

Welcome to the Texarkana College Campus Apartments

Texarkana College is dedicated to educating students by providing a modern, affordable and safe housing, a diverse, enthusiastic, and trained professional and student staff, and an atmosphere where community, respect and academics are valued. We are committed to helping each resident reach their full potential as an individual and lifelong learner.

The Texarkana College Apartments house both male and female students in a supervised, security controlled environment. Texarkana College Campus Police are on duty 24 hours a day to help insure the safety of the residents.

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

Director of Admissions and Recruitment (DAR)

The Director of Admissions and Recruitment is responsible for the day-to-day operations of the TC Campus Apartments. This administrator has the authority to issue and carry out the sanctions and disciplinary actions for any TC campus apartment violations.

Chain of Command [Important Numbers and E-Mail]

1. DAR- Lee Williams, 903-823-3016 or lee.williams@texarkanacollege.edu
2. Campus Police Office, (903)-798-3330

If a situation is life threatening, immediately contact 911 and then the TC Campus Police if able.

GENERAL APARTMENT POLICIES

Residency Requirements

- Residents must be enrolled in a minimum of 12 semester hours per semester (6 semester hours per summer session or 9 between the both summer sessions.) Requests for exceptions to this policy must be made in writing to the DAR.
- Residents must have an entering 3.00 cumulative GPA to be considered for TC Campus Apartments.
- Residents must maintain a 3.00 GPA to remain in TC campus apartments.
- Residents must complete a 2016/2017 Campus Apartment Application.
- Residents must pay a deposit of \$200.
- Residents must provide shot records proving the student had the bacterial meningitis vaccination.
- Residents must make full payment or be on an approved payment plan prior to check-in.
- Residents must sign an apartment contract which is given at check-in.

- Residents must agree to abide by all policies and procedures outlined in this handbook.

Apartment Contract

Residents who do not read their apartment contract often misunderstand and misinterpret their obligations. This can result in forfeiture of deposit, damage charges, termination fees, or other financial losses. It is very important that each student realizes that he/she has signed a legal contract to reside in a campus apartment for an academic year or for a spring semester or a complete summer session. The contract is an agreement between the student and Texarkana College.

Apartment Assignment

- Apartment assignments are made on a first-come first-served basis based upon the date of completed application process including the receipt of: apartment application, \$200 deposit and bacterial meningitis shot record.
- Roommate and room assignments are made based on degree interests selected on the Apartment Application, unless both parties specifically request one another.
- The College reserves the right to refuse admission to anyone or modify or reassign apartment space.
- Improper or unauthorized apartment changes may result in disciplinary action and being moved back to original apartment assignment.
- Request for apartment/roommate changes should be made to the DAR in writing. Mediation will be attempted first; if no agreement can be reached and space is available moves can be made for the student. No changes will be made without mutual consent of both roommates.

Apartment Reservation for Returning Students

Apartment reservations for returning students are made during each semester. Intention forms will be taken to each resident for them to fill out and return by a certain date notifying the DAR of their intentions for the upcoming semester.

CHECK-IN/CHECK-OUT PROCEDURES

Check-In Procedures

Residents should report to the DAR during the established check-in times. Please follow the instructions below to insure a smooth and proper check-in:

1. Upon arrival meet with the DAR.
2. Read and sign your Apartment Contract to receive your room assignment.
3. Go to assigned apartment with the Room Conditions Form and inspect the apartment to make sure the conditions match those on the form. If you are in doubt of whether to list something or not, do it! You will be charged for **ANY** damages or missing items not noted on the form the day of check-in. Sign and return this form to the DAR.

4. Fill out your emergency card/key receipt card. Go over the different keys and their use, then sign that you received them. Return this card to the DAR.
5. Move your personal possessions into your apartment. Without damaging the walls or furnishing, fix up your room to be comfortable and personal for you. (See Room Decoration and Construction Policy)
6. Meet your roommate. **REMEMBER**: Your attitude is the most important factor in whether you have a positive or negative experience living in a college student housing environment.
7. ***Furniture provided for use in campus apartments are not to be taken, borrowed or exchanged from one apartment to another. Furniture must remain in the apartment that it is in upon arrival. ***
8. **HAVE A GREAT SEMESTER!!!!**

Check-Out Procedures

You should schedule a time to check-out with the DAR no later than 3 p.m. on the last day of final exams. If you are graduating, contact the DAR for a check-out time.

