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Welcome to Residence Life at UHV!

Greetings!

On behalf of the Department of Residence Life (DRL), I would like to welcome you to campus housing at the University of Houston-Victoria. The Residence Life staff hopes that you will consider UHV your “home away from home.” The Department of Residence Life staff is committed to your development, providing excellent customer service, and providing each resident with the necessary tools to be successful in an ever changing and diverse society. As we embark on a new year, I challenge each resident to play an active role in their community through participation in campus and housing programs and activities.

National research shows that students who live on campus perform better academically and graduate earlier than their off campus counterparts, so it is up to each student to take full advantage of this amazing opportunity. Living on campus will provide you with many new freedoms and personal choices, an experience in which you will meet students from across the country and around the globe, develop life-long friendships, and establish a connection to our diverse campus life.

Living in campus housing, you will find that we are “more than just a place to live!” We provide facilities, programs, and services that will assist you in achieving your academic goals. Programs are sponsored by our student leaders, Resident Assistants (RA), and Residence Hall Association (RHA). I encourage you to get involved in your community, participate in the various residential programs and become involved in your residential council to make a difference in your living community!

This handbook is filled with important information regarding campus housing. You will note the “Quick Reference to Campus Living” section at the front of this handbook. This has been designed to provide some basic information that you will need to get started here at UHV.

If you have any questions, the entire Residence Life staff is eager to respond to your needs. Please let us know what we can do to assist you!

Brandon W. Lee
Director of Residence Life & University Commons
RESIDENCE LIFE MISSION STATEMENT

The Department of Residence Life is committed to providing a living and learning environment that is supportive to the University's academic mission. We accomplish this by stimulating the learning process, integrating the in-class and out-of-class experiences through activities and knowledge essential to students' preparation for a life of leadership and success as professionals and citizens in the global economy.

Department of Residence Life
2705 Houston Hwy.
Victoria, TX 77901
(361) 485-4404
housing@uhv.edu

Jaguar Hall Office
2705 Houston Hwy.
Victoria, TX 77901
(361) 485-4404
RA On-Call: (361) 489-0569

Jaguar Court Office
2605 Houston Hwy.
Victoria, TX 77901
(361) 485-4469
RA On-Call: (361) 894-2894

Jaguar Suites Office
2703 Houston Hwy.
Victoria, TX 77901
(361) 570-4560
RA On-Call: (361) 894-4250

www.uhv.edu/housing
**THE HOUSING AGREEMENT**

The most important part of the contract for the university residence halls are the Housing Agreement and the Residence Life Rules and Regulations. The Housing Agreement applies to the entire academic year while the Residence Life Rules and Regulations are continuously in effect. The purpose of the Housing Agreement is to assure maximum usage of available housing facilities. Every effort is made to provide the best possible facilities at a reasonable cost. Once the semester begins, very few students look for on-campus housing. Therefore, it is difficult to replace residents who leave the university, and for this reason, the university must insist on complete compliance with the terms of the Housing Agreement. During official university vacation periods, residence halls are closed to residents. Students staying for intersession may be reassigned to temporary housing during this time period.

Each resident must sign a Housing Agreement. A resident should read and understand the conditions of the Housing Agreement carefully before signing. **This is a binding contract for both Fall and Spring Semesters.** The agreement specifies provisions for cancellation, termination, payment, applicable policies and procedures, and the contract period. **Since the Housing Agreement is in effect for the academic year (Fall & Spring Semesters), approval must be obtained to cancel or terminate the contract. A penalty charge is assessed when the contract is broken.**

**REQUIRED RESIDENCE POLICY**

The university requires all students with less than 60 completed semester credit hours or under 20 years of age to reside in the university residence halls. Students under the required residence policy, however, will be automatically exempted if they live with a parent or legal guardian within a 50 mile radius of Victoria which will be verified by the Department of Residence Life. All other students wishing to reside off campus who live outside the 50 mile radius must complete a Housing Exemption Request Form which is available at the Department of Residence Life or online at: www.uhv.edu/housing. Submission of an exemption form does not guarantee approval, so students are advised not to make other housing arrangements until approval is received. Registered students required to live on campus who do not receive approval for exemptions will be billed for on-campus housing.

