

Fall 2014-Summer 2015

Residence Hall Handbook



TYLER
JUNIOR
COLLEGE™

Dear Resident,

Welcome to the Tyler Junior College residential community! We're looking forward to a great year and are glad you'll be a part of it. TJC is a great place to start your college career and residence halls are an ideal place to broaden your life experiences. TJC welcomes residents from all backgrounds, cultures, lifestyles and attitudes which gives you the opportunity to interact with a large, diverse group of people. You can learn how to communicate and interact within a community while you learn more about yourself and others.

Our talented housing staff and student leaders are available to assist members of the on campus community. They'll work with you to create an atmosphere which supports academic, intellectual, social and emotional growth. But with all these benefits comes responsibility.

You'll be asked to respect the privacy of your fellow residents, to encourage practices which create and support a learning environment, and to do your part to promote a safe and secure community. Please take some time to review the Residence Hall Handbook and the Resident's Code of Conduct so that you can get the most from your stay with us.

We look forward to getting to know you. Let us know if you have any questions or need more information. Have a great experience as a resident student at Tyler Junior College!

Sincerely,

A handwritten signature in black ink that reads "Diana Karol". The signature is written in a cursive, flowing style.

*Diana Karol
Director, Auxiliary Services*

TJC reserves the right to make any changes at any time to reflect current board policies, administrative regulations and procedures, amendments by state law, and fee changes. Information provided by this handbook is subject to change without notice and does not constitute a contract between Tyler Junior College and the resident.

Residential Life and Housing Commitment

The Mission of the Residential Life and Housing department is to:

- Provide strong leadership and sound management to ensure an orderly, effective and efficient administration of the department
- Provide resident students with reasonably priced living facilities that are clean, attractive, well maintained and comfortable
- Provide a hall environment that promotes learning and emphasizes academic success, a mature style of relating to others, and self-management techniques
- Provide services that satisfy the needs of the resident community in a courteous, efficient and effective manner

Mission Statement: To provide a comprehensive collegiate experience that is anchored in the rich traditions of a quality education, vibrant student life and community service. Accreditation: Tyler Junior College is accredited by the Southern Association of Colleges and Schools Commission on Colleges to award associate degrees. Contact SACSCOC at 1866 Southern Lane, Decatur, Georgia 30033-4097, telephone 404-679-4500 or at <http://www.sacscoc.org> for questions about the accreditation of Tyler Junior College. General inquiries about Tyler Junior College admission requirements, financial aid, educational programs or other offerings should be directed to the College and not the Commission. Tyler Junior College gives equal consideration to all applicants for admission, employment and participation in its programs and activities without regard to race, color, religion, national origin, gender, gender identity, gender expression, sexual orientation, age, marital status, disability, veteran status or limited English proficiency (LEP). Tyler Junior College respects the legal rights of each person to work and learn in an environment that is free from unlawful sexual discrimination including sexual harassment and sexual violence.

Policies and Procedures

ABANDONED PROPERTY: Tyler Junior College, the Residential Life and Housing Department, nor any College staff is responsible for any student property left in any buildings, including residence halls. Belongings owned by a resident (or former resident) and left in a residence hall room after the room has been vacated are considered abandoned property. Belongings will be considered abandoned if left for three (3) days after the resident has moved out of the room. Residential Life and Housing will not make an attempt to contact the resident (or former resident) when belongings are found in a vacant room. Photos will be taken of the items. After the photos are taken, the items will be bagged and labeled and stored in a locked storage area on campus. There is a \$100 storage fee which begins when the items are placed in storage. After being stored 30 days, the items will be donated to a non-profit charity in Tyler, Texas.

APPLIANCES: Electrical appliances should display the “Underwriters Laboratory” (UL) approval. They must not disrupt electrical circuits or disturb others. Space heaters, window/portable air-conditioners, halogen lamps or light fixtures and microwave ovens are not allowed.

ASSIGNMENTS: The director of the Residential Life and Housing Department reserves the right to assign and re-assign residence hall spaces, including temporary housing, when deemed necessary for the benefit of the individual student, other residents, or the College. Any resident whose actions are found to be detrimental to the welfare of the student living group may be required to move into another room/building, and/or may be subject to disciplinary actions.

BABYSITTING: Babysitting is not allowed in campus housing. Children under the age of 17 are not allowed in the residence halls.

BATHROOMS: The residents are responsible for maintaining and keeping the room or suite bathroom clean. Residents are not permitted to add any permanent structure to their room or bathroom, this includes painting.

BICYCLES: Bicycles can be stored in the resident’s room with the roommate’s permission. They should not be chained to rails, columns, or stairwells or placed in hallways. Under no circumstances are bicycles to be ridden inside the residence halls. The use of rollerblades, skateboards, roller-skates, and other similar items is also prohibited in residence halls.

CABLE TV: Lobby areas, study lounges and resident rooms in the halls receive basic cable TV service through Suddenlink Communications. Report all cable service problems in the rooms to Suddenlink by calling: 1-866-229-8750. They will ask for the hall physical address which is listed in the back of this handbook. Cable service

problems in lobbies and lounges should be reported to a hall staff member or submit an electronic maintenance request.

CAMPUS ESCORT: The Campus Police officers are available to escort anyone, anywhere on the Tyler Junior College campus. Students, faculty, administration and visitors are encouraged to call Campus Police at 903-510-2258 before 5 p.m., and 903-510-2222 after 5 p.m. for this service. After contacting the Campus Police, an officer will meet you at your location and walk with you to your desired location. Campus Police cannot transport individuals across campus in Campus Police vehicles.

