# HPU Residence Life

## Table of Contents

<table>
<thead>
<tr>
<th>Section</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>Phone Numbers</td>
<td>1</td>
</tr>
<tr>
<td>Welcome &amp; Introduction</td>
<td>2</td>
</tr>
<tr>
<td>General Housing Information</td>
<td>3</td>
</tr>
<tr>
<td>Resources</td>
<td>3</td>
</tr>
<tr>
<td>Student Conduct Policies &amp; Expectations</td>
<td>4</td>
</tr>
<tr>
<td>Residence Halls: Services</td>
<td>5</td>
</tr>
<tr>
<td>Residence Halls: Policies</td>
<td>6</td>
</tr>
<tr>
<td>Apartments &amp; Duplexes: Services</td>
<td>7</td>
</tr>
<tr>
<td>Apartments &amp; Duplexes: Policies</td>
<td>9</td>
</tr>
<tr>
<td>Emergency Procedures</td>
<td>11</td>
</tr>
</tbody>
</table>

## Campus Phone Numbers

- **Office of Student Life** ........................................... 325-649-8017
- **Veda Hodge Hall** ................................................. 325-649-7343
  - **Veda RA On-Duty Cell Phone** .................................. 325-203-6781
- **Jennings Hall** .................................................... 325-649-7418
  - **Jennings RA On-Duty Cell Phone** ............................. 325-203-6782
- **Taylor Hall** ..................................................... 325-649-7688
  - **Taylor RA On-Duty Cell Phone** ............................... 325-203-6783
- **Newbury Place Apartments** ...................................... 325-649-7688
- **Smith Bell Duplexes** ............................................ 325-649-7688
- **HPU Department of Public Safety** .............................. 325-649-8609 or 325-647-0940
- **Computer Services** .............................................. 325-649-8040
- **Student Activities** .............................................. 325-649-8305
- **The Collegium** ................................................... 325-649-8620
- **Health Services** .................................................. 325-649-8601
- **Copy Center and Mailroom** ..................................... 325-649-8050
- **Baptist Student Ministry** ...................................... 325-649-8319
- **Library** ............................................................. 325-649-8602
- **Financial Aid** ...................................................... 325-649-8973
- **Registrar** ........................................................... 325-649-8011
- **Business Office/Cashier** ....................................... 325-649-8013
- **Maintenance** ........................................................ 325-649-8607

## Emergency Phone Numbers

- **Fire/Police/Ambulance** ........................................... 911
- **HPU Department of Public Safety** .............................. 325-649-8609 or 325-647-0940
- **Poison Control** .................................................... 1-800-222-1222
- **Crisis Hotline** .................................................... 1-800-273-8255
WELCOME to HPU RESIDENCE LIFE!

The Howard Payne University residential communities provide a supportive framework for intellectual, social, and spiritual growth. As a resident, you’ll have many opportunities to build relationships, discover and develop your identity, grow in relationship to Christ, exhibit personal responsibility, and have fun!

Living in a community involves the cooperation of all community members. To promote a positive, safe, and healthy experience for all students, HPU has established a Student Code of Conduct and expectations for student behavior. This Residence Life Guidebook, the Student Handbook, and the University Catalog contain the guidelines, policies, processes, and expectations for students on and off campus. Students are responsible for knowing and following the HPU policies and guidelines.

HPU has established four primary values which students agree to uphold by nature of their attendance at HPU. We encourage you to consider these values as you make choices and interact with others:

- **Respect for Self**
  Students should conduct themselves through their words, actions, and appearance in a way which is honoring to God their Creator.

- **Respect for Others**
  In recognition that God has created each of us, students should be courteous and respectful in their interactions with other individuals.

- **Respect for the Environment**
  Students should respect the environment in which they find themselves, conducting themselves in a manner that is respectful to the property of others.

- **Respect for Authority**
  Students should respect all individuals, but especially, individuals who have been placed in positions of leadership.

Please contact the Office of Student Life if you have any questions or concerns. We’re here to help!

**Office of Student Life**
Howard Payne University
Mabee University Center—2nd Floor
325-649-8017
slife@hputx.edu

**Residential Communities:**
- **Veda Hodge Hall** - Women’s Residence
- **Jennings Hall** - Men’s Residence
- **Thomas Taylor Hall** - Men’s Residence
- **Newbury Place Apartments** - Residences for Men and Residences for Women
- **Smith Bell Duplexes** - Residences for Men and Residences for Women

**Resident Directors (RD)**
The Resident Director is a full time staff member who resides in the residential community. The RD is responsible for the educational, social, and operational functions of the community. The RD facilitates a positive living and learning community by providing leadership to the RAs, interacting with students, identifying and addressing student needs, and providing opportunities for student growth and development.