Check-out procedure:

1. Sign up for a time to check-out with the DAR at least 24 hours in advance.
2. Remove **ALL PERSONAL POSSESSIONS** from your apartment.
3. Place **ALL TRASH and UNWANTED ITEMS** in the trash dumpster located outside of the apartment building.
4. Clean your apartment removing all dirt and trash. Bathroom and vanity must also be properly clean and mopped.
5. At check-out time, the DAR will check your room for trash and damages and collect your keys. Also, the DAR will check to make sure your apartment conditions match those of the room from check-in. If the conditions are not the same, your deposit may be forfeited and additional charges may be assessed to return the room to its original condition. This includes cleaning and removal of all personal items.
6. Residents should be prepared to leave at the time of check-out.
7. Any items left in the apartment after check-out is completed become property of Texarkana College.
8. Failure to follow these guidelines will result in improper check-out fines.

TC Campus Apartment Closings

The facility will close at the end of each semester for any student who is not planning to return for the following semester. During closed periods, those applicable residents must be out of the apartments by posted times. Any applicable resident found in the apartments after closing date and time, without permission from the DAR, will be charged a daily rate of \$15 and possibly fined for trespassing. Students who plan to return the following semester may leave their

belongings in the apartment without going through the complete check-out procedure. If a student makes a valid request in writing to remain in the apartments during a campus closure, the DAR will review and notify the student of the decision.

****Please note:** Summer sessions are based on a month by month contract/payment term.

Apartment Deposit

A security deposit is required of each student when his/her application for an apartment is submitted. The security deposit is not applied toward apartment payments, and is separate from consideration of the refund of room and board payments.

Refund of Deposit

The apartment security deposit will be refunded if:

- a) Written notification of desire to cancel the apartment contract is received by the College on or before August 1 for the Academic Year Contract, January 1 for the Spring Semester Only Contract, and May 1 for the summer sessions.
- b) The student is academically disqualified.
- c) The student is removed in consideration of education and/or health interests upon approval of the Director of Admissions and Recruitment.
- d) The student successfully completes the terms of the contract minus charges for loss and damages.

Forfeiture of Deposit

The security deposit will be forfeited under the following conditions:

- a) Improper check-out from the apartment.
- b) Loss and damage charges incurred.
- c) Breaking of contract before expiration date.
- d) Suspension from the TC campus apartments because of disciplinary action.
- e) Failure to pay room and board payments on schedule and subsequent eviction from the campus apartment.
- f) Failure to notify the College in writing of the desire to cancel the apartment contract prior to August 1 for the Academic Year Contract, January 1 for the Spring Semester Only Contract, and May 1 for the summer sessions.
- g) If a student has signed a contract and does not enroll as originally scheduled.

Note: If a student ceases to be a full-time student (drops below 12 hours) he or she is required to withdraw from the TC campus apartments. Exceptions to this policy may be made by the Director of Admissions and Recruitment.

CAMPUS APARTMENT POLICIES

Damage Statement

Each resident, in addition to the privileges and opportunities provided in the campus apartment, is expected to use the Campus Apartment furnishings in a reasonable manner. Damages a

resident cause will be his/her responsibility. An assessment will be made of any damages, and the cost will be billed to the student(s) involved. Students must not attempt to make any repairs themselves. A list of estimated repair and replacements will be on file for review in the DAR office. Students are expected to promptly pay any cost to the College as soon as notifications is made, whether it is possible to make notice to the student at check-out time or the student must be notified afterwards. Following check-out, all charges due must be paid at the Business Office or a hold will be placed on student records until total payment is received.

Key Policy and Procedures

Each resident is provided a key to his/her campus apartment and campus mailbox at check-in. A lost key will result in \$25 replacement charge per key to the student. If a resident loses a key, he/she should report the missing key to the DAR immediately. If keys are lost and the student is unsure of where they were lost at it will result in a \$150 charge to re-key the apartment for resident safety. Residents are expected to carry their apartment key at all times in order to gain entrance into their room. Do **NOT** give your key to anyone else. It is strongly recommended that students lock their apartment at all times. To insure greater safety and security for residents, apartment keys cannot be duplicated outside of the College.