CAMPUS POLICE: TJC has its own police department on campus that employs full-time, certified police officers. All officers are available to help as well as to protect. They are professionally trained to perform their duties and are on campus 24 hours a day, 7 days a week, including holidays.

TJC has an anonymous tip service, UTIP. Report crime tips or questionable activity on campus by texting to 79516. Enter “tjctip”, enter a space and your message. Campus Police should be notified when:

- Questionable strangers are on the campus or in the residence hall
- A strange or unknown vehicle appears on campus
- There is a problem with student safety
- There are situations which require Tyler Police Department to be on site

CANDLES and OPEN FLAMES: Candles or open flames are not allowed in the residence halls. This includes incense, scented wax warmers (except those warmed by a light bulb), oil lamps, wax sculptures and other devices that use an open flame.

CHANGE MACHINES: The Residence Hall Association provides change machines for residents who need quarters. One machine is located in the lobby of the Residential Life and Housing office on Baxter Avenue. Another machine is located in the lobby of the Ornelas Hall front building.

CHECKING INTO THE RESIDENCE HALL: Before a student can check into the residence hall, the room and board charges should be paid in full or an acceptable arrangement to pay the charges should be on file with the Residential Life and Housing Department. Resident check-in will be in the lobby of the assigned hall and all residents must have a valid photo ID. A residence hall staff member will confirm the room assignment and issue a room key. Once in the room, the student will need to complete and sign a room condition inventory (RCI) form that indicates the condition of the room and furniture and acknowledges receipt of the room key. The student is responsible for the accuracy of the RCI and will be charged for any damage or loss that may occur during the time they occupy the room or that was not previously indicated on the RCI. The RCI form should be returned to the hall staff before any items are moved into the room.

(Note: All furniture in your assigned room is to remain in that room at all times.)

CHECKING OUT/WITHDRAWING FROM THE RESIDENCE HALL:

Residents are responsible for informing the hall staff that they are moving out of the residence hall and for properly checking out of their room. This includes scheduling a time with a hall staff member who will evaluate the condition of the room with the student by reviewing the RCI form filled out when the resident checked into the room. The room should be thoroughly clean (dusted, swept) and furniture returned to its original position. The resident will be charged for anything that is missing or damaged. There is a \$200 improper check-out fine for students failing to follow check-out procedures.

Hall Closings: The residence halls at TJC are closed during all official College closings – Thanksgiving, Christmas and Spring Break. There is no food service offered during these breaks. The halls are open on Labor Day, Dr. Martin Luther King Jr. Day, Good Friday, Memorial Day and the 4th of July.

When the College is closed, residents must vacate the halls. Hall closing information is posted in the hall lobby, announced at floor meetings, distributed to each resident in the form of a memo or door-hanger and posted on the TJC Housing website. After residents have left the buildings, hall staff will go into each room to confirm the residents have left and the rooms are clean.

For residents affiliated with a TJC sponsored group, arrangements to stay in the hall when the College is closed are made in advance with the group's sponsor or coach. For other residents, contact the Residential Life and Housing office well in advance if you must remain in the hall when the College is closed.

CLEANING: Residents are expected to keep their room reasonably neat and clean at all times and to immediately correct any abuse pointed out by a College representative. Residents are expected to maintain a safe and healthy living environment for their safety, as well as others in the living community. Residence Life staff members can ask a resident to clean the room at the staff member's discretion.

GCA has been contracted to keep the common areas of the hall clean. Complaints about the common area cleaning service need to be reported to the hall staff.

COMMON AREA HOURS: The operating hours for the lobby and study rooms in each hall are established by the area coordinator, resident director or senior RA. Members of the opposite sex can be in the lobby between 10 a.m. until 11:30 p.m. daily. Visitors of the opposite sex are not allowed in any other area of the hall, including but not limited to: the hallways, the stairwells, the study rooms nor in any of the student's rooms during non-visitation hours. Noise in the lobby needs to be kept to a minimum. Lobby and study room quiet hours are from 10 p.m. until 10 a.m.

COMPLAINTS: Residential Life and Housing can't correct a problem they don't know about. Most problems in a residence hall can be solved in-hall. Resident concerns, problems or complaints should first be taken to their RA. The RA may decide that the area coordinator, resident director or senior RA needs to be consulted.

In situations where residents feel uncomfortable approaching their RA, they may take their concerns directly to the area coordinator, resident director or senior RA. After speaking with the area coordinator, resident director or senior RA, a resident who is still dissatisfied may make an appointment with the appropriate housing official in the Residential Life and Housing Office.

CONFIDENTIALITY: Reports and information from residents are never shared with other residents. Communications between residents and their hall staff members or the Residential Life and Housing office staff are kept in strictest confidence. Residents should never hesitate to communicate any problems in the hall or any actions by room-mates or fellow residents which threaten a civil and safe living environment in the hall.

CONFISCATION: Residential Life and Housing staff may confiscate items that are deemed illegal, in violation of Residential Life and Housing or Tyler Junior College policy or deemed unsafe. In instances when Residential Life and Housing has confiscated an item and the resident is not present, notice will be left in the room in question and the residents of that room should expect to receive further notification from the Residential Life and Housing Department about conduct follow-up.

CONTRACTS: A copy of the room contract is available at www.tjc.edu/housing. Returning residents will sign a room contract during the spring semester for the following academic year. There is a \$50 charge to reserve a space for the next academic year. This payment is applied to the housing charges. New residents will sign a contract the day they check into the residence hall.