**Resident Assistants (RA)**
The Resident Assistant is a student staff member who supports the mission of Residence Life and serves as a resource for residents. The RA assists the Resident Director in facilitating a positive living and learning environment by maintaining the residential communities, communicating with residents, and enhancing security.

**Residence Hall Hours, Secure Access, and Surveillance Cameras**
Residents, Residence Life staff, and the HPU Department of Public Safety are partners in creating a secure and safe residential community.
The residence halls are equipped with ID card readers to promote secure access to the residence halls. Surveillance cameras are used in the residence halls (entry doors, lobbies, and corridors on each floor).

**Veda Hodge Hall**
The front door is unlocked from 7:00 a.m. - 11:59 p.m. The two side doors and two back doors are locked 24 hours a day, but they are accessible to Veda residents using their ID cards. From 12:00 a.m. until 7:00 a.m., residents must use their ID cards to access the front door.

**Jennings Hall**
The two lobby doors are unlocked from 7:00 a.m. - 11:59 p.m. The stairwell doors are locked 24 hours a day and are used as emergency exits only. From 12:00 a.m. until 7:00 a.m., residents must use their ID cards to access the building.

**Thomas Taylor Hall**
The two lobby doors are unlocked from 7:00 a.m. - 11:59 p.m. The four back wing doors are locked 24 hours a day and are used as emergency exits only. From 12:00 a.m. until 7:00 a.m., residents must use their ID cards to access the building.
Housing Agreement
A student living in University housing must sign or submit an online Housing Agreement. Upon signing or submitting, the student assumes the responsibility and obligations of the agreement. The Housing Agreement is binding for the full term stated unless a student leaves HPU, gets married, graduates, or studies abroad.

Housing Deposit
All students applying for admission to University housing must submit a $100 deposit to the Office of Student Life, which will be held as security for damages. Any unused portion will be refunded on written request within 60 days after properly checking out. If the housing deposit is not requested within one year of vacating University housing, the deposit will be forfeited into a general scholarship account. The deposit will not be refunded until the student has cleared all financial obligations to the University and requested the deposit.

Housing Cost
The residence hall/apartment/duplex housing cost is billed to your student account and must be paid according to the payment guidelines set forth in the most recent version of the HPU Catalog.

May and Summer Term Housing
Housing is available for students attending May term and summer sessions. All policies and regulations are still in effect. Application/Agreements for summer housing are available in the spring semester and are applicable only to housing provided during the summer terms. If you need summer housing, please contact the Office of Student Life at 325-649-8017.

Applying for May and/or summer housing is not considered an application for the fall or spring semester.

Housing Selection
During the spring semester, students will be provided information on obtaining a room/apartment/duplex for the following year. Students who have completed 60 credit hours and/or lived in the residence halls for 4 semesters (excluding summer semesters) are eligible to live in the apartments and duplexes.

Apartment Selection
Priority Stages:
- Students desiring to reside in current location (Group A)
  - 50% or more of the same occupants desiring to reside in current location
  - New roommates must be current HPU students
- New to apartments/duplexes (Group B)
  - Must fill apt./duplex with number of required occupants
  - Must be current HPU students living on campus or studying abroad during current spring semester
- New to apartments/duplexes (Group C)
  - Must fill apt./duplex with number of required occupants
  - Can be current HPU students living off campus
  - Can be transfer students
- New to apartments/duplexes (Group D)
  - No roommate preferences

Residence Hall Selection
Priority Stages:
- Same residence hall, same room, same roommate
- Same residence hall, same room, different roommate
- Same residence hall, any room
- Private room (priority based on availability and credit hours)
- Different residence hall (priority based on credit hours)

Additional information is provided each spring before the process begins.

Department of Public Safety
To ensure the safest possible campus, HPU has a Department of Public Safety featuring a law enforcement/police division staffed by highly-trained public safety officers (non-sworn officers) and sworn police officers who possess the enforcement and protective authority granted by the State of Texas.

