

FALL 2019-SUMMER 2020

RESIDENCE HALL HANDBOOK

Policies and Procedures



TJCTM

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 cursive script that reads "Diana Karol". The signature is fluid and elegant, with a large initial 'D' and 'K'.

*Diana Karol
Director, Residential Life*

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.

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

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 \$200 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 in resident rooms.

ASSIGNED 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.

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 hover-boards, skateboards, roller skates, rollerblades, and other similar items is also prohibited in residence halls.

CABLE TV: Lobby areas, study lounges and resident rooms in the halls receive expanded 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 903-510-2222 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.

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.

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 are closed during breaks established by TJC such as Thanksgiving, winter and spring breaks. During these non-occupancy periods, students cannot live in the residence halls. Resident meal plan food service will not be available during these periods. 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. Non-affiliated residents will be charged \$25 a night charge to stay in the hall during Thanksgiving and spring breaks. No one can remain in the halls during winter break.

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.

ABM 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. All visitors in the lobby must be 17 years of age or older. Anyone younger must be accompanied by a parent (not including the resident) and must remain in the main lobby area.

TJC students visiting in the hall can be in the lobby between 10 a.m. until 11:30 p.m. daily. TJC students visiting in the halls 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.

CONCEALED HANDGUNS: If a student is a holder of a Texas license to carry a concealed handgun, then it is the student's responsibility to

know and follow all current and applicable state and federal laws and TJC policies regarding carrying a concealed handgun, whether enacted now or in the future. The student is responsible for informing any guests of TJC policies regarding carrying a concealed handgun. Any violation of TJC's Campus Carry Policies by the resident or his/her guests may subject him/her to disciplinary action and the immediate removal from TJC housing. The open carrying of hand guns or other guns is prohibited on any part of the TJC campus, including the residence halls.

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 roommates 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. A housing contract is signed for each academic year a student lives on campus. It is a 9-month contract and room assignments are made for the fall and spring semesters. However, housing charges for room and board are applied for each term. Although the contract is a legally binding document, it is not a lease and does not create a landlord/tenant relationship between the parties.

The contract may be terminated or cancelled at TJC's option for the following reasons:

- A. GRADUATION/TRANSFERRING between semesters
- B. ACADEMIC SUSPENSION at the end of a semester
- C. STUDENT ACTIONS which are found to be detrimental to the welfare of the student living community
- D. CONTINUING FAILURE TO COMPLY with the Residence Hall rules and regulations
- E. ADMINISTRATIVE REMOVAL or expulsion from TJC for any reason.
- F. FAILURE TO PAY all costs set forth in this Contract or otherwise required by TJC (such as, but not limited to, tuition or fees.)
- G. ANY VIOLATION or breach of any term or condition in the contract

Any student who voluntarily leaves for any reason, other than those listed above, will have a break contract fee of \$400 added to their account.

CURFEW and LOITERING: TJC Housing does not have a curfew for resident students. However, visitation ends at 11:30 p.m., and the common

areas in the halls usually close at midnight. This means activities should end in the hall at midnight. Student resident groups gathering outside the halls and or in campus parking lots is allowed but should also stop at midnight. In all cases students, faculty, administration and staff should be able to proceed without having to maneuver around groups.

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 rooms, suites, and 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 \$10 charge 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 quickly.

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 may be refunded on a prorated basis.

A. 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.

B. 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, an appointment for a conduct hearing will be made. 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 does 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 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:

- The student must have an acceptable criminal background check. Criminal history guidelines outlining the reasons a housing application may be denied are found on the Residential Life and Housing webpage.
- 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.
- Students living in a residence hall must be enrolled full time in classes at TJC in at least 12 hours per semester, 6 of which must be college-level course work. 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.