The contract is binding for the Fall 2014 and Spring 2015 semesters. Cancellation of this contract may be considered by the Residential Life and Housing department for the following reasons and is subject to the conditions and charges listed:

- A. GRADUATION/TRANSFERRING between semesters
- B. ACADEMIC SUSPENSION at the end of a semester

A \$200 break contract fee will be applied if a resident leaves between semesters for any other reason.

DAMAGES: Residents will be held responsible, either financially or through disciplinary actions, for any loss and/or damage to their assigned space and TJC supplied furnishings, beyond normal wear and tear. In common areas, if it is not possible to charge the damage of College property to a specific individual(s), the charges will be divided evenly among the members of the floor or hall (depending on where the damage occurred). There will be a minimum \$5 service fee per resident when fines of this nature are issued.

Damages should be reported to the hall staff as soon as possible so that maintenance can be notified and repairs started as soon as possible.

DECORATIONS: Rooms are designed for comfort and security as well as being in compliance with fire and other building regulations. Students are encouraged to decorate their rooms but must not create health or fire hazards or cause damage to the room. All decorations are subject to the approval of roommates and must comply with housing policies. They cannot include references to ALCOHOL, HARASSMENT, PROFANITY/OBSCENITY, etc., and must not block door vents or peepholes. If you have doubts about a particular decorating idea, please see a member of the hall staff.

DINING SERVICES: Participation in the meal plan is mandatory for all students living in a residence hall. Campus food service is provided by Aramark. Questions concerning meal plans, menu items, etc, should be directed to Dining Services (903-510-2516). Residents with special dietary needs or concerns should contact Dining Services to discuss their situation. Charges for the meal plan or a portion of the meal plan are not refundable by the TJC Business Services office.

Meal Plan Changes

Residents choose their meal plan at the time they apply for housing or for returning residents when they renew their contract in the spring. They have until the 12th class day of the new semester to change their meal plan.

Meal Plan ID Cards

Dining Services uses a computerized access system at the Apache Junction cafeteria in the Rogers Student Center. All students on the meal plan use their TJC ID card to be admitted for meals. Meal plans are not transferable, only the student pictured may use the card for meals.

DISCIPLINE: Policies for the residence halls have been developed in an attempt to establish an environment in which a large number of residents may live together with maximum freedom, while recognizing the rights of others. When a resident violates this basic standard of community living, or policies outlined by TJC or the Resident's Code of Conduct guide, the behavior will be addressed. When the assistant director of Residential Life responsible for resident conduct is notified of a violation, the resident will be asked to make an appointment for a conduct hearing. If the student does not appear for the appointment, the hearing may be held without the resident's participation.

DOOR DECORATIONS: All room doors must be kept in a presentable manner. Residents may decorate their room door as long as the decorations do not cover the entire door. When a resident checks out, the door must be left in the original condition or damages will be assessed.

DOOR LOCK: Each resident room door locks automatically when it closes. The resident's TJC ID card is coded to give the resident access to the hall and their assigned room. If both red and green lights flash when the ID card is dipped, the batteries on the door lock are low. Submit an online maintenance request form to get the batteries changed at no charge.

ELECTRICAL APPLIANCES: The use of electrical appliances is limited because of sanitation, safety and circuit overload. All approved appliances such as hair dryers, irons and fans must bear the American Underwriter's Laboratory seal of approval and have self-contained (not exposed) heating elements. Appliances of this type should be unplugged when not being used.

Microwaves, electrical space heaters, sandwich makers, toasters, hot plates, crock-pots, electric fry pans and other high-intensity or exposed-coil electrical appliances are prohibited. One refrigerator per resident, not exceeding 3.6 cubic feet, is permitted. Electrical devices may not be attached to sleeping surfaces. Surge protectors must be plugged directly into a wall outlet. Extension cords must be of three-wire design and have a grounding plug. Two-wire and other light duty extension cords (usually brown in color) are not permitted.

ELIGIBILITY TO LIVE ON CAMPUS:

- On the initial required background check (part of the housing application process), no criminal history record information is reported.
- It is the student's responsibility to pay all charges due the College. Financial obligations to the College must be paid in full in order to live in a residence hall. Residents who have an outstanding balance, for any reason, will be removed from the hall. (see: The Student Code of Conduct, Sec. C, #13)
- As stated in the contract, students living in a residence hall must enroll for a minimum of 12 hours and remain enrolled in 12 hours for the duration of the semester. A student who drops, or is dropped, below 12 semester hours (unless graduating at the close of that semester), is required to contact the Residential Life and Housing office to receive a waiver in order to live in the hall.
- A resident who drops or is dropped from their entire schedule must move out of the residence hall within 24 hours.
- Any required housing judicial sanctions from previous incidents must be fulfilled.
- Residents must maintain an overall grade point average (GPA) of at least 2.0 for two consecutive semesters to live in a residence hall. The 2.0 GPA must be maintained every additional semester to continue living on campus.

E-MAIL: All TJC students are issued an e-mail account when they are admitted to the College. It is your responsibility to check your college e-mail account on a regular basis. This is the way information is sent by the Residential Life and Housing department.

EMERGENCIES:

- A. In the event of an emergency, dial 903-510-2222 – Campus Police.
- B. When making an emergency call, stay calm, give a clear description of the problem, your location (including hall, floor and room) and your name.
- C. Immediately following this call, contact the hall staff on duty so assistance can be initiated.

