Welcome to Housing and Resident Life at Utah Tech University! Significant opportunities await you on Utah Tech’s campus, many of which will occur in the setting where you live. My staff and I are excited to have you staying On-Campus and hope to become a meaningful part of your college experience. Our goal is to serve the students living On-Campus, and in doing so, we strive to create a clean, fun, and educational environment conducive to higher learning and student development. Our Resident Life Program is structured to promote safety, resident interaction, community building, and student success. We invite you to take advantage of our services, amenities, and programs.

In addition to our efforts to enhance your college experience, there is much you can do as well. I am confident that the following recommendations, in action, will contribute to the quality of success you achieve as a college student:

**Practice Healthy Living** – Getting adequate sleep, eating healthy, and regular exercise will vastly improve your ability to meet the rigorous academic demands inherent to higher education.

**Maintain An Academic Focus** – Attend your classes, get to know your professors, and aim high with your academic goals. Support is abundant at Utah Tech to help you succeed in the classroom.

**Get Involved** – Scholarly research reveals that students who become involved in campus life are happier, acquire higher grade point averages, and are more satisfied with their college experience.

**Become Acquainted With Your Community** – Get to know those around you. As you go out of your way to meet other residents living On-Campus, your experience will be much more rewarding as you make connections with those living in your community.

We are excited for the adventure that awaits you! Again, we are here to serve the students living On-Campus. If you identify an area we can improve on, please talk to one of our staff members or stop by the Housing Office. We always appreciate feedback from residents who want to improve the quality of their communities.

Let’s have a great year in On-Campus Housing!

**Go Trailblazers!**

Seth Gubler
Director of Housing and Resident Life
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YOUR LIVING SPACE
USE OF ROOM/APARTMENT
The Housing and Resident Life Department grants you the right to use and occupy the living space assigned to you, as per the License Agreement, upon check-in. You may also use other community spaces (e.g., laundry rooms, computer labs, lounges, recreation areas, etc.) within the Resident Life areas. You accept your room/apartment “as is” and acknowledge that the room/apartment and its furnishings are in good condition, except as otherwise specified on the online inventory form, which is to be completed at check-in and check-out. When you move into your living space, survey your room and its furnishings and indicate on the online form anything you find that is not in good condition. It is important that you be thorough as you examine your room. You will be responsible for any damages that were not indicated on the inventory form at check-in.

KEYS
You will be issued a key during check-in. Carry your key with you at all times. Make sure you keep your room and apartment doors locked. Keys may only be issued by the Housing Office. You are not allowed to duplicate or lend your key to someone else.

Keys must be returned when students check-out. If a key is not returned at check-out, or a temporary key is not returned, the door lock(s) may be changed and new keys will be made at your expense.

If a key is lost, the privacy and security of residents and their belongings cannot be assured.

Notify Housing Staff if you have lost or misplaced your key. Residents are charged a $25 replacement fee for lost keys. If a lost key is later found and returned, $20 will be refunded. If a lock needs to be changed, a $75 charge will be assessed.

Lockouts: Residents who are locked out of their room or apartment during the first two weeks after they move into their living space may be let back into their room or apartment without charge. After the first two weeks in your living space, you will be charged $15 every time you are locked out and need assistance getting back in. Lockout charges are placed on a resident’s student account.

PERSONALIZING YOUR ROOM
We want your room to be your home away from home. We encourage you to personalize your space. Many students have lived in your room before you arrived, and there will be many more living there after you leave; therefore, we’ve implemented several guidelines for you to follow as you personalize your room:
• Do not remove any furniture from the room/apartment, although, feel free to rearrange the furniture as you like; and,
• You may decorate your walls, but only use materials that will not cause damage to the walls. Command strips are okay to use, but please leave them up when you move out so that our maintenance team can remove them carefully. You will be charged for any damages resulting from your decorations. Do NOT use tacks, nails, blue sticky tack, duct tape, packing tape, contact paper, wall paper, or hang light strips.
COOKING
Nisson Towers  The ability to cook and prepare food in Nisson Towers is limited since students living there have meal plans; however, residents at Nisson Towers may have/use a mini-refrigerator, microwave, and/or Keurig and pod-style coffee makers. All other heating-related cooking devices are not allowed at Nisson Towers.

