these guidelines:

- Report any damages to your RA immediately
- Treat University property with as much respect as you would your personal property
- Discourage others from behaving irresponsibly in your hall

GUESTS

A guest is defined as a person who is not assigned to the room they are visiting. Residence hall students are allowed to host guests in their rooms according to the rules outlined below. However, violating a roommate's right of entry into the room, or hindering a roommate's ability to study and/or sleep within their room is considered a violation of guest privileges. Children under 14 years of age are not allowed in the residence halls as overnight guest. **Any guest that is not currently enrolled in classes at WTAMU and is 18 years of age or younger is required to check in with a hall staff member if they are going to remain in or enter the building after 7 pm.**

- Host responsibilities – Hosts are responsible for the behavior of their guest at all times and are obligated to inform the guest of all University and residence hall rules and regulations. Any violation of rules or regulations by a guest may result in disciplinary action being taken against both the host and the guest.
- Escorting Guests – Guest must be escorted at all times. Guest left unattended or found to be unescorted may be documented and escorted out of the building. Residents should never agree to escort a person they do not know.

- Overnight Guest – Overnight guest of the same gender are allowed to spend the night, but only with the permission of the roommate. Overnight guests may not stay in a room for more than three consecutive nights. Guest stays of more than six total nights in one semester are subject to Coordinator approval. A maximum of two guests are allowed in a room on a given night. Residents may be billed for their guests if they exceed the nightly limit. Residents are required to notify their hall desks when they are hosting an overnight guest. Overnight guest must be the same gender as their host.

Buff Hall residents will follow the same Guest Policy as all other halls except:

- Guest may be of any gender
- Residents may be billed guest fees for any guest that exceeds the maximum number of nights

HALOGEN LAMPS

Due to fire safety, halogen torch lamps or other lamps using halogen bulbs are prohibited in the residence halls.

HARASSMENT

Harassment includes physical abuse, verbal abuse, threats, intimidation, coercion and/or other conduct, which threatens or endangers the health or safety of any person. Refer to the *Code of Student Life* for additional information.

Telephone harassment includes annoying, abusive, or obscene phone calls designed to irritate, anger, or threaten a listener. If a resident should receive harassing phone calls they should notify their hall staff and the University Police Department. Residents will be encouraged to file a report with UPD.

HEALTH AND SAFETY CHECKS

The University recognizes residents' desire for privacy, particularly in the context of their group living situation, and will do what it can to protect and guarantee their privacy. However, the University, through a residence hall staff member, reserves the right to enter a resident's room to determine compliance with health and safety regulations. Health and Safety Checks will occur a minimum of two times each semester and residents will receive posted notification of the check 48 hours in advance of the check.

HEATERS

For safety reasons, no portable heating units may be used in a residence hall.

HOLIDAY DECORATIONS

If students decorate their rooms for the holidays, these guidelines must be followed:

- Trees and other greenery must be artificial and must have proof of flame resistance
- Lights must be UL-approved and of low wattage – only miniatures – Lights may not be used until after Thanksgiving (**Christmas holiday use only**)
- All decorations are to be removed within two days following the holiday
- Holiday lights and rope lights must be taken down in the time period mentioned above
- Fire alarm pull stations, fire extinguisher cabinets, smoke detectors, sprinkler heads and exit signs must not be covered and exits must not be blocked
- No candles, or any open flame may be used

IDENTIFICATION

For the safety and welfare of all students and to protect the property of the residence halls, members of the staff may request proof of identity of any person in the residence hall. Failure to identify yourself to a University staff member upon request may result in disciplinary action. Your cooperation is appreciated should such an occasion arise. Individuals that are unable to provide identification may be asked to leave and UPD may be contacted to assist with the situation.

INCIDENT REPORTS

Incidents requiring the attention or intervention of staff members are regularly reported to the Department of Residential Living. Violations of rules, medical and emergency situations, and instances of property loss or damage are documented on Incident Report forms and forwarded to the hall coordinator for informational purposes or disciplinary hearings.

KEYS

Room keys and outside door keys will be issued to each resident at check-in. Outside door keys will not be issued to residents in halls with card access systems. Report lost or broken keys to a staff member as soon as possible. Students will be charged \$20.00 for a lost outside door key and \$55.00 for a lost room key. The room key charge will cover the cost of keys and the replacement cost for the lock core. Residents failing to return their keys at the time of checkout or during vacation periods will be charged the replacement fee.

Residents are encouraged to lock their doors at all times and carry their room keys. Students who are locked out of their room should go to the front desk or contact an RA. When the desk is closed, students should contact an RA. Excessive lockouts may result in disciplinary action or fines. Duplication of University keys is prohibited. Possession of University keys other than those assigned is not permitted.

LAUNDRY ROOMS/MACHINES

Laundry machines are located in all halls. Persons who lose money in these machines should report the loss to their hall desk. Abuse of vending, laundry, or ice machines only aggravates whatever problem the machine may have and is prohibited. Please report machine malfunctions to the hall desk.

