CADET RESIDENT HANDBOOK
2016 - 2017

TEXAS A&M UNIVERSITY
DEPARTMENT OF RESIDENCE LIFE

Corps Area Housing Office
Plank LLC # 4 – Room 106
(979) 845-3443
http://reslife.tamu.edu/corpsHousing

Business Hours
Monday - Friday; 7:30am – 4:30pm
Corps Housing is closed on weekends and University holidays

The *Cadet Resident Handbook* is issued and enforced in conjunction with *The Standard, Policy & Procedures Guide, Texas A&M University – Rules and Regulatory Compliance*, and *Texas A&M University – Student Rules*. In addition to this handbook, cadets should also familiarize themselves with the housing contract.

The Department of Residence Life assumes responsibility for the residence hall and lounge facilities used by the Corps of Cadets. Policies regarding use and treatment of those facilities are listed in this handbook. Additionally, the Department of Residence Life oversees the housing contract and move-in/move-out process for the cadets living in the Corps residence halls; policies regarding those processes are also contained in this handbook. The Office of the Commandant is responsible for all policies, including enforcement, related to cadet behavior in the Corps residence halls and lounges; Cadets should reference *The Standard* for information on those policies.

All cadets are expected to cooperate fully with Corps Housing Representatives regardless of Outfit or Corps Operations affiliation. Cadet cooperation is expected when Corps Area Housing functions are conducted such as, but not limited to, roster inspections, room & key information requests, maintenance and repairs as well as move-in/move-out procedures. These are all important functions, and vital to the ongoing smooth and efficient operation of the Corps Area Housing Office.

TABLE OF CONTENTS

Corps Area Housing Office……2
Layout of Quadrangle……5
Services……..6
Health and Safety……...9
Housing Contract……15
Housing Check-In and Check-Out Procedures……19
Corps Residence Hall Rules and Regulations……..21
Room Upkeep……..…28
Unit Areas……..…29
Cadet Use of Grounds……..30
Important Phone Numbers……...35

CORPS AREA HOUSING OFFICE

The Department of Residence Life Corps Area Housing Office is committed to the philosophy that a cadet's living environment is an integral part of his/her educational experience. We strive to create and maintain an environment in each dormitory that is supportive to the growth of cadets academically, physically, and socially.

The personal identification that a cadet has within the outfit helps that cadet to develop a sense of personal worth, freedom, and responsibility. The positive concern that Corps Area Housing has for the cadet cultivates a community atmosphere and provides a sense of belonging to the cadet.

Role of Corps Area Housing Office

The Corps Area Housing Office is responsible for maintenance, scheduling, policies and procedures, and operations of the Corps dormitories, lounges, and grounds. Incident reporting, investigation, and disposition of incidents involving cadets/units as affects the dormitories, lounges, and grounds are within the direct interest of Corps Area Housing Office.

Corps Area Housing Office Staff

The Corps Area Housing Office consists of the Coordinator for Corps Area Housing, the Office Manager, the Corps Housing Officers (CHO), and student workers. The Corps Housing office staff is located in the Plank LLC #4 Room 106 between Dorms 2 & 4 and is open Monday-Friday 7:30 am – 4:30 pm.
To contact the Corps Area Housing Office:

Phone	979 845 3443
Fax	979 845 9167
Email	housing@corps.tamu.edu
Address	Corps Area Housing Office Plank LLC # 4 – Room 106 College Station, Texas 77843-Mail Stop 1253

The Corps Area Housing Office's Partnership with Corps Housing Officers and Unit Commanders

The responsibility to supervise and oversee cadet activities is inherent in command duties. Your Unit Commander is a key player in helping us uphold our mission. By virtue of The Standard, your commander "is responsible for the administration, maintenance, and safety of cadet housing under their control."

The Corps Area Housing Office also employs cadets to serve as Corps Housing Officers to assist with supervision and oversight of areas of operation within the Corps dormitories, lounges, and grounds. Corps Area Housing Office staff members have the responsibility and authority for enforcing all policies, rules and regulations pertaining to safety, security, administration and facility management as well as to provide customer service and cadet education.

Corps Dorm Renovation Note :

Corps Dorms 9-12 will be undergoing renovation and be closed from May 2016-August 2017.

During this 1 year time span any cadets who would have been assigned in these dorms under renovation will be housed in DUNN & ASTON Halls.

SERVICES

Television for Fall 2016/Spring 2017

Texas A&M University is excited to announce that we have partnered with Philo to bring the Corps of Cadets a new, cutting-edge way to watch TV. Philo IPTV is live TV and DVR on any device (laptops, tablets, smartphones and TV sets) — anywhere on campus.

Dorms 1-5 Cadets in Dorms 1-5 will only have access to TV via Philo IPTV (any device — anywhere). However, cadets will not have traditional coaxial cable TV in their rooms. To watch TV on a television set, cadets will need to utilize a Roku streaming device or Apple TV via AirPlay.

Dorms 6-8: Cadets in dorms 6-8 will have access to TV via Philo IPTV (any device — anywhere) as well as having access to traditional coaxial cable.

Aston and Dunn: Cadets in Aston and Dunn dorms will have access to TV via Philo IPTV (any device — anywhere) as well as having access to traditional coaxial cable.

To see what devices can be used with IPTV, go to https://tamu.service-now.com/tamu-selfservice/knowledge_detail.do?sysparm_document_key=kb_knowledge,101214546faa9240b522db3bbb3ee425#devices

For information related to setting up and watching IPTV, go here https://tamu.service-now.com/tamu-selfservice/knowledge_detail.do?sysparm_document_key=kb_knowledge,101214546faa9240b522db3bbb3ee425

If you have more questions about IPTV, contact TAMU-IT Help Desk Central at 979.845.8300 or helpdesk@tamu.edu

Complete information about the on-campus television service can be found at http://reslife.tamu.edu/livingOnCampus/amenities/tvService.

Internet Connections

ResNet (Residential Network) allows connection to the Internet as well as other campus resources. All on-campus student rooms are equipped with 1 Ethernet connection per resident. In addition, wireless access is available in all on-campus housing facilities as well as Ash and Buzbee Leadership Learning Centers. Connecting to ResNet requires a network cable to connect the computer to the room's Ethernet connection or a computer that supports wireless access. For more information and technical support, contact the Texas A&M Information Technology Help Desk Central (979-845-8300) or go to http://hdc.tamu.edu.

Laundry Service

Dunn & Aston Halls each have laundry facilities (2 per floor) available for the cadets who live in those buildings. For cadets living in newly renovated Corps Quad dorms 1-8 there will be a laundry room located on the first floor of each of these Corps Quad dorms 1-8 which include Spence, Kiest, Briggs, Fountain, Gainer, Lacy, Leonard, & Harrell Halls. The Laundry machines will now also include a new Laundry Alert laundry monitoring system. Follow the instructions posed in the laundry room to utilize

Laundry Alert. The cost to use a washing or drying unit is included in the cadets' rent for each semester. As such, cadets do not need to worry about coin operated units. Cadets must furnish their own laundry supplies. The area has been secured with keyless entry. You will need your student ID to access the facility. Access to the facility is restricted to currently enrolled cadets. Providing access to an individual not identified as a currently enrolled cadet may lead to disciplinary action and criminal charges.
NOTE: Corps Laundry Rooms will have signs posted regarding abandoned clothing instructions!

Requests for washer/dryer repair should be made to Mac-Gray at 1-800-MAC-GRAY (622-4729). They will need the machine number (found on the front of the machine) and location.

Lock-Outs

If the occasion arises that a student is locked out of their room, contact the Guard Room at (979)845-6789 (open 24 hours a day when the University is open) or the Commandant's Duty Officer (after 5:00 pm and on weekends) via cell phone at (979) 229-5826. Charges may be applied to a student's bill after multiple lock-outs.

The use of force to open a door as a result of a lock-out or lock malfunction is strictly prohibited. A cadet who knowingly and intentionally forces a door open to gain entry is in direct violation of Texas A&M student rules and will be disciplined and charged for the damage.

Lost ID Cards

If you lost your ID card, inform the Corps Area Housing Office as soon as possible so that you can have your building access deactivated. ID card cancellation for lost cards and replacement cards are available through the Aggie Card Office located in the General Services Complex (GSC), Suite 280. Cards can be deactivated after business hours by calling the Aggie Card Hotline at 979-862-4884.

Lost Keys

If you lose your key or access card, inform your residence hall staff as soon as possible so you can have your lock changed and ID deactivated or be issued a loaner key and/or card. Loaner keys and cards (for hall access only) may be kept up to three (3) business days. ID card cancellation for lost ID cards is available by calling the Aggie Card hotline at 979-862-4884, visiting http://sbs.tamu.edu/aggiecard/, or going to their office in the General Services Complex (GSC) Suite 280. The charge for a lock change is $100, and the charge to replace a loaner card is $10. If you have been issued an automatic door remote (issued as needed to students with disabilities), the charge to replace it is $150.

Mail Services

On-campus residents may rent mailboxes, buy postage, and ship packages from either of the two on-campus mail services located between Adams Band Hall and MPW and located in Hullabaloo Hall. Box sizes, rental rates, and hours of operation vary. See http://www.tamucms.com/ for information about mail services.

