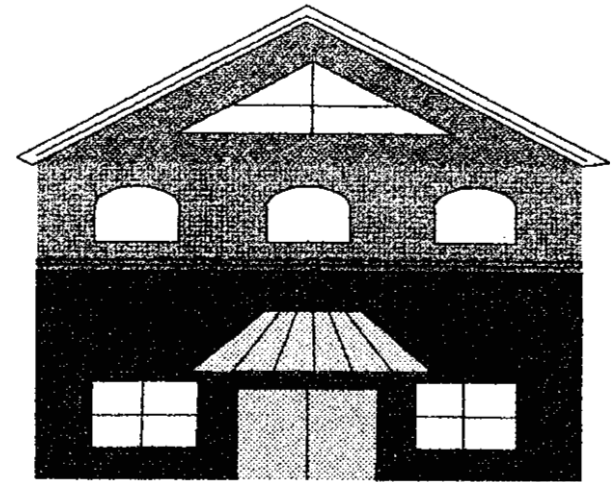


Texarkana College



Student Housing

Handbook

2009-2011

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WELCOME TO COLLEGE HOUSING AT TEXARKANA COLLEGE

Texarkana College offers you a furnished, climate-controlled room within easy walking distance to any building on campus. The college dorm houses 150 students in modern rooms designed especially for student use. Two students are assigned to each room, which has its own private bathroom facilities, in addition to individual study modules for each resident.

The dorm houses both male and female students in a supervised environment. The large dorm parking lot and entrance are well lit at night and the Texarkana College Campus Police are on duty 24 hours a day to help insure the safety of the residents. A modern shopping mall is located near campus that offers a variety of food, apparel, and services.

One of the benefits of living on campus is that you'll get to meet new people and make new friends, which will add to your educational experience at Texarkana College and Texas A&M University-Texarkana. We hope that you will enjoy your visit!

EQUAL OPPORTUNITY: Texarkana College is an Affirmative Action Equal Opportunity Institution. It is the policy of Texarkana College not to discriminate on the basis of sex, disabilities, race, color, age or national origin in its educational and vocational programs, activities or employment as required by Title IX, Section 504 and Title VI. Texarkana College is accessible to the disabled. Texarkana College is committed to full compliance with both the Drug Free Workplace and the Drug Free Schools and Communities Acts.

WHAT ARE THE POSSIBLE CONSEQUENCES OF THE DISEASE?

- Death (in 8 to 24 hours from perfectly well to dead)
- Permanent brain damage
- Kidney failure
- Learning disability
- Hearing loss, blindness
- Limb damage (fingers, toes, arms, legs) that require amputation
- Gangrene
- Coma
- Convulsions

CAN THE DISEASE BE TREATED?

- Antibiotic treatment, if received early, can save lives and chances of recovery are increased. However, permanent disability or death can still occur.
- Vaccinations are available and should be considered for:
 - Those living in close quarters
 - College students 25 years old or younger
- Vaccinations are effective against 4 of the 5 most common bacterial types that cause 70% of the disease in the U.S. (but does not protect against all types of meningitis).
- Vaccinations take 7-10 days to become effective, with protection lasting 3-5 years.
- The cost of vaccine varies, so check with your health care provider.
- Vaccination is very safe - most common side effects are redness and minor pain at injection site for up to two days.
- Vaccination is available with your own physician or the local county health department.

HOW CAN I FIND OUT MORE INFORMATION?

- Contact your own health care provider.
- Contact your regional Texas Department of Health office at: (903) 595-3585.
- Contact web sites:
www.ede.bog/ncidod/dbmd/diseaseinfo or www.acha.org

IMPORTANT INFORMATION ABOUT BACTERIAL MENINGITIS

This information is being provided to all new college students in the state of Texas. Bacterial Meningitis is a serious, potentially deadly disease that can progress extremely fast - so take utmost caution. It is an inflammation of the membranes that surround the brain and spinal cord. The bacteria that causes meningitis can also infect the blood. This disease strikes about 3,000 Americans each year, including 100-125 on college campuses, leading to 5-15 deaths among college students every year. There is a treatment, but those who survive may develop severe health problems or disabilities.