DPS officers patrol campus 24 hours a day. DPS can be reached at 325-649-8609. Security call boxes are also located throughout the campus to ensure that timely and appropriate help is near if needed.

Dining Services
HPU contracts with Sodexo Campus Services to provide all dining services on campus. All residence hall students are charged for room and board (housing and dining services) at the time of registration. Students living in the apartments/duplexes or off-campus have the option to purchase meal plans.

Meal Plans
Depending on the meal plan you have purchased, you will have unlimited, 15, or 12 meals a week in the cafeteria. Unused meals cannot be used to admit guests and will not roll over to the following week.
HPU Residence Life

RESOURCES

Jacket Bucks
Jacket Bucks can be used at Fambrough’s. Jacket Bucks can also be used to pay for a meal in the cafeteria or to pay for a guest meal.

Stinger Bucks
Stinger Bucks are for use at designated off-campus restaurants, but may also be used on campus. Stinger Bucks can roll over from semester to semester.

Food Service Policies for Cafeteria & Fambrough’s
The student identification card must be presented to the checker at the entrance of the cafeteria so that the card can be scanned. An ID card (meal plan) is non-transferable and cannot be used by any other individual. Only individuals with valid ID cards/meal plans, or those paying cash for a meal, have permission to consume cafeteria food.

Lost & Found
The lost and found is located in the Office of Student Life. Found items should be turned in to the Lost & Found. Lost items can be reported to the Office of Student Life, and every attempt will be made to return the item to the owner. Students searching for lost items may also check with HPU DPS or the administrative assistants in the academic buildings.

Mail Services
Mail is delivered to the Copy Center and Mailroom in the Mabee University Center. All residents must acquire boxes to receive mail. Contact the Copy Center and Mailroom Coordinator for information. All major overnight and shipping companies deliver to the campus via general delivery.

Parking
Students may park in any of the University parking lots. Vehicles must be registered with the University, and a current HPU parking sticker must be displayed on the lower driver’s side of the rear windshield. The parking sticker may be obtained from the Cashier’s office once registration is finalized. The parking sticker is included in your student fees.

Roommate Communication
Roommates and suitemates should arrange times to discuss needs and expectations related to the living situation. Common courtesies should be discussed, and expectations should be outlined. Consider issues such as: ‘Do you mind the lights being turned on while you sleep?’ and ‘Do you study better with music on or with complete silence?’ RAs and RDs are available to assist in facilitating discussions and possible solutions. When conflict occurs, you should follow these steps to resolution:

Step 1: Speak to the person causing the interference, and courteously request that the behavior be modified.

Step 2: If the request does not produce satisfactory results, contact the RA or RD for assistance.

STUDENT CONDUCT POLICIES & EXPECTATIONS

Animals/Pets
Residents are allowed to have goldfish/tropical fish in a small aquarium (no larger than five gallons). All other animals/pets are prohibited in university housing.

Drugs/Alcoholic Beverages/Tobacco Products
HPU prohibits the use or possession of illegal drugs both on and off campus.

The use or possession of alcohol on campus, at a University-sponsored event, or in any manner that violates municipal, county, state, or federal law is prohibited.

Drug and alcohol paraphernalia, including but not limited to containers, clothing, and posters, is not permitted on campus.

Tobacco products may not be used in University buildings.

Entry & Search
Authorized agents and personnel of HPU will enter the residence of a student in the event of:

1. An emergency situation;
2. Health and safety checks;
3. Maintenance purposes;
4. Reasonable grounds to believe the room contains evidence of the commission of a criminal offense or a violation of University rules or policies; or
5. A valid search warrant being presented by the proper authority.

Prior to holidays and housing closures, residence life staff will check all rooms to ensure that rooms are secured and proper procedures have been followed.

False Reports
False reports of emergency situations, including pulling building fire alarms as a prank, are not permitted.
Firearms/Weapons
Firearms for protection or for sport are strictly prohibited at HPU except as allowed by State law. This includes, but is not limited to, shotguns, rifles, pistols, BB/pellet guns, paint guns, air soft guns, etc.

Ammunition for firearms is also prohibited. This includes, but is not limited to, shotgun shells, ammunition, BBs, pellets, etc.

Illegal knives are also prohibited.

Fire Hazards
Substances which could cause a fire, such as paints and chemicals, may not be stored in University housing. Students may not store or repair motor vehicles in their residences. Flammable liquids such as gasoline, kerosene, and other fuel products may not be kept in University housing. Fireworks and/or firecrackers are not allowed on campus. The burning of candles, incense, etc. is prohibited in all campus housing.