Mail is not delivered to students' rooms; however, UPS and FedEx will make deliveries to your room. The physical shipping address for FedEx and UPS is:

Name
Corps Hall Name and Room Number

Texas A&M University
College Station, TX 77840

The Corps Area Housing Office will not receive any mail addressed to students.

Maintenance and Custodial Services

The SSC Corps Area Custodial staff, located in new Duncan Dining hall offices is responsible for the custodial maintenance of public areas of the Corps dormitories. In periods of regular hall occupancy, the SSC Corps Area Custodial staff performs a daily regimen of services. This includes cleaning the restrooms/shower areas, sweeping/mopping of the hallway, sweeping and cleaning of entry ways and consolidation/removal of trash bags.

Cadets are responsible for cleaning their own rooms and any messes they make in the common areas. Cadets will be assessed for instances that cause the Corps Area Custodial staff to perform work above and beyond their daily regimen.

Only under limited circumstances and under authorization/supervision of their supervisor will a Corps Area Custodial staff member enter individual rooms.

Cadets who need to request maintenance for their rooms should submit a work order online at the AGGIE WORKS link at http://aggieworks.tamu.edu

Parking

The Department of Residence Life is not responsible for the regulation of on-campus parking. For more information on parking, contact the Department of Transportation Services (979-862-PARK), located in room 108 of the John J. Koldus Building, or visit them online at http://transport.tamu.edu.

Study Lounges

The Ash I & II LLC's, Plank and the Buzbee Leadership Learning Centers provide meeting and study room space for cadet use. Additionally, the Ash I & II, Plank & Buzbee Leadership Learning Centers have computer labs, meeting rooms and a student workroom available for cadet use.

Telephone Service

Student Room Telephones

With the increase in cell phone usage, telephone service is only provided in the residence hall student rooms and Corps of Cadets student rooms on a paid subscription basis. Residents who prefer local land line phone service may request installation of the service by submitting an online Application to Connect New Landline Telephone Service at http://reslife.tamu.edu/livingOnCampus/amenities/phone. There is an additional cost for this service. If you have questions, you may visit the website above or contact the Department of Residence Life, Office of Facilities and Operations at 979-862-3150.

Convenience Phones

A convenience phone is located near at least one entrance of each residence hall. These phones are provided for guests to contact residents, who can then open exterior doors and properly escort the guest to their room. These phones have a red emergency button, which, when pressed, places the caller in immediate contact with the University Police Department.

Public Hallway Phones

So that adequate phone service will be available for personal or emergency use, students will have access

to at least one "public hallway phone" on every residential floor of every building, with the exception of Hart and Walton halls, where the phones are located only on the first floor of each ramp.

Emergency Phones ("Blue Light Phones")

Emergency or "blue light" phones have been installed at various locations across campus. These are distinguished by the 12 foot pole with the blue light on top.

- FOR EMERGENCIES: Press the button or dial 911. The University Police will immediately know your exact location. Talk directly into the speaker.
- FOR NON EMERGENCIES: Blue Light phones may be used for vehicle repair help, calling for nighttime shuttle escort services, or calling a friend for assistance.

Vending Machines

Vending machines dispensing drinks and snacks are located on the first floor of each Corps dormitory. To report repair needs for the drink machines call 1-800-888-3508. To report repair needs for the snack machines call (979) 778-9500.

Work Orders

Work order requests for residence hall repairs can be submitted from your computer. Please be sure to retain your customer repair number for tracking purposes. Click on AGGIE WORKS link at http://aggieworks.tamu.edu and submit request.

Cable TV/Telephone/Ethernet/Network Problems should not be submitted online; please contact Help Desk Central at (979) 845-8300 to report these issues.

Emergency maintenance problems that pose a safety hazard or threat of significant damage to the facility (i.e., unsecured exterior doors, malfunctioning first-floor window locks, burst pipes and severe water leaks, broken window, etc.) should be reported immediately by contacting your Unit Commander or your Corps Housing Officer. If neither of these people is available during normal business hours, contact Corps Area Maintenance at (979) 845-7215. To report emergency maintenance problems after hours or on the weekends, contact the Commandant's Duty Officer via the Guard Room at (979) 845-6789 or via cell phone at (979) 229-5826.

Whenever possible, Corps Area Housing will notify all residents in advance of repairs to water lines, heating or cooling systems, etc., that will cause temporarily loss of service. If an unannounced interruption occurs, cadets should notify their Unit Commander and/or Corps Housing Officer, Corps Area Housing, or the Commandant's Duty Officer.

HEALTH AND SAFETY

Access Card System

The Department of Residence Life offers increased residence hall security through the use of the "Aggie Access Card" system. Residence hall exterior doors are locked 24 hours a day with limited exceptions as determined by the Office of the Commandant. Each door is equipped with a card reader and by sliding the magnetic stripe on the back of your student ID card through the reader you will gain access to your hall. Only the residents of your hall are coded for access to your hall; therefore, it is important not to admit non-residents without an escort. If you experience problems with your card access, contact the Corps Area Housing Office during business hours or the Commandant's Duty Officer after hours. Some other features of this system and related security policies are:

- Doors propped or remaining open longer than 45 seconds will trigger a local alarm at the door.
- Aston and Dunn Only: Infrared motion detectors are located on the inside of each door. As you approach to exit the hall, the door will automatically unlock for you. Be careful not to stand

within 3 feet of the door while waiting for guests or the door will remain unlocked. In case the motion detectors should ever fail, push buttons are located next to the doors to be used in opening the doors and exiting the hall.

- ID card cancellation for lost cards is available 24-hours a day by calling the Aggie Card Hotline located in the General Services Complex, at 979-862-4884.

Any assigned keys, I.D.'s and access cards should be kept in your possession at all times; do not lend them to anyone. Giving your key or access card to others may result in disciplinary action. Duplication of University keys is strictly prohibited. For safety security reasons, cadets should:

- Never allow someone to follow you into the building without that person swiping his/her card (coat-tailing/tailgating)
- Always lock their door (regardless of the time of day; regardless if they are in the room or not)
- Never lend out their key to anyone
- Never leave their key unsecured; and
- Report lost keys immediately

Bats

On occasion, bats will get into residence halls, particularly in the spring months. If you see a bat, take the steps below to report it and protect yourself and your neighbors.

- First, do not panic. NEVER TOUCH A BAT OR ATTEMPT TO TRAP A BAT, as some bats can carry rabies.
- Call the Facilities Services Communications Center at 979-845-4311. Be sure to tell them the specific location of the bat in as much detail as possible.
- Contact the Corps Area Housing Office or your Housing Officer. If after normal business hours, contact the Commandant's Duty Officer via the Guard Room at (979) 845-6789 or via cell phone at (979) 229-5826.
- If you wake up to find a bat in your room, leave the room and contact the Communications Center and the Corps Area Housing Office, your Housing Officer, or the CDO.
- If you come into contact with a bat, are bitten by a bat, or wake up to find a bat in your room, it is strongly recommended that you seek medical attention at Student Health Services or with your health care provider, as some bats can carry rabies. While rabies can be fatal, a doctor's treatment after a bat encounter is very effective.

Code Maroon

Code Maroon is an emergency notification service that gives Texas A&M University the ability to communicate health and safety information quickly by email, text message, radio, television and website. By enrolling in the text messaging service of Code Maroon, university officials can quickly pass on safety-related information, regardless of your location. To find out more information and to enroll in the text message service visit http://codemaroon.tamu.edu.

Emergency Contacts/Missing Persons

During the housing application and contract renewal processes, students living on campus are required to provide at least one emergency contact to the Department of Residence Life. This information will be kept confidential and will only be utilized by Department of Residence Life staff, Office of the Commandant staff, and other TAMU staff members with emergency response job responsibilities, or in the case of emergencies involving students such as death, life threatening injuries or a missing person report. Students may update their emergency contact information at any time by logging in to Housing Online Services at http://reslife.tamu.edu/onlineServices. Students are also encouraged to register their emergency contact information at http://howdy.tamu.edu.

On-campus students have the option of identifying at least one of their emergency contacts as a person to be notified in the event the student has been reported as missing. If a student is less than 18 years old, the parent or guardian of the student will be notified regardless of who the student has indicated as an emergency contact.

On-campus students should contact the Corps Area Housing Office or the University Police Department if they suspect another student is missing. Upon receiving a report of a missing student, Office of the Commandant staff members will contact the University Police Department with all information provided regarding the missing student so that an investigation can be initiated.

Emergency Preparedness

Texas A&M University is a partner with Brazos County and with the Cities of Bryan and College Station in the Brazos County Interjurisdictional Emergency Management Plan. We are also involved with the regional emergency response plan for the Brazos Valley Region consisting of seven counties: Brazos, Burleson, Grimes, Leon, Madison, Robertson, and Washington. Links to these plans are provided on the TAMU website: http://www.tamu.edu/emergency.