- New TJC student residents who are first-time residents must achieve a 1.5 GPA (Grade Point Average) at the end of their first semester at TJC. Residents with less than a 1.5 GPA will be removed from the halls.
- New TJC student residents who have between a 1.5 and 2.0 GPA at the end of the first semester are allowed to return to on-campus housing with a Housing Academic Probation status for the next consecutive semester. They must achieve at least a 2.0 cumulative GPA by the end of the next consecutive semester to be eligible to continue to live on campus.
- Current TJC students who are applying for on-campus housing for the first time must have at least a 1.5 cumulative GPA. If the current student has between a 1.5 and 2.0 cumulative GPA, they may enter housing on Housing Academic Probation. They must achieve at least a 2.0 cumulative GPA by the end of the first semester living on campus in order to remain in housing.
- At the end of two consecutive semesters, every resident student must have a 2.0 cumulative GPA to live in a residence hall. The 2.0 cumulative GPA must be maintained every additional semester to continue living on campus.
- Any required Housing Judicial sanctions from previous incidents must be fulfilled.

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. Or call 911.
- 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.
- D. If hall staff duty hours have ended, call the Housing Duty Phone -- 903-316-7109. This number is answered 24 hours a day, 7 days a week by the area coordinator, resident director or senior RA who is on duty.

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. 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.

EVICTIONS: 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 conduct officer.

FIRE ALARMS/DRILLS: Each residence hall is equipped with a fire alarm system which is monitored year-round, 24 hours a day, 7 days a week by Johnson Controls, an off-campus monitoring service. 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

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 any 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.

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 extinguishers, fire monitoring equipment, sprinkler heads, exit signs, and wireless access points 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, resident director, or senior RA).

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 TJC tuition-associated charges 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, or on an approved clip.

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 student conduct office. 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 student conduct office.

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/WI-FI: All residence halls receive internet wireless access provided by Cloud Ingenuity. All problems should be reported to Cloud Ingenuity. Text: 214-214-4664 E-mail: support@cloudingenuity.com or on the web: www.cloudingenuity.com/support

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: Washers and dryers are available in each of the Residence Halls at no charge 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 the closing time established by the area coordinator, resident director or senior RA. Other TJC students of any gender can be in the lobby, without signing in, from 10 a.m. until visitation hours begins at noon. 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 any gender 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 contact 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 midnight, call Campus Police: 903-510-2222 or the Housing Duty Phone: 903-316-7109 to be let into your room.

After three (3) lock-outs between 8 a.m. – midnight, a resident will be charged \$25 each additional time they are let into the room. Opening doors between 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.

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. Residents who expect to receive mail during the semester should contact their area coordinator, resident director or senior RA to be assigned a mailbox and receive a 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 & Housing Office and an e-mail notification will be sent to the resident's TJC e-mail address. Residents need to show their TJC ID card 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.

On-line maintenance requests can be submitted 24 hours a day.

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. If the on-duty hall staff is not available, contact Campus Safety at 903-510-2222. Maintenance will be called to campus for emergency repairs.

Residents will be charged \$50 - \$75 for multiple maintenance requests to repair the same problem resulting from resident behavior.

Students who discover insect problems should report the problem, using the on-line Maintenance Request form.

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 Health Clinic. Should a resident's health needs require expert medical attention, the resident can request hall staff to contact EMS for transportation to a local hospital. If requested by the resident, hall staff will contact the resident's parent/guardian using the information found on the Housing Emergency Contact form on file. Hall staff members will not accompany the resident to the local hospital.

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. Microwave ovens will be removed from the public areas in the halls if residents don't clean them after use.

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.

OVERNIGHT GUESTS and COHABITATION: No overnight guest (non-assigned person residing in the room) of any gender is allowed in a residence hall. Violation of this policy by a resident could result in immediate removal from the hall. The resident will also be charged \$100 for each night they allowed a guest to spend the night.

Violation of the cohabitation policy will result in immediate removal from the hall. Cohabitation is an arrangement where two people who are not married live together in an intimate relationship, particularly an emotionally and/or sexually intimate one, on a long-term or permanent basis. Cohabitation by members of any gender is not allowed in the residence halls.