All residence halls have an RA and a campus wide area coordinator/resident director on duty 24 hours a day, seven days a week. The work schedule and contact information is posted in each hall.

EMERGENCY EVACUATIONS/DRILLS: In the event of an actual emergency (i.e. FIRE, TORNADO, etc.) or a periodic emergency drill, immediate compliance with the directives given by hall staff is required. Staff will be leaving the building with the residents, so it is very important that residents evacuate when they hear the alarm. All drills are performed in accordance with State Fire Codes and students and their guests are required to participate. These drills are timed and must be repeated if completion time does not meet safety standards. It is of the utmost importance that every individual in the residence hall responds promptly in emergency situations. Failure to comply during drills or emergencies will result in immediate, serious disciplinary action.

EMERGENCY EXITS: Exterior residence hall doors, with the exception of the main front doors, are restricted from normal use and should be used as exits in a true (or in what is believed to be) emergency. Residents will be made aware of which door(s) are emergency exits. **Residents and their guests who use emergency exits when no emergency exists will be subject to severe disciplinary procedures and a monetary fine.**

EVICCTIONS: Residents may be evicted from housing when they fail to meet enrollment or GPA requirements, fail to make financial payments, or as a result of disciplinary action. Residents who have been evicted may return to campus when they meet the terms of eviction; re-enrollment in the College, payment of fees and clearance by the Residential Life and Housing's conduct officer.

FIRE ALARMS/DRILLS: Each residence hall is equipped with a fire alarm system which is monitored by Campus Police. For the protection and safety of the community, fire drills will be conducted periodically, sometimes unannounced, to ensure that proper fire alarm procedures are known and followed. All residents are to comply and cooperate when a fire drill is being conducted. When the fire alarms sound, all residents and visitors must immediately exit the building and go to the designated area for the building. They will be told when the building is declared "all clear" and can return to the building.

FIRE PREVENTION: For resident protection and in accordance with fire codes, the following are not permitted in the residence halls; candles, candle warmers, incense, potpourri burners, sterno cans, sparklers, etc. Combustible liquids of any type are not to be used or stored in the residence halls. Halogen lamps operate at a very high temperature and are a fire hazard. Only free-standing or desk lamps may be added to the rooms. Residents may not have any fireworks, explosives, ammunition, gunpowder, or any other related materials in residence halls. Possession of ammunition and fireworks implies intent to use them. Use of any of these items is dangerous and constitutes a serious fire and safety hazard.

FIREWORKS/EXPLOSIVES: Fireworks, firecrackers, explosives, ammunition, gunpowder, or any other related materials are not permitted in the residence halls or on TJC property. Possession implies intent to use them.

FOOD STORAGE: Residents are requested to store food in sealed containers or their personal refrigerators in order to maintain a healthy and pest-free living environment.

FURNISHINGS: Each room is provided with 2 twin beds, 2 desks and chairs, 2 chests of drawers, 2 clothes closets, an overhead light and metal window blinds. All items are to remain in the room. In lobby areas, furnishings are for the use of all hall residents and must remain in the lobby. Lobby area furniture removed by a student for their private use will be considered stolen and disciplinary action will be taken.

Residents may bring additional furniture as space permits. Windows should not be blocked, because they may be used as a means of escape in emergency situations. Furnishings should not be placed over air conditioning vents; the system will not work correctly. Waterbeds and halogen lights are prohibited. Residents should not leave any furniture, rugs or personal property outside their room or have anything in the hallway that may block residents from exiting. No additional locks, appliances or furnishings may be attached to the room.

GUESTS: Other TJC students with a valid TJC ID card, residents and non-residents, may visit an individual resident in a hall. Guests in the residence hall must be escorted while in the hall by the resident they are visiting. During visitation hours the guest must sign in and out. No overnight guests of either gender are allowed.

Residents are responsible for monitoring the conduct of their guest in their room, residence hall or on the TJC campus. All College and campus policies and regulations apply to guests as they do to resident students. Residents of a room will be held responsible for the inappropriate actions of others unless those directly responsible for violations of campus policy or damages can be identified. (see: Common Area Hours and Visitation sections)

HEALTH AND SAFETY CHECKS: Clean residence halls prevent and control pests and can stop the spread of other types of problems. Health and safety checks are done on a random basis by the hall staff throughout the semester. Unsanitary living conditions will be documented and may result in disciplinary action and/or a monetary fine. Residents will be expected to keep their rooms clean and orderly. They should not leave trash in hallways, laundry rooms or outside the hall. Dirty clothes should be kept in laundry containers.

Failure to respond to warnings concerning poor room conditions could result in the resident being asked to move from campus housing or not being permitted to return for another semester.

HOLIDAY DECORATIONS: If residents decorate their rooms or doors for holidays, the following guidelines must be followed:

- A. All materials used (i.e. paper, foil) must be flame resistant.
- B. Christmas trees and other greenery must be artificial and must have proof of flame resistance.
- C. Fire alarm pull stations, fire extinguisher cabinets, smoke detectors, sprinkler heads and exit signs must not be covered and exits must not be blocked.
- D. All decorations are to be removed within two days following the holiday or prior to the last day of semester finals, whichever occurs first (any exceptions must be approved by the area coordinator or resident director).
- E. No candles or any item producing an open flame may be used.

IDENTIFICATION: The TJC student ID card is distributed to a student after all fees have been paid, and is the student's official college identification. College policy requires all students to wear their TJC ID card on a lanyard and wear the lanyard around their neck.