Lock-Out

A student who is locked out of their apartment should first attempt to contact the DAR if it is between 8 am and 7 pm. If they are unavailable or it is not within this time frame, then the student should contact the Texarkana College Police Department. There will be a \$5 charge to gain access to their room after the first initial opening of the room.

Noise Policy

Residents should limit noise to a level that will not disturb the nearest neighbor's attempts to sleep or study. Music and noise should **never** be projected from any apartment to the outside of the building. Stereos, TVs, musical instruments, and video games should be played at a volume that cannot be heard by the nearest neighbor.

Pet Policy

For hygienic and safety purposes pets are not permitted in Texarkana College Campus Apartments. This includes but is not limited to animals, reptiles, fish, insects, spiders, birds, and rodents.

Apartment Decoration and Construction Policy

If you hang anything on the walls of your apartment, use materials that do not destroy paint or leave residue. Use sticky-putty/tack only. Nails, tacks, glue, double-sided tape, and other permanent adhesives require considerable labor and repair in restoring a room to proper condition. Placing graffiti on walls or windows will result in disciplinary action. Texarkana

College does not allow any wallpapering or any alteration of the existing décor. Expect to pay repair costs if your room has to be repainted.

Visitation Policy

Residents are not permitted to have visitors of the opposite gender in their apartment during specified hours. All visitors and guests are to abide by the same level of courtesy and respect for others as is required of the residents. Guests will be banned from the facility if respect for others and property are not present during visits. This pertains to the outdoor parking also.

The hours are:

Sunday through Thursday 1:00pm- 9:00pm

Friday and Saturday 1:00pm – 11:00 pm

During these designated hours only, visitors may visit in the apartment by these guidelines:

- Students will be responsible for their guest at all times and should make their guest aware of the college policies.
- Students will be responsible for their visitor's actions.
- Visitors are expected to comply with Texarkana College and Campus Apartment rules and regulations.
- Guests must be 18 years of age or above.

The Director of Admissions and Recruitment may suspend or revoke visitation privileges as needed. During a time of Suspended Visitation, Visitation fines will be **DOUBLED**. Any student who permits a person of the opposite gender in his/her apartment, other than at designated visitation days/times will be subject to disciplinary action. If the unauthorized visitor is also a student, both students are subject to disciplinary action.

- Fines and other disciplinary action may be assessed for behavior that violates additional college policies.
- Roommates should also take responsibility for behavior that goes on in their room. Students present at the time of an offense may all be included in the disciplinary action.
- Residents may not have overnight guest without written authorization from the DAR. They must be registered and approved by the DAR. Each guest will be limited to a maximum stay of two nights per semester and must observe the same rules and regulations as the residents. There will be a \$25 fee per night for any overnight guest. An overnight guest form must be completed by the host and submitted to the DAR 48 hours prior to the dates of requested stay. ***If*** approved, payment must be made 24 hours prior to the dates requested to stay. Any overnight guest that has not been approved will be asked to leave campus immediately, and their host will be fined \$100. Residents must accompany guest at all times. Mutual consent of roommates will be considered.
- Residents with children are not allowed to keep their children in their campus apartment at any time. Baby-sitting in his or her campus apartment is not permitted.

- **NOTE: Unauthorized Visitation has a zero-tolerance policy.**

PROHIBITED ACTIVITIES AND ITEMS

Conduct: No disorderly conduct, disregard for the physical well-being, rights, and property of others, disturbance of the peace, fighting or abusive behavior or language will be tolerated.

Illegal Drugs: The College has a formal Zero Tolerance policy that forbids illegal drugs on campus. Any students possessing such chemicals face disciplinary action. “Illegal drugs shall be defined as substance or substances defined and regulated under provisions of Article 4476-14 or Article 4476-5 of Vernon’s Texas Civil Statutes, except as may be allowed by said provisions and includes but is not limited to the CNS depressants, CNS stimulants, hallucinogens, and other illegal drugs as PCP (angel dust).” The use or possession of drugs, hallucinatory agents, and paraphernalia is prohibited on College-controlled property and will subject the student to disciplinary action. The production, transmittal, sale or attempted sale of what is represented to be any of the above-listed substances is also prohibited under this policy. Also, students whose behavior is affected by the use of these items will be subject to disciplinary action. Disciplinary actions which may be considered include but are not limited to: referral to drug and alcohol counseling or rehabilitation programs, fines, community service, probation, suspension, expulsion, and referral to appropriate law enforcement officials for prosecution.