Gambling or Cheating
Gambling and/or cheating is not permitted.

Hazing
Any conduct which might be deemed to be hazing, including but not limited to whipping, paddling, forcing conduct, or any behavior which is detrimental to the physical, mental or spiritual welfare, or which violates the personal rights and dignity of another is prohibited on or off campus.

Obscene Language/Profanity
Language (verbal, printed, or electronic) that is obscene or profane is not permitted.

Personal Appearance/Attire
Evidence of a mature attitude should be demonstrated by the dress and appearance of students while attending classes, eating in the cafeteria, or engaging in other academic pursuits on the campus. The midriff must be adequately covered, and shoes must be worn to class, in cafeterias, in University offices, and at other appropriate places and times.

Personal Property
It is important for students to take precautions to secure personal property (e.g., locking your door when not in your room, engraving your possessions, etc.). With so many people living together, University housing can be a target for theft. Careful attention to security is in everyone's best interest. All valuables should be kept securely locked to guard against theft. Students should lock room doors whenever they leave the room and when they go to sleep. A list of serial numbers of watches, televisions, stereos, computer equipment, etc. will be an aid in helping locate items in the event of a theft. Any theft of items of value over $50.00 should be filed with the HPU Department of Public Safety. Any theft or criminal activity must be reported to the Resident Director.

The University is not responsible for student property which is lost, stolen, or damaged.

Students are strongly encouraged to have adequate insurance for their personal property.

Personal and Community Safety & Security
Students are expected to report suspicious behavior, violations of HPU policy, and security concerns to the Resident Director, Resident Assistant or HPU Department of Public Safety.

Students should not give their room keys or student IDs to others. Students should not allow unknown individuals to enter the residence halls, apartments, or duplexes.

Pornographic & Obscene Materials
Realizing that the display of certain items may be considered offensive and disrespectful to some community members, the University requires the use of discretion concerning the “content” of pictures, posters, written, and electronic materials displayed in rooms and hallways. Decorations inconsistent with University philosophy may not be displayed. This includes sexually oriented or suggestive items or depictions (including “soft pornography”) or any other material which presents the human body in a degrading manner, occult materials, and alcohol, drug, and tobacco advertisements or paraphernalia. The final interpretation of whether a decoration/posting is inappropriate will be determined by the Resident Director. Residents possessing any materials that the University deems questionable may be asked to remove such items from their rooms. The viewing or possession of pornographic materials anywhere on campus is strictly prohibited.

Tampering
Tampering with security and safety devices, including residence hall exterior and interior doors and security cameras, is not permitted.

Students are expected to abide by the HPU Student Code of Conduct and HPU policies and procedures. Violation of any policy may result in disciplinary sanctions deemed appropriate by the University.

Consult the 2015-2016 Student Handbook for additional information about HPU policies and procedures.


**HPU Residence Life**

### RESIDENCE HALLS: SERVICES

#### Cable Service
Each student room is wired for basic cable TV. This service is provided to students at no extra charge. No cable or satellite service beyond what HPU provides is allowed. Students are required to provide their own cable cords.

#### Cleaning Supplies
Your ID card enables you to borrow available supplies from the hall office. Veda residents are responsible for cleaning the suite bathroom and their rooms. Taylor and Jennings residents are responsible for cleaning their rooms, but community bath facilities are cleaned by University Maintenance staff. One exception is in the Jennings Hall pods. Pod residents are responsible for cleaning the bathrooms and common areas.

#### Internet
Each room is wired to have access to the Internet.

**NOTE:** The use of routers and wireless spots is prohibited. You need a 10/100 Ethernet hub or switch to allow for both roommates to have wired internet access in one room.

Wireless internet access is also available in all residence halls throughout the buildings. For help getting connected, look for instructional signs in your residence hall or contact ITS in the Packer Administration Building.

Students are reminded not to give out personal information (e.g. middle name, number, date of birth, mother’s maiden name, etc.) to anyone on the Internet. The campus’ Internet traffic is monitored by the ITS department. Inappropriate use will not be tolerated.

#### Lock Out Assistance
A lock-out service is provided for residents. If you are locked out, contact the RA on duty. When a Resident Assistant is not available, you may contact the Resident Director or wait until a Resident Assistant is available.