Identification may be required of any person on college property, and the student ID card must be presented to any TJC official upon request. If the student ID card (or other suitable ID such as a driver's license) is not presented to a TJC official upon request, the individual(s) may be asked to leave or be trespassed by Campus Police. Failure to produce an ID is an act of noncompliance and will be referred to the office of the dean of students. Furnishing a College official with a false form of identification or using someone else's identification as your own (i.e. meal card abuse) will also result in an immediate referral to the Residential Life and Housing conduct officer and/or the office of the dean of students.

INCIDENT REPORTS: Incidents requiring the attention or intervention of residence hall staff members are reported to the housing office. Violations of housing or College policies, medical and emergency situations and instances of property loss or damage are documented on incident report forms and submitted for appropriate follow-up.

INTERNET: All residence halls receive internet service through Suddenlink Communications. All problems should be reported to Suddenlink by calling: 1-866-229-8750. They will ask for the hall physical address which is listed in the back of this handbook.

Wireless is not available in the resident rooms. In the rooms, an ethernet cord is required to connect to the internet service. Wireless access is available in the lobbies of the Ornelas Hall complex and across the campus. Wireless routers are not allowed in the halls. They are not supported by Suddenlink.

LANYARDS: College policy requires all students to have their TJC issued student ID card on a lanyard and wear the lanyard around their neck. The TJC ID card on a lanyard should be visible, not carried in a pocket.

LAUNDRY FACILITIES: Coin-operated washers and dryers are available in each of the residence halls for resident student use. The College is not responsible for laundry that is lost, damaged or stolen. Contact information for problems with the machines is located in each laundry room.

LOBBY HOURS: The main lobby area in each hall is open from 10 a.m. until midnight. Other TJC students who are members of the opposite sex can be in the lobby, without signing in, from 10 a.m. until visitation hours begin. Noise in the lobby needs to be kept to a minimum. Lobby quiet hours are from 10 p.m. until 10 a.m.

During non-visitation hours, TJC student visitors of the opposite sex are not allowed in any other area of the hall, including but not limited to: the hallways, stairwells, laundry rooms, study lounges or any resident room.

LOCK-OUTS: A resident who is locked out of their room between 8 a.m. and 5 p.m. should locate a Hall staff member in the hall or the Residential Life and Housing office (903-510-2345) to be let into their room. Between 5 p.m. and midnight they should contact the hall RA on duty.

After three (3) lock-outs between 8 a.m. – midnight a resident will be charged \$10 each time they are let into the room. Opening doors between 12 midnight and 8 a.m. results in an automatic \$25 charge to the resident's account.

For your protection, identification will be required prior to students regaining access to a resident room.

LOITERING: Residents should not loiter outside of residence halls or in parking lots near the halls. Loitering is defined as lingering idly or without purpose in any area of the campus without official authority, hanging around in clusters, creating or causing unusually loud noises or disrupting the use of facilities. Students, residents, faculty and staff should be able to proceed without having to maneuver around groups.

LOSS OF PROPERTY: Residents are responsible for the security of their own property. The College does not accept responsibility nor is it liable for theft, damage or other loss of money, valuables or personal effects of the student regardless of the cause of the loss. Residents are urged to purchase their own insurance for valuable items or possessions. In addition, residents should take preventive measures to ensure items are not stolen. If a resident has items stolen from their car or room they are encouraged to file a report with Campus Police.

MAILBOXES: Resident mailboxes are located in each hall. During check-in, residents will be assigned a mailbox and issued a mailbox key. If the key is lost, there will be a charge for a replacement. It is very important to inform a hall staff member if you have lost your key so the lock can be re-coded. The resident is responsible for checking the assigned mailbox for mail.

MAIL AND DELIVERIES: All resident mail should be addressed to;

Resident Name
Name of Hall, Room Number
1415 S. Baxter Ave.
Tyler, Tx. 75701

This is the Residential Life and Housing office location. Mail will be sorted in the office and delivered to the halls by 5 p.m., Monday through Friday. The hall staff will distribute the mail to the resident's assigned mailboxes. Over-sized packages will be kept in the Residential Life and Housing office and a notice will be put in the resident's assigned mailbox. Residents need to show their TJC ID card and the package notice when picking up packages in the Residential Life and Housing office. The office is open from 8 a.m. until 5 p.m., Monday through Friday. Packages cannot be picked up during the weekends.

MAINTENANCE: There are no charges for routine maintenance work. Please report problems as soon as possible to prevent them from escalating into larger problems. Non-emergency type repairs in a resident's room will be made after the resident has submitted a work order request through the on-line system at tjc.edu/maintenance request to complete the on-line request form should call the Residential Life and Housing Office at 903-510-2345, Monday through Friday between 8 a.m. and 5 p.m.

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 residents. It is expected that residents will cooperate fully with college personnel so repairs may be made as quickly as possible. Typically, maintenance personnel will only enter students' rooms after 9 a.m.

In case of an emergency repair (such as broken water pipes), a hall staff member should be immediately contacted when the problem is discovered. Maintenance will be called to campus for emergency repairs. If the on-duty hall staff is not available, contact Campus Safety at 903-510-2222.

Residents will be charged \$50 - \$75 for multiple maintenance requests to repair the same problem resulting from resident behavior, or when maintenance responds to requests of a personal nature, such as retrieving a contact lens from a sink drain. Students are responsible for changing their own light bulbs.

Students who discover insect problems should report the problem so that the room may be sprayed.

Any issues with cable or Internet service should be reported to Suddenlink at 1-866-229-8750 (more specific information is listed under "Internet").

