



Texas A&M University-Kingsville®

UNIVERSITY HOUSING & RESIDENCE LIFE

GUIDEBOOK

DEPARTMENT OF UNIVERSITY HOUSING & RESIDENCE LIFE
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Please visit here for COVID-19 Information and Updates to our Hall and Guest Policies: <http://www.tamuk.edu/housing/resources/UHRLCOVID19.html>

To search for information in this guidebook:

- 1. Press Ctrl+F**
- 2. Search document by inputting key words and pressing enter 3**

OUR MISSION STATEMENT

The Department of University Housing and Residence Life, as a self-sustaining auxiliary service unit, strives to provide the highest quality basic service to residential students at reasonable costs while providing and promoting positive consumer programs and services that enrich student learning and growth in support of the overall mission of Texas A&M University-Kingsville.

Our Core Values

1. Provide clean, comfortable, and well-maintained facilities.
2. Provide competitively priced student housing.
3. Provide innovative resources/technology for learning.
4. Provide a quality well-trained professional staff.
5. Provide programs that enhance intellectual, emotional, cultural, and social development.
6. Provide a learner-centered environment.

ON-CAMPUS LIVING – JAVELINA STYLE!

Texas A&M University–Kingsville welcomes you to our Residential Life program. As a member of the “Javelina family,” you will find that living within the residence halls provides a “home away from home” atmosphere. This guidebook will serve as a resource tool that will assist you with making the transition to the on-campus living experience.

The life of an A&M-Kingsville student involves much more than academic instruction and success. At A&M-Kingsville, students can acquire a vast knowledge in academics as well as develop leadership, social and communication skills by getting involved in campus activities and organizations. Students discover that “beyond the classroom” opportunities exist within the residence halls and the ability for personal and academic growth can occur outside of the traditional academic environment.

Students find that living on campus is the best way to maintain their academics and utilize campus resources. This guidebook will also serve as an essential tool for you to use during your college years and we encourage you to refer to this for questions that you may have.

We hope that you will find that being a part of the residential community will provide you with fond memories that will last a lifetime!

THE HOUSING AGREEMENT

The most important part of the contract for the university residence halls are the Housing Agreement and the Residence Life Rules and Regulations. The Housing Agreement applies to the entire academic year while the Residence Life Rules and Regulations are continuously in effect. The purpose of the Housing Agreement is to assure maximum usage of available housing facilities. Every effort is made to provide the best possible facilities at a reasonable cost. Once the semester begins, very few students look for on-campus housing. Therefore, it is difficult to replace residents who leave the university, and for this reason, the university must insist on complete compliance with the terms of the Housing Agreement. During official university vacation periods, residence halls are closed to residents. Students staying for intersession may be reassigned to temporary housing during this time period.

Each resident must sign a Housing Agreement. A resident should read and understand the conditions of the Housing Agreement carefully before signing. This is a binding contract for both Fall and Spring Semesters. The agreement specifies provisions for cancellation, termination, payment, applicable policies and procedures, and the contract period. Since the Housing Agreement is in effect for the academic year (Fall & Spring Semesters), approval must be obtained to cancel or terminate the contract. A penalty charge is assessed when the contract is broken.

REQUIRED RESIDENCY POLICY

The university requires all students with less than 30 completed semester credit hours (dual enrollment hours are not to be considered because they were not received while living on campus) or under 20 years of age to reside in the university residence halls. Students under the required residency policy, however, will be automatically exempted if they live with a parent or legal guardian within a 50-mile radius of Kingsville, which will be verified, by the Department of Housing and Residence Life. All other students wishing to reside off campus who live outside the 50-mile radius must complete a Housing Exception Request Form, which is available at the Department of University Housing & Residence Life or online at: www.tamuk.edu/housing. **Submission of an exemption form does not guarantee approval**, so students are advised not to make other housing arrangements until approval is received. Registered students required to live on campus who do not receive approval for exemptions will be billed for on-campus housing.

Requests for housing exceptions should be submitted **prior to July 1st** for the Fall Semester and **prior to December 1st** for the Spring Semester. The Department of University Housing & Residence Life Executive Director reviews the request and notifies the students of their exemption status. **Until written notification is received, students who request exceptions to the policy should not make arrangements to live off-campus.**

CHECKLIST OF THINGS TO DO YOUR FIRST WEEK

During your first week of the semester, you may feel overwhelmed with the many things that you need to accomplish. Listed below are some suggestions that you can use as you become settled in for the semester:

Meet your Residence Hall Professional
Staff Member

Meet your Resident Advisor (RA)

Meet your Community Advisor (CA)

Meet your Head Resident Advisor (HR)

Meet your neighbors

Meet your roommate(s)

Visit the Business Office

Get your e-mail account

Buy books and supplies

Find your classroom building

Check out the Javelina Dining Hall

Check out the Memorial Student Union
Building (MSUB)

Attend your House Council meeting

Find out about campus activities/student
organizations

Explore locally

Remember to call home and check in with
your family

Enjoy your new college experience

This list is not all-inclusive nor is it developed in any order or priority. It is our hope that this will help you organize tasks as you adjust campus life at Texas A&M University-Kingsville.

RESIDENCE LIFE STAFF

Professional Staff

A professional housing staff member responsible for the overall operation of the residence hall supervises each residential area. The mission of the professional housing staff is to give you the personal assistance, guidance and advice that you need.

Assistant Director/ Residence Hall Area Coordinator

An important function of the Assistant Director (AD) and Residence Hall Area Coordinator (AC) is to maintain close contact with all segments of the student population and develop means of assessing student needs and interests. Another important responsibility is to provide guidance and counseling referral for the members of the residence hall community.

ADs/ACs are professionally trained in management, programming, interpersonal relations and counseling. ADs/ACs also assist students with both academic and personal matters. In addition, they are responsible for supervising and training Head Resident Advisors (HRs), Resident Advisors (RAs), Community Advisors (CAs) and front desk personnel, providing leadership development opportunities, responding to disciplinary actions, and assuming student group advising responsibilities. The ADs/ACs reserves the right to meet with you at any time deemed necessary during your stay at A&M-Kingsville.

Head Resident Advisor

The Head Resident Advisor (HR) is a part-time paraprofessional staff member for the Department of University Housing & Residence Life. The HR works closely with the Assistant Director/Residence Hall Area Coordinator to affect an environment that supports the academic and personal development of students at the building level by assuming responsibility for administration of the personal needs of students, and by managing the administrative tasks integral to the welfare of student.

In addition to these responsibilities delineated within the Resident Advisor position description, the HR is responsible for the supervision of the Resident Advisor staff in the HR's building. The HR provides staff leadership by demonstrating and encouraging responsible behavior for both their staff and students within their residential community. The HR position is one that requires dedication, flexibility, commitment, and enthusiasm, and requires responding to changing needs and situations.

Resident Advisor (RA)

Each residential area is fully staffed by a team of student paraprofessionals. These individuals are better known as resident advisors (RAs). RAs are carefully selected and trained to help residents create a community environment conducive to individual and social growth. Each RA strives to empower students to identify needs and determine goals, maintain visibility, provide opportunity for student involvement in the residential community, and assist individual students in realizing and implementing a mature approach to personal conduct. An RA's knowledge of the campus and community is invaluable in making your university experience rewarding. We encourage you to call upon your RA as a resource person in gathering information and answering questions about the university.

Community Advisor (CA)

The Community Advisor (CA) is a student employed by the Department of University Housing & Residence Life to serve as a live-in member of the Living Learning Community Program. The CA is primarily involved in creating a community environment that is focused on student success and student learning. In order to accomplish this, the CA is expected to play a variety of constantly changing roles; the CA must be flexible and creative in meeting the needs of residents by serving as an educator, counselor, advisor, and activity programmer. Our CAs are knowledgeable in the corresponding subject of the communities they supervise, and are trained to facilitate academic growth. We invite you to become a part of our Living Learning Community Program, and to count on our CAs to help guide you as you pursue your educational goals.

Clerks

Clerks serve as an information source, check out equipment, assist the ADs, ACs, HRs, RAs, and CAs with administrative tasks, and keep the lobby area neat and orderly. Desk clerks may ask to see your University ID card at any time or request your cooperation while you are in the building. It is expected that residents (and their guests) will comply with any reasonable request made by these staff members.

University Police Department – works closely with the Residence Life Staff

The University Police Department (UPD) has a variety of resources to help make your time here as safe and enjoyable as possible. These resources include a staff of officers, on duty 24 hours a day. You will see the officers patrolling the campus and walking through the buildings on a regular basis. Feel free to approach them and ask them any questions you have.

RESIDENCE HALLS

Each residence hall provides comfortable lounges equipped with flat screen television, study spaces, laundry facilities, and vending machines. Microwave ovens and refrigerators are available in the kitchen of each of the residence halls. Many of the residence halls have outdoor facilities such as BBQ grills, basketball and volleyball (sand) courts.

Lynch Hall

Located at the corner of our “university mall,” Lynch houses approximately 200 female students. Its two–person, suite–style design provides students with the opportunity to share a bathroom with suitemates connected to the adjoining rooms.

Lucio Hall

Lucio Hall is located right next to the Javelina Dining Hall, is a 600-bed co-ed complex with all the extras students require. Students are assigned to 2-bedroom or 4-bedroom units and share a living room area with a small kitchenette.

Martin Hall

Martin Hall offers traditional co-ed housing style. Martin houses 394 students in two-person rooms.