#### Loft Kits
We have a limited supply of loft kits available for use. Contact your Resident Director if interested.

#### Maintenance
Any damages or needed repairs should be reported as soon as possible by completing a work order request with the RA. The request form is located by the RA’s door. He/she will submit an online work order (Sprocket) that can be tracked.

If you have a facility emergency (e.g., flowing water, no heat or A/C, no power), immediately contact the RA on duty or the RD. You can also contact Maintenance at 325-649-8609 during regular office hours. If it is after hours, and you are unable to reach a residence life staff member, contact HPU DPS at 325-649-8609.

#### Programs & Activities
The Residence Life staff works to create and host engaging activities designed to encourage social connections, personal development, and fun! Events will be publicized in the residence halls and/or through HPU email.

#### Telephone
Telephone services are available upon request. Contact the RD for information.

#### Vending Machines
Vending machines are located in each of the residence halls. Students encountering problems with the machines should contact their RA or their RD, although we cannot ensure that your money will be returned. The RD/RA will provide vendor contact information if needed.

#### Washers and Dryers
Residents are responsible for their own laundry. Washers and dryers are located on the first floors of Veda Hall and Jennings Hall and on the second floor of Taylor Hall. All machines are coin operated.
Appearance Expectations
Students should be fully clothed when appearing in residence hall public areas. Appropriateness should be maintained at all times.

Bicycles
Bicycle racks are provided outside each residence hall. Bicycles may also be stored in student rooms with the agreement of the roommate. Bicycles may not be stored in halls, stairways, bathrooms, or storage closets. If a bicycle is found in a hallway closet, or trash room, it will be placed outside without a lock or key.

Check-In/Check-Out
A room condition report must be completed and turned in at check-in. It is the responsibility of the resident to make note of any existing damages in the room (e.g. wall damages, chipped paint, missing items, etc.). This form will be used to determine damages which have occurred during a resident’s use of the room. Each resident must also follow all check-out procedures. Failure to check-out properly will result in an improper check-out charge.

Check-out includes:
1. All resident’s possessions must be out of the room, and the room must be clean.
2. All furniture must be in the proper location.
3. Return of room key.
4. Approval of the RD or RA prior to leaving.

Cleaning Expectations
Students are expected to maintain clean and orderly rooms. Periodically throughout the semester, Resident Directors and/or Resident Assistants will conduct health, hygiene, safety, and security checks in campus housing. At room check, all rooms must comply with the standards given by the Resident Director/Resident Assistant.

Custodial service is limited to cleaning public use areas and emptying trash from public area receptacles. Trash should not be swept into the hall, but should be deposited in public area waste containers. Students are not permitted to store empty alcohol bottles, cans, etc. in their residence hall rooms. Any unauthorized items should be reported to the Resident Assistant.

Common Areas
Common areas in the residence halls include, but are not limited to, lobby areas, study rooms, and computer labs. These common areas are for everyone’s use. Students may not block access to hallways or walkways in and adjacent to lobby areas for videogame play, movie viewing, etc. No activity should occur that inhibits the use of these common areas by other residents unless reserved and approved in advance by the Resident Director. Removal of any items, including furniture, pictures, etc. deprives others of their use and is inconsiderate. Such behavior will be subject to disciplinary action.

Damages/Repairs
Students will be held financially responsible for damages resulting in needed repairs. Please review the room carefully, and note all issues on the check-in sheet during move in. The Campus Housing Repairs Cost List is available on the HPU website. Examples of repairs include window damage, furniture damage, lost keys, door core changes, etc.

Decorations
Student rooms should be decorated in a tasteful manner. Offensive materials are prohibited. Possession and/or display of road signs is a criminal offense and will be dealt with accordingly. All window treatments, including drapes, sun blocking material, posters, signs etc., should not be viewable from outside the building.

Guests
All guests are subject to University policies and regulations. A student is responsible for the conduct of his/her guests. Individuals under 18 years old are not allowed to visit the residence halls or stay overnight. Exceptions may be made if the minor is a relative of the student, but the Resident Director must be informed and provide approval in advance.

Hall Meetings
When mandatory meetings are called, all residents are required to attend. If a student is prevented from attending, he/she is to inform the Resident Director in advance. Failure to attend without approval from the Resident Director will result in disciplinary action. Mandatory wing or floor meetings cannot be called without permission of the Resident Director.