Area Evacuation for Emergencies

An Area Evacuation is an organized withdrawal from a building or area to reach a safe haven. Upon notification to evacuate, quickly:

- Dress appropriately for the weather.
- Take only essentials with you (e.g., eyeglasses, medications, identification and cash/ checkbook/credit cards).
- Turn off unnecessary equipment, computers and appliances.
- Close and lock the door as you exit your room or office.
- Follow the directions provided for safe routes of evacuation.
- Listen to the radio, if available, to monitor emergency status.
- Do not use your personal vehicle for evacuation unless specifically instructed to do so. If cars are used to evacuate, protect against hazardous materials by keeping windows closed and outside air turned off.
- If you need special assistance, contact your Corps Housing Officer, Commandant's Duty Officer, or other appropriate emergency contact. If these persons are not available, call University Police Dispatch at 979-845-2345 for assistance.

Sheltering in Place for Emergencies

When emergency conditions do not warrant or allow evacuation, the safest method to protect individuals may be to take shelter inside a campus building or room and await further instructions. If asked to shelter in place, quickly:

- Move indoors or remain there. Avoid windows and areas with glass.
- If available, take a radio or television to the room to track emergency status.
- Keep telephone lines free for emergency responders. Do not call 9-911 for information.
- If hazardous materials are involved, turn off ventilation systems (if accessible) and close or seal all air inlets and cracks from the outside.
- Select room(s) that are easy to seal and, if possible, has a water supply and access to restrooms.
- If you smell gas or vapor, hold a wet cloth loosely over your nose and mouth, and breathe through it in as normal a fashion as possible. For more information, refer to http://reslife.tamu.edu/livingOnCampus/safetySecurity/emergencyPrep.

Fire Alarms

Each building is equipped with a fire alarm system. If a fire alarm sounds, you should:

- Quickly put on appropriate clothing and shoes.
- Grab a towel to put over your face to prevent smoke inhalation.
- Close your windows, if they are open.
- Check your door or doorknob with the back of your hand.
  - If it is hot, do not open it. Block cracks around the door with wet towels. Call 9-911, giving your name, room number, and situation. DO NOT leave your room until told to do so.
  - If it is cool, exit cautiously and lock your door. Be sure to take your keys and your University ID Card.
- Walk quickly, in an orderly manner, through the exit for your area and continue at least 100 feet from the residence hall.
- DO NOT re-enter the building until you are told to do so by the Commandant's Duty Officer or an emergency responder.

If you discover a fire, activate a pull station. Pull stations are located near each exit. When you get to a safe area outside, call 9-911 from a convenience phone, blue light phone or 911 from your cell phone. Answering their questions clearly will ensure a quick response from emergency personnel.

Whether you believe the alarm to be a drill or actual fire, everyone, including Residence Life and Office of the Commandant personnel, must leave the hall whenever the alarm sounds.

Initiating a false alarm is a Class A Misdemeanor and is punishable by a fine of up to $4,000 or one year in jail or both. Tampering with a fire alarm device is a Class C Misdemeanor and is punishable by a fine up to $500 or 180 days in jail or both. In addition to violating state law, initiating false alarms and tampering with fire alarm equipment could jeopardize the safety of all residents in the hall.

Fire and Life Safety Inspections

Environmental Health and Safety (EHS) conducts fire and life safety inspections of all campus residence halls during the Fall Semester. The intent of these inspections is to increase the level of safety and safety awareness for all occupants of the residence halls. These inspections will include residence hall rooms and staff offices as well as mechanical and common areas.

Inspections will begin around the second week of the semester and will continue until all residence halls have been inspected. All inspections will be conducted between the hours of 9 a.m. and 5 p.m. and will be conducted in the presence of a Residence Life staff member. Advance notification of all inspections will be provided to cadets. Safety practices in general, and the fire life safety rules found in the rules section will be the primary focus of the inspection. Please note, residence hall inspections typically check for the following items and more during room inspections:

- Ignition Sources/Combustible Products: Candles/incense present, flammable liquids in the room (i.e. lighter fluid, torch fluid), tiki/party torches, combustible materials near electrical source, and excessive fire load in the room
- Appliances: Prohibited appliances/equipment or excessive appliances
- Electrical: Use of extension cords, cover plate missing/damaged, electrical wiring frayed/damaged/crimped, multi-adapter without breaker in use, overloaded outlets
- Lofts: Being less than 30" from the ceiling, being of poor construction and/or being placed in an unsafe/unapproved location
- Fire Alarm Equipment: Smoke detector obstructed (min. 24" clearance), smoke detector damaged
- Emergency Planning: Absence of the evacuation plan on the back of the door, window/door obstructed, missing/damaged door closure

For every room that has been inspected, EHS will provide Residence Life with a report indicating violations and/or discrepancies. Corps Housing Officers will then notify the occupants for correction. The violation and/or discrepancy must be addressed within a specified period of time. ***Disciplinary actions will be taken for failure to address the violation and/or discrepancy***.

Health Insurance Information for Students

For charges not covered by the Student Health Services fee or for treatment by other health care providers, health insurance is recommended. Some sources of health insurance are group insurance coverage through employment, parent's or guardian's health insurance, a student's individual policy or the Student Health Insurance Policy.

The University endorses a University Sponsored plan for undergraduate, graduate, and international students. This policy is available to all TAMU students enrolled for at least 6 credit hours or 1 credit hour where the university considers the student full time. You may want to review these polices and compare your current coverage when considering health insurance. This policy may be useful when:

- A student reaches the age of attainment on a parent's policy, (are no longer covered)
- A student gets married
- A student becomes legally independent
- A student is studying abroad.

For more information or to purchase the policy visit the Texas A&M Student Insurance webpage at https://tamu.myahpcare.com or contact Academic Health Plans at 877-624-7911.

Illness and Injury

If you are ill or injured and in need of immediate help, contact EMS at 9-911 from a campus phone or 911 if using a cell phone. TAMU EMS will respond 24 hours a day, 365 days a year and is a service for all enrolled students. The following people may also be of assistance: a Corps Housing Officer, the Commandant's Duty Officer, the Cadet Training Officer, the Corps Area Housing Office, the Health Center (979-845-1511) or the University Police Department (979-845-2345).

For all your non-emergency health care needs and questions, Student Health Services (SHS) is located in the A.P. Beutel Health Center and can be reached by calling 979-458-8316, or by referring to the SHS website at http://shs.tamu.edu/.

SHS is an accredited ambulatory health care provider serving the Texas A&M University student body by providing primary health care services and promoting health through prevention and education. It does not provide major hospitalization or treatment outside of the clinic. All current students at Texas A&M University who paid the Student Health Services Fee may receive services at the health center.

Services available at the Student Health Center include:

Medical Clinic	Dial-A-Nurse	Physical Therapy	Immediate Care
EMS/Ambulance Service	Radiology	Preventative Medicine	Pharmacy
Health Education	Women's Clinic	Specialty Clinics	Laboratory

For charges at the Student Health Center or for treatment by other health care providers, health insurance is recommended.

Property/Renters Insurance Information for Students

Occasionally, incidents such as fire, theft, flood and other casualties may cause damage to residents' property stored in campus residence hall rooms. Texas A&M University does not carry insurance on

residents' belongings, and can only pay for damages as permitted by the Texas Tort Claims Act (TX Gov't Code 101.021). The act provides Texas A&M University can only pay for property damage proximately caused by the wrongful act, omission, or negligence of an employee acting within his or her scope of employment if the property damage arises from the operation or use of a motor-driven vehicle or motor-driven equipment. Therefore, the Department of Residence Life strongly encourages students to either (1) make arrangements with their parent's or guardian's homeowner's insurance company to insure coverage for personal belongings, or (2) purchase separate property or renters insurance.

In some instances, a parent's or guardian's homeowners insurance will cover damage to property of a dependent child in a state owned facility (such as a residence hall or University Apartment), but this is not a universal truth. Consult with your parents or guardians and their insurance agent to decide whether or not personal belongings on campus are already covered, and if there might be any limitations to the coverage. While reviewing coverage, be sure to review any applicable deductibles. If not covered, or if coverage cannot be added, ask the insurance agent about purchasing a separate property or renter's insurance policy.

Texas A&M University has selected a preferred property/renters insurance company that offers a variety of different coverage options at reasonable prices. The university has identified CSI Insurance Agency, Inc. as the preferred provider. Information about available policies available through CSI can be found at: http://www.collegestudentinsurance.com.

If a student's personal belongings brought on campus are not already covered under a homeowner's insurance policy, Texas A&M University strongly encourages residents to consider securing property or renters insurance. Students should review the varied plan options offered by CSI (and any other insurance provider of their choosing), to determine and choose the coverage that most closely aligns with their needs.

For additional information, contact the Coordinator of Residence Life Risk Management at 979-862-3158.

Safety Hazard Reporting

Every cadet has an affirmative responsibility to immediately report fire and life safety related hazards. Your first contact should be your Unit Commander and/or Cadet Housing Officer, who is trained to respond to and follow-up on these problems. If you are unable to make immediate contact with your Unit Commander and/or Corps Housing Officer:

1. Submit a Maintenance Request at http://aggieworks.tamu.edu.
2. After-hours or on weekends, contact your Corps Housing Officer, Unit Commander or Major Unit Commander.
3. If your Corps Housing Officer, Unit Commander or Major Unit Commander is not available, contact the Commandant's Duty Officer via the Guard Room at 845-6789 or at 229-5826.