Requests for housing exemptions should be submitted **prior to July 15th** for the Fall Semester and **prior to December 1st** for the Spring Semester. The Department of Residence Life Director reviews the request and notifies the students of their exemption status. **Until written notification is received, students who request exceptions to the policy should not make arrangements to live off-campus.**
COMMUNITY LIVING EXPECTATIONS

RESIDENTIAL COMMUNITY PHILOSOPHY
The Department of Residence Life is committed to providing a high quality residence hall experience where you will have many opportunities to become involved in numerous activities and organizations, meet and become friends with people from diverse backgrounds, and enrich your academic pursuits at the University of Houston - Victoria. One of the most rewarding facets of living in residence halls is the ability to live with people who are different from you. Every person comes from a different background and brings a different set of experiences and expectations for living here in housing. Residence Life rights and responsibilities and university policies in the Student Code of Conduct are intended to give you, your roommate(s) and your neighbors a common set of guidelines by which you can all live and learn together in order to achieve academic success, develop lasting friendships, and continue to build your skills so you are well prepared for your career after graduation. The Residence Life program is an integral part of the educational initiatives of the institution.

The Department of Residence Life, within the division of Student Affairs, supports the academic mission of UHV by creating on-campus living communities that foster personal growth and development, academic success, social responsibility, cultural understanding, and leadership in residential students. University housing is available to all UHV students regardless of age, disability, ethnicity, gender, marital status, national origin, race, religion, sexual orientation, gender identity and/or expression, or veteran status. The Residence Life program provides educational, cultural, social, and recreational programs in all lodges in partnership with students, faculty, and staff.

That being said, living with others in close proximity is not always easy. To live cooperatively, it is critical that residents and staff members develop a mutual respect for each other and are committed to specific expectations of behavior. University policies and the conduct process are based on respect for self, others, the community and taking responsibility for one's behavior. In order to carry on its work of teaching, research and public service, UHV faculty, staff, administrators and students have an obligation to maintain conditions under which the work of the university can proceed freely. Therefore, it is the responsibility of each individual to know and abide by university policies and procedures, ensuring we are all in accordance with the highest expectations of quality, institutional integrity and freedom of expression. Each member of our community shares the responsibility of maintaining an environment conducive to the achievement of the university's mission.

RESIDENT RIGHTS AND RESPONSIBILITIES
As a member living in our diverse community, you are afforded certain individual rights that you and your roommate(s), as well as those living around you, should respect. In addition, these rights carry with them a reciprocal responsibility for you and every member in our community. Responsibilities ensure that roommate(s), suite/apartment mates, floor mates, and other community members are afforded the same rights regardless of their gender, race, creed, religion, sexual orientation, cultural background, or other identity group(s) to which they belong; as well as
any beliefs, values or attitudes that may be different from our own. When you uphold your responsibilities, you will be making the university and residential communities a great place to live where all students can be successful!

To a significant extent, success at the University of Houston - Victoria will depend on your ability to understand and balance the rights and responsibilities you assume while attending college. Staff and faculty members do not assume the role of campus parent, and you will seldom be told what to do or what not to do with regard to your personal behavior. The obvious exception, as with society at large, is when individual behavior threatens the health and safety of yourself, others or the community, or begins to disrupt the legitimate pursuits of others within our residential communities.

Residence Life staff members do not, nor cannot, guarantee you will retain each of these rights at all times. You share the responsibility. You can help ensure that these rights will be honored through thoughtful discussion and open communication with roommates, suite/apartment mates, floor mates, and other community members. Our staff is committed to offering you an inclusive environment where we will support you in taking healthy risks and while you have the choice to passively exist, we will challenge you to take full advantage of your living environment by participating in activities, standing up for yourself and others, and speaking up for what you believe has value.