WHAT ARE THE SYMPTOMS?

- High fever
- Rash or purple patches on skin
- Light sensitivity
- Confusion and sleepiness
- Lethargy
- Severe headache
- Vomiting
- Stiff neck
- Nausea
- Seizures

There may be a rash of tiny, red purple spots caused by bleeding under the skin. These can occur anywhere on the body.

The more symptoms, the higher the risk, so when these symptoms appear seek immediate medical attention.

HOW IS BACTERIAL MENINGITIS DIAGNOSED?

- Diagnosis is made by a medical provider and is usually based on a combination of clinical symptoms and laboratory results from spinal fluid and blood tests.
- **Early diagnosis and treatment can greatly improve the likelihood of recovery.**

HOW IS THE DISEASE TRANSMITTED?

- The disease is transmitted when people exchange saliva (such as by kissing, or by sharing drinking containers, utensils, cigarettes, tooth brushes, ect.) or come in contact with respiratory or throat secretions.

HOW DO YOU INCREASE THE RISK OF GETTING BACTERIAL MENINGITIS?

- Exposure to saliva by sharing cigarettes, water bottles, eating utensils, food, kissing, ect.
- Living in close conditions (such as sharing a room-suite in a dorm or group home).

COLLEGE HOUSING CHARGES/TERMS AND CONDITIONS

DEPOSIT AND RESERVATION: A deposit of \$150.00 is required with an application. Upon assignment, the deposit becomes a reservation of space until payment is made for each semester, summer sessions or quarter. Once payment is made, the deposit becomes a reservation of assignment for the next registration period. The deposit will not be used toward any room payments.

COST OF ASSIGNMENT: Each resident is assigned to a two-person room with shared bathroom at a cost of \$640.00 per semester, \$400.00 for the summer sessions, or \$480.00 per quarter. Payment of \$640.00 is due **IN FULL** by August 1, \$640.00 due **IN FULL** by January 2, \$400.00 due **IN FULL** by May 1, or \$480.00 **IN FULL** one week prior to beginning of the quarter.

LATE ASSIGNMENT: A resident who is assigned a room after the first day of classes will receive a pro rata reduction of charges.

PERIOD OF ASSIGNMENT: Occupancy begins no earlier than 1 p.m. one week prior to the first class day and ends at 5 p.m. on the day of the residents last final examination of each semester or second summer session. Occupancy is indicated by acceptance of a room key or placement of personal possessions within the assigned space. The resident must have completed full time registration and payment in full to take occupancy of his/her assigned space. If the resident does not take occupancy by the day before the first day of classes the assignment may be canceled and the space reassigned to another student. Residents who voluntarily leave or are administratively removed for academic or disciplinary reasons from the residence hall must move out within 24 hours of notification or withdrawal, without a refund or waiver of fees owed.

ASSIGNMENTS AND CONSOLIDATIONS: Priority of assignment for a new resident is based on date of receipt of application along with the \$150.00 deposit. Applicants may request a specific roommate, but the request will be considered without guarantee of fulfillment. The College reserves the right to consolidate empty spaces.

TRANSFERS: Transfers within the dorm are approved by the Dean of Students.

USE OF ASSIGNMENT: An assignment to the dorm is a license to occupy for residential purposes only and does not constitute a lease of College property. No right of commercial use for rooms and other facilities is given or allowed. Solicitation within the hall is expressly forbidden except as authorized by the Dean of Students. This assignment is non-transferable. The resident may not reassign, sublet or allow any person or property in their assigned space without proper authorization.

CHECK-IN/CHECK-OUT PROCEDURES

CHECK-IN: Payment must be received **IN FULL** prior to check-in. An inspection of the room you have been assigned must be completed. Any damages must be listed on a room inventory sheet and signed by the resident and the dorm supervisor.

CHECK-OUT: An inspection of the room you have been assigned must be completed by the dorm supervisor. Any damages or cleaning will be listed on the room inventory sheet by the dorm supervisor and signed by the resident and the dorm supervisor. Rooms and bathrooms must be cleaned and cleared of all personal possessions. (Residents returning to the same room for the Spring semester or Summer sessions may leave personal possessions in their room at their own risk.)