Self-Closing Doors

Cadet Room Doors

Door closers are installed on every cadet room door at the direction of the Texas State Fire Marshal's Office. The purpose of the door closer is to ensure that the room door closes automatically. In the event of a fire in the room, the closed door will decrease the oxygen availability and better contain the fire and smoke. It is the cadet's responsibility to ensure that the door closer for his/her room is functional at all times and to report malfunctions immediately. Room doors should open at least 90 degrees.

Cadets are strongly discouraged from hanging an excessive number of items (including but not limited to robes, towels, and other clothing) on their room door as the weight of such items may prevent proper operation of the door closer. Cadets will be held responsible for damage to door closers caused by excessive weight.

Hallway Fire Doors

There are four hallway fire doors per floor which are magnetically held open. These doors are connected to each building's fire alarm system and will close when the general fire alarm sounds. The purpose of the fire doors is to contain smoke and fire in a smaller area by compartmentalizing the hallway and decreasing the oxygen availability.

At no time may cadets close the fire doors. ***Do not*** place articles in the closing path of the fire doors such that they would not be able to close completely if the general alarm sounds. ***Do not*** cover the glass windows of the fire doors.

Do not hang or swing from the fire door or apply excessive weight onto the fire door's latch release assembly. Cadets will be held responsible for damage to fire doors caused by hanging, swinging, or applying excessive weight to them.

Severe Weather

Lightning Prediction System

TAMU has a lightning prediction system that is designed to alert outdoor activity participants who are in the vicinity of the prediction system when lightning is likely to strike. In the event of dangerous conditions, the system will give one long horn blast (approximately 15 seconds), accompanied by a flashing light. Once the dangerous conditions have passed, three (3) short horn blasts (approximately five (5) seconds each) will sound that all is clear and the flashing lights turn off. In the event of a system warning, please consider the following:

- Seek Shelter in: campus buildings, cars/trucks and lightning shelters.
- Avoid: open areas, elevated ground, water, flagpoles, tall trees, metal fences, golf carts or mowers, cellular phones and radios.

Watches and Warnings

The National Weather Service and local radio and television stations will announce watches and warnings about severe weather. Two good sources for local weather news are KBTX-TV (CBS – campus cable channel 2), and KAMU-Radio (90.9 FM), as they both broadcast National Weather Service watches and warnings. If a tornado watch or severe storm watch is issued, you should:

- Review emergency plans.
- Be alert for changing weather conditions.
- Be prepared to act.

If a tornado warning or severe storm warning is issued, you should immediately take the following precautions:

- Move into the smallest interior space without exterior windows or doors, such as inner hallways, interior stairwells, bathrooms, or closets.
- Avoid the top floors of the building, any area that may be glass-enclosed and/or has a large unsupported roof.
- Do not go outside.
- If you are unable to move to a small interior place of shelter, get under a sturdy piece of furniture.

- Monitor local radio or television stations for announcements of any additional actions to take and/or for cancellation of the warning.
- Occupants of the building should remain in the place of shelter until the warning has been officially lifted.

HOUSING CONTRACT

Corps Housing Eligibility
To be eligible to reside in the Corps dormitories, an individual must be an admitted student of Texas A&M University, be an active member of the Corps of Cadets and in good standing with Texas A&M University.

Housing Fee Charge/Refund Schedule
This contract is for the entire academic year. Housing charges are billed each semester and are subject to change without notice. If a student terminates this contract during the Fall semester (or during the Spring semester if the Spring semester is the student's first semester at the University), the student will be responsible for the following:

CHARGES FOR THE FALL SEMESTER:

- 25% of housing charges for termination between 7 (seven) calendar days after the space assignment has been released by the Housing Assignments Office and the 15th class day (only applies to students living in Residence Halls and University Apartments.

- 25% of housing charges for termination between July 15th and the 15th class day (only applies to residents of the Corps Halls).

- 50% of housing charges for termination between the 16th class day and the 20th class day.

- 75% of housing charges for termination between the 21st class day and the 25th class day.

- 100% of housing charges for termination after the 25th class day.

In addition to the percentage of housing charges outlined above, if a student terminates this Contract after the fall semester starts but before the 16th class day, the student will be charged a prorated per diem rate for those days.

CHARGES FOR THE SPRING SEMESTER

(New Spring Assigned Students Only):

- 25% of housing charges for termination between 7 (seven) calendar days after the space assignment has been released by the Housing Assignments Office and the 15th class day.

- 50% of housing charges for termination between the 16th class day and the 20th class day.

- 75% of housing charges for termination between the 21st class day and the 25th class day.

- 100% of housing charges for termination after the 25th class day.

In addition to the percentage of housing charges outlined above, if a student terminates this Contract after the spring semester starts but before the 16th class day, the student will be charged a prorated per diem rate for those days.

Exceptions will be granted for students who will graduate at the end of the fall semester or who will participate in cooperative education, student teaching, or study abroad programs for the spring semester, provided written notification is received in the Housing Assignments Office no later than 5:00 p.m., December 1. Written verification for exceptions must be provided. Exceptions will also be made for students who are academically restricted from re-enrollment or who become medically unable to return for the spring semester as long as written notification and verification is received prior to the beginning of classes for the spring semester. **Cadets who leave the Corps will still be bound by the terms of their housing contract and should contact the Housing Assignments Office at (979) 845-4744 to discuss options to move to other on-campus housing.**

Consolidation

The Department of Residence Life reserves the right to require single occupants of rooms, except those who have reserved their rooms on a private or single basis, to move together when to do so will: (1) make room for students housed in temporary assignments, (2) facilitate cleaning, or (3) support the private room policy.

If you are in a room without a roommate and all temporarily assigned residents have been placed, your Corps Housing Officer will notify you regarding consolidation. Odd-Numbered Cadets will not be consolidated unless an appropriate roommate becomes available (see Odd-Numbered Cadet section below). Be aware that you may receive a new roommate at any time during the semester. If a student is assigned to your room and cannot move in because of lack of space, you will automatically be billed for a private room from the first day of the semester.

Contract Renewal and Cancellation

Contract renewal and contract cancellation for current residence hall students for the next academic year will take place in late February or early March. If students wish to remain on campus for the next year, they will need to go online and complete a housing contract and form listing their housing preferences if they wish to remain on campus for the next year. This same online process also allows students to cancel their contract for the next academic year if that is their intention. This form can be filled out electronically by visiting the Residence Life website at http://reslife.tamu.edu/onlineServices.

Cooperative Education/Study Abroad

If you plan to participate in the Cooperative Education or Study Abroad Program at Texas A&M University, you will need to contact the Housing Assignments Office for specific guidelines regarding

your future housing reservation or refund. You must have a letter from the related University office confirming your employment or trip.

Hall Changes and Room Changes

To ensure accountability, the Corps Area Housing Office requires all room changes to be approved in advance by the CTO. Once approval has been granted by the CTO, cadets should bring their approval form to the Corps Area Housing Office to begin the room/hall change process. Cadets **may not** switch rooms or keys, or even begin moving belongings to a new room, without approval from the CTO and approval and appropriate paperwork from the Corps Area Housing Office. Failure to follow the stated procedures will result in disciplinary action and financial charges per the housing contract.

Housing Deposit

A $300 deposit must accompany all housing applications and is retained by the University as long as the student resides on campus. Upon completion of the contract, the full deposit or any remaining portion will be refunded. The deposit is used to ensure against damages and contract violations (i.e., late cancellations, no-shows, etc.). Deposits are refundable if the student is denied admission or requests a refund before the cancellation deadline. Students who are removed from housing for disciplinary reasons automatically forfeit their housing deposit. Damages or billing charges will be deducted from the housing deposit as necessary.

Interim Housing

Interim housing is temporary housing available for rent to summer school residents who need a place to live or store their belongings when halls are not open. Interim housing is only available during two time periods: Between spring and summer semester, and between summer and fall semesters. All interim housing students live and/or store their belongings in one hall for the period, and they must sign up and pay for the entire interim period. To sign up for Interim Housing, and for information on cost, go to the Housing Assignments Office at Cain Hall or online at http://reslife.tamu.edu/onlineServices.

Room Assignments

All cadets (except for those identified by the Commandant) are required to live in the Corps dormitories while an active member of the Corps of Cadets. Only the Commandant can approve additional exceptions (and only under special circumstances).

Assignments will be released in July or August. Any changes to your assignment will be coordinated between the Corps Area Housing Office and the Office of the Commandant. Due to the changing nature of units and outfits, housing assignments are subject to change.

Room assignments are based on:
1. Gender Integrity – Cadets share a room only with another cadet of the same gender.
2. Unit, Staff and Class Integrity – A cadet shares a room with a cadet in the same unit and class. Crowded conditions or special circumstances may dictate that cadets of different years and units can room together.

Satellite Assignments

If space within a unit's room block is insufficient, the Unit Commander may be allotted one or more rooms on another floor or in another building to use for satellite assignments. Though specific situations will vary, cadets given satellite assignments are usually moved back with their parent unit as soon as space becomes available. Reassignments will be done by the Corps Area Housing Office.