The following is a listing of your “rights” (things to which you are entitled as a student living in one of our housing communities), as well as your “responsibilities” (what is expected of you as a member of a residential community):

1. YOU HAVE THE RIGHT to a safe and secure living environment.
2. YOU HAVE THE RESPONSIBILITY to keep your living space secured, and to not prop doors open or allow in strangers. You also have a responsibility to uphold all security policies and procedures. Violations of policies and procedures put you and others at risk.
3. YOU HAVE THE RIGHT to a reasonably peaceful and quiet space in which you can sleep and study.
4. YOU HAVE THE RESPONSIBILITY to observe quiet hours, to keep your stereo, television, computer and your voice at a reasonable volume in your living environment, and to remind your guests and others that you expect the same of them.
5. YOU HAVE THE RIGHT to privacy and to the fair use of your room, both in terms of space and time, and the right to be free of unwanted guests in your room.
6. YOU HAVE THE RESPONSIBILITY to let your roommate know of your wishes and preference for hours of sleep, study and visitation, and to work through any difference you may have in a peaceful manner. You also have a responsibility to make sure your guests do not violate your roommate’s rights or interfere with his/her use of your living space.
7. YOU HAVE THE RIGHT to confront another person’s behavior when it infringes on your rights.
• YOU HAVE THE RESPONSIBILITY to examine your own behavior when confronted by another and to work toward resolving conflicts.

• YOU HAVE THE RIGHT to the assistance of a resident advisor, graduate resident director, assistant director, director or other Residence Life staff members when you need help with a problem.

• YOU HAVE THE RESPONSIBILITY to notify a staff person of your problem and request assistance in a timely manner and to cooperate with those involved as they work with you as you solve your problem.

• YOU HAVE THE RIGHT to know what is acceptable and/or inappropriate behavior in your living environment.

• YOU HAVE THE RESPONSIBILITY to read the information provided for you by the University of Houston - Victoria. This includes, but is not limited to your Residence Halls Service Agreement and Student Code of Conduct. You may report any alleged violation, whether or not you were personally affected by it.

**STUDENT CODE OF CONDUCT**
The University of Houston - Victoria expects its students to exhibit and maintain a high standard of conduct given the educational nature of our institution. While the Student Handbook contains information about policies and procedures at UHV, the Student Code of Conduct specifically covers information related to appropriate conduct and the process of what happens when students allegedly violate university policies and procedures. For more details about the Student Handbook and Student Code of Conduct, please visit Student Code of Conduct web page at https://www.uhv.edu/HandBook/codeofconduct.aspx.

**AMENITIES**

Jaguar Village provides residents with access to the student lounge and its amenities 24 hours a day, seven days a week. The facility contains an assortment of amenities for our community members. The services provided are:

- 24-Hour Multi-Purpose Room
- 24-Hour Computer Lab
- 24-Hour Laundry Facility
- Tutoring Center
- Equipment Check out System (Ping pong, shuffleboard, pool table, etc)

Your access to these rooms is on a first come, first served basis.
**COMMONS AREA**
The Commons Area is home to community programs hosted by the Jaguar Village RA staff. Residents are welcome to join all activities planned in the common area by the RA staff. It is also the home of the foosball, ping pong, and pool table(s). The Commons Area is available for use by Resident, university organizations, and departments. University organizations and departments can request use of the area by filling out a reservation form via JagSync.

**11:59 LOUNGE**
The 11:59 Lounge is the Media Room located in the Commons Area of Jaguar Hall. Pool sticks and pool cues may be borrowed from the front desk with an ID. The 11:59 lounge is open 24 hours and is available on a first come, first served basis. You are responsible for your guests and any damage you or your guests may cause.

The 11:59 Lounge also provides a “mini-theater” experience and contains three 42 inch HDTVs. In addition, 11:59 houses a DVD player, and a USB port to attach a laptop for Power Point slideshows. Jaguar Village also provides you with a collection of over 100 DVDs to view and enjoy. These are located at the front desk at Jaguar Hall. In addition, DRL provides residents the right to reserve the 11:59 Lounge at any time. Residents may reserve the room for meetings via JagSync.

