



**Student Housing
and Residential Life**

LIVING GUIDE



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This guide is published for informational purposes only. The information contained in this guide reflects the standards, policies and services of the Student Housing and Residential Life department at the time of publication. While every effort is made to provide accurate and current information, Student Housing and Residential Life reserves the right to modify standards, policies, services, and any other matter without prior notice.

It is the responsibility of the student to contact staff for clarification of any Student Housing and Residential Life policies or language used in this guide. For additional student housing information, visit www.uhcl.edu/housing, or contact Student Housing and Residential Life in Hunter Hall at 281-283-2615. Within Hunter Hall, please contact your residential life coordinator and/or resident advisor for assistance.





Welcome to Living on Campus!

Dear Residents and Guests,

My name is Matthew Perry and I serve as your Director of Student Housing and Residential Life here at UHCL. Let me be the first to welcome you to the University of Houston–Clear Lake and our on-campus community.

Since opening our first-ever traditional suite-style on-campus residence hall, Hunter Hall, in the fall of 2019, our mission has been to help students thrive in safe living-learning environments that promote relationship-building, academic excellence, and student engagement. We strive to provide students with a “home away from home” experience where they are able to **Live, Learn, and Engage**.

Before students can thrive, they must feel safe. In everything we do, student care and safety are our top priorities. From our electronic swipe access and camera systems to our 24-hour staff available on site, we do everything we can to create a safe and caring environment for you. While living in Hunter Hall, you are expected to participate in making safety a top daily priority.

Living on campus provides an opportunity to explore cultures, beliefs, and perspectives different from your own as well as create lifelong relationships and connections. Be kind and remain open-minded when confronted by difference. Take ownership of your student housing experience by taking time to learn about others, yourself, and the community around you.

Take advantage of the resources around you. Get to know your faculty outside the classroom, join a student organization, and consider working somewhere on campus. Immerse yourself in campus life and grow your student leadership skills. Student Housing and Residential Life is here to help you thrive, be academically successful, and stay engaged at UHCL.

Go Hawks!

Matthew Perry

Director, Student Housing and Residential Life

Live. Learn. Engage.

When you live on campus, you are part of a safe and vibrant community where you can live, learn and engage with your peers. As a member of our Hawk community, you are part of a community that cares. We take pride in our Hunter Hall residents showing respect and care for themselves, for others, and for the facilities in which they live. Our departmental policies in place are designed to help protect this respect and care, as well as help you to live, learn, and engage.

Live

Living on campus means you have the opportunity to build life-long relationships with other Hawks. You can grab lunch at the Patio Café, study together, sign up to volunteer together, or check out campus events together. Our staff will provide a safe and inclusive space for you and your fellow Hawks to live, explore, and stay engaged with campus life.

Learn

Your proximity to campus will not only allow you to engage with faculty outside of the classroom, but you will also have easier access to the Recreation and Wellness and Center, classroom buildings, the library, academic success services, and study spaces. When you live on campus, we provide opportunities for growth outside of the classroom. In Hunter Hall, your Resident Advisor and hall staff will provide you with an array of academic, social, and cultural programs. Our goal is to provide you with a high-impact on-campus experience.

Engage

Engage with your fellow Hawks, faculty, and staff through conversations, programs, and experiences that will enhance and expand the knowledge you have of your community and the world. Our hall staff will connect you with student organizations, campus resources, and the Clear Lake community to make sure you stay engaged at UHCL.

While it is our hope that each Hunter Hall resident flourishes in our Live, Learn, and Engage model, it is ultimately your responsibility to create your own path and own your experience as a college student on campus. Our highly trained and motivated staff are here to help guide and serve as a resource for you.



Student Housing and Residential Life Staff

Director

The Director of Student Housing and Residential Life is a full-time, Master's-level professional at UHCL in the Division of Student Affairs. This live-off position is responsible for the overall vision and implementation of the student housing and residential life experience for all residents and their guests in Hunter Hall. The Director works with a variety of campus and community resources to ensure Hunter Hall residents are able to thrive in a living-learning environment that promotes relationship-building, academic excellence, and student engagement.