Mesquite Village West-Home of the Honors College

Mesquite Village West-Home of the Honors College is a 300-bed complex, housing 2- or 4-bedroom units, sharing a living room and small kitchenette. Priority is given to all students who are eligible to participate in the Honors Program.

Your Residence Hall Room

You have just arrived and met your roommate. You have set up the furniture and now it is time to decide how to decorate your new home. Organizing your room is important because you will be living in that space for the next nine months. Keep in mind that you will be sleeping, studying and having friends visit, so decorate accordingly. This is your opportunity to express your individuality! Your room reflects you and your roommate.

There are certain guidelines that you must follow (see Procedures and Policies). NOTE: The University is not responsible for any damages to an appliance that may occur because of electrical power surges and/or power interruptions. It is recommended that you purchase a power strip. They must have an on/off switch and surge protection.

For health and safety reasons the following items are prohibited in the halls:

Microwave*

*Except Lucio Hall and Mesquite Village West Common Area Only

Toaster

Toaster ovens

Hot pots/plates

Air conditioning units/space heaters

Extension cords

Propane stoves

Hamburger cookers

George Foreman or like grills

Candles and incense

Oven broilers

Open flame or electrical stoves/grills

Hot oil popcorn poppers

Rice Cookers

Halogen Lamps

Scentsy/Candle warmers

Lofts

Lava Lamps

The Residence Life staff will conduct monthly health and safety inspections. Possession of prohibited items or the misuse of restricted items will result in the item(s) being confiscated by the hall staff until the resident is able to properly remove the item(s) from the premises. Additionally, students are subject to disciplinary action.

Your room must be kept in a condition that does not create a health hazard. Trash that is to be disposed of must be placed in the dumpsters. You and your roommate are responsible for keeping your room clean. Residents are not permitted to paint their rooms. Failure to comply with these measures will result in the confiscation of the materials and referral to the judicial process.

Department of University Housing & Residence Life Hall Rules

Violation of residence hall policies and procedures may lead to disciplinary action, which will be referred to either University Housing & Residence Life or to the Dean of Students' Office. All students are responsible for becoming familiar with the university's Student Code of Conduct. You can review the University on the university website at https://www.tamuk.edu/dean/dean_files/studenthandbook.pdf.

HOUSEKEEPING TIPS & REMINDERS

Cooking Safety Pointers

- Do not leave food unattended while cooking
- According to Texas State Law, there is to be no cooking on stove tops of any products that can produce grease laden vapors. These types of products shall be cooked in the oven.
- Keep stovetop, counter, sink and refrigerator clean
- Presume that all unattended appliances in the cooking area are hot
- Skin burns are to be treated immediately. Call emergency at 361-593-2611
- In case of fire, sound the building alarm and evacuate the building
- If the food begins to burn, cover the appliance (e.g. frying pan) with a lid or use fire extinguisher in the kitchen. Immediately disconnect the appliance. Do not pick up appliance.

Control and prevent pest infestations by:

- Properly storing food
- Removing trash daily
- Maintaining general room sanitation
- Cleaning up spills, dishes, cooking utensils, etc.
- Notifying your RA/CA if there is a problem with pests

Do Not....

- Overload electrical circuits
- Leave hairdryers, curling irons, hair straighteners or irons plugged in when not in use
- Touch, tamper, hang items from, or throw items in the room that could damage the fire sprinkler heads/pins or equipment
- Use fireworks
- Hang flammable materials near your bed
- Ignoring a fire drill will result in a \$50 Violation Fee.
- Tamper with safety fixtures and devices (i.e. stairs, railings, emergency lighting and equipment [fire extinguishers, fire pull stations, and smoke detectors], electrical controls, thermostats, etc.) Will result in a \$500+ Violation Fee.
- Cook on the stove top with any food that will produce grease laden vapors (i.e. deep frying oil, bacon, steaks, etc.). All of these items must be cooked in the oven.

Go Green Javelinas

- Turn out the lights! Save on electricity! Save the planet!
- Turn off the water when it is not in use and report all leaks, running toilets, etc.
- Unplug any necessary chargers/appliances not in use

RESIDENCE HALL HOURS/ACCESS/SECURITY

For the personal safety of hall residents, access to the residence halls is restricted to residents, their guests, university personnel and authorized visitors. Hall residents may enter their building using their university ID. Each hall will have specific doors designated for normal entry and which are equipped with access readers. All other doors in the building will remain closed at all times and are to be used only in the case of emergency building evacuation. Most exterior doors are equipped with security cameras.

Visitors must enter through the hall's designated front entrance that is open from, 9:00 a.m.–10:00 p.m., Monday – Thursday and 9:00 a.m.-5:00 p.m., Friday. Their host must escort visitors of the opposite sex at all times when leaving the lobby area to access other parts of the building (please refer to the Visitation Policy).

It is the resident's responsibility to be familiar with their hall's specific access procedures and to inform their visitors. Residence hall staff is available in each building to assist students with hall concerns and address student conduct issues. The University Police Department (UPD) is open 24 hours a day and patrols the campus. Residents and guests should be aware that the University Police (as well as RAs and hall supervisory staff) are official agents of the university and have the authority to enforce the policies of the university. Residents and guests are to be courteous and cooperative to UPD and hall staff at all times.

The cooperation of all residents is also necessary to help maintain a safe and interactive community. Residents and visitors will be expected to carry their IDs at all times. Residents are also urged to report immediately, any suspicious activity or safety concern to the hall staff or to UPD (361-593-2611).

The following are considered a serious breach of building security and subject to fines ranging from \$25.00 to \$500, in addition to other university disciplinary sanctions:

- Propping open exterior doors
- Tampering with any of the building protection systems (fire alarm pull handles, smoke detectors, smoke suppression systems, fire extinguishers, card access readers, door alarms, cameras, etc.)
- Entering/exiting through an unauthorized door
- Unauthorized entry by a non-resident (failing to be escorted as per visitation policy, gaining entry into the building during non-visitiation hours, etc.) Violators who become belligerent or uncooperative will be reported to UPD and subject to arrest.

COMMUNITY LIVING

Creating a community that enhances your college experience is a high priority at Texas A&M University-Kingsville. The Department of University Housing & Residence Life strives to make

your living environment more than a place to sleep. We are committed to providing you with the opportunities that will allow you to learn about yourself and others interact with diverse students and develop a sense of community. We feel that we share a partnership with other members of the university by providing you with the necessary tools and resources to succeed. Your college experience is one that you should remember for a lifetime. It is our hope that you find living on campus to be filled with opportunities for you to grow personally and professionally.

You should realize that you play an important part in the community of your building. Learning how to live with other members residing on your wing is a priority. You are not only sharing a bedroom, but also a bathroom and a common area. The members of a community will determine its existence and their willingness to be responsible individuals to shape its success.

You have the responsibility to live up to the rules and regulations and to work with others in your community to create an atmosphere that promotes studying and social interaction. You can achieve this upon your arrival to campus once you move into your room and meet your roommate and the University Housing & Residence Life Staff. We encourage you to ask questions and seek out University Housing & Residence Life Staff when you have problems or concerns.

LIVING WITH A ROOMMATE

A roommate is someone with whom you live and who may become a potential friend. Roommates will have different personalities, interests and experiences. Some roommates will find that they share a lot in common; others will develop a strong friendship based on sharing their differences. Keep in mind that living with someone else often teaches you more about yourself. Remember that patience and understanding are key tools to a successful roommate partnership.

Roommate Bill of Rights

Your enjoyment of your residential life experience will depend on the mutual respect and understanding, which you will demonstrate as roommate. It is important that each student realize they have basic rights while residing on campus.

Basic rights include the following:

1. The right to read and study, free from undo interference.
2. The right to uninterrupted sleep.
3. The right to an equal share of space in the room.
4. The right to a safe, healthy and clean environment.
5. The right to privacy.
6. The right to expect that each person will respect the other's belongings.

In order to establish positive roommate relationships, roommates must:

1. Be treated with respect.
2. Listen to one another and take comments seriously.
3. Be responsible for mistakes.

4. Express personal feelings in a manner, which does not violate the dignity of others.
5. Be able to say “no” without feeling guilty.
6. Express preferences without risking ridicule and derision.

If conflicts arise between you and your roommates, follow these guidelines:

- ⇒ Keep the problem between you and your roommate.
- ⇒ Talk with your roommate about the situation.
- ⇒ Discuss solutions that you both can live.
- ⇒ Watch for nonverbal cues.
- ⇒ Discuss the situation with your RA.

Annual Room Selection

During the semester, students will be provided information on obtaining a room for the following semester. The hall staff will conduct this process in wing meetings or by online using preference forms to select the room and roommate choice. The university reserves the right to cancel or change any assignment at any time.

Room/Roommate Changes

Residents must check into their initially assigned room. You can get on the waiting list to make requests for room changes within the building at <https://www.tamuk.edu/housing/resources/HallMealPlanChanges.html> . Room changes will not be made until after the third week of the semester and as space is available. The student who initiates the roommate request change is the one who must move. Students are encouraged to try to work with their roommate or to seek help from the staff if a roommate situation is not resolved or in their opinion is detrimental to their educational experience. The AD, AC or HR may move or reassign one or both residents if the conflict between two roommates cannot be resolved amicably.

Room Consolidations

1. What is Room Consolidation?

Consolidation is a period of time that takes place in the beginning of each semester that allows residents to consolidate if they do not have roommates. Residence Life staff members assist residents in the consolidation process. Residents should expect for a new roommate to move in with them, or move to a room where a roommate is needed.