Abby, Campus View Suites 1 and 2, and Chancellor  The following items may be used in kitchens and community kitchens: toaster; air fryer; crockpot (with shut-off timer); and/or, rice cooker. Someone must be present at all times when these items are in use. These items may NOT be used in kitchenettes or living spaces. If being stored in Campus View Suites 1 or 2, these items cannot be kept on counters but must be stored in closets or cabinets. Keurig and pod-style coffee makers are allowed.

Grills (any form), deep fryers, griddles, skillets, woks, hot plates, pressure cookers, panini presses, toaster ovens, carafe-style coffee makers are NOT permitted.

ALTERATIONS/DAMAGE/VANDALISM
Changing the appearance of any On-Campus Housing building (including living spaces) is prohibited. This includes, but is not limited to: painting; adding shelves or partitions; alteration of furniture; plumbing; heating; or, other structural changes (both interior and exterior). Additionally, you are liable for any damage or defacing of University property resulting from either your, and/or your visitors’, actions and/or neglect.

CABLE
TV service comes free of charge to each living room (bedroom at Nisson Towers); however, TVs are only provided at Campus View Suites 1 and 2. Contact the Housing Office if there are issues with your TV service.

INTERNET
Each suite/apartment includes wireless internet service free of charge. You will need your Utah Tech username and password to connect to the Trailblazer network. Some suites/apartments may have access points (“APs”) and/or other internet equipment mounted in closets or other areas in your living space. Access points cost over $600. You are not permitted to handle this equipment and will be responsible for any missing or damaged equipment discovered at check-out. Personal wireless routers are not permitted in On-Campus Housing. Personal wireless routers interfere with the effectiveness of APs and the campus infrastructure, and can ruin the wireless network speed/reliability for other residents.

Gaming Consoles/Smart TVs/Streaming Devices  Most streaming devices have to be registered with the campus network before they will work. The check-in email we send will have instructions for registering devices. You may also receive an instruction printout from the Housing Office front desk. The IT Help Desk (435-879-4357) can assist you in registering your device.

TRASH
You are required to carry your own trash to the dumpster or trash chute. Do not leave trash outside your room/apartment or any other common area. Residents may not leave items on the floor in the trash rooms; if items do not fit in the trash chutes, the items should be carried down to the first floor and placed in the dumpsters directly. Failure to dispose of trash properly will result in a disposal and/or cleaning fee.
STORAGE AND PERSONAL PROPERTY
On-Campus Housing does not have storage facilities. Housing and Resident Life and the University is not responsible for loss or damages from fire, theft, or other causes to clothing, valuables, and/or other personal property, including money. If your property is stolen, please report the matter to the Department of University Police and to a Housing Staff member.

On-Campus Housing and the University does not provide insurance for damage or theft to personal property. You are encouraged to purchase your own renter’s insurance or verify coverage by an applicable homeowner’s policy.

Items left in any public or community space in or around On-Campus Housing can be deemed a potential fire hazard, safety risk, and/or unsightly obstruction. You will have 24 hours, upon receiving either verbal or written notice, to relocate or remove the item(s); otherwise, the item(s) will be removed, impounded, and considered abandoned property. After 15 days, On-Campus Housing will dispose of the abandoned property at your expense. Relocation and/or storage costs may be incurred.

CONDITION OF SPACE AND CAMPUS PROPERTY
All residents are required to keep their rooms and living spaces in a clean, sanitary and orderly condition. Residents are not allowed to make any repairs to their rooms, apartments, furnishings, fixtures, or any other On-Campus Housing building without prior written consent from the Housing Office.

Promptly report any damage and/or facilities issues to Housing Staff.

MAINTENANCE REQUESTS
If something in your room, apartment, or the building needs to be repaired, you may submit a maintenance request by clicking the “Maintenance Request” link on the Housing website. University maintenance staff or a contracted individual/business will be sent to make repairs. If you have an urgent facilities issue after hours or on a weekend, contact the after hours “duty phone” (number listed at the end of the Handbook).

GENDER-INCLUSIVE HOUSING
We strive to make On-Campus Housing an inclusive space for all. Students are able to live with a roommate of their gender, indicate a preference for roommates who hold diverse gender identities and/or gender expressions, and create a roommate group for their living space prior to the room assignment process. Students can update their preferred first name, gender identity, and pronouns through the Registration Office. The LGBTQ+ Resource Center is a great resource for additional LGBTQIA+ specific resources and support.