LIABILITY

The University assumes no liability for loss, injury, or damage to personal property incidental to the occupancy or use of the residence halls, and each resident accepts full responsibility for the safety and security of his/her own personal property. The student agrees to hold the University harmless and indemnify it from any and all liability resulting from the use of the residence hall by the student.

LOBBY USE

The lobbies in each hall are for the use of residents and their guests. Appropriate public behavior and dress are expected in the lobby and individuals may be asked to leave the lobby should they not meet this requirement. Residential Living staff members and the Residence Hall Association may reserve a lobby for programs. Recognized student organizations may request the one time use of a lobby. Hall Coordinators may grant permission for this use or they may require that the Hall Council approve the request. The Department of Residential Living reserves the right to approve or disapprove any request.

MAIL

All on-campus residents are assigned a Post Office box in the JBK student center. Residents are responsible for leaving forwarding addresses with the Post Office.

MAINTENANCE/REPAIR REQUEST

Maintenance requests or other room concerns should be reported to the hall desk or to a RA in a timely manner. For emergency repairs contact a staff member immediately. If repairs are not completed to your satisfaction (within one week for regular repairs or within a day for emergencies) notifies your Hall Coordinator or the Residential Living office, ext. 3000. It will be helpful if you report maintenance problems early and with as much detail as possible. Students who discover insect problems should report them to the front desk so that their rooms may be treated. Remember: Food attracts insects.

Maintenance personnel work between 8 a.m. and 5 p.m. on weekdays and may not always be able to arrive at hours most convenient to students.

MOTORCYCLES

Motorcycles parked on campus require a parking permit and should be parked in designated parking areas. Motorcycles are prohibited in buildings and courtyard areas.

NON-COMPLIANCE WITH AUTHORITY

Failure to comply with the oral and/or written directions of University officials acting in performance of their duties is prohibited. These officials include faculty members, administrators, staff members, UPD officers, and elected or appointed student officers or representatives.

OFFENSIVE ODORS

An offensive odor is any odor or aroma of such intensity that it becomes apparent and is offensive to others. Any odor can become offensive when it is too strong. Some examples are: perfume, air freshening spray, or large amounts of dirty laundry. Hall staff will address offensive odors when complaints are received. Residents identified, as being responsible for the offensive odor will be asked to eliminate the cause of the odor.

OPEN FLAME

No items that have open flames, flammable fuels or open coils may be used in a residence hall. This includes, but is not limited to candles, lanterns, heaters, and incense. Violation of this rule may result in immediate relocation and disciplinary action. These items will be confiscated immediately.

PAINTING OF ROOMS

Residents are not permitted to paint their individual rooms. Students may be assessed a fine for painting any portion of their room and/or charged the cost of the repainting.

PERSONAL FURNITURE/ITEMS AND CLOTHING

Students are welcome to bring personal items from home for their rooms. However, all of these items should be kept in their room and should not be stored in any other location. Personal property left in any common area, such as bathrooms, hallways, or lobbies may be discarded by the University after 72 hours. Items left behind after a student has checked out of the halls may be discarded immediately.

Please keep personal items at least a foot from the front of your rooms heating and/or cooling unit to provide maintenance staff with adequate room to work on the unit.

PETS

For reasons of health and safety, no pets, except fish, are permitted in residence hall rooms. Aquariums are limited to 20 gallons in size. Aquariums must be unplugged during semester breaks along with all other electrical appliances.

PRANKS

Pranks which result in disturbances or distress to others, or cause damage to University or personal property, are prohibited.

PROFANITY/OBSCENITY

The use of rude, vulgar, indecent or obscene verbal or written expressions, while protected by the First Amendment, are considered detrimental to the community residence hall environment and are certainly not condoned. The residence hall staff reserves the right to refuse postings, which contain rude, vulgar, indecent, or obscene expressions. Residents will be asked to refrain from this type of language when in hall common areas.

PROJECTILES

For reasons of health and safety, propelling devices such as rockets, paint guns, water balloons/launchers, catapults, slingshots, or any homemade device for the purpose of launching an object are prohibited.

QUIET/COURTESY HOURS

Quiet hours are maintained to help provide an atmosphere that is conducive to good scholarship and to promote an environment where individuals can learn from the experience of group living. The enforcement of quiet hours is the responsibility of each resident, with the assistance of the staff as needed.

Each living area must observe quiet hours from 8 p.m. to 8 a.m., seven days a week. Each living area may vote to extend these hours. The Residential Living department reserves the right of final approval for such hours.

Courtesy hours are in effect throughout the halls 24 hours a day. Therefore, noise (stereo, radio, TV, musical instruments and voices) must be maintained at levels that will not interfere with the study or sleep of other residents. If you encounter excessive noise, first request that the offenders be quiet. If they persist, contact your RA or the staff member on duty.