Residential Hall Director

The Residential Hall Director is a full-time, Master's-level professional at UHCL in the Division of Student Affairs. This live-on position is responsible for providing leadership and direction to the student staff (resident advisors) as well as management of the daily operations in Hunter Hall. The Residential Hall Director works with faculty and staff partners to provide residents with high-impact programming and campus resources.

Resident Advisors

Resident Advisors (RAs) are upper-class student leaders who serve in a student support role for Hunter Hall residents. Through this position, RAs facilitate intentional conversations, hold residents accountable for their actions, as well as provide hands-on support and resources. RAs are trained on various topic areas throughout the year, including but not limited to, academic support, crisis management, customer service, and serving diverse student populations.

Front Desk Staff

Our front desk staff members are student leaders who cover the front desk operations in Hunter Hall. Front desk duties consist of answering phones, monitoring residential activity, inputting facility requests (work orders), checking out equipment, processing mail, and assisting residents as needed. The front desk serves as the main hub for daily Hunter Hall activity.



Resident's Rights and Responsibilities Within Hunter Hall

Every student residing in Hunter Hall has both rights and responsibilities. It is the student's responsibility to respect the rights of all community members and guests regardless of age, background, beliefs, values and attitudes.

Rights

- To live, sleep, and study in a safe community, free from interference and/or unreasonable distraction.
- To reside in a clean and healthy environment.
- To host guests in their room/suite, with respect to the Hunter Hall community.
- To expect that personal belongings and personal space of all will be respected.
- To personal privacy except as otherwise provided by law.
- To discuss and address concerns with Student Housing and Residential Life staff members.
- To be free from fear, intimidation, retaliation, and/or harm.
- To expect that these rights will be respected by all community members and guests.

Responsibilities

- To be aware of and abide by UHCL policies and procedures, Student Code of Conduct, UH System policies and procedures, as well as Texas state law.
- To respect the rights and property of others, including students, the faculty, the staff and the administration.
- To respect all university property in Hunter Hall, including but not limited to, room/suite and restroom furniture and fixtures (beds, desks, chairs, dressers, cabinets, mirrors, blinds/shades, walls, flooring, ceilings, lights, doors, closet areas, etc.) as well as all Hunter Hall community furniture, technology, equipment, and fixtures.
- To express their own views to others, including Student Housing and Residential Life staff members, in a respectful manner.
- To respond to all reasonable requests from fellow community members.
- To respond to and cooperate with Student Housing and Residential Life staff members.
- To take responsibility for their behavior and actions.
- To take responsibility for guests and their behavior inside of Hunter Hall.

Safety, Security, and Emergency Information

Policies and procedures are put in place to help ensure the safety of all residents and guests who enter and/or reside in Hunter Hall. All residents are responsible for helping our community ensure safety and security within on-campus housing facilities. All residents are expected to adhere to all Student Housing and Residential Life policies, UHCL policies, the Student Code of Conduct, UH System policies, as well as federal and state laws.

For immediate emergencies, residents and guests should contact the UHCL Police Department at 281-283-2222 for assistance.

Dangerous Materials

Residents may not possess or use dangerous materials, such as, but not limited to, explosives, firecrackers, ammunition, smoke bombs, flammable chemicals including, gasoline, propane and/or other combustibles. Residents are not permitted to ignite or threaten to ignite substances and materials in or around Hunter Hall, including the parking lot.

Door Access

Hunter Hall is equipped with electronic swipe access. Each resident is granted access to the exterior doors and their assigned living space. Access to Hunter Hall is restricted to residents, escorted guests and authorized University personnel. All guests must sign in at the front desk and be with their host resident at all times. Residents are expected to carry their Hawk ID card with them at all times.

Propping Doors

Residents may not prop any residence hall or room entrance/exit doors, which are intended to remain closed and/or locked for safety and security reasons. No tailgating is permitted.