Note: At any time the staff may determine the noise level allowed and what is shown in the lounge.

**RESIDENCE HALL ASSOCIATION (RHA)**
If you are interested in getting involved in our Residence Hall Association please contact the Resident Assistant responsible for your floor/wing. The RHA has a meeting every month. We recommend that all students get involved in their community.

**COMPUTER LAB**
Computer labs are located for your convenience in each residence hall. The Computer Lab provides you with access to five individual computer stations, all equipped with a T-1 Ethernet connection and one printer.

Please be courteous and mindful of the amount of ink and paper that you use.

UHV IT maintains the computers and staff are to be notified immediately of any problems. Computers are reserved for residents and are limited. Note: Computers and printers are assigned on a first come, first served basis.

**LAUNDRY FACILITIES**
Laundry Facilities are provided for your convenience at each residence hall. Payment for the laundry machines is supplied through the purchase of laundry cards. While these cards may be purchased and re-filled at the Add Value Machine located in the laundry room at Jaguar Hall. Misuse of our laundry facility is prohibited, and residents will be held responsible for any damages sustained by the facilities or equipment.
FITNESS CENTER
The Fitness Center is provided for your convenience on the second floor of Jaguar Suites and is only accessible to residents. Misuse of our fitness center is prohibited, and residents will be held responsible for any damages sustained by the facilities or equipment.

INTERNET
Each residence hall is a wireless accessible building. Each room has an active high-speed Internet connection in it. These connections are managed through our Local Area Network (LAN) and are part of your communications package. Connect a Category 6 Ethernet cable from the jack to the Ethernet card on your computer. Make sure that your TCP/IP settings are set to “auto-detect settings.” If you have any questions about this service or require assistance in setting it up, please contact UHV Helpdesk by calling 361-570-4399.

CABLE
DirecTV provides Cable service in every room at Jaguar Village. This service includes more than 50 channels of entertainment and education.

STUDENT MAIL
Mail is delivered to the residence halls by the USPS, FedEx and UPS. Mailboxes are locked at each residence hall. Your mailbox number and your room number will coincide. You will be issued a key to your mailbox at move-in. Listed below is the address to use when receiving mail/packages at the residence halls:

Student’s Name
Residence Hall Physical Address**
Residence Hall Name & Room #
Victoria, TX 77901

**Physical Addresses
Jaguar Hall 2705 Houston Hwy
Jaguar Court 2605 Houston Hwy
Jaguar Suites 2703 Houston Hwy
DEPARTMENTAL POLICIES AND PROCEDURES

Rules and regulations are necessary for the smooth functioning of any community. Here at Jaguar Village, we believe that you have the right to an environment in which you can study, socialize, and live comfortably. There are three basic principles involved in achieving this:

- Demonstrate care for yourself
- Demonstrate care and consideration for others
- Respect others and community property

Take time to familiarize yourself with following policies and procedures as both you and your guests are responsible for following them.

**Any violations of the following policies and procedures may result in disciplinary action.**

ACCESS
Residents found climbing over a fence, gate, or door, for any reason, will violate their housing agreement. Any person who is not a resident found climbing the fence or walking unescorted through the community is criminally trespassing. If you see any suspicious persons around the property or see anyone climbing over the fence, door, or gate, please contact UHV Security (361-570-HELP), the Front Desk (361-485-4404), the RA On-call for your building, or call 911.

Do not block doors, causing them not to lock properly. Report blocked and/or unlocked entrances, or individuals tampering with the doors, to an RA or the Professional staff. Disciplinary action will be taken against those who violate this policy. **Violation of this policy puts yourself and other residents at risk of potential danger by giving non-residents access to community buildings.**

ALCOHOL
Alcoholic beverages are not permitted anywhere at Jaguar Village (regardless of age). Alcohol consumption in public areas, hallways or any part of the grounds is strictly prohibited and enforced by DRL Staff, University of Houston-Victoria and Texas State laws.