MANDATORY MEETINGS: At various times throughout the semester, residents are required to attend mandatory hall or floor meetings to receive information pertaining to living on campus. The meetings are for the benefit of the residents and they are responsible for any and all information presented or discussed. Non-attendance or failure to contact the hall staff in advance to explain why the meeting will be missed will result in a \$25 fine.

MEDICAL: Any special health-related needs/concerns should be communicated to the TJC Clinic and hall staff. If a student becomes ill in the residence halls, the staff is available to help coordinate meals from food service. Should a resident's health needs require expert medical attention, the resident hall staff will help coordinate transportation to a local hospital and contact the resident's parent/guardian. Hall staff members will not accompany the resident to the local hospital. Residents may also utilize the TJC Health Clinic.

MICROWAVE OVENS: Microwave ovens are not allowed in rooms. Microwave ovens are available for residents' use in the lobby area, study rooms, or laundry rooms in all the halls. Residents have the primary responsibility for keeping the microwave ovens and the area around the ovens clean.

NON-COMPLIANCE: Failure to comply with reasonable directions and requests of a College official or failure to heed an official summons of any College officials' action in the performance of their duties will result in immediate disciplinary action.

OPERATING A PRIVATE BUSINESS: Neither residents nor their guests may conduct any private business operation, nor use College property, facilities or equipment to operate a private business operation in a residence hall.

PAINTING: Residents cannot paint their room. If a student paints their room they will be charged the cost of repainting the room. All rooms are painted by TJC on an as-needed basis during summer renovation/maintenance. If a room has places where paint is missing it should be noted on the room condition inventory sheet.

PERSONAL PROPERTY: The College assumes no responsibility and does not provide insurance or any financial protection against loss, damage or theft of personal property. It is recommended that residents obtain insurance protection against loss, damage or theft of personal property. Information regarding such insurance should be available through your personal property insurance carrier.

PEST CONTROL: In an effort to maintain pest control, the halls are exterminated on a scheduled basis. Residents who have pest problems need to submit a maintenance request.

PETS: No pets of any kind (including visiting pets) are allowed in the residence halls. Pet owners and others who knowingly permit pets in their room or suite are subject to disciplinary action and up to a \$50 per day fine.

If a pet is found, it should be removed immediately and may be removed by TJC staff or other officials. Residential Life and Housing is not responsible for what happens to any pet when it is removed or while it is living on TJC property.

PRIVATE ROOMS: Private rooms will only be available if space is available. There will be signs posted in the halls to let you know when and where to sign up for a private room. There is a surcharge for a private room. No waiting list for a private room is maintained.

PROGRAMMING: Numerous academic, cultural, educational, social and recreational activities will be offered in the residence halls. Most programs are provided at no cost to the residents and provide opportunities to grow socially, culturally and educationally while interacting with their peers and having fun.

QUIET HOURS/NOISE: Noise levels in the halls need to be kept to a minimum.

- Courtesy hours are observed throughout the building 24 hours a day. This means that although quiet hours (see below) are not in effect, residents are expected to maintain reasonable volume levels at all times, including hallway noise and slamming doors.
- Daily quiet hours, 10 p.m. until 10 a.m., have been established to help create a positive academic atmosphere in the hall. Noise from a room which can be heard two (2) doors down in any direction or that disturbs others (including your roommate) is a violation of quiet hours and housing sanctions will be applied.
- Beginning the Sunday of the week before finals week (Dead Week) and during finals week, a 24/7 quiet hour policy is imposed for the benefit of those studying for final exams. The 24-hour quiet hour period ends on Friday of finals week at 5 p.m. During this time, there is a \$25 fine for noise violations. No warnings are given to the residents.

RESIDENCE HALL STAFF: Each residence hall has an area coordinator, resident director, or senior RA who manages the building and the hall staff of resident assistants. It's good to get to know your hall staff. Please treat them with courtesy and respect. They are trained throughout the semester to provide support to their assigned residents.

RESPECT FOR COLLEGE OFFICIALS: All residents are expected to respect the authority of Tyler Junior College officials, which includes the hall staff members. Failure to acknowledge a request from a College official will result in disciplinary action.

ROOM CHANGES: Room changes within the same hall require prior approval by the Residential Life and Housing office. Changing rooms without prior approval will result in a \$100 fine.

ROOM CONSOLIDATION: Due to the high demand for on-campus housing at TJC, it is very important to consolidate students. Private rooms are only available if all Housing applicants have been placed and the private room surcharge is paid.

ROOM ENTRY: Every resident is entitled to privacy in their room. Privacy is intended as a respect for the rights of the individual and not as a shield to protect any individual who is using a room to engage in activities that violate federal, state or city laws or housing or College policies. The College and/or the Residential Life and Housing department reserves the right to enter a resident's room for, among other reasons, the following:

- At the invitation of the resident
- An occupant of the room may be ill, physically harmed or endangered
- To conduct periodic health and safety room inspections
- During building close-downs for holidays and semester closings
- To provide maintenance or housekeeping services
- If there is cause to believe that a violation of college regulations is occurring (including failure to evacuate during drills or to respond to the request of a staff member to open the door during a policy violation)
- If an emergency exists or is believed to exist
- Upon reasonable suspicion that a College or housing policy or law is being violated

No hall staff member will enter a resident room without first knocking and announcing themselves three (3) times and allowing the resident time to respond.