Environmental Safety

Residents must adhere to federal, state and University regulations regarding environmental safety. Residents are responsible for the proper disposal of personal and room waste into appropriate waste containers. Violations of the environmental safety policy include, but are not limited to the following:

- Inappropriate use, storage, and/or disposal of chemicals, paints, bleach, cleaning products, flammable or combustible items, etc.
- Inappropriate disposal of sharp objects (needles, syringes, broken glass, razor blades, fluorescent bulbs, etc.).
- Inappropriate disposal of or exposure to blood-borne pathogens, bodily fluids, biological waste (public urination, defecation or regurgitation), etc.
- Inappropriate removal of room trash (like used paper, used plastic, used food/drink containers and/or items, boxes, etc.).

Fire Safety

Tampering with or damaging fire safety equipment (including automatic door closures, exit signs, smoke detectors, pull stations, fire extinguishers, sprinkler heads, etc.), initiating false alarms, stopping existing fire alarms, or failing to immediately evacuate during a fire alarm are violations of Student Housing policies and procedures, as well as Texas state fire codes. This will result in student conduct sanctions and is punishable under state law.

Failure to evacuate or comply with staff directives during a fire drill/evacuation is prohibited.

UHCL reserves the right to conduct fire alarm drills throughout the academic year to help ensure the safety of all residents and guests. Failure to evacuate Hunter Hall during a fire alarm will result in student conduct sanctions and is punishable under state law.

Fire alarm/drill evacuation points are designated as five hundred feet or more away from your building exit point. Residents and guests are expected to evacuate Hunter Hall through the nearest exit when a fire alarm sounds, and move five hundred feet or more away from the building, for their own safety.

Plug-in air fresheners are not permitted in Hunter Hall.

Health and Welfare

Residents must maintain living spaces, common areas, and restroom facilities in their original conditions: clean, unaltered, and hazard-free. Health and safety inspections will be conducted twice per semester. This entails student and professional staff entering residential rooms and spaces to ensure both the health, safety, and general welfare of individuals as well as spaces are being maintained. Residents will receive a one-week advance notice before a health and safety inspection, unless otherwise deemed necessary by Student Housing and Residential Life.

Emergency Evacuation

In the event of an emergency, like a chemical fire/spill, hurricane, power outage, etc., should the University make the decision to evacuate and/or close Hunter Hall, residents are responsible for securing their own housing accommodations, transportation, etc. Student Housing and Residential Life cannot guarantee available space, nearby accommodations, transportation, working utilities, necessities/toiletries, comfort items, etc. throughout an evacuation. Should Hunter Hall close, residents may be without any and all items mentioned above for days, weeks, months or longer.

Student Housing and Residential Life is not responsible for the evacuation of Hunter Hall residents and/or guests. Residents are responsible for creating and managing their own personal emergency evacuation plans. It is imperative that all residents plan in advance.

Incense and Candles

Burning and/or possession of items such as incense, scented oils, candles with open flames or embers and/or natural fuel (oil, kerosene, gasoline, propane and charcoal) is prohibited in all Hunter Hall rooms, suites, and common areas. This includes the parking lot and areas surrounding the hall. Candle warmers are also prohibited in Hunter Hall.

Smoking

UHCL is a tobacco- and vape-free campus. Smoking in Hunter Hall is a violation of the UHCL Tobacco-Free Campus Policy. Smoking, includes but is not limited to, cigarettes, cigars, blunts, hookahs, pipes, vaping, chewing tobacco, etc.

Tornado Safety

In the event of a tornado, residents and guests are expected to follow established tornado warning and watch guidelines and/or directions from staff. Go to the nearest tornado safety area, which is generally the first floor of the building. Stay away from glass and items that can be easily knocked over.

Weapons

Residents are not permitted to display, possess, use or intend to use firearms, ammunitions, bows, arrows, swords, decorative swords, knives (with the exception of culinary knives used solely in the shared community kitchen area for cooking purposes) or other weapons (e.g. BB guns, pellet guns, air/CO2 guns, paint guns, blow guns, toy guns, squirt guns, martial art weapons, etc.). Hunter Hall is a designated exclusion zone for firearms, which means that firearms are not permitted in Hunter Hall, for any reason, regardless of permit. Any exceptions must be preapproved in advance by Student Housing and Residential Life and the UHCL Police Department.