To help promote an intense study period, there will be 24-hour quiet hours in effect during final exams in all halls. One hour each day may be designated by each hall as "loud hour" during finals, with approval of the Hall Coordinator.

RAPPELLING

Repelling off of any University building is prohibited.

RESTROOMS

Use of the opposite sex restroom is prohibited.

ROOFTOPS

Students are not allowed on the roof of any hall for safety reasons.

ROOM ENTRY

The University recognizes residents' desire for privacy, particularly in the context of their group living situation, and will do what it can to protect and guarantee their privacy. However, the University, through a residence hall staff member or University Official, reserves the right to enter a resident's room at any time for the following purposes:

1. To determine compliance with all relevant health and safety regulations. Health and Safety Checks will occur throughout each semester and prior notification will be posted.
2. To provide cleaning and/or maintenance.
3. To conduct an inventory of University property.
4. An indication of imminent danger to life, health, and/or property.
5. Reasonable belief that a violation of rules or regulations is or has occurred.
6. To search for missing property.
7. To insure that proper break period closing procedures have been followed.

Items that violate University or departmental regulations will be confiscated. Examples of items that will be confiscated include candles and unapproved appliances. UPD will be contacted to confiscate alcohol, alcohol containers, drugs and drug paraphernalia.

A room search by law enforcement officials must be accomplished through the use of valid search warrant, or the student may sign a release to be searched at his or her own approval.

A room search by a designated Residential Living staff member is possible for any of the above listed purposes.

ROOM USE

Students are not permitted to sublet, assign their rooms, or to use their rooms for commercial purposes. Residents are not permitted to remove equipment or furnishings from their room.

RULE CHANGES

In order to change a current residence hall rule a proposal must be submitted to the Director of Residential Living in written form, including all of the following:

- Clearly stated change requested and detailed explanation why the change should occur
- Several options listed for the proposed change

The proposal will be considered based on any or all of the following: survey results, need, cost, national trends, or research on the area of change. Not only does Residential Living need to approve all changes, they may require the approval of the Vice President for Student Services, the President, or possibly the TAMU Board of Regents.

RUNNING/ROUGHHOUSING

Residents may be asked to refrain from running, rollerblading, skateboarding, skating, roughhousing, scuffling, use of water guns, the throwing, bouncing, or kicking of objects in halls, stairwells, and other common areas for safety reasons.

SMOKE DETECTORS

All student rooms are equipped with smoke detectors. Detectors will be checked prior to the start of each semester and during Health and Safety Checks by the hall staff. Residents that detect a problem with their smoke detector should contact the hall staff immediately. Disciplinary action will result if a student removes or otherwise renders the detector inoperative and a \$100.00 fine may be assessed. Disciplinary action could also result for residents who cause potential fire hazards through unsafe practices (i.e. overloading circuits, use of inappropriate extension cords, use of unauthorized cooking appliances, etc.).

SMOKING

All residence hall common areas and rooms are smoke free. Please smoke outside the buildings and be responsible for your cigarette remains. While smoking outside near entryways, windows, and doors, please be considerate of others. **Smoking in a room will result in a \$50.00 fine.** The following items are also prohibited within the residence halls: hookahs, pipes, bongos, or any paraphernalia which may be used to inhale or ingest prohibited drugs.

SOLICITATION

Solicitation of commercial products or services within the residence halls is prohibited. This includes, but is not limited to solicitation/sales within student rooms, common areas, and entry areas (inside or outside) of the halls. Students and campus organizations desiring special consideration should contact the Residential Living Office. If sales personnel approach you, do not allow them to enter your room and inform UPD or your hall staff immediately.

STORAGE

Storage is not available. All furniture must remain in the room. No space is available for students who wish to store belongings over the summer or while they are not enrolled.

STUDENT CONDUCT

Each student in the residence halls is expected to exercise self-discipline and to respect the rights of other students. Each resident must realize that in a group living experience, certain rules should be observed by all in order to maintain a safe and educational environment.

Each residence hall has the ability to institute rules, according to parameters specifically related to the goals of the Department of Residential Living, as long as these rules do not conflict with the rules of the University and are approved by the Director of Residential Living.

Individuals in violation or in the presence of a violation of the rules established by the residence halls, University, or State and/or Federal government will be handled appropriately. Questions related to appropriate and inappropriate behavior should be addressed to the residence hall staff or the *Code of Student Life*.

STREET/ROAD SIGNS

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 judicial or legal action. Individuals possessing street/road signs may be requested to provide proof of ownership

SYRINGE DISPOSAL

All individuals using injection needles are required to properly dispose of them to prevent students, visitors and University staff members from accidental needle sticks and injury. This means placing needles in a red biohazard sharps container, available through Student Medical Services upon request. Biohazard containers should be returned to Student Medical Services for disposal: Do not attempt to personally dispose of these items. Please contact Student Medical Services, ext. 2344 for further information.