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 when the new resident moves in.

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 receive a weekly preventable maintenance treatment by a local pest control company. 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. Service and/or emotional support animals are only allowed when approved in advance through the Disability Services department. Any such animals are subject to any existing or enacted TJC and/or Residential Life & Housing Department policies regarding service or emotional support animals. 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 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 \$50 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. Residents living in a suite-style residence hall should not enter the suite's adjoining bedroom except when invited by the occupants. Entering without an invitation is considered an unauthorized entry into a private domicile.

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 some residents may be issued temporary hall/room keys which are activated for ten (10) business days. When Crossroads and Ornelas residents receive their TJC-issued ID card from Campus Police, it will be coded so they can access the hall and their assigned room. Other residents will get their TJC-issued ID card from Campus Police and have it coded in the Residential Life & Housing office to access their assigned Hall and room. Days and hours for key coding will be posted in each residence hall. When the TJC ID is coded, residents who have a temporary key card should return it to the Residential Life & Housing Office. If a resident loses the temporary key card or their ID card, they should immediately contact the Campus Police department. The TJC ID will be re-issued, and Housing staff will code the new ID 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 or on an approved clip. 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 student conduct office. 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 student conduct.

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 open any hall entrance door.

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, Campus Police and the TJC Title IX office. Students are encouraged to report any knowledge of such offenses immediately, for their own safety and the safety of others.

SMOKING: TJC is a designated “Tobacco Free” campus. The city of Tyler Ordinance #0-87-29 prohibits smoking in any building on campus. The use of tobacco products or simulation of same (including electronic cigarettes, vaping, cigarettes, cigars, pipes, smokeless tobacco, and other tobacco products) by students, staff, faculty and visitors is prohibited on all TJC properties. Thus, smoking and/or vaping will not be permitted in the residence halls and the adjacent vicinity. Students found violating the “Tobacco Free” campus policy will receive a monetary fine.

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. 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. The items will be bagged and labeled and stored in a locked storage area on campus. There is a \$200 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 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 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: None of the resident rooms on campus have an active land-line outlet.

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 discovered, immediately contact Campus Police to file a report and a hall staff member to file an Incident Report.

TITLE IX - SEXUAL HARASSMENT: 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. Residents should become familiar with the green and white “Severe Weather/Shelter Area” signs posted in the hallways and resident rooms.

Tornado Warning

A tornado warning is issued when a tornado has been sighted in the immediate area. A campuswide siren will be activated if a tornado warning is issued. For their safety, residents are expected to remain in the designated area through the duration of the warning. Designated areas to shelter are identified by the green and white “Severe Weather/Shelter Area” signs posted in the halls.

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 in Vaughn and Holley have trashcans near the hall entrance doors where residents need to leave their room trash. Residents in the other halls should take their room trash to the hall dumpster, conveniently located near each hall. 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 Office of Technology Services equipment 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 either 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 standard visitation. No warnings will be given.

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, Tasers, 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. However, if the resident has a Texas license to carry a concealed handgun, then the resident may possess such a weapon if done in full compliance with state and federal laws and TJC Board Policies. (see: Concealed Handgun section)

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. 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.

USE THE FOLLOWING ADDRESS FOR 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 Ave.
Tyler, TX. 75701

FOR WI-FI PROBLEMS: CONTACT CLOUD INGENUITY
(text "Support" to 903-500-2244)

FOR CABLE PROBLEMS: CONTACT
SUDDENLINK (866-229-8750)

THEY WILL NEED THE STREET ADDRESS FOR YOUR HALL.

Bateman Hall 1414 Magnolia
Claridge Hall 1121 South Baxter
Crossroads 1250 Magnolia
Holley Hall 1300 South Baxter
Hudnall Hall 1018 South Baxter
Ornelas Hall 1202 South Blackwell
Sledge Hall 1201 South Baxter
Vaughn Hall 1310 South Baxter