2. When you hear this warning, go to the interior hall.
3. In an emergency where warning is given:
 - a. Stay away from windows and open areas.
 - b. Go to an INTERIOR hallway.
 - c. Remain calm and wait for the all-clear signal from a College official.
4. If in an automobile or outside, lay down in a depression or ditch by the side of the road.

EMERGENCY ILLNESS OR ACCIDENT INSTRUCTIONS

The College does not have a school nurse. Since the College offers no health facilities, students that become ill or receive injuries are referred to the emergency rooms of Wadley or St. Michael Hospitals or a local physician of their choice. Contact your college housing supervisor or Campus Police for assistance.

A voluntary sickness and accident insurance program is available to all Texarkana College students. Students may pick up an application form in the Dean of Students office.

IMPORTANT TELEPHONE NUMBERS

TC Switchboard	838-4541
Campus Police-Daytime.....	838-4541 ext 3333
After hours	832-5565 ext 3333
Dean of Students Office.....	832-5565 ext 3271
Business Office	832-5565 ext 3331
Evening Office	832-5565 ext 3270
Cafeteria	832-5565 ext 3240

RESIDENCE HALLS

- * Keep your door locked
- * Ask who is at the door before you open it
- * Lock your door when you leave, even if your roommate is in it. This way you are sure that you have your key and that your roommate is safe.
- * If someone harasses you on the street or you think someone is following you, contact Campus Police.
- * If you see someone wandering in the halls who doesn't look like they belong, call the college housing supervisor or Campus Police and report it immediately. Don't let the situation pass.
- * If something serious happens, call the college housing supervisor or Campus Police **IMMEDIATELY at ext. 3333.**

EMERGENCY EVACUATION INSTRUCTIONS

FIRE EVACUATION INSTRUCTIONS

1. If the fire alarm sounds or the warning speakers alert the residents to evacuate the building, exit the dorm at the nearest emergency exit as indicated on the Emergency Exit Map in the back of the book. Assemble near the Texarkana College Annex sign in the north parking lot.
2. If you encounter smoke stay close to the floor, crawling if possible.
3. Once outside the building, move far away from the building and wait until recalled by an authorized College official.

TORNADO OR SEVERE STORM INSTRUCTIONS

1. The signal is a CONTINUOUS sounding siren originating from outside college housing and/or a message broadcast over the emergency warning system within the dorm either of which indicates immediate danger.

Any items left in the assigned space after final check-out time will be disposed of by the College as abandoned property. Failure to clean the room, properly check-out with a dorm supervisor, or return your keys in a timely manner during any check-out period will result in a monetary charge for each offense. Charges range from \$25.00 to \$100.00 depending on the condition of the room or the offense.

CANCELLATION OF CONTRACT

Your contract is binding for the school term indicated on the contract. Cancellation of the contract can only be considered for the following reasons and is subject to the conditions and charges listed herein:

- A. Graduation/Transferring/Withdrawing
- B. Academic Suspension
- C. Disciplinary Suspension/Expulsion
- D. Failing to maintain the minimum number of hours per enrollment period (eight (8) semester hours).

REFUND OF DEPOSIT

A. **BEFORE OCCUPANCY** - Written cancellation of an application/reservation must be received in the Dean of Student's office one week prior to the first class day of the semester, session, or quarter for which the reservation is made.

B. **AFTER OCCUPANCY** - A written request must be received in the Dean of Student's office after the room receives a satisfactory inspection and all keys have been turned in. There is no refund of deposit when a student is removed from the dorm for disciplinary suspension. All requests for refund of deposit must be made no later than four weeks after moving out of college housing.

REFUND OF ROOM PAYMENT

A. **BEFORE OCCUPANCY** - Potential residents who cancel their assignment/reservation in writing prior to the first day of semester, session, or quarter will receive a refund of any monies paid for the instructional period.

B. **AFTER OCCUPANCY** - There is no refund of semester, session, or quarter room payment after occupancy.

KEYS: Keys may be picked up or turned in Monday through Friday during the hours of 8 a.m. to 11:30 a.m. and 1p.m. to 3:30 p.m. Offices are closed on Saturday and Sunday and Holidays. One non-transferable room key is issued to each resident. This key is not to be duplicated, given to another person or left unsecured. Residents will be charged \$75.00 for lost keys.