TELEPHONE AND LONG DISTANCE SERVICE

Each residence hall room is equipped with local telephone service. Residents are required to provide their own phone. Students may contact a long distance carrier of their choice or use a phone card. Residents are not allowed to accept collect calls. Phone service issues should be reported to a staff member. **Buff Hall** residents will be provided with a VOIP phone per suite. Refer to the Phone Check-Out Agreement for additional information related to these phones.

THEFTS AND ASSAULTS

Thefts and assaults should be reported immediately to UPD (call 2300) as well as to the hall staff. As a precaution, students should keep their doors locked at all times. The University is not responsible for items lost to theft or vandalism, and students are encouraged to carry personal property insurance.

TUNNELS/CRAWL SPACES

Students are not allowed in tunnel or crawl space areas and should never attempt to access these areas.

TRASH

Trash totes are provided in each building for residents' trash disposal. Personal trash left in the halls or in the restrooms will be considered improper trash disposal and subject to disciplinary action. Please deposit personal trash in the totes.

USE OF UNIVERSITY PROPERTY

Items belonging to the University (couches, lounge chairs, tables, etc.) are not allowed in student rooms. University property other than furnishings assigned to the student's room will be removed, and students may be referred for disciplinary action. No University property may be moved or taken from the hall without written authorization from the Hall Coordinator.

VANDALISM

Residents who remove, destroy, or deface any property or area related to the University or Residential Living (including vandalism of the elevators, ceilings, and grounds surrounding the buildings) are subject to disciplinary action and will be required to pay for any damages.

VACUUM CLEANERS

Vacuum cleaners may be checked out from the front desk of each hall. Residents are required to leave some form of ID at the desk to use a vacuum. Due to the limited number of vacuums available, students are asked to return vacuum cleaners in a timely manner. Please notify hall staff if a vacuum is not working properly.

VENDING MACHINES

Vending machines are located in all halls. Abuse of vending, laundry, or ice machines only aggravates whatever problem the machine may have and is prohibited. Please report machine malfunctions to the hall desk.

VERBAL ABUSE

Frequently, staff members must confront residents and/or their guest in order to remind them of various rules. Unfortunately, residents sometimes persist in being argumentative, respond by shouting, or make rude, vulgar, indecent or obscene comments and/or gestures to the staff member. Anytime this is done within earshot of the staff member, it is considered verbal abuse. This type of interaction could lead to additional disciplinary sanctions.

VIDEO COPYRIGHT GUIDELINES

Due to federal copyright laws, the Department of Residential Living does not permit the showing of videotapes in lobbies or public areas without specific authorization from the owner of the copyright. However, you may view videotapes in the privacy of your room.

VISITATION

The visitation rules apply specifically to guests of the opposite sex. Guests and hosts are responsible for knowing and observing the visitation hours established for the residence halls.

Visitation Hours In All Residence Halls

Sunday – Thursday Noon – Midnight

Friday & Saturday Noon – 2 am

Guests must be escorted at all times. Please refer to **Escorting** and **Guests** for additional information related to visitation rules. Guest are not to enter or be present in a room or suite without the host being present.

UPD – UNIVERSITY POLICE DEPARTMENT

UPD may be contacted by calling 2300. Should you have an emergency situation you may reach UPD at 5000.

WALLPAPER AND BORDER

Wallpaper and border may not be used in rooms unless approved adhesives are used.

WATERBEDS

Waterbeds are not permitted in any student rooms due to safety and maintenance concerns.

WINDOWS/WINDOW SCREENS

Windows are not to be used as a room exit unless residents do so for emergency reasons. Window screens should not be removed. Residents will be charged for damages to screens and for the reinstallation of any removed screen. Throwing, hanging, or spitting objects from windows or balconies is prohibited. Excessive window coverings are not allowed (may include paper or foil).

Buff Hall Sprinkler System

Buff Hall has a sprinkler system for fire protection in the building.

This system is extremely sensitive. Remember;

- Never paint a sprinkler head
- Do not hang items from the sprinkler head or piping
- Sprinkler heads may never be obstructed or altered
- Nothing may be stored within 18 inches of the sprinkler head
- Any item that hits the sprinkler head may cause it to activate

The sprinkler system is activated by contact or heat, not smoke. The University is not responsible for any damage caused by the sprinkler system. Residents that cause the system to activate will be held accountable for any damages caused to their personal property, other resident's property, and to University property. Residents tampering with the system may be fined up to \$500 and will face disciplinary and possibly legal sanctions.

RESIDENTIAL LIVING HOUSING AND MEAL PLAN AGREEMENTS

The following area covers departmental practices and rules, which are associated with your Housing and Meal Plan Agreements.