BICYCLES
No bicycles are allowed in the living space, nor may they be operated within the residence halls. All bicycles must be parked in one of the bicycle racks. Any bicycle found within the residence hall (whether in a hallway, common area, or living space), or any bicycle found attached to any railing, pillar, light pole, tree, fence work, will be subject to impoundment and the resident responsible for said bicycle can be charged for the impoundment.

DAMAGES & VANDALISM
Residents are held judicially accountable and financially liable for vandalism or damages they cause to Jaguar Village property (including, but not limited to, damages caused by electrical appliances or other personal equipment and belongings, and those caused by adhesives, nails, tacks, etc.)
Residents are not permitted to tamper with, repair, replace, paint or adjust equipment, furniture or property, which belong to DRL.

All residents of a living space are held mutually liable for damage to the room once occupancy is established (including computer and cable equipment).

An individual resident of a living space is solely liable for damages to the unit when individual responsibility for damages can be clearly established.

Residents are responsible for vandalism or damage done by their guests.

**DOORS**

Resident are not permitted to alter or add any additional locks, chains, or latches to their unit or bathroom doors.

Permanent stickers are not to be placed on resident doors.

Tampering with communal doors is prohibited.

**DRUGS**

DRL prohibits the use, or possession, or sale of drugs or narcotics not prescribed by a physician. Drugs and narcotics are defined as barbiturates, hallucinogens, amphetamines, marijuana, or other narcotics, except as authorized by law. Any student involved in the sale, use, or possession of non-prescription drugs will be subject to disciplinary action, in addition to possible immediate removal from the Jaguar Village community.

**FAILURE TO COMPLY WITH RESIDENCE LIFE STAFF**

Residents and guests must cooperate and comply with both the professional and student Residence Life staff member’s reasonable requests in the performance of their job duties. This includes but is not limited to Resident Assistants, Security, and Professional Staff. A student can ask a staff member for verification of his/her status.

**FIRE ARMS AND WEAPONS**

The possession, keeping, and or use of a firearm or dangerous weapon, or look alike, are not permitted at Jaguar Village. Such weapons include, but are not limited to: bows and arrows, slingshots, darts, knives, BB guns or pistols, flare guns, air pistols, stun guns, rifles, and martial art implements.

Possession or use of any explosive device of any type, including, but not limited to, firecrackers, cherry bombs, and bottle rockets is not permitted.

Residents are obligated to report the possession, use of or storage of firearms, weapons or explosives to DRL or Security immediately.
**FIRE EQUIPMENT**
Residents who tamper with fire equipment are subject to possible prosecution and a possible fine, per State law.

Tampering with smoke detectors, fire alarms, fire hoses, sprinkler systems, and fire extinguishers is strictly prohibited.

Tampering with any of the above, which will result in a response from the local fire department, is in violation of state and local ordinances.

**FURNITURE**
Room furniture is not to be removed, transferred or interchanged among other rooms or public areas. Room furnishings provided may be arranged in any reasonable manner that does not endanger resident safety.

Waterbeds are prohibited.

Common area furniture is not to be removed from its assigned location to any other location at any time.

**INAPPROPRIATE BEHAVIOR**
Behavior or acts that are unreasonably disruptive to orderly community living are prohibited. These include, but are not limited to, the following:

Inappropriate calls or requests of fellow residents and/or residential staff.

Disorderly conduct that is disruptive, or may cause personal or physical injury to themselves or others, including but not limited to: physical altercations, bouncing balls on the floor/hallways, profanity in the hallways, preventing others from studying or sleeping, water or shaving cream fights, playing indoor/outdoor sports inside the buildings (including skateboarding, rollerblading, riding bikes, scooters, throwing Frisbees, etc.).

Inappropriate language (curse words, racial slurs, jokes about ethnicity, sexual orientation, religious background, etc.) in public areas (lobby, TV lounges, etc.)