Permitted Items
- Small refrigerator (maximum of 36” tall) or a Micro-fridge ©
- Extra furniture is allowed, but all HPU furniture must stay in the room (including the mattresses), and you must use the provided beds.
- An Ethernet card must be installed in computers for internet access.
Prohibited Items

- No microwaves, cooking appliances, space heaters, etc.
- No cinderblocks.
- No candles.
- No coffee makers (unless the burner is on the inside and/or it has an automatic shut off) or iced tea makers.
- No remnant carpet (ALL carpet must be “area rugs” or professionally bound. Adhesives for carpet or rugs are NOT permitted).
- No foam/sticky adhesives, nails, screws, etc. allowed in walls. 3M brand “Command Strips” are the recommended product for hanging items.
- No loft beds.
- No pets (except for fish in small aquariums).

Quiet Hours
Quiet hours are observed every night from 10:00 p.m. to 8:00 a.m. All other times are considered to be courtesy hours. Students are to be considerate of the fact that they live in a community setting where not everyone has the same waking and sleeping schedules. Therefore, students need to be sensitive to the needs of others living around them.

Room Changes
Prior to requesting a room change, talk with your RA about it. There may be some possible solutions to the problem other than moving from your current location. If after talking with the RA, you are sure you want to change rooms, follow these steps:

1. Room changes must take place during the first two weeks of each semester. This ensures that the Residence Life staff can establish accurate records regarding who has checked in and available spaces.
2. Students are responsible for finding a space to move into or for finding a person to trade rooms with them. Contact your Resident Director for a list of available rooms.
3. After you have identified a new room/roommate, contact your Resident Director to make arrangements. Remember, you must have prior approval from your Resident Director before moving. Failure to follow these procedures and moving before you receive approval will result in requiring you to move back to your original room.
4. After the first two weeks of the semester, a $25 charge will be assessed per room change.

Note: A person cannot ask a roommate to move out for the sake of convenience. The roommate who desires a change/new roommate must be the one to move to a new location.

Single Occupancy Rooms
Residents who request to solely occupy a room at less than capacity (and space is available) may be granted approval by the Resident Director and then pay the additional cost of $600 per semester to the Business Office.

If there is only one student occupying a room for any reason, it is the responsibility of the student to work with the Resident Director in locating a roommate. The student will then be required to move in with a new roommate or a private room charge will be incurred.

Private rooms are not permitted for first-year students in their first semester of college (since graduating from high school) or in the Campus Apartments. The University reserves the right to make changes in room assignments when deemed necessary. "Consolidation" is the process undertaken at the beginning of each semester, and other times as needed, to consolidate residents who do not have roommates. Facilitated by the Resident Director, students in the consolidation process must comply with all written or verbal requests of the Resident Director by the stated deadline. Failure to comply may result in automatic room reassignment and disciplinary action.

Trash
Each student is responsible for disposing his/her own trash. Trash cans are located in the hallways and/or trash rooms of each wing in Veda, Jennings, and Taylor.

Visitation Hours
Men or women are not permitted in living areas or residence halls of the opposite sex except during administratively approved visitation hours. Visitation hours are Monday through Sunday from 7:00 p.m. – 10:00 p.m. Guests must enter the front lobby door of the residence hall, sign the logbook at the Resident Director office, and be escorted by their hosts at all times. The room door must remain completely open at all times. Student and guest behavior must comply with University expectations of conduct.
Cable Service
Each apartment/duplex is wired for basic cable TV. This service is provided to students at no extra charge. No cable or satellite service beyond what HPU provides is allowed. Students are required to provide their own cable cords.

Internet
Each apartment/duplex is wired to have access to the Internet.

NOTE: The use of routers and wireless spots is prohibited. You need a 10/100 Ethernet hub or switch to allow for both roommates to have wired internet access in one room.

Wireless internet access is also available in all residential communities. For help getting connected, look for instructional signs in your residence or contact ITS in the Packer Administration Building.

Students are reminded not to give out personal information (e.g., middle name, number, date of birth, mother’s maiden name, etc.) to anyone on the Internet. The campus’ Internet traffic is monitored by the ITS department. Inappropriate use will not be tolerated.

Lock Out Assistance
A lock-out service is provided for residents. If you are locked out, contact the RA on duty. When a Resident Assistant is not available, you may contact the Resident Director or wait until a Resident Assistant is available.