ROOM KEYS: During check-in all residents are issued temporary hall and room keys which are activated for seven (7) days. Residents will get their TJC issued ID card coded in the Ornelas Hall Residential Complex or the Residential Life and Housing office and use the ID to access their assigned hall and room. When the TJC ID is coded, the temporary ID card should be returned to the Residential Life and Housing Office. If a resident loses their temporary card or their ID card, they should immediately contact the TJC Police department. The TJC ID will be re-issued and coded to open their assigned residence hall and room.

College policy requires all students and employees to place their TJC issued ID card on a lanyard and to wear the lanyard around their neck. Residents in their assigned hall, but outside their room, should keep their ID card/room key with them. While in their room residents should keep their ID card/room key in a secure location. Residents should not loan, duplicate or modify their ID card/room key to anyone. Misuse of, or allowing misuse of, an ID card/room key will result in disciplinary action by the Residential Life and Housing conduct officer and/or the office of the dean of students. Furnishing a College official with a false form of identification or using someone else's identification as your own (i.e. meal card abuse) will also result in an immediate referral to the Residential Life and Housing conduct office and/or office of the dean of students.

SAFETY IN THE RESIDENCE HALL: Safety within the residence halls begins with the resident. The Residential Life and Housing Department encourages all residents to keep their doors locked at all times, when they are in their residence hall room and when they leave (even for short periods of time). Suspicious behavior should be reported to Campus Police (903-510-2222). Residents should never prop EMERGENCY EXITS open.

SEXUAL ASSAULT: Allegations of sexual violence are considered extremely serious and will be dealt with immediately. Investigations of this type of offense will include the Residential Life and Housing Department and Campus Police. Students are encouraged to report any knowledge of such offenses immediately, for their own safety and the safety of others.

SHARED LIVING SPACE: Residents are not permitted to occupy or use any space in their room to which they are not assigned. This includes vacant beds and storage furniture on an unoccupied side of a room and/or the adjoining bedroom of a suite. Residents found in violation of this policy will be responsible for any and all charges necessary to return the room to a move-in ready state by housing standards. This includes cleaning of the space

SMOKING: TJC is a designated "No Smoking" campus. The City of Tyler Ordinance #0-87-29 prohibits smoking in any building on campus, including the residence halls. This includes front entry ways, rooms, hallways, and lounges. Students found violating the "No Smoking" policy will face disciplinary sanctions.

SOLICITING: No soliciting or selling is allowed in the residence halls unless the Residential Life and Housing Department has granted prior approval. All solicitors in a hall should be reported to a staff member. Solicitation occurs when those not authorized by the Residential Life and Housing Department initiate contact with residents without their permission to discuss, sell, survey, or distribute goods, services, or information. Individuals, organizations, or groups wishing to solicit within the residence halls should contact the housing office for further details.

STORAGE: There is no storage available in the halls except for the resident rooms. Students may not store any of their belongings in the residence halls during the summer because of camps, conferences, cleaning and maintenance. An item remaining after a student has checked out or left will be considered abandoned property and be donated to charity and/or thrown away.

STUDY ROOMS: Some halls have designated study areas. Quiet hours are strongly enforced in these areas.

SURVEILLANCE CAMERAS: Video cameras have been installed in public areas of the residence halls to monitor activity and reduce vandalism. Cameras may be installed in entryways, hallways, lobbies, laundry rooms, elevators, vending rooms and other common areas. Cameras are monitored by the TJC Police Department and the Hall staff in order to enhance personal safety and building security. Tampering with the cameras or covering up the lens of the camera is considered a crime and will be prosecuted.

TELEPHONE: Each room has a phone jack that allows for unlimited local phone service. Residents must furnish their own phone. The line permits outbound local calls and receives inbound long-distance calls without special arrangement. Outgoing long distance calls should be made using a phone calling card, billing to a home phone number, or calling collect.

Any form of telephone misuse including, but not limited to long distance theft, misuse of College phones, and harassing, obnoxious, obscene or annoying phone calls is strictly prohibited and will result in disciplinary action. Residence hall phone numbers are not published, in order to help protect residents from unwanted phone calls.

THEFT: It is illegal for residents to be in possession of any property that is not their own. This includes, but is not limited to, road signs, property of the College, property of a member of the College community, which includes other residents, or property of any campus visitor. Violators will be held accountable for their actions. If a theft is detected, immediately contact Campus Police to file a report and a hall staff member.

TITLE IX - SEXUAL HARRASSMENT: Title IX of the Educational Amendments of 1972 (Title IX), 20 U.S. C §§ 1681 et seq., and its implementing regulations, 34 C.F. R. Part 106 prohibit discrimination on the basis of sex in educational programs or activities operated by recipients of federal financial assistance. Sexual harassment of students [or employees], which includes acts of sexual violence, is a form of sex discrimination prohibited by Title IX. By an amendment to the Civil Rights Act of November 1980 and subsequent state legislation, sexual harassment is expressly outlawed and is considered a violation of College policy.

Inquiries concerning the application of Title IX may be referred to the Title IX coordinator pursuant to 34 C.F.R. § Part 106. To review all College policies dealing with Title IX or sexual harassment please view the Board Policy Manual.

TORNADO: The National Weather Service issues two types of tornado alerts: tornado watch and tornado warning. Residents should be familiar with this distinction because it dictates which course of action to follow.

Tornado Watch

A tornado watch is issued when atmospheric conditions are such that a tornado may develop. The National Weather Service will issue a tornado watch for a specific time period and geographic area. Residents should monitor both television and radio weather bulletins for details and changes in weather conditions. Residence halls will not activate the hall alarm system unless the watch becomes upgraded to a warning.