2. Why does consolidation take place?

It is our policy to provide housing for as many residential students as possible. When students sign the housing application or complete the housing selection process, they agree to live in a double room with another individual. We hold all students accountable for this for several reasons:

- a. To provide students with the full college experience by allowing them to experience the joys of living with a fellow Javelina
 - b. To ensure that residents pay for the room and living arrangements for which they agreed
 - c. To provide for the safety and security of all individuals living on campus
 - d. To save electricity, water, heating and air-conditioning costs, and to encourage the community to be more “green.”
- #### **3. My roommate moved out, why do I have to consolidate?**

Please see the above information about why consolidation takes place in the residence halls. The residence life staff works diligently to provide students with a comfortable, safe living environment. They will work with all residents to find the best possible living arrangement during the consolidation process, but residents may have to move and should expect to live in a double room with a second person.

Most residents will initially have a roommate. If a resident moves out or cancels their reservation, the remaining roommate will be asked to do one of the following:

1. Select a roommate of their choosing
2. Anticipate that a new roommate will be assigned to the room
3. Move into a room where a roommate is needed
4. Pay for a private room if space is available

Residents who do not comply with this policy within a given time limit will be charged for a private room as stated in the housing contract. The AD/AC of the residence halls will inform the resident of the room consolidation deadline.

Private Rooms

The private room waiting list will be available for residents to sign up on the first day of classes. Private room assignments will be made after the third week of the semester upon available space. A person who has requested a private room will be the individual asked to move when a vacant room is available.

Transferring to another Hall

Residents must check into their initially assigned residence hall. Persons seeking a transfer to another residence hall must go online and make that request at <https://www.tamuk.edu/housing/resources/HallMealPlanChanges.html> on the first class day at 7:30 a.m. Reassignments will be made on a space-available basis after late registration is completed. All hall transfers must be completed by the sixth week of classes.

Housing During Breaks

During all holidays and breaks between semesters, residents must sign up online here: <https://www.tamuk.edu/housing/resources/StayingTheBreaks.html>. There will be an additional nightly charge during semester breaks and intersessions. Residents may be required to move from their room/hall during these times depending on which halls will remain open. Housing Deadlines are posted in the halls. Failure to apply by the deadline will result in an additional \$50 charge to your student account.

Gender Specific / Transgender Housing

In general, University Housing & Residence Life assigns rooms based on gender in every residence hall. Males must reside with males and females must reside with females. University Housing & Residence Life prohibits discrimination and provides equal housing opportunities without regard to race, color, religion, national origin, disability, veteran status, sexual orientation, genetic information, gender identity, sex or age.

University Housing & Residence Life consistently recognizes and respects the gender identity that students have established with the department. Recognizing that students are not all alike, but have different needs and desires, University Housing & Residence Life addresses student concerns on

a case-by-case basis. If you have any specific housing needs please contact our office at 361-593-3419 or by e-mail at residencelife@tamuk.edu .

LEAVING THE RESIDENCE HALLS

Checking Out

Anytime a student intends to move out of a residence hall, the student must notify the Department of University Housing & Residence Life of their intentions and:

1. Fill out a Cancellation/Termination Form or an Exception Form.
2. If the request is approved, the student will be given a Hall Check-Out Permit to present at the hall when they are ready to check out.
3. Remove all belongings from the room, clean the room, and have hall staff check the room for damages.
4. The student must turn in their room key and sign a Hall Check Out Form at the front desk. Room and Board charges end on the date written on the checkout form.
5. It is the student's responsibility to check their account balance on JNET for your final housing bill. Any balance left on your account will be sent to collections within 45 days of the last class day each semester.

NOTE: Any student who is leaving the university should first, check with the Registrar's Office (for proper withdrawal from school); next, the Financial Aid Office; and last, complete a "Change of Address" card at the campus Post Office.

Housing Deposit

The housing deposit must be placed by the 1st week of the month of check in. If it is not made then the department will place a hold on your student account. Under no circumstances will the housing deposit hold will not be removed once placed. You will need to make the payment in order for the hold to be released.

The student will be refunded \$100 of the \$150 Housing deposit upon request for cancellation (if requested before the cancellation deadlines: July 1, December 1, May 1, and June 1) and when all financial obligations of the student have been paid and the housing agreement fulfilled. Cancellation means that the student has not officially checked in to a residence hall nor a key released to their assigned room. If a housing deposit has not been placed, a \$50 cancellation fee will be added to the student account. If the student cancels after the deadline, it can result in a \$400 (1-30 days after deadline)/\$500 (31+ days after cancellation) cancellation charge.

Termination means that the student has officially checked in to a residence hall and received a key to their assigned room. Termination of the Housing Agreement is an automatic forfeiture of the student's Housing deposit and a \$500 termination charge that will be added to your student account. The Housing Agreement's original deposit can be transferred to a future semester; however, if the student does not make housing arrangements for the specified semester they will automatically lose their deposit and be assessed the termination fee that would have occurred by the original termination date.

Failure to properly check out of the hall at the end of the semester will result in automatic forfeiture of the housing deposit. At the end of each semester, the residence hall staff will inspect each room for damages. Damages will be deducted from the deposit or billed to the student if damages are greater than the refunded deposit. Excessive damage to a room is in violation of the residence hall policy and may be cause for immediate termination of the housing agreement.

BUILDING RESOURCES

Custodial Staff

The university supports a custodial staff as part of its efforts to provide a safe, clean community environment for students living within the residence halls. This staff is hired for routine cleaning of common areas in each of the buildings. If the custodial staff has to do excessive cleaning of any area, the residents of that area will be billed. Please be considerate of your custodial staff. Students are responsible for providing their own cleaning and products for their rooms and bathrooms (if applicable) supplies.

Laundry Facilities

There are credit card operated washing and drying facilities available in each residential community.

Kitchen Facilities

Each residence hall has a kitchen available for your use. Appliances such as a stove, refrigerator, microwave and sink will be found in the kitchen. Students must clean the kitchen area after each use and may be charged for any cleaning which is required. If the kitchens are not properly maintained, these facilities may be closed. Never leave the kitchen unattended while cooking.

Storage

The residence halls do not have storage space available for student belongings or furniture in the residence hall room. Any items left behind by students will be disposed of or donated after 72 hours.

Reporting Maintenance Repairs

If something in your room or anywhere in the hall is not working properly, please notify our staff by submitting your Maintenance Request here: <https://www.tamuk.edu/housing/resources/ReportingMaintenance.html>. If you are experiencing a major emergency (i.e. water leak), after 10pm or on the weekends, please contact the overnight person or hall staff working in your hall. The number to contact will be posted at your front desk.

Mail Services

Mail is delivered to the campus Post Office and distributed to all the residence halls Monday–Friday. The mailboxes are located in the front lobby area of each hall. Your room number and your mailbox number will coincide. Listed below is the address to use when receiving mail/packages at the residence halls:

United States Postal Service, FEDEX and UPS: Student's Name Residence Hall Physical Address** Residence Hall Name & Room # Kingsville, TX 78363

**** Physical Addresses**

Lucio Hall	1015 N. Retama
Lynch Hall	1110 W. Santa Gertrudis
Martin A&B Hall	1255 Engineering Ave.
Mesquite Village	1212 W. Ave B

Students packages will be places in the Luxer Lockers located in the front of the residence halls (unless lockers are full or packages are too large for the lockers they will be at the hall front desk for pick-up). Students will receive an e-mail to their student account from Support@LuxerOne.com if you have a package. If mail/packages are not addressed properly, our on-campus, Central Receiving Office receives, processes, and delivers mail/packages to the hall the following day. If you have questions regarding mail service, please contact 361-593-2400.

Change of Address

All students are required to complete a “Change of Address” card at our on-campus Post Office at the end of each semester. Failure to leave a change of address can prevent you from receiving important mail. The department does not receive mail in the halls during semester breaks.

COMPUTERS

Computer Use Policy

http://www.tamuk.edu/itech/it_policies/docs/1_010_Acceptable%20Use%20Policy.pdf

Information resources are intended to provide information technology for educational, research and administrative applications by its students, faculty and staff. Information resources including the hardware, software and network facilities may not be used for other purposes including commercial, illegal or political activities. Everyone within the university community will be held responsible for using computer resources and facilities in an ethical, professional and legal manner. Any misuse of these resources will be dealt with by the appropriate university, legal or law enforcement authorities. Failure to abide by the rules and procedures outlined in this policy may result in disciplinary action, loss of computer use privileges and/or referral to law enforcement agencies.

Unacceptable uses include but are not limited to the following activities:

- Using the school's network for any illegal activity, including violation of copyright laws, peer to peer file-sharing, and child pornography laws;
- Using the network for financial or commercial gain;
- Disabling or vandalizing data of another computer user;
- Gaining unauthorized access to computer resources;
- Invading the privacy of another computer user;
- Intentionally transmitting computer viruses;

- Use of chain letters or any use that unnecessarily causes congestion of networks;
- Unauthorized downloading of software;
- Wastefully using computer resources, including network space;
- Using computer resources for the unauthorized altering, posting or distributing of grades or other school records;
- Transmitting, posting, publishing, or displaying material that is defamatory, obscene, sexually explicit or provocative, pornographic, profane, lewd, threatening or harassing;
- Negligent or intentional disclosure of account passwords or other computer safeguards;
- Failure to abide by specific user policies, which are subsections of this policy. They include the *Internet Usage Policy 1.080.0*, *Acceptable Use Policy 29.01.99K1.010*, *Copyright Guidelines*, *Computer Laboratory General Usage Rules* and *Residential Network Use Guidelines*. (Can be found on the ITS website.)