Maintenance
Any damage or needed repairs should be reported as soon as possible by completing the online work order system (Sprocket) found on the HPU home page under Quick Links. When you fill out the online work order, it will be submitted to HPU Maintenance. You will be able to track the progress of your request online at any time.

If you have a facility emergency (e.g., flowing water, no heat or A/C, no power), immediately contact the RA on duty or the RD. You can also contact Maintenance at 325-649-8609 during regular office hours. If it is after hours, and you are unable to reach a residence life staff member, contact HPU DPS at 325-649-8609.

Programs & Activities
The Residence Life staff works to create and host engaging activities designed to encourage social connections, personal development, and fun! Events will be publicized in apartment and duplex common areas and/or through HPU email.

Telephone
Telephone services are available upon request. Contact the RD for information.

Animals/Pets
Residents are allowed to have goldfish/tropical fish in a small aquarium (no larger than five gallons). All other animals/pets are prohibited in university housing.

Bathroom Use & Maintenance
Shower - Do not hang heavy shower caddies from the shower arm (that’s the pipe leading to the shower head). It can damage the connection behind the wall and cause a leak. Do not line the corners of the tub ledge with too many shampoo bottles. They can trap water in the corners, causing excessive mold.

Toilet - Flush often. Toilets can back up easily. Toilets are designed to dispose of human wastes and toilet paper. Avoid flushing other materials such as paper towels, tissues, tampons, cloth, etc.

Exhaust Fan - Use the exhaust fan while showering to reduce excessive moisture.

Bicycles
Bicycle racks are provided outside the apartments. Bicycles may also be stored in apartments and duplexes with the agreement of the roommate(s). Bicycles may not be stored in patio/deck areas, walkways, stairways and stairwells.

Check-In/Check-Out
An apartment check-in sheet must be completed and turned in at check-in. This form will be used to determine damages which have occurred during a resident’s use of the room. Each resident must also follow all check-out procedures. Failure to check-out properly will result in an improper check-out charge.

Check-out includes:
1. All resident’s possessions must be out of the apartment/duplex, and it must be clean.
2. Return of apartment/duplex key.
3. Approval of the RD or RA prior to leaving.
Cleaning Expectations
Students are expected to maintain clean and orderly residences. Periodically throughout the semester, Resident Directors and/or Resident Assistants will conduct health, hygiene, safety, and security checks in campus housing. All apartments and duplexes must comply with the standards given by the Resident Director and/or Resident Assistant.

Damages/Repairs
Students will be held financially responsible for damages resulting in needed repairs. Please review the room/apartment/duplex carefully, and note all issues on the check-in sheet during move in. The Campus Housing Repairs Cost List is available on the HPU website. Examples of repairs include window damage, furniture damage, lost keys, door core changes, etc.

Electricity
Students are responsible for the electricity in their apartments/duplexes. The electricity should be put in your name or the name of one of your roommates. Information regarding electric providers and payment processes is available from the Office of Student Life. Residents are encouraged to conserve energy. A few conservation ideas include: limiting use of the dishwasher to when it’s completely full, setting the thermostat at a reasonable level and adjusting it when you’re not in the space, turning off lights and electronics when not in use, and setting the refrigerator at a level that meets your needs but doesn’t freeze everything.

Guests
All guests are subject to University policies and regulations. A student is responsible for the conduct of his/her guests. Individuals under 18 years old are not allowed to visit the apartments/duplexes or stay overnight. Exceptions may be made if the minor is a relative of the student, but the Resident Director must be informed and provide approval in advance.

Kitchen Use and Maintenance
Dishwasher - Rinse your dishes thoroughly. Buy a scrub brush or some device to scrape off food before loading dirty dishes in the dishwasher. If you don’t, the dishes might not come clean and you can also clog up the water drain line. Run the dishwasher only when you will be home for the entire cycle. A malfunction could flood your apartment. DO NOT use regular liquid dish soap! Dishwashers use a special kind of detergent, so look carefully when purchasing dishwasher soap.

Disposal - Do not put large quantities of food in the disposal. Always run a lot of water when operating the disposal. If the disposal has a bad odor, sprinkle some baking soda in it, and then run it with hot water.

Vent Hood Over Range - Use this device when cooking on the range. It will help prevent smoke detectors from going off.

