



# HCU Campus Housing Guidelines 2023-24



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The Residence Life Office welcomes you to Houston Christian University (HCU). Our staff strives to enhance the college experience for those that reside in campus housing. We are dedicated to serving our students throughout their time as a husky and provide a space that they can call "home". We aim to ensure students have excellent campus housing options, provide support within housing, and offer services which assist students in making the most of their residential experience at HCU.

Living on campus at HCU brings much joy and privilege, but it also carries certain responsibilities. Students who reside in campus housing are expected to be a contributing member of our community in order to maintain an educational environment that enhances each student's college experience. All residential students are to treat one another and residing staff members with respect and cooperation.

The application for admissions is the student's affirmation that he/she will comply with all university policies and procedures. The Student is responsible for knowing and following procedures and regulations contained in this guide and the

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The Residence Life staff consists of the Director of Residence Life, Area Coordinators (AC), Resident Directors (RD) and Resident Assistants (RA). The Residence Life Office is located in the lobby area of our Hodo Residence College. Office hours are:

8:00 a.m. to 5:00 p.m., Monday through Friday during the fall and spring semester

8:00 a.m. to 4:00 p.m., Monday through Friday during the summer.

### Area Coordinators (AC) and Resident Directors

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It is expected that all residents will be respectful of the individual rights and freedoms of others within the residential areas. Even if there are disagreements between community members, residents are still expected to treat every member with respect and dignity.

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It is the practice of the University to hold individuals responsible for their actions. If a Residence Life staff member determines that vandalism or damage is due to misuse by residents, the residents of a respective room, wing, floor, or building may be required to share in the cost of repairs. Before group fines are applied, an opportunity will be provided for the individual(s) responsible for vandalism, damage or misuse to identify themselves and assume responsibility.

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As a member of a residential community, there are certain courtesies and privileges expected from residents that should be reciprocated.

As a member of the residential community, the resident should be able to:

- Read, study, and sleep free from excessive and consistent noise and other distractions.
- Expect that all personal belongings will be respected.
- Have a clean environment in which to live.
- Have access to the room at all times.
- Have personal privacy within the limits of the residential setting.
- Host visitors and guests within the parameters of the university policy.
- Live in an environment without fear of intimidation or physical and emotional harm.
- Discuss with RA, RD, or Residence Life office staff any problems or concerns that may arise.

The resident has the responsibility to:

- Verbally express views to the person(s) involved should feelings arise that freedoms have been infringed upon.
  - Treat your roommate and other residents with respect and consideration.
  - Respond to all reasonable requests of roommate and of fellow residents.
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## Prohibited Activities

- HBU is a smoke-free campus.
  - Smoking is prohibited anywhere on University premises. Vaping is prohibited in all the Residence Colleges
- Ceiling alterations
  - Including, but not limited to: mounting ceiling fans, mounting light fixtures, and the removal of ceiling tiles. Any object hung from the ceiling is prohibited. An example would be hanging hammocks from the ceiling. Placing objects in the ceiling is also prohibited and can result in disciplinary action.
- Climbing
  - On or over apartment fences, out of apartment or residence hall windows, onto the roofs of the buildings, and over second floor railings in the apartments or in-residence halls.
- Construction in rooms
  - Including, but not limited to: construction of shelves, lofts, and elevating furniture on blocks or on other pieces of furniture.
- Fire
  - Lighting a fire on any material or surface in a residential space is prohibited. This includes the use or possession of fireworks.
- Hover Boards
  - Self-balancing scooters (hover boards, Segway's, etc.) are forbidden on campus, including in Residence Life facilities.
- Throwing, dropping or hanging objects from windows
  - Screens should be locked at all times. Damages will be assessed for misuse or damage of screens.
- Verbal and/or Physical abuse
  - Verbal abuse will not be allowed, including swearing, name-calling, or any other language offensive or demeaning to the person. Physical violence of any type will not be tolerated.