Alcohol: The possession, use, or advertising of any alcohol beverage is not permitted on College-controlled property regardless of age. Possession of alcoholic beverages in an automobile on College-controlled property shall constitute a violation of the regulation. If it believed you are intoxicated on campus, you will be evaluated by Campus Police and possibly arrested or removed for medical treatment at your expense. Also, the possession, use or sales of alcoholic beverages on campus will result in disciplinary action. Disciplinary actions which may be considered include but are not limited to: referral to drug and alcohol counseling or rehabilitation programs, fines, community service, probation, suspension, expulsion, and referral to appropriate law enforcement officials for prosecution.

Tobacco and Tobacco Products: The use of tobacco products is prohibited at Texarkana College.

Other Prohibited Items- Fire Safety

Texarkana College prohibits the following items in the apartments including but not limited to: fireworks/firecrackers; lighting or heating devices that produce an open flame; barbeque grills or appliances with open flames or use propane tanks, and/or power strips that are linked together.

GENERAL APARTMENT INFORMATION

Apartment Furnishings: Each apartment comes furnished with two twin sized regular beds frames with mattresses, two student desk with chairs, two wardrobes, area carpeted floors, a full size refrigerator, stove/oven, and private bathroom.

Cable Television: Basic cable is provided in all apartments. Extended cable may be purchased by the residents through the company of their choosing at the expense of the residents. No satellite dishes may be purchased or used on campus property.

Cooperation with Campus Police: Residents and visitors are required to cooperate with Campus Police and Safety Officers. Residents are required to cooperate as stated in the Texarkana College Student Handbook by showing student identification when requested or in any other way since these officers are acting for the well-being of the College community. Students are urged to report any suspicious incidents or individuals to Campus Police and the DAR.

Cleaning and Care: Custodial service is NOT provided for the TC Apartments. Residents are responsible for their apartment, bathroom and disposing of their trash properly. Trash must be thrown away in the dumpster. Any trash left outside of an apartment will result in a \$25 fine for the residents.

Laundry: Washers and dryers are located in the central area of the TC Campus Apartments. Any communications related to the operation of the laundry facilities can be referred to the DAR. The laundry facilities are for residents only, any resident abusing this and allowing someone else in to the laundry facilities for use will lose the right to is the facility. We are not responsible for clothes left unattended in the laundry room. Items left over 24 hours will be discarded to the dumpster.

Mail: All students residing in the TC Campus Apartments will receive mail in the bookstore.

Maintenance Request: Request for needed maintenance should be submitted by written request to the DAR at lee.williams@texarkanacollege.edu. Emergency request, involving imminent harm to a person or property, should be reported in person to the TC Police Department. The Texarkana College Campus Apartments are professionally exterminated on a routine basis. Residents should contact the DAR if there is a continuing pest problem in an apartment.

Parking: Residents with vehicles are required to register, purchase and display a decal for campus parking. Residents are not to park in the fire lanes, reserved, or handicapped spaces or their vehicles will be ticketed. Always lock and remove personal belongings from your vehicle at night.

Privacy: Every resident is entitled to privacy in his/her apartment. Privacy is intended as a respect for the rights of the individual and not as a shield to protect any individual who is using a private apartment to engage in activities that violate State or Federal laws or College policies.

The College reserves the right to enter a student's apartment for the following reasons:

- An occupant of the apartment may be ill, physically harmed or endangered
- College property is being damaged
- College policy or law is being violated
- Routine inspection for maintenance or housekeeping needs
- Random apartments selected for contraband search

Texarkana College personnel and the DAR are authorized to visit rooms at any time to check on conduct, room checks, response to an emergency, response to an alleged violation, responsible suspicion of a violation, if a College regulation is being violated, maintenance, and/or to reclaim College property. Periodic room inspections take place in campus apartments to check on safety concerns. The DAR will not invade a student's privacy without first knocking and allowing the resident time to respond before entering into a private apartment room.

Windows: Due to security risks presented by open or unlocked windows, Apartment windows must remain closed and locked at all times. Windows should never be used for entering or exiting apartments.