Copyright Guidelines (Refer to TAMUK Student Handbook or ITS website for complete policy)

Texas A&M University-Kingsville will not tolerate copyright violations per state and federal copyright law and will take steps to address any copyright infringing activity. Currently, Texas A&M University-Kingsville screens P2P activity for illegal downloads that violate DMCA (Digital Millennium Copy Right Act).

Violators of University policies with respect to computing and network usage are subject to the normal disciplinary procedures of the University as outlined in the student handbook. In addition to adjudication by University judicial processes, violations will result in the temporary or permanent loss of computer and network access. Illegal actions are also subject to prosecution by appropriate local, state or federal authorities.

Additionally, any student using their University network access privileges to engage in the downloading or uploading of child pornography and copyrighted materials, or other unauthorized distribution of the aforementioned materials is potentially at risk of becoming the target of a legal action for copyright infringement, prosecution for child pornography, in addition to any University-imposed sanctions.

Network privileges may be revoked at any time for abusive conduct. Such conduct includes, but is not limited to:

- Using the network for any purposes that violate U.S. or state laws;
- P2P activity resulting in illegal downloads that violate the Digital Millennium Copy Right Act;
- In addition, any other types of use that would cause congestion of the networks or otherwise interfere with the work of others.

Residential Network Use Guidelines

1. Students must understand and comply with Texas A&M University-Kingsville Computer Use Policy which includes as subsections the Acceptable Use Policy, Internet User Guidelines, Copyright Guidelines, Network Access Policy, and Virus Policy. As a student

of Texas A&M University-Kingsville, you must understand that although the Residence Hall Internet connection (Texas A&M University-Kingsville JavNet) is a State of Texas regulated network, this means all of the same rules of acceptable use policy apply as if your data were on the primary Texas A&M University-Kingsville network. Any misuse is subject to disciplinary action. For further information on ITS computer usage policies refer to <http://www.tamuk.edu/finance/its/policies/index.html>

2. Students must understand and comply with copyright policy. As a student of Texas A&M University-Kingsville, you must comply with U.S. copyright laws. <http://www.copyright.gov/laws/>
3. All computers must have anti-virus software installed and kept current. As user of the Texas A&M University-Kingsville network, we require every computer connected to the network to have some form of anti-virus software. As a student of Texas A&M University-Kingsville you are authorized to install McAfee anti-virus software free of charge. You can download the software from the ITS website at <http://www.tamuk.edu/finance/its/policies/index.html>
4. Operating system software patches need to be current. As a user on the Texas A&M University-Kingsville network, you are required to maintain all applicable security and vulnerability patches on your system. Systems that are found vulnerable or un-patched may be denied access to the network until appropriate corrective action has taken place.
5. Students will not install wireless access points, routers, or switches on the network. As a user of the Texas A&M University-Kingsville network, you are not authorized in any way to install additional network equipment without the express written consent of the ITS Department. The detection of more than one MAC address per port may result in network deactivation.
6. Users of the Texas A&M University-Kingsville JavNet are issued network addresses using DHCP. Students will not be assigned manually assign IP addresses. Students needing static IP addresses for network gaming or other special requirements may request a static IP address from the iTech helpdesk. Static IP addresses will be good through the semester.
7. Students will not operate servers of any type without advance written approval from ITS. As a user of the Texas A&M University-Kingsville JavNet, you are authorized access to the network only as a client. Operation of any server or services such as but not limited to P2P (peer to peer), ftp, web, email, DNS, DHCP, time, etc is prohibited and discovery of servers or services may result in deactivation of network access.
8. The Texas A&M University-Kingsville JavNet will require network logon in order to provide highest network security. Students will be required to use their university provided user ID and password to access the network.

Failure to comply with the above can result in University disciplinary procedures as described in the Student Handbook and may include loss of Internet privileges and charges for copyright violations. Please remember, that as a user on the Texas A&M University-Kingsville JavNet, these policies exist to ensure that service on the network as well as on your computers stay as reliable as possible. These policies are in place to protect your data and the data of your fellow residents. By properly maintaining your computer, you make life on the internet a much more productive and enjoyable experience.

Property Loss or Damage

Although precautions are taken to maintain security, the university is not responsible for loss or damage to personal property or personal injury/safety in university housing by fire, water, theft, vandalism, interruption of utility services or other causes. Students and parents are encouraged to carry appropriate insurance coverage to cover personal belongings and safety. Students are strongly encouraged to take appropriate precautions by closing and locking your room door, escorting guests, and being escorted while on campus.

Abandoned Property

A checked-out student, a student that does not check out properly, a student that will not return to the residence halls, or a student not returning to TAMUK, agrees that any personal effects, valuables, or other property of the checked-out student left in the residence hall at the end of a semester or not claimed within 72 hours shall be considered abandoned property and will be removed by the university. This property may be disposed of through sales, donations, or in such a manner as the university, at its sole discretion, may determine.

DINING SERVICES

A nationwide food service firm manages your dining services. Aramark provides dining services for the campus community. Aramark works closely with the university administration and you to provide a variety of nutritious menu options combined with personalized service for a pleasant dining experience. Students, faculty and staff can use their university ID if they have purchased a meal plan to enter the Javelina Dining Hall. Any customer is also welcome to use cash or a debit or credit card as a form of payment. The Javelina Dining Hall is located next to Lucio Hall and across from Martin Hall. Additionally, you will find other dining areas such as the Pizza Hut Express, Starbucks, Subway, Chick-fil-A, and Cup & Chaucer (Library).

Housing students who are under 21 years of age are required to purchase a meal plan at the time they apply for housing.

Meal Plans

A&M-Kingsville Dining Services offer students a variety of meal plans to choose from:

- Carte Blanche w/\$75 Declining Balance
- 14 Meal Plan w/\$100 Declining Balance
- 10 Meal Plan w/\$250 Declining Balance
- 10 Meal Plan w/\$100 Declining Balance

- 10 Meal Plan w/out Declining Balance
- Block Plan – 60 meals per semester w/\$75 Declining Balance (Students must be 21 years old)

Declining Balance can be used in the Subway, Chick-Fil-A, Starbucks, Cup & Chaucer, and Pizza Hut Express.

Carte Blanche w/\$75 Declining Balance entitles you to unlimited meals per week, which includes breakfast, lunch and dinner, Monday through Friday and brunch and dinner on Saturday and Sunday. Your meal plan includes “unlimited seconds.” You can eat as much as you like. Additionally, this meal plan provides flexibility to utilize Declining Balance in other dining services located in the MSUB (i.e. Subway, Starbucks, and Pizza Hut).

The **14 Meal Plan w/\$100 Declining Balance** provides students with 14 meals per week and also has the flexibility to utilize the Declining Balance.

The **10 Meal Plan** comes with the option to purchase **\$250 or \$100 for Declining Balance** flexibility or you can obtain this meal plan **without the Declining Balance** option. It entitles students to 10 meals per week.

The **Block Plan w/\$75 Declining Balance** meal option is specifically for students that seek a specified number of meals for the entire semester. This option provides a total of 60 meals per semester and is available to students who are 21 years old.

Current Rates can be found at: www.tamuk.campusdish.com under the Meal Plans tab

Guest Meals and Rates

When your parents or friends, not on the meal plan, drop by for a visit invite them to dine with you, they may pay at the entrance of both dining hall to enjoy a meal. You may also treat them to a meal by paying for their meal with your Declining Balance dollars.

Missing a Meal

Students who are ill can inquire about a sick tray from the Aramark Food Service. Aramark can be reached at extension 361-593-3119. Also, see your RA to inquire about a sick tray. Credit will not be given for meals missed by the student.

Meal Plan Policies:

- Students living in a residence hall must have a meal plan if they are less than under 21 years of age.
- Meals contracted through the Housing Agreement may neither be transferred nor loaned from one person to another.

POLICIES AND PROCEDURES

A. Personal Conduct

In university housing, mutual respect for individual and group rights and privileges is expected of every student; consequently, certain standards of behavior are required. All university housing facilities have four primary functions: to be a place to study, to be a place of rest, to be a place of safety and to be a place to enhance co-curricular learning. The following rules provide minimum standards of conduct:

1. Students are responsible for abiding by the policies of each residence hall facility. Students are also responsible for following the Student Code of Conduct, which can be found in the Student Handbook at https://www.tamuk.edu/dean/dean_files/studenthandbook.pdf and the policies contained in their housing contract.
2. Disorderly, illegal or disruptive conduct (including rough horseplay, running in the halls, water balloon fights, hazing activities, etc.) is prohibited.
3. Failure to comply with the oral or written instruction of residence hall staff members and/or other university officials acting in the performance of their duties will result in disciplinary action. This includes but is not limited to:
 - a) Refusal to present personal identification upon request.
 - b) Failure to respond to a summons to report to an administrative office.
 - c) Requests to disperse due to excessive noise or disorderly conduct.
 - d) Requests to evacuate during a fire alarm or other emergencies.
4. General behavior by a student over a period of time, which is indicative that the student is unwilling to observe university hall rules, or respond to disciplinary counseling, will result in severe disciplinary action which could include but is not limited to removal from the residence hall.
5. Students, who are placed under house arrest, are assigned electronic monitoring devices or are placed under direct parole, probation, or community corrections supervision *will not be permitted* to reside in the residence halls.

B. Health and Safety

Due to health and safety considerations, the university restricts or prohibits certain items or activities in the halls. Prohibited items will be subject to confiscation until properly removed.