**KEYS**
Keys are issued to the assigned occupants of a living space, including room key (access card) and mail box key. You are to keep your room key and PawPass in your possession at all times. You may not issue your keys and/or access card to anyone.

Lost or missing keys/access cards must be reported as soon as possible to the Residence Life staff.

Keys shall not be duplicated.

All keys must be surrendered to the Residence Life staff upon termination of the Housing Agreement.
LIVING WITH ROOMMATES
For most college students, sharing a residence hall room is a new experience. Your new roommate may be an old high school friend, distant cousin, friend of a friend, somebody's sister or brother, or a total stranger. The Department of Residence Life does not expect roommates to be “best friends,” but to be able to live together in a respectful environment. Roommate changes are not granted the first two weeks of each semester and are viewed as a last resort, not first alternative.

If one student infringes upon the rights of another, we expect the two students to work together in an atmosphere of mutual respect to resolve their differences. If you are experiencing trouble with another resident that you cannot resolve, follow the process outlined below. If you need assistance, contact your RA.

If you are experiencing a roommate or neighbor issue you need to first approach your roommate or neighbor about the problem. However, if you feel uncomfortable addressing your concerns with your roommate or neighbor, feel free to ask your RA for assistance.

If talking to your roommate or neighbor does not bring about a solution to your problem, then your next step is to get your RA involved. RA’s are trained in mediation and will meet with both parties separately and then together as a group. The RA can set up a roommate contract or neighbor contract, which can help alleviate issues.

If mediation with your RA does not help the situation between you and your roommate, or your neighbor, a meeting will be set up with a member of the Professional staff. The Professional staff member will meet with both parties and the RA to mediate solutions for the problems between the parties. If resolutions to the problem(s) cannot be met, the DRL Professional Staff may grant a room change.

MODIFICATIONS AND ALTERATIONS TO LIVING SPACE
No alterations or modifications are to be made to either the interior or exterior surfaces of the rooms, doors, hallways, or building without the prior written approval of a Professional Staff member. Alterations or modifications include, but are not limited to the following: putting mirrors on the closet or bathroom door, putting up shelves permanently mounted to the wall, installing additional or replacement locks on the doors. This is not an exhaustive list and approval should be sought for any questionable alterations or modifications.

No self-adhesive stickers (bumper stickers, etc.) may be placed on the walls or doors. Thumbtacks, poster putty, 3M Command strips, or small nails (7/8” long or smaller) may be used to hang posters and pictures; however, use of double-sided sticky foam tape is prohibited. Curtains may be hung, as long as the holes do not exceed the above standards. If you have any questions, contact DRL before applying any decorations to the unit walls. Residents will be held accountable for damages not documented on move-in condition forms.

NOISE
In order to facilitate an environment conducive to academic growth, Jaguar Village has a 24-hour courtesy policy. Any behavior or noise that may be disturbing to another resident at any time must
be ended upon the request of said resident or any member of the Residence Life staff. In addition, Quiet Hours will be in effect for the following hours:

10:00 P.M. - 8:00 A.M. Sunday through Thursday, and

Midnight. - 9:00 A.M. Friday and Saturday.

These policies apply to all areas of the Jaguar Village property, including, but not limited to, parking lots, breezeways, hallways, common areas, and units. Although the 11:59 Lounge does not have quiet hours, residents still need to be respectful of others. Any resident or resident’s guest(s) found violating these policies will be asked to immediately conform to them, and repeat offences may result in disciplinary action. In keeping with these policies, the use of amplified musical instruments within the complex, unless they are being used with headphones, is prohibited.

If a neighbor is being noisy, first approach them and ask them to please hold down the noise. If this does not work, call the Front Desk and ask them to contact the Resident Assistant on duty, who will address the matter with the other residents.

The Department of Residence Life reserves the right to adjust “Quiet Hour” privileges at any time.