RESIDENCE HALL REQUIREMENT

West Texas A&M University is committed to the success of each student. Due to the fact that the university believes that living on campus plays a significant role in the success of students the university requires all students to live in university housing, unless they:

1. Have reached the age of 21 prior to the first day of class each long semester (Fall/Spring)
Or
2. Have accumulated 60 or more credit hours by the first of class each long semester (Fall/Spring)
Or
3. Are enrolled in 8 or less credit hours for the Fall or Spring semester

MEAL PLAN REQUIREMENT

The university requires all students residing on campus to purchase a meal plan, unless they:

1. Have reached the age of 21 prior to the first day of class each long semester (Fall/Spring)
Or
2. Have accumulated 45 or more credit hours by the first day of class each long semester (Fall/Spring)

CHECKING IN TO THE HALL

Check-in is supervised by the Residential Living staff and is conducted according to a specific schedule of dates and times. When you check in, you will be given keys, a room inventory sheet (to check the condition of your room), and a Personal Data form to complete.

CHECKING OUT OF THE HALL

Residents are expected to vacate their rooms by the day, time, and procedures posted. Each resident must check out with an RA. Rooms are to be clean and in the same general condition as they were at the beginning of the occupancy. Residents should contact their hall staff prior to the deadline should they need special check out arrangements.

Residents who, for whatever reason, wish to check out during the semester must contact the Hall Coordinator and the Residential Living Office to process the necessary paperwork. Unless officially released from the Housing and Meal Plan Agreements, students will be held responsible for the full amount of their room and board charges.

Failure to follow these steps may result in the assessment of fees for cleaning, key replacement, and improper check-out charges. Students withdrawing from the university will be given 48 hours notices to check out of the hall. Students should contact RL immediately after withdrawing to coordinate the check-out process.

HOUSING DEPOSIT

A one-time room deposit of \$100.00 must accompany the student's Housing Application. This deposit may be refundable if the student fulfills the agreement and properly checks out of the residence hall. Upon cancellation in writing, deposits will be returned by mail provided the student has paid all bills, officially checked out of the residence hall, has no further indebtedness to the University and has **cancelled prior to August 1 for the fall semester, December 15 for the spring semester, May 15 for the summer I semester and June 15 for the summer II semester.**

OCCUPANCY

Students may occupy their rooms according to the schedule published by Residential Living. No student will be allowed to occupy their room in advance of the official opening of the halls or between semesters/sessions unless arrangements are made with the Residential Living Office ahead of time. There will be a charge for such accommodations, when they are available.

REASSIGNMENT

Residential Living reserves the right to assign a second student to a double room in which only one student is living. The right is also reserved to assign or reassign rooms in any way that will best utilize the facilities available. For this purpose, or for other reasonable cause, Residential Living may change room assignments or require a student to move to different accommodations.

REFUNDS

When a resident has been officially released from his/her Housing Agreement and/or Meal Plan Agreement during a semester and has checked out properly from his/her room, the student will forfeit their room deposit and will receive 80% refund of the remainder of their room charges and/or meal charges from the day they officially check out of the hall.

ROOM CHANGES

Students have the option to change rooms within their own residence hall or to move to another hall. Room changes other than at the beginning of each semester may result in a \$25.00 room change administration fee. Please request a room change through the hall coordinator prior to moving. Non-approved room changes or unfinished room changes may result in a disciplinary fine.

REQUIRED HOURS

To be eligible to live on campus a student must be enrolled in a minimum of nine (9) undergraduate and/or six (6) graduate hours. Exceptions may be requested by students enrolled in an experiential experience. Students dropping below the required number of hours may be required to move out of the residence halls. Continuing Education courses and/or correspondence course enrollment does not allow an individual to be classified as a “regular” WTAMU student; therefore these courses do not count toward the hour requirement. Student enrolled in ESLI are exempt from the minimum hour requirement.

SERVICES AVAILABLE TO STUDENTS AT WEST TEXAS A&M UNIVERSITY

ACADEMIC ADVISING

Student Advising, Registration and Retention (STARR) Center

Class Room Center, Room 108..... 651-5300

- Advising for entering freshmen, undecided, or general studies majors with less than 60 hours
- Advising for students who have less than 30 hours or are TASP-affected

ADMISSIONS

Old Main, Room 124..... 651-2020

- Transfer credits
- Campus tours, 651-BUFF
- Catalogs
- Advising
- Prospective student information/admissions packets, turn in transcripts, questions on transfer evaluations, CLEP and AP credit
- Records- Old Main Room 125

BOOKSTORE, UNIVERSITY

Jack B. Kelley Student Center (JBK)..... 651-2744

- Check Cashing
- Year-round book buy-back
- Textbook reservation, “book boxing”
- Binding of research papers, etc. (cost varies)
- Copy machine, computer disks, scantron forms, academic software and fax service

Regular Semester hours:

Mon.-Thurs. 7:30am -6:45pm

Fri. 7:30am – 4:15pm

Sat. 9:30am –1:15pm

BUFFALO GOLD CARD

JBK Student Center..... 651-GOLD

- Student Identification
- Used across campus for purchases and services
- Deposits can be made: Business Office, JBK, Library, VHAC, and BGC office, VTS (value transfer station) located in HELC