1. Pets are not allowed in the residence halls (with the exception of tropical fish in an aquarium less than 10 gallon). Any student needing special accommodations must register with the Disabilities Resource Center (DRC) and notify the University Housing & Residence Life Office of their situation so that accommodation can be made for them.
 - a. Emotional Support Animals are allowed in halls as long as you are registered with the Disabilities Resource Center. The student must provide physician documentation stating there is a need for the animal. After the animal is approved through the DRC, the student must fill out paperwork with the University Housing & Residence Life Office at https://www.tamuk.edu/housing/_files_housing/Assistance-Animal-

[Policy-19-20-rev0131201.pdf](#) and provide a color photo of the animal, shot records for the animal. All of this must be completed prior to having the animal in the residence halls.

2. You may not possess or store in your room firearms, pellet guns, shotguns, rifles, air guns, BB guns, paintball guns, switchblades, knives, clubs, bows/arrows, spear guns, slingshots, any martial art weapons, and any type of ammunition, explosives, fireworks and any object, which by the manner of its use may constitute a dangerous weapon. For concealed carry see policy page 35.
3. Cooking is not permitted in student rooms. Kitchen facilities are located within the residence halls for use.
4. Appliances permitted in the hall include coffee pots, televisions, computers, small refrigerator (maximum is 3.3 cubic feet), provided they are in good electrical condition and UL approved. Microwaves will be permitted in the kitchenette area of Lucio Hall and Mesquite Village West, but not in the student bedrooms. **NOTE: The University is not responsible for any damages to an appliance, which may occur because of electrical power surges and/or power interruptions.**
5. Appliances not permitted in the hall include but are not limited to oven broilers, microwave ovens, hot plates, toasters, Coleman stoves, hamburger cookers, air conditioning units, heaters, stenos stoves, air fryers, grills/griddles, etc. – Prohibited items are subject to confiscation.
6. Extension cords are not permitted in the student rooms. The university strongly recommends the use of UL approved power strips to plug in your belongings but it must have an on/off switch and surge protection, in addition, students are not allowed to have Neon Signs, Christmas Lights, or other forms of temporary lighting in their rooms unless controlled by a USB. **This is by order of the State Fire Marshal.**
7. The possession or burning of candles, incense and other highly flammable items is prohibited, this includes; candle warmers, wax warmers, and Scentsy warmers of any type. Bicycle parking is restricted to available bicycle racks. They will be impounded if there are left in walkways, breezeways, sidewalks, and stairwells or inside residence hall and/or hallways. Bicycles may be stored in residence hall rooms only with the consent of the roommate and provided that the bicycle does not block the egress from the room.
8. Throwing anything out of hall windows (as examples but not limited to water balloons, paper, cans, toilet paper, etc.) is prohibited. Building roofs are considered off limits to students.
9. Use or possession of illegal drugs is prohibited. Instances of illegal drug use will be investigated by the UPD and other law enforcement agencies. Students in possession of illegal drugs will be arrested and subject to prosecution under applicable laws. The student will also face university disciplinary action, which can result in removal from the residence hall and/or suspension from the university (refer to the drug policy in the student handbook).

The university will conduct monthly health/safety inspections during the academic year. The Department of University Housing & Residence Life staff will inspect your room to determine possible damage, if any, for which you are to be held responsible. The inspectors do not open

drawers or search personal belongings. They attempt to respect your privacy as much as a thorough inspection of housing property allows. The date of each inspection should be posted no later than 48 hours in advance.

The concept behind room inspections is to place the responsibility for damages on those who cause or allow them to happen, rather than spread the repair costs caused by less responsible residents. Representatives of the university are authorized to enter a student's room to determine occupancy, to inspect its contents for health and safety reasons, and to provide for maintenance and make repairs. The university reserves the right to remove any item that is in violation of local, state or federal laws. Routine and random safety inspections, emergency repairs and/or routine maintenance may also occur. Such activities are for the purpose of inspection, maintenance and repair. Additional inspections to investigate matters of public safety, and/or health and safety and when clear evidence exists that infractions of established rules may have occurred may include a search under exigent circumstances or as otherwise permissible by law.

Possession of prohibited items, or misuse of restricted items, will result in the items being confiscated by the hall staff until the resident is able to properly remove it from the premises, and the individual(s) responsible are subject to appropriate disciplinary action.

C. Building Security

1. Unauthorized entry or exit through a restricted door, "propping open" outside exit doors, or opening restricted doors to allow others to gain entrance, shall be considered a serious violation of residence hall rules.
2. Only visitors/guests of a specific resident shall be permitted in the hall living areas, and must be escorted by their host/hostess. Hall staff shall have the authority to challenge and escort from the building unauthorized persons loitering on the premises, or visitors not complying with university policy.
3. Door-to-door salespersons are not permitted in the halls. Sales, solicitation of sales, or donations through posters, brochures, flyers, and signs and sales tables are permitted only when specific permission is obtained from the University Housing & Residence Life Office
4. The removal of window screens is prohibited in all halls. In Lucio Hall and Mesquite Village West; however, windows may be opened if needed. Windows are not allowed to be opened at Lynch Hall, and Martin Hall.
5. Upon your arrival, you will be issued a room key. The key is university property and must be returned when you vacate your room. Should you lose your key, follow the listed procedure:
 - a. The loss of a room key must be reported to a Department of University Housing & Residence Life staff member in your area who will issue a bill for the lost key. It is important to report all lost keys immediately. Students will be billed for lock changes.
 - b. Keys other than those issued by the university are not acceptable as replacement keys.
 - c. Students, who fail to return their room key upon check out of their residence hall will be billed for key replacement.

- d. Students who return a damaged room key will be billed accordingly.

Residents are encouraged to safeguard their room key and may not lend their key to others who are not registered as occupants of the room. It is a violation of university policy to duplicate or be in possession of an unauthorized copy of a university key.

D. Quiet Hours

1. Students should recognize that each person has responsibility to protect the right to quiet for themselves, by:
 - a) Taking part in the development of wing/hall noise standards
 - b) Personally requesting the cooperation of noisy individuals
 - c) Honoring requests from hall staff and others to discontinue noisy behavior.
2. Excessive noise by residents and/or their guest(s)/visitor(s) to the hall is prohibited. Excessive noise is defined as loud music, talking, yelling, television volume sounds, or other noisy behavior, which is produced at a level that results in the unreasonable transmission of said noise from room to room, or hallway to room, and disrupts the expected atmosphere of quiet. All residents and visitors to the hall must comply with requests to reduce their noise and keep it from disturbing others.
3. The use of musical instruments is not permitted in the residence halls (except when used in conjunction with a specific Department of University Housing & Residence Life approved activity.)
4. Roommates are requested to be sensitive to each other's needs for quiet study or rest. A roommate's right to sleep and study supersedes any right to have visitors/guests. Twenty-Four Quiet Hours are in effect during "Dead Week" and Finals Week. Hall staff will be authorized to issue automatic violations for excessive noise during this time.

E. Room Decorations

1. Students are prohibited from altering or removing from their designated areas any room furnishings or university property (e.g., chairs, mattresses, bed frames, desks, shelves, chest of drawers, bulletin boards, smoke detectors, lobby furniture, etc.).
2. Altering or tampering with thermostats, electrical wiring, room light fixtures is also prohibited.
3. Outside window, antennas or any devices that extend outside the residence hall windows are not permitted.
4. State law does not permit possession of highway, street and public utility signs as well as milk crates.
5. Students may bring additional furniture pieces for use in their room if they do not block egress from the room and with the roommate's consent.
6. Posters, signs and other decorations should not be affixed to wood doors or wood surfaces so as not to damage the finish. Decals or bumper stickers should not be affixed to doors, walls, windows, mirrors, or room furnishings.

7. The use of tacks, nails, hooks, etc. that will puncture the doors, walls, windows, or ceiling are prohibited.
8. Students are not allowed to paint their rooms or paint single pictures on the wall.
9. Students are not allowed to have Neon Signs, Christmas Lights, or other forms of temporary lighting in their rooms, unless controlled by USB. *This is by order of the State Fire Marshal.*

Students are responsible for the care and cleaning of their rooms. All living quarters must be kept in such condition that they are presentable at all times. It is expected that the student will give the university property the same care and treatment it would receive in any well-kept home. Students are expected to maintain rooms, equipment and furnishings in as good a condition as when they moved in. Anything more than normal wear and tear will result in damage charges. You are advised to pay special attention to regular maintenance. Failure to maintain facilities properly throughout the year may result in the loss of housing privileges.

F. Damages

The university tries to keep costs to students as low as possible. “Fair wear and tear” does occur, and we try to anticipate such expenses in setting the housing fees. However, actual damage done to the facilities is expensive. The following policy has been established:

- a. Damage done within or to a room including both sides of the doors and windows in a room is chargeable to the occupants of the room.
- b. Damage that occurs in a living unit that is not associated with a specific room or area is chargeable to the individual(s) responsible for the damage.
- c. If the responsible individual(s) cannot be ascertained, the damage may be chargeable to the residents of the entire residence hall. Costs assessed include labor and materials.

The student will be charged for any loss or damages to the furniture, furnishings, equipment, buildings or grounds of the university. This also includes any damages caused by the resident’s guest(s) or visitor(s) through their careless, accidental or intentional conduct. These charges include any billed as a result of excessive housekeeping.