Community Living Expectations

It is our main objective for all residents to live, sleep, study, and thrive in the residence hall. We accomplish this through all residents respecting each other and following all community living expectations. Residents must abide by all policies and procedures set forth in the Residence Hall Service Agreement, the Living Guide, and the Student Code of Conduct. This includes all UHCL and UH System policies and procedures. Failure to do so may subject the resident to any of the following sanctions/follow-up, including but not limited to, parental notification, fines, assessment/treatment (at cost to the student), community service, termination of housing waivers and/or scholarships, housing relocation, termination of their Residence Hall Service Agreement/Contract, University suspension, University expulsion, loss of financial aid or any combination of the above.

Advertising and Solicitation

UHCL faculty, staff, students and guests are not permitted to advertise or solicit in the residence hall without the approval of Student Housing and Residential Life. This includes outside community members who own or work for a business. The purpose of this expectation is to ensure the wide use of available space, balancing the need for effective and orderly promotion, maintenance of facilities, and prevention of littering. In addition, all persons must adhere to the following expectations:

- Solicitation is not permitted in any residence hall room or community area, excluding events and initiatives approved by Student Housing and Residential Life.
- Residents are not permitted to own or operate a business in a residence hall. This includes online businesses. Any special requests related to an academic major or class should be submitted to Student Housing and Residential Life for approval.
- Flyers or other advertisements are not permitted to be placed on or underneath any room door (including the door handle) in the residence hall, unless approved by Student Housing and Residential Life. In addition, unapproved flyers and advertisements are not permitted in community spaces.
- All students and student organizations must have flyers approved (stamped by the Office of Student Involvement and Leadership) in order to be distributed throughout Hunter Hall. All flyers must be turned into the front desk for distribution by the resident advisor staff.
- Student Housing and Residential Life reserves the right to deny any request that is deemed to contain material inconsistent with the educational mission of the University and/or Student Housing and Residential Life. This may include, but is not limited to, material or posting/ advertising containing references (explicit or implied) to alcohol or other drugs. Further, signs may not be attached to university property. For questions regarding this expectation, please contact Student Housing and Residential Life at 281-283-2615 or via housing@uhcl.edu.

Alcohol and Paraphernalia

Federal law mandates that you must be 21 years of age or older to possess or consume alcoholic beverages. Below are specific residence hall policies concerning alcohol use:

- Residents and guests, regardless of age, are not permitted to use, transport, distribute, and/or sell alcohol in the residence hall.
- Alcohol containers are not permitted anywhere in the residence hall, which includes, but is not limited to, residential rooms, suite areas (bathroom/shower areas), hallways, stairwells, elevators, community spaces, study lounges, the community kitchen, laundry rooms, trash rooms, offices, the front desk area, etc.
- Kegs, beer bong, party balls, wine boxes, beer pong tables (including any item used to improvise as a table) and/or large alcoholic containers of any size are prohibited.
- Facilitating, arranging, encouraging, participating, or engaging in activities for perceived and/or excessive rapid consumption for the purpose of becoming intoxicated through the abusive use of alcohol is prohibited. Examples include, but are not limited to, hazing rituals or activities, drinking games, alcohol luges, keg standing, beer pong, funnels, etc.
- Residents (and their guests) that are found intoxicated in the residence hall or while entering into the residence hall are in violation of this document and the Student Code of Conduct. Residents are responsible for their guests and their guest's behavior while in the residence hall.
- Intoxication is not an acceptable excuse for misconduct or the infringement upon the rights of others.

Drugs and Paraphernalia

- The use, possession and/or intent to sell, transport, deliver, distribute, exchange or manufacture illegal drugs or being under the influence of narcotics or dangerous drugs, except those permitted by law and under medical supervision, are prohibited and strictly enforced. The person to whom the drugs are prescribed must use the prescribed drugs appropriately. Student Housing and Residential Life reserves the right to confiscate any items in violation of this internal policy and/or request removal of items from the residence hall.
- Examples include, but are not limited to, roach clips, E-cigarettes, rolling papers, pipes, scales, nitrites (poppers), bong, hookahs, and other filtration devices used to smoke marijuana and/or other drugs are prohibited.
- Residents (and their guests) found under the influence of narcotics and/or other drugs in the residence hall or while entering into the residence hall are in violation of this document. Residents are responsible for their guests and their guest's behavior while in the residence hall.
- Being under the influence is not an acceptable excuse for misconduct or the infringement upon the rights of others.