Thermostat for Heat & A/C
While we want you to be comfortable, we suggest that you keep the thermostat between 67° and 76°. It is especially important not to turn the thermostat below 67°, because it can freeze up resulting in no A/C at all. HPU staff will change the filter periodically, but if it gets too dirty, submit a maintenance request, and it will be replaced. Never run the Heater-A/C without a filter.

Trash
Each student is responsible for disposing his/her own trash. Dumpsters are located near the apartments and duplexes. Leaving trash on the balcony or anywhere else will result in fines.

Visiting Residences of the Opposite Sex
Apartment visitation by the opposite sex is to be conducted with discretion. It is suggested that other individuals be present in the apartment while a guest of the opposite sex is visiting. Students who are having difficulty with roommates who are taking advantage of the visitation policy should consult the roommate first and then bring the situation to the attention of the Resident Assistant in the community. Opposite sex guests, including but not limited to other students, may not sleep over/stay overnight in the apartment. When hosting opposite-sex visitors, student and guest behavior must comply with University expectations of conduct.

Washers and Dryers
Residents are responsible for their own laundry. Washer and dryers are provided in each Newbury Place Apartment. Coin operated washers and dryers are also located in the residence halls.

Unauthorized Items
Students are not allowed to place unauthorized items on patios, decks, or walkways without approval from the Resident Director. Unauthorized items include, but are not limited to, grills, motorized vehicles, bicycles, scrap materials, etc. Items placed on patios, decks, or walkways by residents without prior approval from the Resident Director will be subject to removal by University personnel.
Smoke Alarms
Smoke alarms are placed in rooms for the protection of the students. A fine of $100.00 will be charged to students for vandalism or removal of these alarms.

Fire Extinguishers
All residence halls, apartments, and duplexes are equipped with fire extinguishers which are to be used only in the event of a minor fire. If you find a fire extinguisher not in its proper place, or not properly charged, please notify a Residence Life staff member immediately.

Fire & Tornado Drills
Safety drills will be held periodically. Anytime the fire alarm sounds everyone is required to respond immediately. Failure to leave immediately or to follow directions of the Residence Life staff or HPU DPS will result in disciplinary action. Attempts will be made to knock on each door of occupied rooms.

Tornado Watch
1. A tornado watch is issued when conditions are favorable for the formation of tornadoes.
2. In the event of a tornado watch, listen to local radio and television reports in order to monitor the situation.
3. Continue with normal activities, but be alert to changes in the weather.

Tornado Warning
1. A tornado warning is issued when a tornado has been sighted nearby and is approaching or when weather radar indicates certain features indicative of tornadoes. There is significant danger during a tornado warning.
2. The Brownwood Emergency Preparedness system will give a public warning siren blast for five minutes indicating an emergency.
3. Go immediately to the center of the lowest floor of the building where you are; avoid windows and glass doors; listen to any instructions given by the building supervisor.
4. If you are outside, seek shelter! If no shelter is available and the threat of danger is imminent, get in the closest ditch, lie flat, and cover your head.
5. If the warning comes in the early morning hours, Resident Directors should make certain that all residents are alerted and moved to safety.

Snow and Ice
1. In the case of inclement weather, listen to local radio stations for road conditions and possible school closings.
2. Classes are not canceled unless it is absolutely necessary.
3. If classes are not canceled and travel for you is dangerous, stay where you are and call the University to notify your professors.

Fire
A fire alarm will sound when a manual pull station and/or smoke detector has been activated. Any time an alarm goes off, it should be treated as real and the building should be evacuated.

Lock Down Procedures
• A lockdown is a temporary sheltering technique that may last for several hours and is utilized to limit exposure to an "Active Shooter" or similar threat. When alerted to lockdown, occupants of any facility within the affected area will lock all doors and windows preventing entry or exit to anyone until receiving the "all clear" or being directed to evacuate. This procedure converts any facility into a large "safe room."
• During lockdown, turn off lights and equipment, and silence phones.
• If you encounter the shooter, you should immediately call 911 to report the incident, seek a secure area, remain calm, reassure others, assist the injured, and wait for law enforcement response.

Serious Injury or Illness
In the case of a serious injury or illness, the immediate concern is to aid the injured or sick person. The following should be used as general guidelines only:
1. Contact the University Nurse at 8601 for assistance.
2. Notify a member of the Residence Life staff if the accident occurs in a residential community.
3. If other channels fail or if the injury is life threatening, call 911.

In the case of serious injury, do not attempt to move the student, but call 911 immediately.