Personal Property–Loss and Theft: Residents are urged to report all losses and thefts to the DAR and Campus Police immediately. For security of your belongings, it is to your benefit to lock your apartment when asleep or whenever you are not present. As stated on your Apartment Contract, Texarkana College is **NOT RESPONSIBLE OR LIABLE FOR LOSS, THEFT, OR DAMAGE TO PERSONAL POSSESSIONS OR ASSEST, INCLUDING MONEY.**

Texarkana College recommends that personal property insurance be purchased for any valuable items which the resident intends to keep in their assigned space.

- Keep your door locked.
- Ask who is at the door before you open it.
- Lock the door when you leave, even if your roommate is in. This way you are sure that you have your key and that your roommate is safe.
- If someone harasses you on the street or you think that someone is following you, contact Campus Police.
- If something serious happens, call the campus police or 911 immediately.

Removal from a TC Campus Apartment: Residents can be removed from campus apartments through College action for the following reasons:

- a) Violation of a college policy

- b) Failure to complete payments for apartment
- c) Disruptive or violent conduct
- d) Violation of apartment eligibility policy

No refunds of apartment charges are made for removal under these conditions. If you are removed from a campus apartment, your deposit is forfeited. The College reserves the right to take action through the College disciplinary system and/or through legal channels in situations where the conduct of the student is detrimental to the basic mission of the College. Members of the College community include students, faculty, staff, and authorized campus visitors.

Roommate Mediation: Roommate conflicts often occur due to a lack of communication between people and a resistance to compromise. Most of the issues that occur are ones that can be easily resolved if only the roommates will talk to each other. Here are a few easy steps to help you if you are in a conflict with your roommate:

1. Complainant discusses problem with DAR; DAR gives tips on how to talk with roommate.
2. Complainant addresses concern(s) directly with the roommate.
3. DAR follows up with the complainant. If problem remains, mediation meeting is held between the parties involved and the DAR. A roommate contract may be formulated to help negotiate a compromise.
4. DAR will follow up on situation and revise roommate contract as needed.
5. Only after the DAR feels that the roommate mediation process has been worked through may changes in room assignment be considered.

There are certain rights one should be able to count on when living with others. When some of these rights are not respected, conflict may arise.

EMERGENCY EVACUATION INSTRUCTIONS

Fire Evacuation: In case of a fire the following procedure should be followed:

If the fire alarm sounds or the warning speakers alert the residents to evacuate the building, proceed to the closest available college building to your structure and await instructions from campus police or fire officials. A college official will notify you when it is safe to return to your residence. The following instructions should be helpful during the evacuation process if you find yourself in a building or structure that is on fire.

If you encounter smoke, stay close to the floor, crawling if possible. Manually touch each closed door along your evacuation route before opening it. The presence of heat at the door could

indicate the fire is close by. If the door is hot to the touch, do not open it. Seek an alternate evacuation route immediately.

Once outside the building, move far away from the building and wait until recalled by an authorized College official.

Tornado or Severe Storm Instructions: In case of a tornado or severe storm the following procedure should be followed:

The signal for a tornado is a **CONTINUOUS** sounding siren originating from outside college housing and/or a message broadcast over the emergency warning system within the residence hall, either of which indicates immediate danger.

When you hear this warning, go to the interior hallway, if available, or the most interior room of a first floor apartment. If your apartment is upstairs, then immediately vacate your apartment and seek shelter in a first floor apartment.

In an emergency where a warning is given:

Stay away from windows and open areas.

Go to an **INTERIOR** hallway.

Remain calm and wait for the all-clear signal from a College official.

Emergency illness or accident instructions: The College does not have a school nurse. Since the college offers no health facilities, students that become ill or receive injuries are referred to the emergency rooms of Wadley or St. Michael hospitals or a local physician of their choice. Contact the DAR or Campus Police for assistance.

Important Telephone Numbers:

TC Switchboard.....	903-823-3456
Business Office.....	903-823-3331
Campus Police.....	903-798-3330
Director of Admissions and Recruitment (DAR).....	903-823-3016
Financial Aid Office.....	903-823-3267
Scholarship Coordinator Office.....	903-823-3009

***NOTE:** All matters in this TC Campus Apartment Handbook are subject to change at any time as requested by TC Administration, or Texarkana College Police Department.*