G. Charges for Housekeeping

Residents are encouraged to cooperate with the staff in keeping their community clean. Residents of a wing, floor or the hall will be charged for excessive housekeeping needed beyond the normal daily cleaning routine. Examples of excessive housekeeping situations include cleaning up food, shaving cream, vomit, urine, feces, mud, trash, broken glass, etc. from public areas. Students who have information about the person(s) responsible are encouraged to discuss the matter with their AD, AC or HR on a confidential basis.

H. Residence Hall Alcohol Policy

Students 21 years of age or older who choose to consume alcoholic beverages are expected to do so in moderation to ensure residents’ rights to privacy, sleep, and study within their rooms. Hall residents and visitors are expected to observe these regulations:

1. Hall residents and visitors are to comply with state and local statutes concerning possession, sale, and consumption of alcoholic beverages (Refer to University Alcohol Policy).

2. Alcoholic beverages may be possessed or consumed, but not sold in the privacy of individual student rooms by residence hall students and their guests who are 21 years of age or older. No alcohol is permitted in the hall rooms where a resident is under the legal drinking age.
3. Possession and/or consumption of alcoholic beverages are not permitted in hallways, balconies, lounges, stairways, courtyards, community bathrooms, hall parking lots, or any other common areas. All alcohol that is transported through public areas must be unopened and covered.
4. Students may not possess excessive amounts of alcohol. The definition of “excessive” is at the discretion of the hall staff. Alcohol containers that promote irresponsible drinking, large parties, or binge drinking (including, but not limited to kegs, party balls, funnels, beer pong tables, beer bong, etc.) are not permitted in the residence halls and are subject to confiscation.
5. Partying is strictly prohibited in the residence halls. “Partying” is defined as a gathering involving the use of alcoholic beverages from which excessive noise or other disturbances emanate and/or more persons are involved than can be reasonably accommodated in a student’s room with the door closed. Residents are obligated to immediately disperse such a gathering upon the request of the hall staff. Failure to comply with staff requests for orderly conduct will result in disciplinary action and/or arrest by UPD.
6. Residents are responsible for the action(s) of individual guests at all times. Alcohol use/misuse does not excuse disruptive, excessively noisy, or indecent behavior. Non-residents may be required to leave the residence hall if: a. They are underage and in possession of alcohol, b. They are in possession of alcohol in inappropriate locations, or c. They are disruptive and acting inappropriately.
7. Enforcement of the alcohol policy will include the minimum step of requiring person(s) to provide proof of age, and having any underage persons or others in possession of alcohol in inappropriate locations to cease their unlawful activity. Residents will be asked to dispose of open containers and the remaining alcohol will be confiscated and disposed of. UPD will be called to assist and issue citations or arrest violators when necessary. Each incident will be documented for judicial action and/or referral to Student Health and Wellness.
8. As a reminder, minors (students who are under the age of 21) may not use empty alcohol containers as decorations in their rooms. No bottles, cans, etc. will be returned to the minors. They will be disposed of and if found with alcohol it will be emptied and discarded after confiscation.

I. Fire Safety/Smoke Detectors/Drills

All persons are required to evacuate the building and cooperate with staff when an alarm is sounded. Fire extinguishers and exit signs are strategically located in each hall. These are for the protection of all residents and are expensive to replace. Persons abusing, removing, or tampering with any fire safety equipment, such as fire alarms, fire extinguishers, exit lights, sprinkler heads/pins or systems, etc., are subject to removal from the residence hall, even on a first offense, and to other appropriate disciplinary action. ***Do not touch, tamper with, hang items from, or throw items in your room that could cause damage to the sprinkler heads/pin. Students who damage the pins causing a flood in the building are liable to damages.*** As part

of the fire safety program, the residence hall staff will conduct monthly health and safety inspections.

Smoke detectors save lives! Students must submit a maintenance request to the hall front desk or to the University Housing & Residence Life Office (361-593-3419, at <https://www.tamuk.edu/housing/resources/ReportingMaintenance.html>, or in person Lucio Hall Office 119) to report a beeping, damaged or faulty smoke detector. Only residence hall staff or maintenance staff may disconnect smoke detectors; the building maintenance inspector will replace damaged or faulty detectors. *A resident who removes, disconnects, covers, or otherwise tampers with a smoke detector can be assessed a \$500 fine and referred to the University discipline system.* This equipment is in place for your safety and for that of your neighbors. Residents who tamper with fire equipment will be referred for judicial action and/or residence hall contract termination.

All residents will be expected to participate when the hall staff conducts fire drills.

J. Smoking Policy

TAMUK is a Smoke-Free Environment. In order to create a safe, healthy, and educational living environment, smoking cigarettes, electronic cigarettes, vapor (vape) pens, smokeless tobacco and hookahs are prohibited on the campus at Texas A&M University-Kingsville. <https://www.tamuk.edu/finance/files/finance/HR/smoke-free-environment.pdf>

K. Visitation Policies

Residents may have visitors of the opposite sex in their room during the hours specified in accordance with the following Residence Life guidelines:

1. Weekdays: Noon –2:00 a.m. daily. Visitation begins Mondays at noon and ends at 2:00 a.m. on Friday mornings. Weekends will be 24-hour visitation. Weekend visitation starts Friday at noon and ends at 2:00 a.m. on Monday morning.
2. Lucio Hall and Mesquite Village West are considered 24-Hour visitation halls. All other visitation rules apply to Lucio Hall and Mesquite Village West. Residents are also expected to understand the difference between a visitor and an overnight guest (See Overnight Guest Policy). Live-in guests are not permitted.
3. Visitation hours and policy shall be prominently posted near the front door of each hall.
4. Each resident must escort their guest at all times.
5. A resident may not have a visitor of the opposite sex in their room if their roommate objects.
6. All residence hall rules are in effect during the hours of visitation. Residents are expected to inform their guests of hall and university rules.
 - a) Only, the visitor of a specific resident will be permitted in the hall.
 - b) Visitors of the opposite sex shall use the hall restroom facilities located in the lobby
 - c) The staff may ask a visitor to leave the premises if they do not comply with hall rules or does not cooperate with the staff.
7. It shall be the resident's responsibility to ensure their guest leaves on time.

8. Failure to comply with the university's visitation procedures will result in loss of visitation privileges and other disciplinary action where appropriate.
 - a) On a first offense, the sanction(s) shall include a warning and a \$25.00 fine to each person.
 - b) On a second offense, the sanction(s) shall consist of conduct probation (which includes loss of visitation privileges) and a \$150.00 fine.
9. The university's visitation policy is in no way intended to provide the opportunity for cohabitation in the residence halls.

The Department of University Housing & Residence Life must channel requests for revision to these visitation policies through the Residence Hall Association prior to consideration.

L. Overnight Guests

Upon availability of space, guests who wish to stay in the host's room will not be charged but must register at the main desk and have the roommate's consent. Guests of the opposite sex cannot stay in host's room.

M. Theft

The university does not assume any liability or responsibility for the loss, theft or damage to any student's personal property or property in their possession. The following is suggested:

- a) Keep your room locked at all times.
- b) Carry insurance on all items of value.
- c) Do not lend room key to others.
- d) Report all missing or stolen items to UPD, your RA, HR, AC or AD.
- e) Write down the serial number of items and keep in a secure location.
- f) Place a symbol or a special number into the textbooks on a designated page that you select.

N. Dining Hall Rules

1. Students must present a valid A&M-Kingsville ID in order to eat in the dining facilities.
2. Students and university guests are allowed into the dining facility only when entering to eat.
3. The meal card will allow the student only one entrance into the dining area per meal; the student may use the meal card to eat once during the same meal period. This does not apply to students purchasing the Carte Blanche Meal Plan.
4. Meal cards may not be transferred or loaned to others. Failure to adhere to this policy can result in cancellation of meal privileges, and/or restitution to be made for the meals. Meal cards are also subject to confiscation by the Aramark staff and will not be returned until you meet with the Dean of Students.
5. Lost meal cards must be replaced immediately. A replacement card may be purchased at the Student ID Center located in the MSUB.
6. Removal of food items, beverages, dishes, and other utensils from the dining area is not permitted except as authorized by food service policy.
7. Students must wear shoes, shirts, and other appropriate clothing in the dining hall.
8. Throwing food, utensils, or any object any place in the dining hall is prohibited. Students who are disorderly, who are disturbing the peace or disrupting the food service process will be escorted from the dining hall area.

O. Loitering Policy

Loitering on university owned or controlled property, including buildings and parking lots, is prohibited. Loitering on university premises is defined as lingering idly or aimlessly in any area of campus without official authority. Hanging around in clusters or creating or causing unusually loud and disturbing noises and wandering aimlessly about campus (especially around the residence halls) between the hours of 8:00 p.m. and 6:30 a.m. is a violation of university policy. Anyone identified loitering on campus will be cited for violation of the loitering policy and reported to the Dean of Students' Office. Offenders will be subject to disciplinary action.

P. Poster and Sign Policy

Hall residents, recognized student organizations, and university departments will be permitted the privilege of displaying posters, flyers, and messages if the contact relates to authorized activities. The following policies apply to hall postings:

1. Poster must clearly carry the name of the sponsor/individual and date of the activity.
2. Permission for posting must be obtained at the Department of University Housing & Residence Life prior to posting. They must be stamped for approval at the hall and placed only on designated bulletin boards.
3. Posters that are intended to demean or harass a specific person or group or if the primary message focuses on the selling of alcohol or where the primary activity centers on the drinking of alcohol, will not be approved.
4. Due to space limitations, posters should be no larger than 14" x 22" except in special circumstances as approved by Housing & Residence Life.
5. Posters are to be posted on bulletin boards only as designated by the HR, AC or AD. Posters are not to be attached to any doors, windows, porches, trees, ceilings, or walls. Informational posters pertaining to House Council, Residence Hall Association, RA programs, and staff notices may be posted at locations determined at the discretion of the HR, AC or AD.
6. Posters may only be posted for (10) days. Outdated or unauthorized posters will be removed immediately.
7. Residents may post items inside their rooms at their individual discretion. Signs, banners, or displays posted on the student's door (if it has an approved message board) and/or room window where the general public can view the message are covered under this policy. If an item is found to be inappropriate, the person will be asked to remove it from public view.