CAREER AND COUNSELING SERVICES

Career Services, Classroom Center, Room 113 651-2345

- Career testing and consultation (fee charged)
- Career Expo in the Fall, Educators Expo and Summer Job Fair in the Spring
- Career portfolio and opportunities to interview on campus with prospective employers for jobs after graduation (fee charged)

CAREER EDUCATION/INTERNSHIP PROGRAM

Classroom Center, Room 113 651-2345

- Jobs in your major prior to graduation (fee charged)
- College credit available for successful work assignments in Co-op

COUNSELING SERVICES

Classroom Center, Room 116 651-2340

- Short-term personal counseling (10 sessions per school year at no charge to registered students)
- Study skills assessments and assistance
- Stress management, limited psychological testing, group counseling, crisis intervention, test anxiety, and marriage counseling

CORNETTE LIBRARY

Cornette Library 651-2229

- Photocopy machines, style manuals for layout of typed papers, bibliographic instruction, assistance in library use
- Registration to check out library materials, help in locating materials within the library and through interlibrary loan, computer search for information on most subjects (cost varies depending upon time and database used)

DISTANCE LEARNING

Cornette Library Basement 651-7917

- University courses online

EDUCATIONAL SERVICES

Classroom Center, 106 **651-2341**

- Supplemental Instruction
- Tutor assistance
- Testing services- coordinates administration of various tests (including, but not limited to, ACT, Residual ACT, CLEP, LSAT, MCAT, OAT, TASP, Quick TASP, ARRT, GED)

FINANCIAL AID

Old Main, Room 108..... **651-2055**

- Help in filling out financial aid forms
- Administers various forms of financial aid for graduate and undergraduate students--scholarships, grants, loans, and work-study
- See Student Employment Services

GRADUATE SCHOOL

Kilgore Research Center **651-2730**

- Information and application material on WTAMU graduate programs
- Publications of graduate programs in the United States and Canada
- Catalog library of selected U.S. graduate schools

INFORMATION TECHNOLOGY

HASTINGS ELECTRONIC LEARNING CENTER

Cornette Library Basement **651-7900**

- Open-access lab with IBM and Macintosh computers for currently enrolled students
- Laser Printers

INTERNATIONAL STUDENTS OFFICE

Student Union Building, SUB 107B..... **651-2073**

- Coordinates admission registration for international students
- Advising for foreign students, faculty, and staff members on immigration rules and regulation
- Sponsors social events

JACK B. KELLEY STUDENT CENTER

JBK Student Center Information Desk **651-2394**

- Check cashing with proper WTAMU identification and driver's license (\$10 maximum)
- Information referral, notary service, room reservations for the JBK
- Food Court & Convenience Store
- Study lounge & meeting rooms
- Buffalo Gold Card deposits
- Copies, transparencies, binding
- After-hours services for commuters (scantrons, pencils, etc. available when University Bookstore is closed) are available at the Information Desk

INSTRUCTIONAL INNOVATION AND TECHNOLOGY LAB

Cornette Library Basement **651-7905**

- Equipment and software for teaching, presentations or learning
- Access to audio-visual equipment and supplies, film library, audio and video taping, copying, and viewing rooms

MEDICAL SERVICES

VHAC, Suite 104 651-3287

- Routine office visits (no charge)
- Preventive health exams, physicals, pap smears
- X-ray and laboratory testing, minor surgical procedures, suturing, contraceptive supplies (minimal fee)

Office Hours:

Monday – 8 AM – 7 PM

Tue – Friday – 8 AM – 5 PM

Appointments encouraged

MULTICULTURAL CENTER

JBK Student Center, Suite 103 651-2313

- Assistance for all students in accessing campus resources
- Monthly mixers to address multicultural issues
- Variety of programs on diversity issues

Panhandle-Plains Museum 651-2244

- Largest history museum in Texas
- Exhibits on petroleum, paleontology, western heritage, transportation and fine art
- Newly renovated Pioneer Hall-- introduction to the museum and history of the Texas Panhandle region
- Annual events
- Research Center, Archives and Library collects and preserves historic records documenting Texas Panhandle and Southwest region history
- Museum Store offers a variety of gift items, as well as books about Texas Panhandle people and places

PEER EDUCATION

JBK Student Center, Suite 103 651-2313

- Community outreach programming
- Peer counseling/listening and referral services
- Speak-Out-- educational programming on various topics such as alcohol and other drugs, rape, AIDS, stress management, and other general health or study skills issues
- Social activities
- Alcohol Awareness Week
- Community Service Course (MIP)

RECREATIONAL SPORTS

VHAC, Room 128..... 651-2400

- Intramural sports program, team sports, individual activities and special programs (no charge for most activities)
- Sports clubs
- Special Events