## Prohibited Items

- Drugs, synthetic drugs, and drug paraphernalia – refer to \_\_\_\_\_
  - Only prescription drugs, prescribed by a physician for use by that individual, should be in the possession of the resident. It is the responsibility of the resident to secure the prescribed medication.
  - Hookahs and water pipes are prohibited.
- Alcoholic beverages and containers – refer to \_\_\_\_\_
  - Residents are expected to comply with HCU's alcohol and drug policy.
  - Also prohibited are products or items that display liquor or drug logos, and alcohol or drug images. Examples are posters or t-shirt designs.
- Obscene Material – refer to \_\_\_\_\_
- Firearms, ammunition, and other weapons- refer to \_\_\_\_\_
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- Pets
  - All pets are prohibited, unless student has applied and been approved for this accommodations through Testing and Accommodations - refer to [\\_\\_\\_\\_\\_](#)
- Candles, Incense, & Candle Warmers
  - Candles, candle warmers, and wax warmers are prohibited in any residential building.
  - Burning of incense is also prohibited.
  - Plug in style wax melt warmers are prohibited.
  - Room freshener wall plug ins are allowed as well as essential oil diffusers.
- Barbecue grills
  - Residents assigned to an apartment or residence hall space are not allowed to bring their own barbecue grills. Grills cannot be stored either inside or outside rooms or apartments because of the potential fire hazard. Students should use the community grills provided.
- Combustible Solutions
  - Propane, gasoline, charcoal starter fluid, self-starting charcoal, paint thinner, solvents, lamp oil or camping fuel cannot be stored in a residential building, including storage areas within or on the outside of the building.
- Web Cameras
  - Web cameras are permitted, but residents must be aware that the inappropriate use of a web camera will result in removal of the device and disciplinary action. Inappropriate use includes, but is not limited to: invasion of privacy in regards to the roommate or guests; or broadcast of inappropriate images and material.

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The university assumes no financial responsibility for the damage, loss or theft of student-owned property and strongly recommends that all residents have comprehensive personal property insurance coverage.

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If a resident damages HCU property, damage charges will be assessed. In addition to being charged for repairs, residents who intentionally cause damage to university property will face disciplinary sanctions and possible removal from campus housing.



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HCU residents are expected to be good stewards of their physical space and the community in which they live. If a Residence Life staff member determines that vandalism or damage is due to misuse by residents, the residents of a respective room, wing, floor, or building may be required to share in the cost of repairs. Students may also receive monetary fines, along with other sanctions, if they are in violation of a community standard/policy. Conduct fines are issued by the Director of Student Conduct and the amounts may vary based on the severity or frequency of the violation.

#### Procedure for Issuing a Fine

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cooking odors, excessive body odor, large amounts of trash, or large amounts of dirty laundry. Staff members will address offensive odors when complaints are received. Residents identified as being responsible for the offensive odor will be asked to eliminate the cause of the odor.

### Animals on Campus

For health and sanitation reasons, students may not keep any pets. Mammals, reptiles, insects, and fish of any kind are prohibited.

If an unauthorized animal is found within campus housing, every attempt will be made to determine the identity of the owner and give notice to remove the animal immediately. If the identity of the owner cannot be determined or if there are repeated offenses by one individual, Residence Life

- Speakers must not face or be placed in windows or doorways. Failure to keep sound equipment at a reasonable level may result in loss of the privilege to maintain such equipment on campus.
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8. RDs and RAs will monitor for policy compliance (including but not limited to policies regarding visitors and guests) and may need to enter a room or apartment. If a staff member or RA needs entry, he/she will knock and announce themselves three times. Residents must open the door and allow the staff member or RA to enter. If the resident does not respond, the residence life personnel may initiate entry. Failure to respond to the request of a staff member to enter will constitute a violation of university policy. Residents and visitors are expected to be courteous to the residence life team as they perform their duties.
9. The university reserves the right to immediately remove any visitor or guest from campus premises and/or to require that the visitor or guest shorten their visit, whether or not the typical length of visitation or overnight stays has been reached.

#### Guest-Specific Policy

Residents of the residential communities are allowed to have guests on a daily basis.


The rights of the roommate should be a high priority with regard to guests, whether short term or overnight. The roommate should not be compelled to leave in order



- Upperclassmen Student Living Areas (Apartments)
  - Throughout each semester (as defined in the Student Handbook), Students who reside in apartments may entertain visitors of the opposite sex, providing all occupants of the respective living apartment agree that visitation is permissible.
  - Visitation hours of individual apartments may be modified by the respective residents, providing the hours do not exceed the times indicated above. It is the responsibility of residents to abide by and monitor modified hours.

#### Visitation Procedures for Traditional Undergraduate Freshman Living Areas

- A desk sign-in and sign-out procedure is required for visitors and resident host.
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The Housing Selection Process is conducted each year so that residents currently living on campus may select a desired space for the following year. The selection process is conducted for fall and spring assignments only. Summer reservations must be made separately and a summer housing application is available through Symplicity. Information is distributed to residents prior to the process by residence life staff.

### Consolidation

Vacated, or open spaces, will be made available for use by the Residence Life Office and residents may be consolidated. If rooms are in short supply, the university reserves the right to assign double and triple occupancy (whenever practical) in all residential areas.

### Off Campus Students

The only people allowed to participate in the Housing Selection Process are residents who are currently living on campus. Off campus students must submit a housing application and a housing deposit and will be assigned along with other new applicants at the end of each semester.