No sign, poster, or banner may promote an activity or event that is contrary to university regulations or federal, state or local laws.

Q. Room Entry by Staff

The university reserves the right to enter a student's room for the purpose of inspection of university property, to seek missing residence hall furnishings, to make improvements or repairs, to verify occupancy, to control the rooms in the event of epidemic or emergency, to ensure evacuation during fire drills, and to inspect for health and safety violations. During holidays and semester breaks, the university reserves the right to replace damaged or obsolete university property, and to remove from the room without the owner's permission, any objects or materials

that constitute a safety or sanitation hazard, or are the property of the university and being illegally held by the resident. The student's right to privacy is respected by the university, but authorized personnel of the university, further have the right to enter the student's room if they have reason to believe that the student has violated or is presently violating a university regulation.

R. Missing Student Notification

In the event that a member of the campus community has reason to believe that a Texas A&M University-Kingsville student, residing on-campus, is missing, he or she shall immediately notify the University Police Department (UPD) at 361-593-2611. UPD will generate a missing person report and initiate an investigation. In addition, UPD will report the missing person to University Housing & Residence Life. If the student is residing off campus, UPD will assist in contacting the appropriate law enforcement agency. Regardless of whether the student has identified a contact person, is above the age of 18, or is in an emancipated minor, informing the local law enforcement agency that has jurisdiction in the area that the student is missing within 24 hours. If the investigation determines that the student has been missing over 24 hours then within the next 24 hours, the university will:

- Notify the individual identified as the student's emergency contact person;
- If under 18 years of age and not emancipated, the university will notify a parent or guardian; and
- Notify surrounding law enforcement agencies

For more information, please visit the UPD website: <https://www.tamuk.edu/upd/missing-student-notification.html>

S. Storage of Handguns in Residential Facilities

1. This section applies to the residence halls and any other residential facilities located on campus owned by Texas A&M University-Kingsville.
2. Any resident student that is a Concealed Handgun License Holder who wishes to store their handgun in their residence hall room must go through the Department of University Housing & Residence Life for a handgun safe. The department will oversee the assignment and installation of the safe. The student shall be responsible for complying with State Law and TAMUK policies regarding handguns. See policy at https://www.tamuk.edu/housing/resources/concealed_carry.html

T. Early Arrival to the Residence Halls

Your Room Bill covers your stay on campus from the official check in date until check out date each semester. You must request to arrive early through the University Housing & Residence Life Office. Submitting a request does not guarantee approval as all requests must involve extenuating circumstances. You can request to arrive before check in, each semester, by submitting the online request at https://www.tamuk.edu/housing/resources/Arriving_Early.html at least 48 hours in advance. There is a \$15 a night charge for every day you arrive before check in that will be billed to your student account. If you fail to make arrangements 48 hours in advance or just show up for housing you will be charged a \$50 late fee as well as the \$15 a night charge.

U. Cable

University Housing & Residence Life does not supply student rooms with cable television. No individual services will be allowed, including cable companies and satellite companies.

V. Bed Bugs

Bed bugs are a growing, worldwide pest problem. In past decades, bed bug infestations have been isolated to areas mainly outside of the United States. However, over the past several years, these pests have emerged on the scene here in the U.S., spreading throughout hotels, apartments, college residence halls, health care facilities, day care centers, movie theaters, clothing stores, office buildings, etc. – virtually any place that has upholstered or carpeted surfaces.

Bed bugs feed on the blood of humans, although there is no evidence that they are capable of transmitting any diseases. They do not cause serious illness but can cause discomfort by leaving tiny bite marks and itchy rashes on the body.

How do bed bugs get into your Residence Hall room?

Bed bugs must be carried into an environment – they do not fly or jump. They are usually brought into your room after visiting a location that is already infested. They are often carried in on personal belongings such as luggage, backpacks, furniture, boxes, and electronics. They spread by crawling and by latching easily onto fabrics and upholstered items.

These tiny pests can live up to 12 months without feeding and can withstand extreme temperature changes. They are nocturnal insects and spend their days hiding in places like the crevices of mattresses and furniture, bed frames, box springs, behind electrical outlet covers, inside picture frames, inside drawers, in clothing, and other places where they are not easily detected. They thrive best in beds and linens where people sleep.

How can you tell if you have a bed bug problem?

If you notice any of the following things, you may have bed bugs:

- **Bed Bug Appearance:** Bed bugs have six legs. Adult bed bugs have flat bodies about 1/4 of an inch in length. Their color can vary from red and brown to copper colored. Young bed bugs are very small. Their bodies are about 1/16 of an inch in length. They have almost no color. When a bed bug feeds, its body swells, may lengthen, and becomes bright red, sometimes making it appear to be a different insect.
- Blood spots about the size of a pencil tip on mattress or linens
- Small black dirt specks (bed bug feces) in seams, cracks or crevices of beds and furniture
- Small molted casing (eggs/exoskeletons) in seams, cracks or crevices of beds and furniture
- Unexplained rash on your body. Bed bug bites resemble mosquito and flea bites and tend to appear in a straight line, they can be red, itchy bite marks, especially on the legs, arms, and other body parts exposed while sleeping. However, some people do not show bed bug lesions on their bodies even though bed bugs may have fed on them.

What should you do if you think you have bed bugs in your Residence Hall room?

If you suspect bed bugs in your room it is your responsibility to report the problem immediately to your front desk or to the main housing office (Lucio Hall 119/361-593-3419 or at residencelife@tamuk.edu). Once a report of suspected bed bugs is made, a staff member from the Physical Plant is called in and responds within 24 hours to confirm that there are actually

bed bugs in the room. The student shall not attempt to treat a problem or arrange for any third-party to perform treatment. If an infestation does occur, the student must follow the treatment protocol (including preparing the room and personal belongings) as instructed by the University. Failure to strictly comply with the prescribed treatment protocol may result in the student being liable for the costs associated with remediation.

How does TAMUK Housing respond to reports of bed bugs?

TAMUK Housing takes bed bug reports seriously and have implemented a pest management program. The student will be assigned a new room and asked to do the following before moving:

- Wash all linens, pillows, towels and clothing in hot water and dry the items on high heat.
- Once washed and dried take the items directly to the new room (DO NOT TAKE ANY OF IT BACK TO THE ROOM WITH BED BUGS)
- The staff will provide the student with a heater unit (small machine about the size of a suitcase) that heat treats your belongings that cannot be washed and dried. You will be given the machine for 2-3 days to complete your heat and transfer process. Once all the items are treated take them straight to the newly assigned room (DO NOT PUT THEM DOWN IN THE ROOM WITH BED BUGS)
- Once your move is completed turn your old room keys in at the front desk
- Once you have moved out the mattresses in your old room will be disposed of and the room will be treated by pest management

What is TAMUK Housing doing to keep bed bugs to a minimum?

TAMUK Housing is taking proactive measures to prevent and contain bed bug infestations. In addition to the on-site chemical and heat treatments used once an infestation is reported, partnerships and information-sharing with TAMUK Student Health & Wellness, TAMUK Environmental Health & Safety Office, and the TAMUK Fire Marshall's Office have also been established to make sure TAMUK Housing is informed about the very latest information and treatments regarding bed bug prevention and eradication.

Student's responsibility to help reduce the risk of bringing bed bugs back to your Residence Hall room?

Residents can help keep bed bugs out of residence halls by following the precautionary measures listed below.

- When traveling, take precautions to avoid bringing bed bugs back to campus or your room by inspecting the bedding and furniture where you are staying. Use hangers or hooks to keep all clothing off of the floor and bed. Do not put your luggage or backpack directly on the bed or floor – keep them elevated using a luggage stand, tabletop, or other hard surface. Keep your luggage closed and zipped at all times.
- Before returning to campus and your residence hall room, inspect clothing and other items before packing. Check crevices in luggage and backpacks for signs of bed bugs.
- After returning to campus and your residence hall room, re-check all traveling gear and items. Unpack your luggage directly into a plastic bag and immediately take the clothing to a clothes dryer and dry for 20 minutes at a high heat cycle. Do not store your luggage or

backpack on your bed or any carpeted surface. If possible, store luggage in a large plastic bag and seal tightly, keeping it isolated from all other belongings.

- Do not bring second-hand or discarded furniture such as bed frames, mattresses, box springs and upholstered furniture into the space where you are living. These are common breeding grounds for bed bugs.
- Clean and reduce the clutter in your room to eliminate places for bed bugs to hide during the day.
- Wash clothing and linen frequently in high temperatures to kill bed bugs. Both the water temperature and drying temperature should be 120 degrees or higher.
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TAMUK Housing and the University understand that this can be a frustrating and time consuming process and we will do our very best to help remedy the issue when a student reports a bed bug issue to us.

*Some of the information in this policy was adapted from the University of California, Los Angeles and the University of Santa Cruz.