REGISTRAR

Old Main, Room 103..... 651-4911

- WTAMU transcripts picked up and mailed; request must be in writing by student- no phone calls
- Registration information and *Schedule of Classes*
- Veterans educational information
- Enrollment verification
- Name and address changes

STUDENT ADVISING, REGISTRATION AND RETENTION (STARR CENTER)

Classroom Center, Room 110 651-5300

- See Academic Advising

STUDENT ACTIVITIES COUNCIL (CORE)

JBK Student Center, Suite 103 651-2313

- Publishes a calendar of events each fall and spring semester, provides the *Involvement Buff* published every other week in *The Prairie*
- Free movie nights at Varsity Theater for students with valid WTAMU ID (check SAC calendar for dates and times) variety of entertainment opportunities--bingo, comedy clubs, specialty entertainment, and free TEXAS tickets available to summer session students

STUDENT DISABILITY SERVICES

Classroom Center, Room 106..... 651-2335

- Arranges special accommodations for students with disabilities, including physical, emotional and learning disabilities
- Assistance with testing for students with disabilities.
- Information about the Americans with Disabilities Act

STUDENT EMPLOYMENT SERVICES

JBK Student Center..... 651-2397

- Listings of available on- and off-campus part-time jobs
- Online job search-- wtcareer.wtamu.edu
- Summer Camp Fair, Summer Job Fair
- Volunteer opportunity listings
- Financial Aid forms
- Nationwide scholarship database and need-analysis systems

STUDENT GOVERNMENT

JBK Student Center Room 102..... 651-2385

- Acts as students' liaison between administration, local and state government, and the public at large.

STUDENT AFFAIRS OFFICE

JBK Student Center Room 102..... 651-2050

- Vice President of Student Affairs
- University Judicial Officer- disciplinary hearings for alleged violations of the *Code of Student Life* or *Residence Hall Handbook*
- Contacts professors in case of extended emergency absences (e.g., death in family, illness, etc.)

STUDENT SUPPORT SERVICES

Classroom Center, Room108..... 651-5317

- College retention services, tutoring services for eligible students, academic advising, financial advising

UNIVERSITY POLICE DEPARTMENT

SUB, Suite 102 651-2300

- In case of emergencies, may get messages to students in class
- Aid for locked keys, dead car battery, etc.
- Parking permits for all vehicles parked on campus-- 651-2308
- Educational programs, victim assistance to victims of crime, report crimes and notary public

VIRGIL HENSON ACTIVITIES CENTER (VHAC)

VHAC, Front Desk 651-2323

- Persons must have WTAMU ID
- Bowling alley, swimming pool, weight room, racquetball courts, all-purpose room-- basketball and volleyball courts

Fall & Spring Semester Hours:

Mon. - Thur. 6am-11pm

Fri. 6am-10 pm

Sat. 1pm-10pm

Sun. 2pm-11pm

WELLNESS

VHAC, Front Desk..... 651-2323

- Shape-Up Canyon classes, aerobic classes, competitive events, health/fitness assessments, stress management, nutritional counseling

HOURS OF OPERATION

DINING HALL HOURS

Fall & Spring Semester Hours:

Mon.-Fri.: 7am-7pm

Sat.-Sun.: 11am-1:30pm & 4:45pm-7pm

- Monday-Friday the dining hall will have all of the lines available to students 7am-10am; 11am-1:30pm; 4:45pm-7pm
- During the time that the lines are closed, Speedway Grill and the Deli will remain open for students.

CORNETTE LIBRARY HOURS

Fall & Spring Semester Hours:

Monday-Thursday: 7:45am-11pm

Fri.: 7:45am-5pm

Sat.: 10am-5pm

Sun: 2pm-11pm

HELIC HOURS

Fall & Spring Semester Hours:

Sunday 2pm- Friday 6pm

Saturday 9:30am-6pm

DIALING INSTRUCTIONS

On Campus Calls:

Dial 4 digit extension number

Campus Operator:

Dial 2000

For Campus Directory Assistance:

Dial 2000

Local Calls:

Dial 9 + seven digit number

Toll Free Calls:

Dial 9 + 1 + 800 + seven digit number

Operator Assisted:

Dial 9 + 0 + area code + seven digit number

To Forward Phone:

Dial * + 3 + number you wish to forward to (for off-campus numbers—don't forget to dial 9)

To Unforward Phone:

Dial # + 3

Please remember that Collect Calls are not to be accepted on university phone lines. Contact a hall staff member should you need assistance with your phone.

ACCEPTABLE USE FOR NETWORK CONNECTIONS IN THE RESIDENCE HALLS

WTAMU students are responsible for the use of their computers and network connections in the residence halls. Students are responsible for any misuse of the computer network system.

The student must adhere to all WTAMU rules and regulations when using the network system. Information related to these rules and regulations can be found at: <http://resnet.wtamu.edu/>

This site contains the Acceptable Use Rules, information on bandwidth available to students, and Peer to Peer networking.