RESOLVING ISSUES AND CONCERNS
Residents are encouraged to try and resolve concerns regarding living conditions and roommates first with their roommates; their Resident Assistant may be contacted next for help if needed. If residents are unable to resolve their concern(s) with the Resident Assistant, or if their concern involves their Resident Assistant, they should contact either the Resident Manager or Resident Life Area Coordinator over their living area. If a resident is unable to resolve the issue with the Resident Manager or Resident Life Area Coordinator, or if their concern involves the Resident Manager or Resident Life Area Coordinator,
then they should discuss their concern with either the Housing Operations Specialist or the Director of Housing and Resident Life. If the issue is still not resolved, or if the concern pertains to Housing Administration, the resident may contact the Assistant Vice President/Dean of Students.

OVERNIGHT VISITOR
You may host a visitor (must be at least 18 years of age) for no more than three (3) consecutive nights, or six (6) nights total per semester. A partner or significant other is also considered a visitor. Roommate/suitemate approval must be given in advance. An Overnight Visitor Form must be correctly completed and submitted to the Housing Office before your visitor is approved to stay overnight. Residents may retrieve the Overnight Visitor Form from the Housing Office. Overnight guest policies to remember are:

- You are responsible for the actions and behavior of your visitor(s) and may be held accountable under the University’s student conduct procedures for your visitors’ behavior; and,
- Housing Staff may require a visitor to leave if the staff member finds the visitor’s behavior not in accordance with University and/or On-Campus Housing policies. Visitors may be issued a “No Trespass” order if necessary.

ROOM CHECKS
You are responsible for keeping your living space clean and sanitary. This includes bedrooms, living rooms, and kitchens where applicable.

Cleaning and Safety Inspections will be conducted on a monthly basis. You will be notified at the beginning of each semester the dates these inspections will occur. Your living spaces will be inspected to make sure that they are clean, the trash is emptied, and the floors are mopped and/or vacuumed. Rooms will also be inspected for safety hazards and/or rule violations. After inspections are completed, your room/apartment door(s) will be locked – even if they were not locked when staff arrived.

A form will be left in your living space indicating whether or not your room/apartment passed inspection. If your shared spaces (e.g., bathroom, kitchen, living room) do not pass inspection, the residents responsible for cleaning those spaces will be charged a cleaning fee and the Housing Office will hire someone to clean the failed areas. Residents have 48 hours to dispute and/or clean and recheck a failed inspection before the cleaning charge will be assessed.

Vacuums, mops, and brooms are available to residents. If you would like to use one of these items, contact your Resident Assistant. You must provide all other cleaning supplies that you would like to use.

NOTICES
Notices may be periodically placed on your room/apartment door by Housing Staff to announce upcoming events, maintenance work, important mail for you being held in the Housing Office, etc. Information will also be sent to your Utah Tech email account; emails sent to your Utah Tech email account will be considered delivered. We recommend that you check your Utah Tech email account daily.
ROOM ENTRY BY UNIVERSITY PERSONNEL
Housing and Resident Life Staff and University officials may enter your room/apartment for the purposes, and under the procedures, detailed below:
• There is reasonable cause to believe an individual’s health or well-being is in jeopardy;
• In the event of an emergency and/or extraordinary situation;
• To make an emergency repair in order to prevent damages to University property;
• There is reasonable cause to remove any personal property that creates a nuisance, is hazardous, or is otherwise prohibited by the University or the Handbook;
• There is reasonable cause to believe there has been a violation of any University policy, Handbook rule or regulation, or federal, state, or local law or ordinance;
• At the request of any law enforcement officer in the performance of statutory duties and in accordance with legally defined procedures, such as a valid search or arrest warrant;
• A University employee has knocked and been invited in by a resident of the living space;
• When Housing Staff perform scheduled cleaning and safety inspections, or Express Check-Outs; or,
• When the door is open and a violation of University policy or the Handbook is in plain view.

If Housing Staff enters your room/apartment, the Staff will lock your room and/or apartment doors upon leaving, regardless as to whether or not your door(s) was locked upon entry.