EMERGENCY EVENTS

Texas A&M University-Kingsville has instituted a new policy and procedure for the termination or suspension of our University Housing Agreements due to an emergency event. This policy is an addendum to the current University Housing Agreement (and Meal Plan) if applicable.

I. Termination or Suspension of University Housing Agreements Due to Emergency Events

A. If, at any time during the Term of the University Housing Agreement including Meal Plan if applicable (the “Agreement”), the University determines that closure of Texas A&M University-Kingsville’s residence halls or a residence hall or vacating same (“Closure”) is necessary or advisable due to an emergency; as a result of any governmental order or action; or a Force Majeure event (“Emergency Event”), the University may terminate or suspend the Agreement. Suspension of the Agreement does not extend the Agreement Term. Upon cessation of the Emergency Event, as determined by the University, the Agreement suspension will cease and the Agreement and all of its terms and conditions continue in full force and effect.

B. **Force Majeure:** Force Majeure is defined as: 1) acts of God; 2) war; 3) act(s) of terrorism; 4) fires; 5) explosions; 6) natural disasters, to include without limitation, hurricanes, floods, and tornadoes; 7) failure of transportation; 8) strike(s); 9) loss or shortage of transportation facilities; 10) lockout, or commandeering of materials, products, plants or facilities by the government or other order (both federal and state); 11) interruptions by government or court orders (both federal and state); 12) present and future orders of any regulatory body having proper jurisdiction; 13) civil disturbances, to include without limitation, riots, rebellions, and insurrections; 14) epidemic(s), pandemic(s), or other national, state, or regional emergency(ies); and 15) any other cause not enumerated above, but which is beyond the reasonable control of the University and which by the exercise of all reasonable due diligence, the University is unable to overcome.

C. Move Out Procedures Due to Required Closure

1. Upon notification of an Emergency Event that necessitates Closure of the student housing facilities, the student will be required to remove all of the student's personal property and vacate the room no later than 15 days after notification by the University of such Emergency Event. The student must move out and return all keys per express checkout procedures, which will be provided to the student in the notification of the Emergency Event sent to the student.
2. If the student's personal property is not completely removed from the student's assigned room by the specified deadline, such personal property will be deemed abandoned. If there has been abandonment of the student's personal property in connection with the student's room, the University may dispose of the student's personal property. The student will be given 5 days after the closure of the buildings to retrieve their belongings.
3. The University is not responsible for loss of or damages to the student's abandoned personal property. The student is responsible for costs associated with the removal, disposal, and storage of the abandoned personal property as well as the cost of remediating any unsafe, unsanitary, or odiferous condition of the student's room due to the student's failure to vacate the student's room by the specified deadline.
4. Failure to follow the specified move-out/checkout procedures may result in the denial of a housing charge refund or credit ("Housing Adjustment") request. The University may, at its sole discretion, issue a credit in lieu of a refund.
5. **The date, upon which the student removes all of the student's personal property, returns the room key, and vacates the room will constitute the basis for determining compliance with any and all deadlines herein, including but not limited to the amount of the Housing Adjustment, if any.**

A. Housing Adjustment Requests Due to Termination or Suspension of Agreement

1. If the University terminates or suspends the Agreement due to an Emergency Event, the student must submit a request for a Housing (and Meal Plan if applicable) Adjustment within 15 days of the University's termination or suspension notice via their housing portal (specific instructions will be provided in the notification of the Emergency Event sent to the student). Requests for Housing Adjustments submitted via any other method DO NOT comply with this requirement and may result in a denial of or delay in receiving any Housing Adjustment.
2. Housing Adjustment amounts, if any, will be prorated based upon the time remaining in the Agreement term and the actual date the student's personal property is completely removed from the room and the key is returned. **Note: No Housing Adjustment will be made if the date of termination or suspension of the Agreement occurs after the last day of classes if finals are being given online.**

3. Furthermore, in the event the Agreement is suspended and NOT terminated, monthly payments and/or payment plan payments (“Payments”) may be suspended by the University, at its sole discretion. If the University elects to suspend Payments, Payments will resume upon cessation of the Emergency Event, as determined by University, and the Agreement and all of its terms and conditions continue in full force and effect. Students will be eligible for a Housing Adjustment, if any, only to the extent that the student’s overall account with the University is settled and results in a credit balance.
4. Housing Adjustments exclude, without limitation, deposits and other fees or charges associated with the housing agreement.

II. Switching to a Remote-Teaching Environment as A Result of an Emergency Event

- A. Notwithstanding the foregoing, if an Emergency Event results in the University switching to a remote-teaching environment but the University determines not to close any or all student housing facilities and not to suspend or terminate the Agreement, the student may still elect to remove all of the student’s personal property and vacate the room, but in such a case the student will not be entitled to a Housing Adjustment and all of the terms and conditions of the Agreement will remain in full force and effect.
- B. Furthermore, if the student elects to vacate the premises under these circumstances, the student must submit a contract cancellation request via their housing portal and notify the University Housing & Residence Life Office, or designee, in a timely manner and must follow all specified move-out procedures.

DAMAGES LIST

Infraction	Minimum
Alcohol in common area or in presence of students under 21	\$10 per item
Bodily Excretion	\$100 and up depending on clean-up
Cleaning Fee	\$100 and up depending on what needs to get cleaned Additional costs for anything that needs to be replaced: Mattress: \$200 Blinds: \$30 Any Other Furniture: Cost to the department to replace
Damage to Room/Furniture	Cost of Repair
Empty Alcohol Containers students under 21	\$10 per item
Failure to checkout properly	\$150 plus cost of keys
Failure to comply with staff	\$50
Failure to exit during a Fire Drill	\$50
Failure to show proper Identification / Falsifying Identification	\$50
Illegal pets/Non ESA Animals	\$200 Illegal/Non ESA Animal (Per Animal/Per Time Caught)
Illegal Storage	\$150 (items will be disposed of within 72 hrs. of official check-out)
Lockout (after 2 requests)	\$10 per lockout
Lost Key (Effective 9/1/22)	\$115.84 (LY/MH)
	\$216.84 (Lucio & MVW 2-bed unit)
	\$305.52 (Lucio & MVW 4-bed unit)

	\$15 Mailbox Key (Lucio & MVW)
Missing Furniture	Cost of Replacement
Open flame/burning of candles or incense	\$50
Open Window (excluding Lucio & MVW)	\$25
Possession of Beer Pong Table	\$50 and confiscation of table
Prohibited appliance in room	\$50
Propping Exterior Doors	\$200
Quiet Hours/ Noise Violation	\$25 (per person present)
Smoking Cleaning Fee	\$100
Smoking tobacco of any kind (cigarette. electronic cigarette, vapor (vape) pen, or hookah)	\$75(First Offense)
Smoking tobacco of any kind (cigarette. electronic cigarette, vapor (vape) pen, or hookah)	\$150(Second Offense)
Tampering with safety equipment	\$500 plus cost of repair
Unauthorized Guest Living in Your Room or Suite	\$250
Unescorted Guest/ Illegal Entry into Residence Hall	Same as Violation of Visitation
University Property Found in Room	\$50 - \$200 depending on each item found
Use of candle burner/wickless candles/Scentsy warmer/incense	\$50
Violation of the Visitation Guidelines	\$25 (First Offense) per person
Violation of the Visitation Guidelines	\$150 (Second Offense)/ per person
Weapons Violations (knives, guns, bows and arrows, etc.)	\$50 and confiscation of item UPD and Dean of Student Office will be contacted.
Wi-Fi/Internet Issues Reported by ITS	Replace/repair network wall plate \$25
	Repair RJ45 Ethernet plug-in \$20
	Reattach Cisco room Access Point \$50
	Replace Cisco room Access Point \$700
	Replace Cisco large Access Point \$1,100
Wireless Routers	\$50

OFF CAMPUS RESOURCES

Grocery Stores

H-E-B	409 E. Kleberg Ave	361-595-0243
Wal-Mart Super Center	1133 E. Gen. Cavazos Blvd	361-595-4146

Banks

Bank of South Texas	300 E. King	361-595-5711
First Community	1629 Brahma Blvd.	361-592-8002
First Capital	1830 S. Brahma Blvd	361-592-2636
IBC Bank	715 W. Santa Gertrudis	361-516-1040
Kleberg Bank	100 E. Kleberg Ave	361-592-8504
Wells Fargo	601 S. 14th	361-595-7407

Pizza Places

Domino's	309 E. Kleberg	361-595-5591
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Little Caesar's	1007 E. General Cavazos Blvd. #101	361-592-4338
Pizza Hut	1330 South 14th	361-595-5652
Pizza Parlor	816 W. King	361-592-7817
Papa John's	729 S. 14th St.	361-595-7272

Residence Hall Phone Numbers

Housing Office Number	361-593-3419
Lucio Hall	361-593-4559
Lynch Hall	361-593-2577
Martin Hall	361-593-3239
Mesquite Village West	361-593-4569

Important Campus Phone Numbers

Aramark Food Service	361-593-3119
Advisement Center	361-593-4582
Campus Bookstore	361-593-2601
Career Services	361-593-2217
Dean of Students	361-593-3606
Financial Aid	361-593-3911
Housing & Residence Life Main Office	361-593-3419
Library	361-593-3416
Student Health & Wellness	361-593-3991
Registrar's Office	361-593-2811
Recreational Sports	361-593-3057
SPEC (Steinke Physical Education Center)	361-593-3065
Student Health Care Center	361-593-2904
Switchboard Operator	361-593-2111
University Police Department (UPD)	361-593-2611