Temporary Assignments

At the beginning of each fall and spring semester, the occupancy of the halls may need to be expanded through the assignment of students to study rooms, recreation rooms, and the "tripling" of what are normally double occupancy rooms. All cadets should be prepared to have a third person in their room at the beginning of each semester. Normally, within the first three (3) weeks of classes these over assigned students are relocated to permanent assignments as rooms become available. In some instances, rooms have remained over assigned for longer than three weeks. If this does occur, all students will receive a prorated rent adjustment for the period of time the student and roommates remain over assigned. Students assigned into over assignment accommodations are responsible for the over assignment furniture in their room. This furniture should not be removed from the room. *NOTE:* For the upcoming year 2016/2017 only while Corps Dorm renovations are being completed there will be some rooms tripled in Dunn & Aston Halls for the entire school year and beginning Fall 2017 all 12 dorms should be re-opened on Quad

Holding Detachment Assignments (Temporary Relocations)

From time to time, the Assistant Commandant for Operations & Training and/or the Assistant Commandant will temporarily reassign a cadet for a specific amount of time. In most cases, a cadet is assigned to a temporary assignment for a short period of time and will not need to completely vacate his/her initial room assignment. The period of time for the temporary assignment is determined by the Assistant Commandant for Operations & Training and/or the Assistant Commandant for Academics & Discipline, who will communicate with the Corps Area Housing Offices to facilitate the temporary move.

Odd Numbered Cadet (ONC) Status

In some situations, there may be an odd number of cadets of a given class or gender on a staff or in a unit. This will numerically leave one cadet without a roommate. Space permitting, the Unit Commander can designate this cadet as the "odd numbered cadet." This cadet will be authorized to live alone, pay the standard rate and be designated as the "Odd Numbered Cadet" (ONC). Odd Numbered Cadet status is subject to change and may result in consolidation if an appropriate roommate becomes available. ***The ONC must complete an ONC acknowledgement through the Corps Area Housing Office for every semester he/she is in such status***.

Paid Single Rooms (Private Room)

Paid Single Room (PSR) status (equivalent to a private room) is based on space availability and no satellite/temporary housing. A cadet resident interested in PSR status must complete an application for each semester he/she is interested in such status. Applications are made available prior to the start of each semester and will be accepted until the twelfth class day of the fall and/or spring semester.

PSR status is not guaranteed. Per Corps Policy, although PSR status is reserved for juniors and seniors, it is neither a privilege nor a right. It is an opportunity afforded to cadets by the Corps Area Housing Office based on space availability and is subject to the final decision of the Corps Area Housing Office.

A cadet applying for paid single room must complete the application and acquire a signature for him/her Unit Commander. The Unit Commander will make his/her recommendation and forward the application to the Corps Area Housing Office. If approved, the applicant will be notified and will immediately be flagged as a PSR cadet in the housing database, which will result in the cadet being billed for PSR status.

The PSR must complete a PSR acknowledgement through the Corps Area Housing Office for every semester he/she is in such status.

The paid single room charge is double-room rent plus $850 per semester, pro-rated. The PSR cadet should be identified and charged as early as possible with initial billings being submitted no later than the

twelfth class day. However, in consultation with the Corps Area Housing Office, PSR status can be authorized after the twelfth class day. PSR cadets are not included in odd/even number counts.

If a cadet is temporarily relocated (refer to above paragraph), the PSR status transfers with that cadet so long as space is available.

There are two authorized exceptions to the room consolidation policy: "Odd Numbered Cadet" (ONC) (so long as there is no other ONC of the same unit, class and gender) and "Paid Single Room" (PSR).

Contract Cancellation by the University

If a student is suspended, dismissed, expelled, or otherwise removed from the University or the Residence Halls or the Corps dormitories for disciplinary reasons, the University has the right to terminate the contract. In such cases, the student will be required to vacate the room within 48 hours after notification of such action by the University, or sooner if, in the opinion of the Director of Residence Life/Commandant of Cadets or designee, there is a threat to the welfare of persons or property. When the Director of Residence Life or designee believes that the continued presence of a student in the residence halls poses a continuing danger to persons or property or presents a threat of disrupting the normal operations of the residence halls, the student may be removed from campus housing. Students who are removed from the Residence Halls for behavior not in-keeping with Residence Life community standards and rules will automatically forfeit their housing deposit and are subject to the termination charges and charges outlined in the housing contract.

Leaving the Corps of Cadets

When a cadet decides to leave the Corps prior to the end of the academic year, he/she will still be bound to all terms of the housing contract. Failure to do so will result in charges being assessed per the housing contract. Cadets who plan to leave the Corps must contact the Corps Housing Office to make arrangements to move to other available on-campus housing options.

Failure to Vacate

An individual who has resigned or has been dismissed from the Corps or has withdrawn from the University is no longer considered a resident of the Corps dormitories and must vacate the premises within 48 hours.

HOUSING CHECK-IN AND CHECK-OUT PROCEDURES

Housing Check-In Procedures

During check-in, you received a Move-In/Move-Out form (MIMO) that you will need to review, sign, and return to your Corps Housing Officer within 24 hours of check-in. Residents who do not check into their room by 5 p.m. the day before classes begin will forfeit their housing deposit and room assignment. If a student is unable to check in by the deadline, their space will be held only if they notify the Corps Area Housing Office or their Housing Officer of their late arrival.

Once checked in, each cadet assumes control of and responsibility for the room and key assigned.

Housing Check-Out Procedures - December Check-Out

Cadets must vacate their rooms in December no later than the date provided by the Corps Area Housing Office. After the building is closed, the CHO will enter each room to ensure that rooms are clean and free of safety hazards, per the winter closing notice. Failure to follow procedures listed on the winter closing notice will result in Cadets being billed.

Common Areas during Check-Out

At all times during the check-out period, cadets are responsible for keeping hallways, vending machine rooms, dorm perimeters, and all grounds on the Quad free from discarded personal belongings and trash. This responsibility includes:

1. Placing all small room trash in hallway trashcans (and requesting additional bags if those cans are full).
2. Taking all unwanted items including but not limited to lumber, cinderblocks, carpet, personal furniture and other large items directly to the dumpster(s) provided.
3. Moving all personal belongings directly from the room to vehicles (i.e., boxes, personal furniture, etc., will not be stacked in the hall).

Failure to follow these guidelines will result in charges for the individual(s) or group involved. If the individuals cannot be determined, a group billing for the unit, staff, or building will be processed.

Housing Check-Out Procedures - May Check-Out

Check-out in May involves returning the room to standard room configuration, returning all issued keys and University property, and assisting with any clean-up related to move-out.

You must schedule a check-out appointment with your Corps Housing Officer within the time frame designated for check-out appointments by the Corps Area Housing Office. A cadet who fails to clear by the set deadline will be charged for "failure to clear."

You will need to carefully plan and budget your time so that you are completely ready to check out at your scheduled time. This is the time when your room is completely empty, clean, and all furniture assembled. All carpet must be rolled-up and removed from the room. This will also be the time when you turn in your key.

1. During your check-out inspection, your CHO will inspect your room and its contents and complete, with you, the check-out portion of the *Move-In/Move-Out Record*.
    a. On the card, your CHO will document any damages and/or missing items for which you will be billed.
    b. Your CHO will collect your key and direct you to complete any paperwork regarding charges that you are being assessed.

Cadets will not be permitted to leave any personal items in the room that was just vacated. Personal items found in a vacant room will be considered "abandoned property" and will be removed by Corps Housing staff at the owner's expense. Corps Area Housing Office, the Office of the Commandant, the Department of Residence Life and Texas A&M University is not responsible for any cadet property left behind after a room is vacated. There will not be any storage space available for outfits during the summer; all outfit property should be removed from the hall by the date set by the Corps Area Housing Office.

Common Areas during Check-Out

At all times during the check-out period, cadets are responsible for keeping hallways, vending machine rooms, dorm perimeters, and all grounds on the Quad free from discarded personal belongings and trash. This responsibility includes:

1. Placing all small room trash in hallway trash cans (and requesting additional bags if those cans are full).

2. Taking all unwanted items including but not limited to lumber, cinderblocks, carpet, personal furniture and other large items directly to the dumpster(s) provided.
3. Moving all personal belongings directly from the room to vehicles (i.e., boxes, personal furniture, etc., will not be stacked in the hall).

Failure to follow these guidelines will result in charges for the individual(s) or group involved. If the individuals cannot be determined, a group billing for the unit, staff, or building will be processed.

Standard Room Configuration for Vacant Rooms

The standard room configuration for vacant rooms includes the lofts being properly constructed (all components installed and the top of the uncompressed mattress maintains a minimum clearance of 30 inches from the ceiling) and chairs, desks and dressers. Note: Dorms 1- 8 furniture cannot be moved. For Aston and Dunn standard room configuration see your CHO or CTO.

The standard room configuration also requires the:

1. Floor be swept clean
2. Room is free of trash
3. Desk and dresser drawers are open
4. Blinds are closed
5. Medicine cabinet is left open
6. Under-sink cabinets are left open
7. AC/heating unit is set to low with the dial set to the 12 o'clock position

A cadet in the process of vacating a room will be required to return the room to standard configuration.

Prior to spring semester closing, all rooms must be returned to standard room configuration. The standard room configuration coupled with the overall cleanliness of the room ensures move-in-ready status and allows the room to be occupied as needed.