Furniture and Décor

Decorations

Any item (i.e. live trees, non-UL approved lights, lava lamps, etc.) or decoration that may be considered a fire hazard is not permitted in rooms, windows, or hallways. Decorations depicting alcohol, drugs, pornographic, and/or other offensive materials are not to be displayed in windows or on the outside of room doors. Decorations are restricted to bulletin boards and the interior surface of room doors, and must be removed prior to check-out.

Hall Furniture and Amenities

Residents are able to utilize hall furniture and amenities (including the community kitchen, floor lounges, laundry rooms, study rooms, trash rooms, lobby computer kiosks and printers), and are responsible for returning rooms and spaces back to their original setup, after each use.

Nails, Tacks, and Adhesives

Nails, tacks, adhesives, and other materials must not penetrate walls, ceilings, doors or any other room surfaces/furniture/fixtures. Tape and all other adhesives must be completely removed from all surfaces at time of check-out.

Painting

Residents are not permitted to paint anywhere in their rooms (floors, walls, ceilings, restrooms, etc.). Requests to paint murals in hallways must be approved in writing by Student Housing.

Vandalism

Vandalism is defined as intentionally, recklessly, or negligently causing damage to University property or an individual's property. Residents will be held responsible for vandalism caused by themselves or their guests. Tampering with room or common space ceilings or furniture is considered an act of vandalism.



Pets

Pets are not permitted in the residence hall, with the exception of approved service animals and approved emotional support animals. Non-carnivorous fish kept in a 5-gallon or less tank is also permitted. All pets are to be removed during break periods, unless otherwise approved in writing by Student Housing and Residential Life professional staff.

Quiet Hours Guidelines

The following hours of the day are designated as “quiet hours” in the residence hall:

- Sunday – Thursday: 10 p.m. – 10 a.m.
- Friday – Saturday: 12 a.m. – 12 p.m.

During quiet hours, continuous noise should not be heard outside of individual rooms. A quick, random burst of laughter or cheer is not considered a quiet hour’s violation.

During final exams week, 24-hour quiet hours are in effect in the residence hall beginning at 12:01 a.m. two weeks prior to final exams week and ending at 12 p.m. the last day of final exams week.

Courtesy Hours Guidelines

Courtesy hours are in effect 24-hours-a-day and require that all sound be kept to a reasonable level without disruption to other members of the community. Courtesy hours are designed to ensure that residents and guests may sleep, study, and thrive in Hunter Hall at any given day or time.

Sports

Sports and sports-related activities (i.e. throwing, bouncing, rolling, or hitting any items) are to be conducted in appropriate areas outside of the residence hall. Bicycles, tri-cycles, roller blades, scooters, skateboards, roller shoes, wheel boards, and hover boards should not be ridden or used inside the residence hall. All bicycles should be safely secured on one of the provided bike racks outside of the residence hall.

Tabling Policy

University offices, departments, faculty, staff, students, and student organizations, as well as community members and businesses, must receive approval from Student Housing and Residential Life before tabling in and just outside (sidewalks and courtyard areas) of the residence hall. Requests are approved based upon space, availability, and the overall purpose/reason.

Toys

Remote-controlled toys are not to be operated in hallways and community spaces in the residence hall. Toy guns, squirt guns, and any other item resembling a gun is prohibited inside of the residence hall.

General Visitation Guidelines

Resident Rights

Residents are permitted to have guests in the residence hall. The needs of roommates to sleep, study, be comfortable and be otherwise free from interference and disruption, as well as the right to privacy, are to be respected. Roommates reserve the right to reasonably refuse visitors to the room at any time.

Hosts and Guests

A host is defined as an individual who resides in a residence hall and has one or more guests.

A guest is defined as an individual who visits a residence hall in which they do not reside/have a confirmed booking.