### New Transfer Students

- The transfer student who has been a resident somewhere for one semester but is still classified as a freshman, is still going through the first-year experience and can be placed in Freshman Village.
- The transfer student who has lived more than one semester on another college campus, or is transferring in hours that rank him/her as a sophomore or above, will be placed in upper-class housing.
- Exceptions may be made by the Residence Life Office in cases of housing overflow.

### Wait List

Housing is based on a first come first served basis. If housing is at capacity, students may be placed on a waitlist until something becomes available.

### Assignment E-Mail

Following the selection process, each returning resident will receive an assignment e-mail. If information is incorrect, the resident must contact the Residence Life Office to make corrections. The Residence Life Office may still need to make changes to floor plans in special situations, but the resident involved in any change or consolidation will be notified.

### Housing Contract

All new applicants and returning residents must agree to the terms of our housing contract for any campus housing space. The contract is a part of the housing application and selection process.

### Room Changes

#### Residence Life Office Initiated Changes

- The Residence Life Office reserves the right to make administrative room changes if a change is deemed necessary due to existing circumstances. The Residence Life Office will also fill vacancies as they occur by assigning space. Refusing to accept a roommate, attempting to dissuade/discourage roommates from moving in, or impeding the ability of the Residence Life Office to affect an assignment into a vacant space, is a violation of policy that can lead to termination of housing without release from the financial obligation of the housing contract
- Residents must insure that the space and furnishings allocated to a new resident are in a condition ready for occupancy prior to the arrival of the new resident. If the university has to clear the space for a new occupant, the current resident may be assessed cleaning and moving charges and the university will not be responsible for damage or loss.





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The HCU Police Department provides all law enforcement, traffic enforcement, and security services for the university. Additional information regarding services provided by the department is available in the Student Handbook or at \_\_\_\_\_.

All victims of a crime or individuals, who have information regarding an emergency (criminal activity, fire, medical emergency) should immediately contact the HCU Police Department by dialing (281) 649-3911 for an emergency and (281) 649-3314 for non-emergencies.

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If an evacuation order is issued for a residential building, residents in that building are asked to fully cooperate with emergency personnel and residence hall staff. Recommendations during an evacuation are as follows:

- Take keys, purses, wallets, coats, medications, and other essential personal items only if it is safe to do so.
- Do not use elevators.
- Close, but do not lock doors.
- Turn off all electronics if it is safe to do so.
- Evacuate in groups to ensure that all individuals are able to exit safely.
- Provide assistance for those with physical disabilities.
- Do not leave the evacuation assembly point without first notifying a member of the residence hall staff.

Houston Fire Department are the only officials authorized to issue the order to return to a building.

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During severe weather alerts (watches and warnings), residents are encouraged to monitor changing weather conditions and are expected to take reasonable precautions. Windows should be closed during severe weather and each resident should have a flashlight available.

### Fire Safety Tips:

- Feel a door for heat before opening. If it is hot, find an alternate route.
- If smoke is encountered, "stay low and go". The most dangerous smoke and hot air will be overhead.
- Once outside the building, move to the designated assembly area for the building. Follow the procedures taught during the first planned fire drill. Keep access roads clear for emergency vehicles.
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Electrical. In the event of a blackout or power outage, Students are encouraged to unplug sensitive electronic equipment and other equipment that may present a hazard if left unattended (i.e. irons, curling irons, etc...). Maintaining a flashlight with fresh batteries in an easily accessible location is advised. Residents must also adhere to the following:

- Surge protectors are recommended for sensitive electronic equipment and required when more than two (2) electrical devices are plugged into a single outlet;
- The use of extension cords is not permitted in Student living areas.
- Use UL electrical power strips with built-in circuit breakers if additional electrical outlets are needed.
- Use a medium or heavy gauge grounded extension cords only. Small gauge, inexpensive cords are prohibited.
- Do not overload power strips or outlets.
- Do not use multiple plug adapters as these are prohibited.
- Use a power strip with an over-current protector which will shut off power automatically if there is too much current being drawn.
- Be wary of electrical outlets that get too hot to touch. If it feels warm, unplug all appliances and enter a maintenance request immediately.
- Do not connect multiple power strips together.
- Do not route cords under doors, carpet, or ceiling tiles; this could cause them to overheat or ignite.
- Do not staple cords, this could damage the insulation and expose wire.
- Look for the UL (Underwriters Laboratories) label on electrical products that you use. This UL mark tells you that it meets UL rigorous safety requirements.
- Use light bulbs with correct wattage for lamps. If the wattage is not noted on the lamp, do not use a bulb with more than 60 watts.
- Do not use Halogen lights/lamps on campus as these are prohibited.
- Never plug more than one high-wattage appliance into a single outlet.
- Check all appliances for frayed or cracked cords and make sure to replace them.
- Report any power outage in your room, house, or apartment immediately to the RD/AC or RA.