TROUBLE SHOOTING GUIDE

Beverage/Snack & Washer/Dryer Refunds	Go to the front desk of your hall and request a refund
Cable	For problems with cable contact a Residence Hall Staff member
Difficult Personal Situation	Contact a Residence Hall Staff member or Counseling Services (651-2340)
Extermination	Contact a Residence Hall Staff member
Fire	Pull the nearest fire alarm and evacuate the building
Hall Changes	Hall change requests should be made at the frontdesk of the hall you would like to move to or at Residential Living
Housing Cancellation	Contact your hall staff or Residential Living
Intramural Information	Contact Recreational Sports (651-2400)
Internet/Ethernet/ Cable Modem	Contact your Hall staff, if you still have trouble calls the HELP desk at 651-4357
Locked Out Of Your Room	Call a RA in your hall
Lost Key	Contact your hall staff
Microfridge Units	Contact your hall staff
Phone	If you have problems with your phone line, contact your RA
Room Changes	See your hall staff
Room Maintenance	Contact a RA and they will fill out a work order
Roommate Conflicts	Talk to your roommate, if the conflict remains unsolved talk to your RA
Sexual Assault/Rape	Contact the University Police Department at 651-5000, victim assistance at 651-2306, or Amarillo Rape Crisis at 374-5433. During the day you can contact Student Medical Services at 651-3287 or Counseling Services at 651-2340.
Student Escort	If you feel uncomfortable walking alone at night please call 651-2300 to request an escort from a UPD officer.
Theft	Contact your hall staff and the University Police Department (651-2300)

IMPORTANT NUMBERS

Athletics Ticket Office.....	651-1414
Conner Hall.....	651-6150
Cousins Hall.....	651-7200
Cross Hall.....	651-6900
Dining Hall.....	651-2707
Emergency.....	651-5000
Family Medicine Center of Canyon.....	655-2104
Guenther Hall.....	651-6300
Jarrett Hall.....	651-6500
Jones Hall.....	651-7000
Medical Services.....	651-3287
Rape Crisis/Domestic Violence Center.....	374-LIFE
Residential Living Office.....	651-3000
Shirley Hall.....	651-6600
Stafford Hall.....	651-7500
Student Financial Services (Financial Aid).....	651-2055
Student Affairs.....	651-2050
Suicide and Crisis Center (24 hours).....	359-6699
University Operator.....	651-0000
University Police Department.....	651-2300
Weather Closing Information.....	651-2010

IMPORTANT STUDENT DATES

FALL 2009

August 1 Last Day to cancel a fall reservation and receive a refund on the Housing Deposit

CANCELLATION MUST BE IN WRITING

August 19, Wed. 10:00am Residence Halls open
Dining Hall opens at 11 am

August 24, Mon. First Day of Class

August 27, Thur. Last Day to Add

September 7, Mon. Labor Day- No Classes

September 18, Fri. Last Day to File a Housing/M meal Exemption

October 1, Thur. December Graduation Application Deadline

October 9, Fri. Last Date to Drop With a Guaranteed X

November 25, Wed. 2:00pm Residence Hall desks close for Thanksgiving; Dining Hall closes at 1:30pm

November 29, Sun. 2:00pm Residence Hall desks open

November 30, Mon. Dining Hall opens at 7am

December 2, Wed. Last Class Day

December 10, Thur. Dining Hall Closes at 7pm

December 11, Fri. Residence Halls close for Christmas Break at noon & 7 pm Graduation

December 15, Tue. Last day to cancel a spring reservation or change a meal plan and receive a refund of the Housing Deposit.

CANCELLATIONS MUST BE IN WRITING

SPRING 2010:

January 10, Sun.	10:00am Residence Halls open
January 11, Mon.	Dining Hall opens 7 am & first day of class
January 14, Thur.	Last Day to Add Classes
January 18, Mon.	University Closed for MLK Day
February 1, Wed.	Scholarship Application deadline
February 8, Mon.	Last Day to File Housing/Meal Plan Exemption
March 1, Mon	May Graduation Application Deadline
March 2, Tue.	Last Day to Drop With a Guaranteed X
March 12 Fri.	2:00pm Residence Hall desks close for Spring Break; Dining Hall closes at 1:30pm
March 21, Sun.	2:00pm Residence Hall desks open
March 22, Mon.	Dining Hall opens at 7am
April 28, Wed.	Last Class Day
May 6, Thur.	Dining Hall Closes at 7 pm
May 7, Fri.	Residence Halls close at noon
May 8, Sat.	Graduation

*Dates are subject to change

PUBLICATION NOTICE

This Residence Hall handbook is a publication of the Residential Living Department of West Texas A&M University. The purpose of the handbook is to provide students with general information regarding on campus living.

The rules, regulations, fines, and fees in this handbook are subject to change without prior notice. The provisions of this handbook do not constitute a contract, expressed or implied, between any applicant, student, staff or faculty member, or any other person and West Texas A&M University.