**PARKING**

All residents wishing to park a vehicle at Jaguar Village MUST have and display a valid UHV parking permit and register their vehicles with UHV Parking. To do this, complete the Vehicle Registration Form at Check-In.

Vehicles without a valid tag will be subject to parking fines or towed at the vehicle owner’s expense. Vehicles illegally parked in fire zones or reserved spaces can and will be towed at any time.

Parking permit stickers must be affixed to the driver side rear window. Parking permit stickers may not be taped to the inside of the window. Improper placement, including the use of tape, is considered a violation and is subject to a citation.

Lack of space is not considered a valid excuse for violation of the University’s parking regulations.

Parking is prohibited in any place that will mar the landscaping of Jaguar Village, inconvenience or endanger anyone, create a hazard or interfere with the use of University facilities by others.

A parking permit may not be used for more than one vehicle. Only one vehicle may be parked at campus housing.

Residents are permitted to register one vehicle only.

The University of Houston–Victoria disclaims all responsibility for losses or damage to vehicles operated or parked in Jaguar Village or on main campus, and is not responsible for losses or damage to any vehicle towed from Jaguar Village or main campus.
VISITORS/GUESTS
The number of guests is limited to two per resident. If the number of people in one apartment is larger than that number, a Residence Life staff member reserves the right to disperse the group.

You are to escort your guests at all times. Your guests require your presence for access into the residence halls. No guests are allowed between 12AM and 8AM (SUN-THURS) and 2AM to 8AM (FRI-SAT). Overnight visitation cannot exceed 48 hours and is only allowed 3 times per semester.

Per the housing agreement, “only you can live in the Premises. You may not permit another person to live in the Premises or in the Apartment.”

DRL reserves the right to adjust visitation privileges at any time.

PERSONAL PROPERTY
If any prohibited items are found, they will be subject to confiscation.

Extension cords may not be placed wrapped around metal fixtures or furniture, run under carpet, or taped to the carpet.

Paper, fish nets, parachutes, flags, tapestries or other combustible items may not be hung from or attached to the room ceiling or cover the ceiling or fire detector. Covering the ceiling or fire detector with these or other such items constitutes a fire hazard.

No obscene or inappropriate items, signs, or posters may be hung on the windows. Painting on windows is also prohibited.

No nails or stickers may be used on the door. Please use masking tape, 3M Command Strips, poster putty, or magnets.

DRL has the authority to remove any offensive or inappropriate items displayed on student doors or windows.

PETS
Only pets required for the assistance of an individual with a disability are allowed at Jaguar Village. Guests are not allowed to bring their pets into the premises at anytime. Pets include mammals, reptiles, etc.

PROHIBITED ITEMS
According to your Housing Agreement and the state and university fire safety codes, you should not have any of the following items in your unit:

Candles (with or without wick) or incense; not even for decoration

Extension cords; **use power strips with surge protectors instead**

Halogen Lamps
Excessive amounts of paper or flammable material

Dangerous/ combustible substances and chemicals

Any other items that may be considered a fire hazard, i.e. potpourri pots, multi-plug adapters, air fresheners with attached plugs as an extra outlet

Microwaves – Only MICROFRIDGES can be used in Jaguar Village. These can be purchased on the Housing website.

Refrigerators exceeding 4.0 cubic feet.

Please note that tampering with or altering of smoke detectors and having candles (even decorative) or incense in you unit will result in a $25 fine.

Additionally, residents can be fined individually for not adhering to fire safety regulations. Penalties can include termination of Housing Agreement, and other disciplinary action, and fines up to $2,000 according to State law.

SMOKING
Smoking is not permitted in the units, any indoor common areas, or breezeways at anytime. There are designated smoking areas at Jaguar Village where you may smoke. Please dispose of cigarette butts in the appropriate cigarette receptacles.

TRASH
We ask that residents remove trash and garbage from their rooms daily and place it in the dumpster, located in the parking lot. Trash left outside of any residents room door will be picked up and the residents of that room will be charged $25 per bag of trash. Multiple violations will result in disciplinary actions.

