



**DEPARTMENT OF UNIVERSITY HOUSING & RESIDENCE LIFE**  
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## **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

# **ON-CAMPUS LIVING JAVELINA STYLE!**

Texas A&M University–

## 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](http://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**

## **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. The g0i12(a)4(ff)-3(e)4(d b1 Qq0.00

### ***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 fri



## **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.

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 S

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.





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



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](mailto: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](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:

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



Failure to comply with the above can result in University disciplinary procedures as described in

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

Failure to obtain an ID to activate your meal plan does not exempt you from not paying for missed meals. If you have used any of your Declining Balance Dollars and you are dropping or lowering your meal plan, you will be charged for the money you have used.

Changes to the original meal plan selection must be made within five business days after the halls officially open. Block Plan changes are not allowed.

Appeals will not be accepted or considered after the 20th class day.

It is the student's responsibility to promptly make payment arrangements for their meal plan by the deadline set forth by the Business Office (5th class day) and if the payment arrangements are not made by those dates then notification to stop meals will be sent and the student will still be responsible for payment of the meals that have ou are

# 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](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

[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.



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

- 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.

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 o

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

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.

### **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 content 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.

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](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](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](mailto: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



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.



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