ROOM CHANGES
Sharing a room may be a new experience for some students. The ability to communicate and come to an agreement with diverse individuals is a useful skill in life and will likely be necessary when discussing living space expectations with your roommate(s). If needed, your Resident Assistant is available to assist in directing and mediating your discussion. If you are experiencing a disruptive environment in your living space, involve your Resident Assistant in addressing the situation. The Resident Assistant will work with you and your roommate(s) to complete a Roommate Agreement. If issues and/or concerns ensue the completion of a Roommate Agreement, then the Resident Assistant will involve their supervisor to see if a solution can be found.

If a disruptive situation continues, Resident Life Staff may recommend and coordinate a room change.

The Housing Office must approve all room changes. The resident wanting a room change will be the one who moves – they cannot force their roommate to change rooms. Room changes are subject to several rules:
• Room changes are not allowed to occur during the first two weeks of the semester, which is deemed a room "freeze period" (the Housing Office determines occupancy during this time);
• All rent and/or fees/charges (if applicable) must be paid in full before a room change is allowed;
• If you move to a room that is charged a higher rent rate, you must pay the difference before you can move into the new living space;
• Unauthorized room or bed changes will incur a $50 fine and you may be required to move back to our original living space;
• You may only change rooms twice per semester; and,
If a student living at Nisson Towers moves to a room assignment in a different building during the License Agreement Term, that student will still be responsible for purchasing a meal plan for each semester during the License Agreement Term.

**CONSOLIDATION**
Consolidation is the process of combining residents living in different rooms, who are paying shared-room rates, into the same shared-room. If you have moved into a shared-room and do not have a roommate, one will be consolidated to your room, or you to their room. The University reserves the right to relocate a resident at any time without cause as per the License Agreement. The University reserves the right to reassign a resident if the University decides the reassignment is prudent or necessary, including but not limited to reasons of health and safety, maintenance operations, occupancy, to protect University property, and/or misconduct.

Any resident who remains as a single occupant of a shared room after being directed to consolidate will automatically be charged a private room fee, and/or be subject to disciplinary procedures.

**CHECKING OUT**
When moving out of your room or apartment, you need to coordinate one of two types of check-outs (Standard/Express) with the Housing Office. Failure to complete a check-out may result in a $50 fine.

**Standard Check-Out**
- Contact your RA to make an appointment to check-out.
- Remove all personal articles and belongings from your room.
- Clean your living area and any shared spaces you are responsible for.
- Remove items from the kitchen, refrigerator, and bathroom areas.
- Have your room/apartment checked and inventoried by your RA during the check-out time you signed up for.
- Turn in your key and University equipment to the RA.

**Express Check-Out**
- Contact your RA to make an appointment to check-out.
- Remove all personal articles and belongings from your room/apartment.
- Go to the Housing Office to sign an Express Check-Out Form and to turn in your key.
- Your room/apartment will be inventoried later by Housing Staff. You will be responsible for any cleaning or damage charges assessed after you leave.

Unless all steps in one of the two check-out types are completed satisfactorily, a proper check-out has not been executed. Additional charges may be assessed and your deposit will be forfeited in consequence of an improper check-out.

Any personal property that remains in your room/apartment – or in some other On-Campus Housing area – after you have moved out shall be deemed abandoned. After 15 days, Housing and Resident Life will dispose of abandoned property at your expense. Relocation and/or storage costs may be assessed.
RESIDENT LIFE STAFF

Resident Assistants (RAs) are live-in student staff and are here to assist you. RAs are responsible for creating and maintaining an environment conducive to student success. They can help resolve issues or concerns, inform you of campus events and resources, and are an excellent source of information regarding the campus. RAs maintain an open-door atmosphere and we encourage you to get to know the RAs. Second-year students may apply to be a RA, and the application process for the upcoming academic year typically occurs February – March. Applications can be found on the Housing Portal during that timeframe.

Resident Life Area Coordinators and Resident Managers have been hired to live-in and oversee Resident Life in On-Campus Housing. These live-in professional staff supervise the RAs and are here to help you make the transition to college life. They perform a variety of tasks, including roommate mediation and upholding community standards. Stop by and become acquainted with the Resident Life Area Coordinators and Managers – they are here for you and “on call” to assist.