UNAUTHORIZED ENTRY
Guests, contractors, etc. are prohibited from entering into Jaguar Village rooms without checking in at the Office and going through the proper procedures.

It is prohibited to enter any Jaguar Village room that has not been assigned to you without the explicit permission of the resident assigned to that room.

CHECK IN/ OUT PROCEDURES

- Students are required to check into their residence hall space by presenting a photo ID or their Paw Pass to the Residence Life staff.
  Upon checking in, students will receive a room condition report, room key, and mailbox key.

- At checkout, the student must schedule a time to meet with a their RA who will check the student out of their room. The student’s room key and mailbox key must be returned at checkout.
• Residents will be responsible for returning their room to the original condition at checkout (i.e., floors mopped, dusted or vacuumed, furniture back in place and dusted, and trash removed). Residents will be responsible for damages and will be assessed charges, as applicable.

• Residents who vacate the halls are responsible for removing from the building and premises any property which they own or used during their occupancy. Failure to remove excess property will result in improper checkout charges, plus charges for removal by the university, and potentially storage charges at the discretion of DRL. In addition to regular cleaning charges, which are assessed for a dirty room at checkout, removal charges will be assessed for property such as tables, chairs, sofas, refrigerators, street signs, bricks, lumber and similar items that by their nature cannot be disposed of through the normal university trash disposal system or require extra effort to remove.

**LOCKED OUT OF YOUR ROOM OR BUILDING?**
During business hours, go to the front desk of your residence hall and inform them you are locked out. During non-business hours (after hours, weekends and holidays) call the RA on-call and inform them that you are locked out of your room. If you are locked out of your building contact UHV Security (361-570-HELP).

After three lock outs, a mandatory key replacement charge ($50) and/or conduct action may occur.

**ROOM ENTRY BY STAFF**
University officials, including DRL staff, housekeeping and facilities personnel, may enter rooms to fulfill their daily duties, in cases of emergencies, or in cases of reasonable suspicion of activity endangering the individual or community, or in cases where there is suspicion of policy violation.

• Residents will be notified at least 24 hours in advance, unless there is an emergency.

• Unannounced fire safety checks as mandated by the fire marshal may take place at any time.

• Health and safety inspections may occur a minimum of once per semester when rooms are inspected for cleanliness, damage to property and fire hazards.

**ROOM TRANSFER PROCEDURE**
Room transfers are offered to facilitate the development of mutual friendships, similar academic interests, relocation to a more desired area, and to mediate roommate conflicts. Room changes are not to be used as an escape from dealing positively with conflict or unreasonable behavior.

All room transfers must be approved by the Director in advance of the move.
Step by Step Room Transfer Process:
1. Students wishing to transfer rooms should submit a Transfer Request Form located on JagSync.
2. The DRL Professional staff will then work together to approve or deny transfer requests.
3. If transfer is denied, the student will be informed by email.
4. If transfer is approved, the student will be informed by email and must complete their move within 72 hours.
   a. The student will have a check-in packet at the desk of their new assignment and will check into their new space.
   b. The student will move from their old space to their new space within 72 hours.
   c. As soon as they have completed their move, they will contact their old RA who will check them out of their old space by completing a room condition form and collecting the room and mailbox key(s).

IMPORTANT CAMPUS PHONE NUMBERS

Career Services .............................................................. 570 - 4369
Financial Aid ................................................................. 570 - 4125
Counseling Center .......................................................... 570 - 4135
Registrar’s Office ............................................................ 570 - 4368
Student Life & Services .................................................. 485 - 4410
Switchboard Operator .................................................... 570 - 4848
RA On-Call (Jaguar Hall) .................................................. 489 – 0569
RA On-Call (Jaguar Suites) ............................................. 894 – 4250
RA On-Call (Jaguar Court) .............................................. 894 – 2894
UHV Security ............................................................... 570 – HELP (4357)
UHV Helpdesk .............................................................. 570 – 4399