Below are specific expectations regarding guests and having guests in the residence hall:

- Hosts may have up to two guests in the residence hall during the day, on typical weekdays and weekends.
- Hosts may have no more than one overnight guest in the residence hall, per fire code regulations.
- Guests may stay overnight with their host, in the host's room, for up to three consecutive nights in a row.
- Guests visiting and/or staying overnight with their host, must be approved by the host's roommate, if applicable.
- Guests are expected to observe all University as well as Student Housing and Residential Life rules and regulations.
- Guests must be signed in and out through the front desk during standard hours of operation.
- Guests (including overnight guests) are not permitted during break periods, i.e. Fall Break, Thanksgiving Break, Winter Break, and Spring Break, unless otherwise approved by Student Housing in advance.
- Hosts are expected to accompany their guests at all times.
- Hosts assume full responsibility for the behavior of their guest(s), regardless of whether the host is present.
- Guests may be required to vacate the residence hall should they cause any damage or disruption, violate any policy or regulation, or for any other reason.
- Overnight guests cannot be younger than six years of age.

The University welcomes and encourages family and friend visits to our campus and understands that visits often include a desire to visit the residence hall facilities of host students. However, with limited exception, residence halls are not always an appropriate venue for minor children who are not closely supervised by responsible adults. Therefore, minor children and siblings (anyone under the age of 17) must be accompanied and supervised by their parent, legal guardian, or authorized host residents, at all times. Prior approval must be given to the host resident in writing from StudentHousing and Residential Life.

Visitation Hours

Sunday – Saturday: 24 hours



General Housing Policies

Application Process

Housing applications for the next academic year (August – May) are available to current and potential residents during fall semester (October/November). A non-negotiable, non-refundable \$200 deposit is required from each current and potential resident, unless otherwise stated by Student Housing and Residential Life. This deposit is not required for students residing in the residence hall for spring semester and/or summer session (May – July) only.

Students must log into the RMS Housing Management system to complete their housing application, share their housing preferences, and select a room and a meal plan.

Contract Duration

Residents sign a Residence Hall Service Agreement for an entire academic year (August – May) or summer session, in order to live in the residence hall. The Residence Hall Service Agreement (contract) is in effect from the first day the residence hall is open through the last day of final exam each semester, excluding winter break and between semesters.

Room Occupancy and Assignments

UHCL students are not required to live on campus. UHCL has a contractual obligation with Campus Living Villages USA that requires the University to assign students to University Forest Apartments (UFA). Per the Ground Lease Agreement, Article Fifteen: Occupancy Agreement, UHCL students (“On-Campus Occupants”) reserve the right to reject an assignment to University Forest Apartments. This allows for the University to reassign such occupants to another housing facility on campus, e.g. Hunter Hall.

Upon signing the Residence Hall Service Agreement and completion of the housing process for the residence hall, residents will either self-select a space or be assigned a space, depending upon the time of year. All room changes must be submitted in writing and approved by Student Housing and Residential Life. Residents who complete the housing process are guaranteed a living space, which may or may not be in the residence hall, based upon space, availability, and other special circumstances.

If a vacancy occurs in a room, at any time of the year, it must remain a vacancy until it is assigned by Student Housing and Residential Life. Residents are not permitted to spread out and take up more than one side of a room, with the exception of a semi-shared single or a single with a private bath.

Hall and Room Access

Residents receive electronic swipe access to their room and the residence hall (the lobby doors, stairwell doors, all entrances and exits) via their Hawk ID card, upon checking into the residence hall. For safety and security reasons, access may be limited/turned off during long break periods. Access will be removed upon a resident checking out of their room/the residence hall.

Residents are expected to secure their room and personal belongings at all times. For safety and security reasons, all Hawk ID cards must remain in the possession of the resident to whom the card was assigned and may not be duplicated or loaned to others.

Locked Out of Your Room

When locked out of their room, residents visit the front desk for assistance. Residents must report all lost or stolen Hawk ID cards immediately, in order to ensure safety and security for their room, their belongings, and the residence hall as a whole.

Residents are subject to the following lockout fee tiered system. Tiers reset each semester. Fees will be added onto student accounts on a monthly basis for each semester.