CORPS RESIDENCE HALL RULES AND REGULATIONS

Appliances and Equipment

Prohibited appliances and equipment include, but are not limited to, the following listed below. Electrical appliances not allowed or outdoor cooking appliances discovered being stored in a room will be confiscated by Unit Commanders and/or Corps Area Housing Office Representatives/Staff, or Operations & Training staff. Individuals responsible will be subject to disciplinary action.

- Air-conditioners
- Camping Stoves
- Ceiling Fans
- Electric Skillets
- Gas Power Tools
- Griddles
- Grills (George Foreman type, electrical, charcoal or propane)
- Electric Power Tools *(with exception of storage for use outside the dormitories)*
- Halogen Torchiere Lamps
- Hot Oil Popcorn Poppers
- Hot Plates
- Oven Broilers
- Steamers
- Space Heaters
- Toasters
- Toaster Ovens
- Sandwich Makers
- Smoke/Fog Machines

Arson/Campfires
Starting a fire within a residence hall or within the immediate surroundings outside a residence hall is strictly prohibited at all times. Violations of this rule, which may also be considered violations of state law, include setting fire to items on a room door or bulletin board or any other flammable material in the hall, as well as starting outdoor fires in non-designated areas. Grilling in designated grill areas is acceptable.

Bicycles/Motorcycles
Bicycle and motorcycle parking should be restricted to available motorcycle lots and bicycle racks. These vehicles may be impounded if they are left in walkways, breezeways, sidewalks, or hallways. Motorcycles and other motor vehicles are not allowed to be driven on any non-roadway area, pathway, sidewalk, handicapped ramp, etc. Mopeds are considered the same as motorcycles and should follow the same regulations. Although bicycles may be stored in residence hall rooms with the consent of the roommate, motorcycles, mopeds, motor scooters, and other internal combustion engine vehicles should never be brought into the residence halls. Gasoline cans should never be stored in the residence halls.

Business Ventures in the Residence Halls
Per the housing contract, residents are prohibited from using their residence hall room as the base of operations in order to conduct activity directly related to a business venture of any type.

Candles/Incense/Wax Warmers/Open Flames
Candles, candle warmers, incense, oil lamps, and other devices which use an open flame (including potpourri pots) are prohibited in residence halls. Items will be confiscated and residents will be subject to disciplinary action.

Storage of propane tanks, charcoal and charcoal starter-fluid, and tiki/party torches and torch fluid as well as any accelerant or incendiary agent in any area of the dormitories including but not limited to rooms, restrooms, vending rooms, and hallways is strictly prohibited.

Chalking
The use of chalk on any surface other than an approved chalkboard is strictly prohibited. Students are prohibited from using chalk on sidewalks, walls of buildings, and residence hall room doors. Necessary clean up may be billed back to the residents of the hall.

Christmas or Holiday Trees
Cut/live Christmas/Holiday trees are not permitted in residence hall rooms or public areas. One artificial tree may be placed at the end of the hallway in an area that does not block egress.

Cooking
Residents are responsible for ensuring that proper sanitation, ventilation, and fire safety precautions are taken. Any damages resulting from improper food disposal will be billed to the individuals responsible.

Cooperation with University Officials
Your Corps Housing Officer and other Corps Area Housing staff members are University officials. Residents must immediately comply with any lawful directions from any University official. Verbal and/or physical abuse directed toward any University staff member will not be tolerated and violations may result in disciplinary action being taken.

Damage to University Property
Damage to or littering on University property is not permitted. Damage will be billed to individuals or groups as necessary and may also result in University discipline and/or criminal charges being pursued.

Your assistance in properly utilizing the grounds outside the residence halls is expected. This is best accomplished by avoiding large scale activities on the grounds during wet or rainy periods when the turf is likely to be damaged.

Decorations

In accordance with guidance provided by the Texas State Fire Marshal's Office and Texas A&M University Environmental Health & Safety, the Corps Area Housing Office has established the following as it relates to holiday and special event decorations:

1. All decorations must be approved by Corps Operations Staff prior to placement.
2. Nothing to hinder or restrict access to any hallway, room, stairwell or maintenance closet.
3. No decorations may be placed on the floor in hallways.
4. No decorations may be placed on ceilings.
5. Nothing may be attached to or block function or vision of any fire/life safety equipment (i.e. hallway fire doors, emergency lights, exit signs, hallway lights, fire extinguishers or smoke detectors).
6. Covering the fire door window is strictly prohibited.
7. Sufficient lighting in hallways and stairwells to permit safe passage must be maintained at all times.
    a. Hallway windows and light fixtures will not be covered with black out curtains/trash bags in an attempt to block out light.
8. Paint (as well as other coloring substances including but not limited to fake blood) and/or adhesive materials cannot be applied to floors, walls, doors and windows.
9. Use of a smoke/fog machine is strictly prohibited.
10. Use of spray-snow and/or confetti snow (i.e., Styrofoam packing peanuts and other Styrofoam based material) is prohibited.
11. Spider-webbing material:
    a. Must be classified as flame-retardant.
    b. Cannot be placed on the ceiling or span the width/length of the hallway.
    c. Cannot be placed on any part of the fire doors.
12. Holiday lighting:
    a. Cannot be used in hallways.
    b. Must maintain a clearance of 24 inches from the smoke/heat detector.
    c. Cannot cross under or touch the light fixtures.
    d. Cannot be placed on the ceilings.
13. Power strips used for holiday lighting must be Underwriter's Laboratory (UL) approved with built-in circuit breakers and may not cross the fire doors or the stairwells.
14. Electrical wiring may not be bent, crimped, or run under any doors.
15. Wrapping paper cannot be applied to the hallway walls or ceilings.
    a. Wrapping paper may be applied to a resident's door but is not permitted on the fire doors or utility/maintenance closet doors.
16. Decorations (including but not limited to plastic wall-wrap, streamers, etc.), regardless if they are flame-retardant or not, cannot be applied through more than 20% of the length of the hallway (including in between the fire doors). Application of such decorations hinders effective evacuation of an area or floor.
17. Placement of a live tree in the hallway is not permitted.
18. All decorations in hallways must be cleaned up prior to the cadet leaving for the semester break. Decorations must be cleaned by cadets and all trash taken to outside dumpsters (not placed in hallway trash cans).

Electrical Power Strips and Extension Cords
When additional electrical outlets are needed, residents must use Underwriter's Laboratory (UL) approved electrical power strips with built-in circuit breakers. Multiple plug adapters and extension cords are not permitted. Power strips should never be plugged into another power strip. Power strips should never be placed above the ceiling tiles, underneath carpet or stapled or pinched in any way. Running power strips underneath the mattresses is prohibited. Bed risers and lamps with outlets must be UL approved and have a built-in circuit breaker.

Emergency/Safety Equipment
Tampering, damaging, or inhibiting the use of emergency/safety equipment, including exterior residence hall doors, in any residence hall is prohibited. Residents may not use emergency equipment for any purpose other than emergency use. Residents involved in such activities will be subject to disciplinary action and may be removed from University housing. Additionally, residents may be held financially responsible to damage done to emergency equipment. This regulation includes, but is not limited to, fire extinguishers, heat and smoke detectors, exit signs, fire alarm pull stations, or locked exterior doors.

Exterior Door Locking
All exterior residence hall doors are locked 24 hours a day with limited exceptions as determined by the Office of the Commandant. Propping of exterior doors and/or tampering with locks is considered a serious security violation. Residents involved in such activities may be removed from University housing.

Fireworks/Explosives/Hazardous Materials
Students may NOT possess or use any fireworks, explosives, sparklers, ammunition, gun powder, gasoline, hazardous chemicals, flammable liquids or any other related materials in the residence halls. Possession of fireworks or explosives implies intent to use them. Individuals responsible will be subject to disciplinary action.

Grilling
Outdoor cooking appliances and equipment (grills, hibachis, deep fryers, barbecues, etc.) may be used ***outside the residence halls only***; cadets should contact the Office of the Commandant to request approval to bring grills onto the quad. These appliances and/or equipment (and the flame source used such as charcoal, lighter fluid, etc.) ***cannot be stored in rooms, common areas of the hall, or outside on the quad*** as they pose a fire safety hazard. While in use, these appliances and/or equipment must be attended to at all times and remain at a safe distance (minimum of 15 feet) from all buildings and trees to avoid fire, fire hazard and/or smoke irritation to residents. Additionally, vehicles may NOT be driven onto the Quad for the purpose of delivering or retrieving grills.

Group Billings/Assignment of Communal Damage Charges
Financial charges relating to the cleaning of, damage to, or theft of University property are billed to the specific individual(s) responsible whenever such individual(s) can be identified. However, when damage or theft cannot be assigned to a specific individual(s), the charges may be divided equally among the residents of the affected outfit, floor, building, or area. Damage listings are posted in each hall when there are damage billings to report. If you have information concerning any of the damages or stolen property listed, please contact the Corps Area Housing Office.

Halogen Torchiere Lamps
This type of torchiere lamps can pose a serious fire hazard and therefore is not permitted inside the residence halls. Halogen torchiere fixtures found in student rooms may be confiscated and residents may face disciplinary charges.

Hoverboards
Hoverboards are not allowed to be used, stored, or charged in any Residence Life facilities due to the significant fire hazard posed by these devices.