RULES AND REGULATIONS: All rules, regulations and policies become effective upon occupancy.

COLLEGE HOUSING POLICIES

REQUIRED HOURS: Resident must be enrolled as students at Texarkana College or Texas A&M University-Texarkana. Residents must enroll for 12 semester hours or more and maintain at least 8 semester hours each semester, 3 semester hours each summer session, or 8 hours per quarter. Any exception must be approved by the Dean of Students.

NOISE: Quiet hours are in effect from 8 p.m. to 10 a.m. daily. Any noise that can be heard outside your room or which disturbs others is a violation of quiet hours.

SAFETY ISSUES AND POLICIES

APPLIANCES IN ROOMS: College approved refrigerators are permitted in rooms. This is one 2.0 cubic foot refrigerator for each student, or roommates may share on 3.2 cubic foot refrigerator. The possession of hot plates, toaster ovens, hot pots, space heaters, or open flames is expressly prohibited for fire safety reasons. Other items may be prohibited; please check with the college housing supervisor if you are not sure if an appliance is permitted.

PERSONAL PROPERTY - LOSS AND THEFT: Residents must immediately report all losses and thefts to their college housing supervisor and Campus Police. For the security of your belongings, it is strongly suggested you keep your valuables locked up in your wardrobe and your door locked when asleep or whenever you are not present.

As stated on your Residence Contract, TEXARKANA COLLEGE IS NOT RESPONSIBLE OR LIABLE FOR LOSS, THEFT, OR DAMAGE TO PERSONAL POSSESSIONS OR ASSETS, INCLUDING MONEY. Texarkana College recommends that personal property insurance be purchased for any valuable items, which the resident intends to keep in their assigned space.

PARKING: Residents with vehicles are required to register, purchase and display a decal for campus parking. Residents are not to park in fire lanes, reserved, or handicapped spaces or their vehicles will be ticketed. Always lock your car and park in a well-lit area at night. Campus Police is available should you need assistance from your car to the building.

MAIL SERVICE: All resident students are provided a mailbox, located in the Truman Arnold Student Center. Your mailbox number is the same as your room number.

Mailroom Operation: All student mail is sorted and placed in your mailbox weekdays - Monday through Friday and can be picked up simply by opening your box whenever the Student Center is open. Mail should be addressed as follows:

Your Name
Texarkana College
T.C. Box # (your box # is the same as your room #)
Texarkana, Texas 75599

DO NOT GIVE THE TC ANNEX PHYSICAL ADDRESS AS YOUR ADDRESS

DINING SERVICES: The College cafeteria is located in the Truman Arnold Student Center. Meals are provided Monday through Friday each week when classes are in session. Specific hours are posted in the College Cafeteria.

CAFETERIA HOURS

Monday - Friday • 7:30 a.m. - 2:00 p.m.
and
Monday - Thursday • 5:00 p.m. - 7:30 p.m.

(Lunch from 10:30 a.m. - 2:00 p.m.)

VISITORS: All visitors are subject to the same rules and regulations that apply to residents. You are responsible for your visitors conduct and will be held accountable. Residents may have visitors from 3 p.m. to Midnight each day. **ALL VISITORS ARE REQUIRED TO LEAVE THE COLLEGE HOUSING AND CAMPUS PROPERTY BY MIDNIGHT.** Visitors of the opposite sex are only allowed IN THE LOUNGE OR RECREATION AREA. Visitors of the opposite sex are never allowed in a students room or any private area of college housing at any time. Unescorted visitors are not allowed. No babies or young children are allowed in college housing.

ALCOHOL OR ILLEGAL DRUGS: Absolutely no alcohol or illegal drugs are allowed on the Texarkana College campus or in college housing. Students found drinking or in possession of alcoholic beverages or drugs will be reported to Campus Police immediately and will face disciplinary action from the College, as well as any penalties issued in accordance with the Texas State Law.