HOUSING STAFF

Housing Operations Specialists are here to help you with any questions you may have regarding your student account charges, maintenance requests, mail, room changes, and more. They coordinate with other campus departments/offices on a regular basis. If you’re looking for information, chances are the Housing Operations Specialists will either have the information or know whom to call.
The Director of Housing and Resident Life is available to discuss any issue that you may be facing. The Director can answer questions regarding On-Campus Housing policies and procedures, direct you to campus resources, and offer a listening ear for recommendations or concerns regarding On-Campus Housing.

MAIL
Campus View Suites 1 and Nisson Towers have mailboxes in the Campus View Suites 1 main lobby. Residents in these buildings can pick up packages from the front desk. Campus View Suites 2 has mailboxes in the main lobby, and residents can pick up their packages from the front desk. Abby and Chancellor Apartments have mailboxes outside the buildings for paper mail; however, it is strongly recommended that residents living at Abby and Chancellor send their packages to Campus View Suites 1 for safe keeping.

Residents may retrieve packages from the front desks in Campus View Suites 1 or 2 during normal business hours, or in the evenings from 8PM to 10PM (9PM to 11PM on the weekends). All packages must be signed for and cannot be given to anyone other than the resident whose name is on the package unless that resident sends an email to the Housing Office giving permission for someone else to retrieve the package(s).

We recommend that you check your mailbox at least once a week. Important letters and/or notices will be considered “delivered” when placed in your mailbox.

If you move out and leave a forwarding address with the Housing Office your mail will be forwarded up to 30 days. If you do not leave a forwarding address, your mail will be returned to sender.

LAUNDRY
Laundry rooms are located at Abby (basement in middle building – parking lot side), Campus View Suites 1 and 2 (on every floor), and Nisson (basement of building A). Chancellor has a washer and dryer in every apartment. All washers/dryers are free-use. Please be respectful and remove laundry promptly after the cycle is finished. Do not put others’ laundry on the floor, in other washers/dryers, or in the sinks. Please dispose of lint and dryer sheets in the trashcans. Abandoned clothes will be donated.

LOUNGES
Lounges are located on every floor in Campus View Suites 1 and 2 and are available for residents to relax, socialize, and study. Clothing and shoes must be worn in the lounges. Sleeping in lounges, and removing furniture from lounges, is not permitted. Residents may be charged a fine for removing furniture from the lounges.

COMMUNITY KITCHENS
Community kitchens are located on every floor at Campus View Suites 1 and 2. Residents are responsible to clean up after themselves. Do not leave food unattended on the burners or in the ovens; doing so may set off the fire alarms and/or become a fire hazard. Stoves/ovens must be turned off after use. Dishes, food or other items left in community kitchens will be donated. If a particular kitchen is constantly messy, residents of that floor may be charged a cleaning fee until improvement occurs.
PARKING
If you have a vehicle you intend to bring to campus, you must purchase a parking permit either online (parking.utahtech.edu) or in person at the Cashier’s Office. Parking permits are required in all On-Campus Housing parking lots. Parking permits are good for one academic year, including the summer semester. Vehicles parked in campus parking lots without permits may be ticketed. Students may only park in the roundabouts outside Campus View Suites 1 and 2 briefly when taking groceries up to their apartments and only if their vehicles’ flashers are on. Vehicles parked in these roundabouts for extended periods of time or without flashers may be ticketed or towed. Students are not allowed to park in the fire lane in between Nisson Towers and Brooks’ Stop, or in any trash bay area. Electric vehicles may not be plugged into interior or exterior outlets at any On-Campus Housing facility.

COMPUTER AREAS
Computers are located on floors 1 and 3 of Campus View Suites 1, and the 5th floor in Campus View Suites 2. To be able to print, students need to have previously purchased “prints” on their student account. To purchase prints, go to print.utahtech.edu.

The computer areas are primarily intended for class assignments and projects. If a student needs access to a computer to complete their work, that student will have priority over another student using the computer for recreational purposes.
# Core Objectives

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<th>Responsibility</th>
<th>Involvement</th>
<th>Leadership</th>
<th>Care</th>
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<td><strong>Definition</strong>:</td>
<td>To take accountability for your actions.</td>
<td>To be a part of, or take part in, an event or ongoing process.</td>
<td>The ability to guide, direct, or influence people.</td>
<td>To promote a healthy community for yourself and others.</td>
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<td><strong>Expectation</strong>:</td>
<td>Respect others, yourself, and the property of others.</td>
<td>Be an active member of campus.</td>
<td>Create opportunities to lead.</td>
<td>Be attentive and empathetic of your needs and the needs of others. Welcome diversity.</td>
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<td><strong>Skills</strong>:</td>
<td>Community Service, Time Management, Problem Solving</td>
<td>Group Work, Detail Oriented, Connection</td>
<td>Decision Making, Delegation, Motivating Others, Critical Thinking</td>
<td>Self-Care, Self-Awareness, Exploring Campus Resources, Communication Skills</td>
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LEADERSHIP OPPORTUNITIES