Keys and Access Cards
Any assigned keys, I.D.'s, and access cards should be kept in your possession at all times; do not lend them to anyone. Giving your keys or access card to others may result in disciplinary action. Duplication of University keys is strictly prohibited.

"Hot-swapping" of keys (handing keys over directly to another cadet moving into the room) is strictly prohibited. ***"Hot-swapped" keys will be handled as lost keys and the responsible cadets will be charged accordingly***. Cadets may be disciplined for being in possession of a key that was not officially issued to them.

Lock Tampering
Tampering with a room lock to gain or prevent entry into a resident cadet's room is strictly prohibited and will result in a facility-damage related assessment. Room obstruction and/or lock tampering is a direct violation of *Texas A&M University – Student Rule, Student Conduct Code, 24.3.5 Breaching Campus Safety or Security*.

Microwaves/Refrigerators
As permitted by The Standard, cadet residents may have one microwave and one refrigerator in the room provided they meet all of the following conditions below. A combination refrigerator/freezer/microwave appliance will be counted as one microwave and one refrigerator.

- Microwaves must be U.L. approved and may not exceed a stated FCC rating of 700 watts (FCC rating placard must be intact).
- Refrigerators must be U.L. approved and the total size of the refrigerator and freezer combined may not exceed 4.4 cubic feet.
- Refrigerators must be kept clean for sanitation reasons.
- Refrigerators must be cleaned, defrosted, and unplugged between semesters.
- Refrigerators must be removed from the room prior to check-out unless rented from the University. Microwaves and refrigerators may not be plugged in and placed inside a room closet.
- Microwaves and refrigerators must be plugged directly into a wall outlet.

For information regarding renting a combination refrigerator/freezer/microwave contact the Corps Area Housing Office.

Obstruction of Room
The practice of obstructing a room (e.g., filling the room with newspapers, installation or use of a device/object to prevent room entry/exit) so the resident cadet cannot enter/exit or prevent the resident from using the room as designed is strictly prohibited.

Pets and Service or Assistance Animals
The only animals allowed in residence halls or apartments are fish living in an aquarium (20 gallon maximum), service animals (as defined by the Americans with Disabilities Act), assistance animals (as defined by the Fair Housing Act), and the official university mascot.

Assistance animals (as defined by the Fair Housing Act) are only allowed in a student's room or apartment after a request has been submitted and permission has been granted by the Department of Residence Life. Requests for assistance animals must be approved in writing before the student brings the

animal into the hall or apartment. Requests for assistance animals should be directed to Jeff Wilson, Associate Director, Housing Assignments Office.

Projectiles
Propelling devices, such as rockets, catapults, slingshots, or any homemade device for the purpose of launching an object, are prohibited. Objects may not be thrown into or out of windows.

Recycling
Cadets interested in doing recycling programs should contact Corps Operations. If approved, the Corps Area Housing Office will work with Corps Operations to assist cadets in their recycling efforts. Excessive amounts of empty cans or newspapers should not be kept in student rooms. For fire and life safety reasons, paper and glass may not be collected in public areas.

Roofs/Exterior Walls
University building roofs and exterior walls are considered restricted University property and are off limits to students. If something is lost on a roof, contact the area office to have it recovered.

Room Entry/Room Search
The University recognizes residents' desire for privacy, particularly in the context of their group living situation, and will do all it can to protect and guarantee their privacy. However, the University, through Corps Area Housing Office or Office of the Commandant staff, reserves the right to enter a resident's room at any time for the following purposes:

1. To determine compliance with all relevant health and safety regulations.
    a. Announced EHS room safety inspections will be conducted each fall.
2. To provide cleaning and/or maintenance.
3. To conduct an inventory of University property.
4. There is an indication of imminent danger to life, health, and/or property.
5. There is a reasonable cause to believe that a violation of University or Residence Life Regulations is occurring.
6. To search for missing property.

A room search by a designated Residence Life staff member is possible but rare. For such a search to take place, the conditions for room entry must exist. Items that violate university or housing regulations will be confiscated.

A room search by law enforcement officials must be accomplished through the use of a valid search warrant, or the student may sign a release to be searched at his or her approval.

Room Occupancy
The Department of Residence Life reserves the right to limit the number of individuals in a room in cases where the safety of occupants may be a concern.

Smoking and Tobacco Use
Texas A&M University owned and leased housing (apartments, residence halls and houses), are smoking and tobacco-use free with the exception of smokeless tobacco, snuff and chewing tobacco when disposed of in an appropriate manner.

Smoking and tobacco products include, but are not limited to cigarettes, cigars, pipes, water pipes (hookah), bidis, kreteks, smokeless tobacco, snuff, chewing tobacco, and electronic cigarettes (includes vapors, personal vaporizers, tanks and other). While smoking outside near entryways, please be considerate of others. You may be asked to move if your smoke begins to travel indoors.

Solicitation

The term "solicit" is defined as advertising, the taking of orders, sales, donations, proselytizing, campaigning (political or other), collection and distribution of literature. Door-to-door solicitation by individuals, non-residence hall organizations or companies is prohibited in the residence halls. If you are approached by sales personnel, do NOT allow them to enter your hall or room and inform the UPD or the Corps Area Housing Office immediately.

Trespassing

There are several areas (secured and unsecured) on and in the perimeter of the Quad that are considered restricted and off-limits to all except authorized personnel. Cadets are prohibited from such areas.

Cadets are prohibited from being on the roof of the dorms, accessing the basement of a Corps dorm, accessing the steam tunnels or scaling the exterior walls.

Cadets found in or on restricted areas (including but not limited to roofs, basements or scaling the exterior walls) will be arrested for trespassing.

Vehicles on the Quad

At no time are vehicles to be driven onto the quad. For information regarding use of the Quad, cadets should contact Corps Op's & Training of the Office of the Commandant in Lounge F on the Quad.

Weapons/Firearms

With regard to dormitories and buildings on campus, a **personal weapon** includes all fire arms (rifles, handguns, shotguns, pellet guns, BB guns), knives over 4 inches (including military fighting knives [K-Bar or bayonet]), switchblades, bows and arrows, machetes, non-ceremonial swords, axes and axe handles, clubs, taser/stun guns, sling shots, martial arts weapons (swords, throwing stars, nunchakus, spears. etc), and other items that logically could be used as a weapon. In addition, the following items may be stored inside a residence hall room, but are prohibited from being used inside of any residence hall room or public area: Airsoft guns, paintball guns and Nerf guns.

All personal weapons are **unauthorized** to be in the dormitories except as specified in Concealed Carry paragraphs below.

The Office of the Commandant may grant approval for Corps special units (for example, Fish Drill Team, Ross Volunteer Company, Recon, SEAL Platoon, Rudders Rangers, etc.) to store non-firing "drill or training weapons" which are utilized in their approved activity in the residence halls. Cadets who are part of these approved units/organizations are expected to secure these non-operational training weapons with a locking mechanism. Additionally, senior cadets in the Corps of Cadets are authorized to possess and store in their dorm room their ceremonial saber/sword that is part of the senior cadet uniform.

Effective 1 August 2016, Texas State Law allows an individual with a Concealed Carry License/Permit to possess, carry, and store personal handgun(s) on campus. This change applies **only** to handguns and **only** to persons who have a Concealed Carry License/Permit. **Only individuals who have completed the Concealed Carry Course and possess a valid Concealed Carry License/Permit to carry a concealed handgun are authorized to do so on campus.**

Cadets who have a valid Concealed Carry License/Permit must follow all state and federal laws pertaining to possessing and carrying a handgun on campus. Additionally, any students – including cadets - at Texas A&M who choose to keep a handgun in their dorm room **MUST** purchase or rent an authorized electronic locking safe from Res Life in which to store their **weapon AND ammunition**. Refer to http://reslife.tamu.edu/livingOnCampus/amenities/safes for specific information on the required storage of an authorized handgun in a campus dormitory by a cadet possessing a Concealed Carry License/Permit,

and how to purchase/rent the approved safe. **All other personal weapons as described above remain unauthorized to possess in dorm rooms by ALL cadets.**

Prohibited items discovered during an inspection will be confiscated and disciplinary action will be taken. Confiscated items will be turned over to the Assistant Commandant for Discipline who will make final disposition in conjunction with the Student Conduct Office (SCO) and the University Police Department (UPD), as necessary. Any Concealed Carry License/Permit holder who fails to properly secure their handgun and ammunition in their dorm room (locked in an approved safe) is in violation of student conduct and housing regulations and will be dealt with immediately, including notifying SCO and UPD, as necessary.

Windows

Windows should not be left open while cadets are not present in the room, nor should they be open after dark. UPD Security will notify the Commandant's Duty Officer if windows are found open after dark. Nothing should be propelled or thrown out of a window. Any attachments outside room windows must be approved in advance by the Director of Residence Life. If you observe a problem that needs to be reported, complete an AggieWorks Work Request at http://aggieworks.tamu.edu.

ROOM UPKEEP

Room Furniture

Each room is furnished with two dressers, two desks, two chairs, and two beds. Construction and/or installation of non-university owned bed furniture is prohibited. Furniture assigned to the room must remain in the room and not stored elsewhere (e.g., custodial closets, empty rooms, stairwell, hallway, off-campus, etc.).