WEAPONS: The possession of firearms, explosives (including fireworks), swords, daggers, oriental weapons, straight razors, air guns, or illegal knives is not permitted on campus, in automobiles, on campus parking lots, or in college housing.

TOBACCO: Smoking/tobacco products are prohibited inside all facilities or vehicles owned, leased, or operated by Texarkana College. This policy applies equally to all College faculty, staff, students, administration and visitors. The burning of incense or candle is not allowed in college housing.

PETS: For hygienic purposes, as well as for those with allergies, pets are not permitted in the college housing.

DAMAGES: It is the residents responsibility to ensure that all damages are noted on the room inventory sheet at check-in. All damages are the residents responsibility and charges are payable in cash at the time the damage is reported. The \$150.00 deposit will not be used toward damages incurred during residency. Exact cost will be determined by the maintenance department. If responsibility for damages cannot be determined, the cost will be divided among everyone involved. Each resident, in addition to the privileges and opportunities provided in the residence halls, is expected to use the residence hall facilities and furnishings in a reasonable manner.

WALLS: If you hang anything on the walls of your room, use materials that do not destroy paint or leave residue. Nails, glue and other permanent adhesives require considerable labor and repair in restoring a room to proper condition. Room or entry door decorations, which are considered offensive or abusive, or placing graffiti on walls, will result in disciplinary action. Texarkana College does not allow any painting, wallpapering or any alteration of the existing decor. Expect to pay repair costs if the room has to be repainted. Appropriate window coverings are allowed (sheers, drapes, etc.).

STUDENT BEHAVIOR: Because the residence hall environment is a community atmosphere, the rights of fellow residents should always be considered. For this reason, abusive language, indecent exposure, horseplay, creating a mess in the dorm or other public areas is not permitted. Such behavior will be subject to disciplinary action.

STUDENT PRIVACY: Every resident is entitled to privacy in his/her room. Privacy is intended as a respect for the rights of the individual and not as a shield to protect any individual who is using a private room to engage in activities that violate State or Federal laws or College policies. The College reserves the right to enter a student's room when it is believed that:

A college housing supervisor is responsible for the daily activities within college housing, communication of College policies, and the safe operation of college housing.

LAUNDRY: The college housing has washers and dryers for use by resident students only. Any communications related to the operation of the laundry facilities can be referred to your college housing supervisor.

AIR CONDITIONING/WINDOWS: Each residence hall is air-conditioned for student comfort. WINDOWS ARE NOT TO BE OPENED, BOTH FOR SECURITY REASONS AND TO HELP CONSERVE ENERGY. Windows are never to be used to enter or leave a room, except in an emergency situation.

TELEPHONE: Arrangements should be made with the telephone company for a phone in your room. Each room has a telephone jack for your use.

CABLE TELEVISION: Each residence hall room is equipped with limited basic cable television hookups.

CLEANING AND CARE: Housekeeping service is provided for common areas such as corridors and lounge areas in student housing. It is the student's responsibility to maintain their individual room. Students must provide for their own cleaning supplies. Students must bag and dispose of their own trash in the dumpster provided outside college housing. **NO TRASH IS TO BE LEFT IN THE HALLWAYS.**

INTERNET: Free wireless internet is available for all residents.

OVERNIGHT VISITORS: Resident students may have a visitor of the same sex only, but they must get approval from their roommate, and the Dean of Students before their guest arrives. A request form must be filled out and a \$10.00 charge per night is due in advance, and paid to the Business Office for this service. Unauthorized visitors of either sex may be charged with criminal trespassing. A maximum of three consecutive nights are allowed under this provision.

All visitors are subject to the same rules and regulations that apply to residents. You are responsible for your guests conduct and will be held accountable.

KEY POLICY AND PROCEDURES

Each resident is provided with a key to his/her dorm room at check-in. Failure to return keys at checkout or a lost key will result in a replacement charge to the student. (If a student loses a key he/she should report the missing room key to the college housing supervisor immediately). Residents are expected to carry their room key at all times in order to gain entrance into their room. It is strongly recommended that students lock their rooms at all times. To insure greater safety and security for residents, room keys are not to be duplicated outside of the College.

RESIDENCE FACILITIES AND SERVICES

Texarkana College maintains a modern, air-conditioned college housing with space for approximately 150 full-time students.