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Staff members are on duty in the residence halls and apartment complexes on a regular basis. In all living areas, RAs are on duty 7 days a week, 24 hours a day.

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Repair and maintenance issues occurring in a resident's room, apartment, hallway, or bathroom should be reported to the Residence Life Office via email to \_\_\_\_\_.

- Emergency issues (i.e. electrical problems, backed-up toilets, broken glass, etc.) should be immediately

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All residential facilities, with the exception of Husky Village have a study area within the building for use by the residents of that building. Hodo is equipped with a laptop kiosk and printer in the Hodo Learning Lab. Study areas in residential buildings are equipped with tables and chairs, and in some cases, marker boards for tutoring or group study. Residents from other buildings are welcome to use the study rooms in buildings outside of their own.

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At the end of each semester, the staff will post information about a building-wide recycling project. Residents are encouraged to drop off canned goods and packages of unopened food, gently worn clothing items, unwanted supplies, etc. These items are donated to Goodwill or to area ministries and food pantries.

Residents can also recycle paper products and cans by dropping these items in containers located in their building.

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If a resident experiences any problems with pests, they can contact their RA or submit a work order to the email \_\_\_\_\_ for a quick resolution. Residents are encouraged to assist in the control of pests by keeping food in closed containers and disposing of trash properly.

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All HCU students are issued an e-mail account through the Information Technology Department. These accounts are the primary method of communication to students by many university offices, including Residence Life. Each student is responsible for checking and responding to university e-mail messages on a regular basis. The Residence Life Office will use this e-mail account to correspond with resident students regarding housing issues. See the \_\_\_\_\_ for the HCU Internet Usage Policy.

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Custodial Services within the residential areas are offered to both Freshmen Village and Hodo Residence College. Custodial enters each unit once a week to clean common spaces and bathrooms. This service cannot be turned down by residents, as it plays a role in the maintaining clean and healthy living arrangements, as well as preventing long term maintenance issues. Husky Village apartments do not receive this service, unless they request and pay monthly for it.

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The University covers utility charges for living areas designated for Traditional Student housing. Telephone service is

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Laundry service on campus is free to all resident students. Every residential living area has laundry rooms with enough machines for the population of the building/complex. Students are urged to read instructions carefully to prevent malfunction through operator error. In case of malfunction, a report should be made to the RD or to the RA and the laundry service provider alerted.

The use of the laundry facilities within each hall and apartment complex is restricted to use by the residents of that location only.

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### Residence Halls

All residence hall students will obtain their mail by coming to the Residence Life front desk. A valid picture ID will be required to retrieve mail, packages, or items needing a signature. Mail is and delivered on campus daily. The HCU Residence Life Office is located in the Hodo Residence College. Residents can retrieve their mail during business hours and anytime an RA is stationed at the front desk. The Residence Life Office will not send mail out, but only receive mail. If you wish to send mail or packages, please utilize the University Post Office located in the MD Anderson Student Center.

Mail should be addressed to residents in the following way:

Student Name  
7410 Beechnut St.  
Houston, TX 77074

all mail sent through the HCU Post Office is subject to all laws and regulations which apply to the United States Postal Service.

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Coin-operated vending machines are located within the residence halls and apartment complexes. Removal, or attempted removal, of the contents of any vending machine by improper or illegal methods constitutes theft and will be treated accordingly.

\_\_\_\_\_  
No student health services are currently offered at Houston Christian University. Students may go to the healthcare provider or clinic of their choice and are responsible for any costs incurred. Memorial Hermann has recently opened a new Neighborhood Health Center-Southwest near the HCU campus. We encourage students to consider this clinic as an option for medical services when needed. View the brochure for more information and a discount coupon for the first visit. \_\_\_\_\_

Open every day.

Monday-Friday 8 am-7 pm

Saturday & Sunday 9 am-3 pm

Walk-ins are welcome or schedule an appointment:

Call \_\_\_\_\_ or \_\_\_\_\_.

NHC accepts some insurance, but it is advisable to call ahead to inquire if they accept or file your personal insurance. Students may submit their payment receipt to file with their insurance provider.

\_\_\_\_\_  
All students are required to have a meningitis vaccine and submit the Meningitis Vaccine form documentation to HCU. Visit the \_\_\_\_\_ page for more information.

\_\_\_\_\_  
Student health insurance is not offered through HCU. Students wishing to purchase student health insurance must enroll directly with the \_\_\_\_\_.

All international students are required to purchase a health insurance plan. Please contact the \_\_\_\_\_ at \_\_\_\_\_ for a list of approved international student insurance plan providers.

### Accidents or Injuries

In the event of an accident resulting in injury, the University Police should be promptly notified at \_\_\_\_\_. This will help ensure maximum protection for students. All3 G( )JTJETQq0.00000912 0 612 792 reW\*ñBTfb2 0 61