1. A 24-inch vertical and horizontal clearance must be maintained around the smoke/heat detector. Lofts and other furniture may not be placed within this clearance distance.

2. ***Monster hooks will not be installed onto the loft bed ends or any other room furniture*** under any circumstances. Cadets will be assessed for damaged bed ends and furniture.

3. ***The AC access panel will not be blocked***. The panel door should be able to open completely without obstruction in order to provide immediate access for maintenance.

4. ***Sheets may not be permanently affixed to mattresses*** in any fashion as it lowers the fire rating of the mattress. This includes pinning, stapling, duct-taping or puncturing the mattress anywhere.

Room Modifications

Permanent fixtures and construction are not permitted in residence hall rooms. All items in the room must be free standing. Modifying electrical, cable, or telephone wiring, the ceiling, walls, doors, plumbing, HVAC, Ethernet, and closet doors are prohibited. Under no circumstances should nails, screws, or wall anchors be used to affix items to walls. Any materials used to affix items to walls or doors must be completely removed upon checkout (including all tape residue).

Painting

With the approval of the Office of the Commandant and the Corps Area Housing Office, painting is permitted in cadet rooms.

Floors

Cadets are required to maintain cleanliness of their room floor. The use of linoleum flooring, tiles or other type of flooring coverage in which an adhesive is used to secure the coverage is strictly prohibited. Carpet cannot be permanently installed in a room.

Caution and care should be taken when using "heel and sole" edge dressing in the room. It is strongly recommended that cadets use newspapers or cardboard to cover the floor prior to using "heel and sole." In the event of a spill, cadets should take immediate action by placing newspapers or paper towels to contain and absorb the liquid. Do not use wiping motions as this will cause the liquid to spread and stain a larger area.

UNIT AREAS

Units are responsible for all University property in their assigned unit areas. This includes rooms, hallways, restrooms, vending rooms, bulletin boards, and the dorm perimeter.

Building Exterior

With the exception of approved outfit signs, nothing may be hung from the exterior walls, dorm windows or on the hooks outside dorm windows, including clothes and footgear. Muddy or dirty clothes may be cleaned and hung (to drip-dry) in the restrooms before being moved to the dorm room. Items left in the restrooms are done so at the risk of the owner.

Display of an outfit sign on the exterior wall of a dormitory is a privilege (not a right) afforded to the Corps of Cadets. For safety reasons, the hanging or removal of any exterior outfit sign must be coordinated through Corps Operations & Training who will contact Department of Residence Life Facilities and Operations to install the sign. The signs will only be removed in the case of repair, replacement or at the direction of Corps Operations & Training.

Ceilings

Nothing is allowed to be hung from ceilings, including "Slap-boards".

Hallways

Hallways must be kept clear at all times. Trash cans (placed by the Department of Residence Life) are the only items allowed on the floor in the hallways. Use of curtains to separate areas of a hallway is strictly prohibited. Under no circumstance will any type of wiring be permitted to travel continuously through the hallway. Wires traveling past the fire doors (e.g., speaker wires leading to the restroom from a room outside of the fire doors) is strictly prohibited and will be corrected immediately.

Mounting of Outfit Signs, Other Signage and Other Structures – Display and/or mounting of an outfit sign (or other signage) and other outfit structures (i.e., PT gear box, display case, etc.) is a privilege (not a right) afforded to the Corps of Cadets. All outfit signs must be hung in the designated areas located throughout a hallway. **Drilling in to the hallway wall is strictly prohibited**. Signs located in a non-designated area will be removed and charges will be assessed.

Lounge Use Guidelines

Lounges that are dedicated for cadet use (Ash, I & II , Plank, & Buzbee Leadership Learning Centers) are community space and are considered public areas. Lounges have been provided so that residents may study, work on class assignments, watch TV, hold community events, and visit with friends. Lounges are not intended for such uses as sleeping, weekly club meetings, gaming or other such activities that dominate the lounge for long periods of time and prevent use by the greater community, unless they are Corps of Cadets sponsored. Please properly dispose of trash in these lounges. To

reserve space in a lounge, contact the Office of the Commandant.

Lounge Furniture
Lounge furnishings must remain in their designated areas. If lounge furniture is missing and attempts to locate it fail, the Department of Residence Life reserves the option to do a residence hall room search. Any such searches will be publicized at least 24 hours in advance. Students who are found in possession of public area furniture will be subject to University disciplinary action. Any lounge furniture not accounted for will be assessed as a group billing.

Posting
The posting of signs, handbills, and flyers in the residence halls at Texas A&M University will be limited to Corps Area Housing Office staff and Corps staff.

Storage/Abandoned Property
No storage is available for cadet or outfit property, including during the summer. Texas A&M University and the Department of Residence Life or any of its staff are not responsible for any student property left in residence hall rooms or public areas of residence halls. In the event that property is left in residence halls after the housing contract period is over, the property will be removed at the owner's expense. The student will be notified by email to arrange a pick-up date. The Department of Residence Life will maintain abandoned property for at least 30 days, after which the property will be turned over to the University Lost and Found or to a charitable organization in the community.

All personal items should be kept within the cadet rooms and should not be stored or kept in any public areas. Personal items or closing left in public areas will be treated as trash items and may be removed.

Restrooms
All Corps halls have two community restrooms on each floor. Restrooms will be designated as male or female. Cadets and their guests may use only the restroom designated for their gender.

Beginning in Fall 2016 *all* restrooms in the newly renovated Corps dorms on the Corps Quad including Dorms 1-8 will be electronically locked including *both* male & female restrooms and will have card swipe access only according to the gender of the cadet. – Males will have all male access only and female cadets will have all female access only to any dorms they have access to. – There will be no PIN-coded access. Once Corps dorm renovations are completed in Fall 2017 all Corps dorms 1-12 restrooms will be card access.

Cadets discovering damages to the restroom should report such damage via Aggie Works link at http://aggieworks.tamu.edu and submit a request or report to their Corps Housing Officer.

Waxing Floors
The custodial staff waxes the hallway floors prior to the start of each semester. Cadets are not to wax hallway or room floors; if floors are in need of waxing, cadets should submit a work order and the custodial staff will determine if floors will be waxed.

CADET USE OF GROUNDS

Requests for using the Corps grounds, including for large-gathering activities such as a family-outfit event during football weekends, must be approved through the Office of the Commandant.

IMPORTANT CORPS OF CADETS ON-CAMPUS PHONE NUMBERS

Emergency 9-911/911
Air Force ROTC 845-7611
Aggie Band 845-3529
Army ROTC 845-2814
Commandant's Duty Officer (via Guard Room) 845-6789
    Commandant's Duty Officer Cell Phone 229-5826
Corps Academics 862-3337
Corps Admissions Support 845-3723
Corps Center 862-2862
Corps Discipline 458-1341
Corps Guard Room 845-6789
Corps Housing 845-3443
Corps Maintenance 845-7215
Corps Housing Fax 845-9167
Corps Leadership 458-0436
Corps Operations & Training 862-4311
    1st Brigade Cadet Training Officer 458-2091
    2nd Brigade Cadet Training Officer 458-4279
    3rd Brigade Cadet Training Officer 458-4279
    1st Wing Cadet Training Officer 458-1464
    2nd Wing Cadet Training Officer 458-1464
    1st Regiment Cadet Training Officer 458-1034
    2nd Regiment Cadet Training Officer 458-1202
    Combined Band Cadet Training Officer 458-4406
    Taskforce Cadet Training Officer 458-1628
Corps Recruiting 845-9232
Corps Scholarships 458-0469
Military Property Warehouse 845-2528
Navy/Marine ROTC 845-1775
Office of the Commandant 845-2811

IMPORTANT ON-CAMPUS PHONE NUMBERS

Emergency	9-911
Absence from Class Notification (Student Assistance Services)	845-3111
Admissions/Records	845-1031
Aggie Card/Aggie Bucks Information	845-4661
Aggie Card Hotline	862-4884
Campus Operator	0
CIS Help Desk Central	845-8300
Commons Front Desk (open 24 hours)	845-2821
Corps Housing Office	845-3443
Corps Guard Room	845-6789
Dial-a-Nurse	458-8379
Directory Assistance	9-1-411
Dining Services	845-0152
GLBT Resource Center	862-8920
Greek Life Office	862-5636
Memorial Student Center Programs	845-1515
MSC Lost and Found	845-4253
Multicultural Services Office	845-4551
Northgate College Station Post Office	275-8777
Phone Trouble	845-HELP
Recreational Sports	845-7826
Residence Hall Association	845-0689
Residence Life Central Administrative Office	862-3158
Residence Life Housing Assignments Office	845-4744
Student Activities	845-1133
Student Business Services	847-3337
Student Counseling Services	845-4427
Student Counseling After Hours HelpLine	845-2700
Student Financial Aid	845-3236
Student Health Center (Beutel)	458-8310
Student Life – Dean of Student Life Office	845-3111
Student Life – Student Conflict Resolution Services	847-7272
Student Locator (Directory Assistance)	845-4741
Transportation Services	862-PARK
Bicycles	845-1971
Para-transit Services	847-RIDE
University Police Department (Non-Emergency)	845-2345
Vice President for Student Affairs	845-4728
Women's Resource Center	845-8784