- 1st Lockout = free
- 2nd Lockout = \$10
- 3rd Lockout = \$15
- 4th Lockout = \$20
- 5th or more Lockouts = \$25

Room Changes

Residents may request a room change at any time, by visiting the front desk and making an appointment with the Residential Life Coordinator. For room change requests that occur after standard business hours (8 a.m. – 5 p.m.), residents should call the RA on Duty for assistance. The Residential Life Coordinator will be contacted accordingly.

Room change requests will be granted on a case-by-case basis, depending upon the nature of the request and availability of space.

There is a room change freeze that occurs during the first two weeks of each semester. Only emergency room change requests will be granted during this time frame.

Health and Safety Inspections

Student Housing and Residential Life staff will complete two sets of Health and Safety Inspections each semester. These inspections include physically going into each residential space (including residential rooms) to ensure the safety and security of all spaces. Staff will provide residents with a one-week advance notice upon entering residential spaces for these purposes, unless otherwise deemed necessary by Student Housing and Residential Life.

Residents are not required to be present during health and safety inspections. The resident's personal belongings will not be moved or confiscated during a health and safety inspection, unless there is a policy violation and/or health and safety concern. All situations and inspections will be well documented by Student Housing and Residential Life staff.

Entering and Searching Spaces

Student Housing and Residential Life reserves the right to enter any and all residential spaces (including residents' rooms, locked or unlocked) unannounced and without notice, for the following reasons, including, but not limited to:

- An immediate threat to the safety, security, and well-being of residents
- An alleged policy violation is occurring/has occurred
- To complete a health and safety inspection
- An immediate threat to or to retrieve UHCL furniture/property
- To address maintenance and/or occupancy issues or concerns
- To silence an alarm clock or other sounding device

An administrative search of a resident's room may be authorized when there is a reasonable cause to believe there is an immediate or ongoing threat to the residential or UHCL community, alleged violation of the Student Code of Conduct, Living Guide, and/or Residence Hall Service Agreement. A search may occur under the following conditions:

- Consent of the occupant(s) of the room; and/or
- Presentation of warrant issued by the appropriate legal body or agent; and/or
- Permission to search by the Director of Student Housing and Residential Life in consultation with the Vice President of Student Affairs/Assistant Vice President for Student Engagement.

Mail and Deliveries

Mail and packages are delivered to the front desk of the residence hall. Mail is distributed to resident mailboxes on a daily basis. Residents are notified of packages and deliveries via a package slip in their mailbox. Residents must turn in their package slip to the front desk and sign for each individual package or delivery. Illegal items, such as drugs, weapons, explosives, etc. will be confiscated and turned over to the UHCL Police Department. Unclaimed mail and deliveries will be returned to sender.

Semester Break Period Guidelines

The residence hall will close for the end of fall and spring semesters. Residents must vacate the residence hall during the semester break upon completion of their final exams or otherwise determined by Student Housing and Residential Life. Residents may leave their personal belongings in their rooms over Thanksgiving Break, Spring Break, and Winter Break. All University and Student Housing and Residential Life policies and regulations are in effect during break periods.

Residents seeking winter break housing must complete a request to stay housing form and receive approval from Student Housing and Residential Life. Residents must meet all dates and deadlines associated with the request to stay process. The resident will be assessed a \$25 fee/night. Residents may not have guests during break periods. Dining will be limited/closed on campus during break periods. Visit the Dining Services website for updated information about dining hour changes and closures.

Housing Cancellation

Students leaving the University of Houston–Clear Lake during the semester or at the semester break must follow the process outlined on the Housing Cancellation Process via the Student Housing and Residential Life website. In general, students will be granted a housing contract release if:

- The student is graduating
- The student is participating in an academic internship, practicum, co-op or study abroad program far away (>60 miles) from the UHCL area
- The student is subsequently denied admission
- The student is drafted, deployed, or joins the United States Armed Forces
- The student has a well-documented and approved medical reason
- UHCL is unable to provide on-campus housing space and does not provide an alternate space

As part of the housing cancellation process, residents must provide a written statement and complete description of the circumstances that have led to a housing cancellation request, to housing@uhcl.edu. In the email, the resident should include their name, student ID#, room#, along with their written statement and supporting documentation. This includes attaching any and all relevant information and supporting documentation to support the request.