Assignments are for two-person rooms. All rooms have beds, drawer and closet space, study desks with chairs, and private bathroom facilities.

- a. An occupant of the room may be ill, physically harmed or endangered;
- b. College property is being damaged;
- c. College policy or law is being violated;
- d. Maintenance or housekeeping is needed.

Texarkana College authorized personnel are authorized to visit rooms at any time to check on conduct or maintenance. Periodic room inspections take place in college housing to check on maintenance concerns. No authorized personnel will invade a student's privacy without first knocking and allowing the resident time to respond before entering into a private room.

COOPERATION WITH CAMPUS POLICE: Residents and visitors are required to cooperate with Campus Police. Residents are required to cooperate as stated in the Texarkana College Student Handbook by showing student identification when requested or in any other way since these officers are acting for the well being of the College community. Students are urged to report any suspicious incidents or individuals in the dormitory to Campus Police and the college housing supervisor.

COLLEGE FURNITURE/FURNISHINGS: Furniture provided by the residence halls for use in private rooms or general lounge areas is not to be taken, disassembled, borrowed, or exchanged from one room to another. If a resident moves furniture from one room to another for his/her private use, that person will be responsible for the return and/or payment of the missing or damaged item and may also be subject to disciplinary action. Any college owned furnishings that are removed from college housing by a resident will result in automatic dismissal from college housing and additional disciplinary action.

PROHIBITED COOKING APPLIANCES: Cooking appliances with heating elements are prohibited as well as any object utilizing an open flame, such as candles.

PERMITTED APPLIANCES: Microwave ovens, small refrigerators, cell phones, stereos, radios, VCR's and televisions are permitted.

DRESS: All residents must maintain appropriate dress when outside their assigned room.

TRASH: College housing residents must bag and dispose of their own trash in the dumpsters provided outside college housing. **No trash is to be left in the hallways.**

ENTRY DOOR: Except when moving into or out of the dorm, the outside entry door is to be kept closed and locked. Parking is allowed at the entry door only at this time. Residents must enter and exit the college housing from the main entrance.

NON-DISCRIMINATION POLICY: Consistent with a commitment to a stated policy of non-discrimination, the College provides student housing facilities without regard to race, color, religion, national origin, sex, age, or disabilities.

STUDENT CONDUCT: The obligation that the administration and staff of Texarkana College has to its patrons requires that they shall have the authority to establish and maintain standards of personal conduct for all students enrolled in the college. Each student is expected to conduct himself in accordance with generally accepted standards of good behavior and good taste, and the Texarkana College Student Handbook.

Any student enrolling in Texarkana College signifies by this action that he accepts the regulations of the College and that he agrees to abide by all rules. Failure to follow the rules and regulations for the College will lead to appropriate disciplinary action. Any student removed from student housing for disciplinary reasons is not eligible to reapply for a period of 12 months and must receive final approval from the Dean of Students.

REMOVAL FROM STUDENT HOUSING: Residents may be removed from their student housing assignment through College action for the following reasons:

- a. Violation of College policies;
- b. Failure to maintain the required number of semester hours;
- c. Disruptive or violent conduct;
- d. Failure to adjust to community living.

No refund of housing charges or reservation/damage deposit is made for removal under these conditions.

Texarkana College reserves the right to take action through the College disciplinary system and/or through legal channels in situations where the conduct of the student is detrimental to the basic mission of the College.

GETTING ALONG WITH YOUR ROOMMATE: Honesty, consideration, mutual respect, discussion, compromise, and understanding are important in learning to live with your roommate.

1. **Communicate** - Discuss pet peeves, personal habits, sleeping and rising schedules, musical tastes, needs, wants, and expectations.
2. **Set ground rules** - How are you going to divide the room? Who is going to water the plants? Who gets first dibs on bathroom/shower on what days? When and who is going to clean the bathroom? Who can borrow what, when and for how long? What will studying time be? Make arrangements and keep your word!
3. **Talk to your roommate** - Have an initial discussion on how to arrange the room, how to decorate and with what. What items somebody has which might be useful (refrigerator, lamps, etc.).