Tornado Warning

A tornado warning is issued when a tornado has been sighted in the immediate area. For their safety, residents are expected to remain in the designated area through the duration of the warning. Residents will be trained where to go in case of a warning.

TRASH: Trashcans found in common areas of the hall are not for room trash. Trash should not be placed outside your room door or in a courtyard. Residents, except those living in Holley Hall and Vaughn Hall, should dispose of their trash in the dumpster located outside their building or other designated location. Residents in Vaughn and Holley have trash cans near the hall entrance doors where residents need to leave their room trash. Trash that is not disposed of correctly will be searched to locate contents which can identify the owner who will then be charged a \$25 per bag fine.

UNAUTHORIZED ACCESS: Residents should not enter restricted access areas unless specifically authorized to do so by hall staff. These areas may include, but are not limited to, lobby/area duty desks, maintenance/housekeeping/housing storage closets, and machine rooms. Allowing “piggybacking” (others gain entrance or exit to or from the hall when the resident is entering or departing) is dangerous and prohibited. It is the resident’s responsibility to refuse access to anyone who doesn’t live in the hall or has been restricted from visitation by the Residential Life and Housing department, or been criminally trespassed by Campus Police.

VENDING MACHINES: Every hall has vending machines available for the residents. If money is lost in a vending machine, contact the Cashier's Office on the 1st floor of the White Administration building. Removing items from a vending machine without paying for the item is considered theft and will be prosecuted.

VERBAL ABUSE: Sometimes staff members must speak to residents and their guest to remind them of policies and procedures or to document policy violations. The staff members are doing their job and no resident should verbally abuse them through shouting, being argumentative, or making rude, vulgar, indecent, or obscene comments and/or gestures toward the staff. Incidents of this nature will automatically be sent to the housing office and dealt with by the housing conduct officer. If a resident feels they have been verbally abused by a staff member they should contact the director of housing.

VISITATION IN RESIDENT ROOMS: Residence halls are not open to the general public and it is a privilege to have guests of the opposite gender visit in a resident room. At all times, the right of residents, roommates and suitemates to study, sleep and have privacy take precedence over visitation privileges. Roommates should not feel compelled to leave the room or be placed in situations that may cause embarrassment or inconvenience in order to accommodate guests. It is expected that all residents will conduct themselves with discretion and be sensitive to community standards of good taste and decency.

In every hall, visitation hours are from noon until 11:30 p.m., Sunday through Saturday. Residents who have guests in their rooms outside the posted visitation hours will be subject to housing sanctions. Both students involved will be subject to disciplinary actions. Hall staff has the right to deny visitors of either gender. Beginning the Sunday of the week before finals week (Dead Week) until the end of the semester, visitation is not permitted. This is for the benefit of those studying for final exams. Visitation violations during this time will result in an immediate fine of \$25. No warnings will be given. (see: Guest section above)

During the designated visitation hours only, visitors may visit in the room by these guidelines:

- Visitors must be a current TJC student with a valid TJC ID card
- During visitation hours, visitors must check in and out with the hall staff on duty in the lobby
- Residents must meet their guests in the hall lobby and escort them the entire time they are in the building
- No visitors can remain overnight
- Residents are responsible for their visitor's actions
- Each resident can check in up to two (2) people at a time. Maximum room capacity is six (6) people.

WEAPONS and FIREARMS: TJC is a zero-tolerance campus. Residents who violate this guideline will be permanently removed from the residence hall. No firearms, ammunition, ingredients or materials used in making ammunition, knives, martial arts weapons, hunting bows or arrows and/or any other weapon or explosives of any sort are permitted in the residence halls or on TJC property. This includes, but is not limited to, the following: firearms, guns, rifles, shotguns, hand guns, air soft guns, CO2 guns, BB guns, air rifles, water guns, paint ball guns, and pistols, tazers, bows and arrows, crossbows, knives, daggers, swords, spears, brass knuckles, numchucks. It is illegal for any student to bring a firearm into the residence hall or any building on campus, even if that student has a permit to carry a concealed weapon. (see: The Student Code of Conduct, Zero Tolerance Section, #4)

WINDOWS: To maintain the proper temperature and maximize the heating and air conditioning system, windows should be kept closed. Under no circumstances are windows to be used for entering or leaving a residence hall. Open windows are not to be used to broadcast music to the community outside the residence hall. The College reserves the right to limit the quantity and type of items displayed on room windows in order to maintain an attractive appearance of the building. Screens are not to be removed from windows. Under no circumstances are the fasteners to be broken, bent or removed.

USE THE FOLLOWING ADDRESS FOR ALL RESIDENT MAIL.
IT WILL BE DISTRIBUTED TO THE CORRECT RESIDENCE HALL:

{Resident's name}
{Residence Hall Name, Room number, A or B}
1415 South Baxter
Tyler, TX 75701

FOR CABLE AND INTERNET PROBLEMS:
CALL SUDDENLINK (866-229-8750).

THEY WILL NEED THE STREET ADDRESS FOR YOUR HALL.

- Bateman Hall 1414 Magnolia
- Claridge Hall..... 1121 South Baxter
- Holley Hall 1300 South Baxter
- Hudnall Hall..... 1018 South Baxter
- Lewis Hall..... 1404 East Lake
- Ornelas Hall..... 1202 South Blackwell
- Sledge Hall..... 1201 South Baxter
- Vaughn Hall..... 1310 South Baxter