The Housing Appeals Committee consists of UHCL faculty, staff and students, and meets on a monthly basis to review all pending housing cancellation requests that are not automatic releases. Residents must submit their housing cancellation request by the 5th of the month, in order for it to be considered in a timely manner. The Housing Appeals Committee reviews the request and makes a recommendation to the Director for Student Housing and Residential Life (“the Director”). Residents are notified in writing as to the decision of their request for release within 3 to 5 business days of the Housing Appeals Committee decision.

Secondary (and final) housing appeals are heard by the Director via an in-person/virtual meeting with the resident. Residents may submit their final appeal in writing (via email) to the Director within 5 business days of the Housing Committee Appeal decision, and only if one or more of the following criteria is met.

- The resident possesses additional information and/or documentation to be considered since the original submission of their written appeal.
- The student feels they have been treated unfairly throughout the process.

The Director will review the written appeal, within 3 to 5 business days, and decide whether or not to accept the appeal and conduct an in-person/virtual meeting with the resident.

If an appeal meeting is granted, the Director will schedule an in-person/virtual with the resident. Upon completion of the appeal meeting, the Director will notify the student in writing with their final appeal decision, within 3 to 5 business days. Contrary, if an appeal meeting is not granted, the Director will notify the resident in writing, within 3 to 5 business days.

The resident's Residence Hall Service Agreement will continue to be in effect until the resident is notified in writing that the housing cancellation request is approved, all personal belongings have been removed, and the check-out process has been completed. This includes the return of the resident's mail box key. Residents who move out without prior approval or release from their Residence Hall Service Agreement from Student Housing and Residential Life, will remain in the housing system and be billed for the duration of the contract period.

Abandoned and Confiscated Property

This applies to the following:

- Personal belongings or property left in a residential room or in a community area by a resident who vacates a room or improperly checks out with a staff member
- Items confiscated from a student by Student Housing and Residential Life staff

Personal belongings or property left in a residential room or community area will be forfeited beyond the close of each semester. Student Housing and Residential Life will notify the affected resident in writing (email) and via phone to claim any confiscated items. The resident will have 7 days to claim the said confiscated items, unless otherwise determined by the UHCL Police Department. Student Housing and Residential Life staff reserves the right to dispose of the abandoned or confiscated property (including personal belongings) without legal liability.



If ownership of the property constitutes a violation of policy, the item(s) may be turned over to either UHCL Police Department or the Dean of Students Office. Alternatively, the resident may be required to dispose of the item and/or may not have the item returned to them.

Housing Denial or Cancellation

A student's Residence Hall Service Agreement/contract may be denied or terminated by Student Housing and Residential Life because of the following:

- A student has a past record of contractual violations
- A student is banned from the UHCL campus and/or on-campus housing
- A student has been removed due to student conduct violations
- A student is a registered sex offender or has been convicted or pled guilty to a felony offense

Housing Refunds

Residents sign a Residence Hall Service Agreement for an entire academic year (August – May) or summer session, in order to live in the residence hall. Any and all housing refunds follow the established campus refund schedule (same as tuition). Exceptions should be submitted in writing to Student Housing and Residential Life.

Links and Resources

Click on the text below for more information about on-campus resources.

- [Accessibility Support Center](#)
- [Campus Recreation and Wellness](#)
- [Career Services](#)
- [Counseling Services](#)
 - **24-hour crisis hotline: 281-283-2580**
- [Dean of Students Office](#)
- [Dining Services](#)
- [Education Abroad](#)
- [Financial Aid](#)
- [Hawk Pantry & Food Programs](#)
- [Health Services](#)
- [International Student Services](#)
- [Office of Student Advocacy](#)
- [Orientation and New Student Programs](#)
- [Sexual Misconduct Reporting and Awareness \(Title IX\)](#)
- [Student Diversity, Equity and Inclusion](#)
- [Student Code of Conduct](#)
- [Student Involvement and Leadership](#)
- [Student Success Center](#)
- [Veteran Services](#)

Housing Contact info

281-283-2615
housing@uhcl.edu
www.uhcl.edu/housing