Resident Assistant ("RA") Selection If you are interested in becoming a RA for the upcoming academic year, the selection process begins in February of Spring Semester. RAs are awarded rent-free private rooms, and in some cases a meal plan stipend. We suggest that residents interested in becoming a RA get involved in Resident Life activities, including RHA, to gain leadership experience prior to the RA selection process. If you have any questions regarding the RA position, contact either the Housing Office, your RA, or one the Resident Life Area Coordinators or Resident Managers. Your RA is your most valuable source in learning about the RA position.

Resident Hall Association ("RHA") RHA is the student organization for On-Campus Single Student Housing. RHA focuses on improving the On-Campus Single Student Housing community based on the needs and expectations of residents. They accomplish this through activities, student advocacy, and representation for On-Campus residents at campus events. Members of the Executive Council for RHA receive rent deductions for their participation. If you are interested in RHA (e.g., planning events, marketing, budget management, meeting people, joining Executive Council, etc.), we invite you to attend their regularly scheduled meetings. The Housing Office will be able to provide you with RHA’s meeting schedule.

RESIDENT LIFE PROGRAMMING

The Resident Life live-in staff, and the Resident Hall Association, work diligently to create a living experience replete with social, educational, and supportive opportunities. Resident Assistants host community meetings, social events, interact with residents individually, and create educational displays. Resident Life Area Coordinators and Resident Managers host monthly Active Educational Events featuring University Staff, departments, and campus resources. The Resident Hall Association holds monthly social events for all On-Campus residents that are fun and engaging. There is always something exciting happening in On-Campus Housing!

GET INVOLVED

“GET IN WHERE YOU FIT IN” – This advice is valuable for all residents. Find a campus organization you would like to participate in. This could be intramurals, a student club related to your major, the LGBTQ+ Center, student government, the Center for Inclusion and Belonging, the Institute of Politics, a spiritual group, or simply attending campus events. Your college experience will be greatly enhanced through campus involvement. Students who are involved enjoy a higher rate of success according to scholarly research.
1. Agree that communications with your roommate are confidential.
2. You must be willing to answer the same questions you ask.
3. Ask questions in the following areas to avoid future misunderstandings:

**Background Questions:**
- Family life?
- Reason for attending Utah Tech?
- Interests?
- Academic major?
- Hobbies?

**Study Style:**
- What time of day/night do you study?
- With or without noise?
- Where?

**Emotional Style:**
- Prefer to be alone?
- How will I know if you’re upset?
- Moods?
- Social atmosphere?
- How do you handle conflict?

**Lifestyle:**
- Attitudes about religion?
- Night owl or day person?
- Borrow each other’s stuff?
- Alcohol/drugs?
- Organized?
- Cars?
- Money?

**Housing Keeping:**
- How will you divide cleaning responsibilities?
- Who buys supplies?
- Sloppy?
- Tidy?

**Guests:**
- What hours?
- How many at at time?
- Use my stuff?
- Sit on my bed?

**Gaming Console/Music:**
- Use each other’s?
- Too loud at night/morning?

One of the biggest mistakes roommates make is to not discuss problems as they develop.
ROOMMATE RELATIONS
Sharing a room/apartment with someone you have never met before may be a new and challenging experience. Everyone comes to college with different backgrounds, sets of expectations, personality traits, and mannerisms that may or not match perfectly with others in their living environment. Lifestyle differences may engender conflict if concerns are not quickly, openly, and tactfully communicated. Your Resident Assistant will assist you and your roommate(s) in completing a Roommate Agreement at the beginning of your stay. The Roommate Agreement process provides residents the opportunity to state their needs for academic and lifestyle success, as well as set mutual expectations to avoid conflict later in the semester. The Roommate Agreement can become a valuable tool for Resident Assistants to conduct effectively structured mediation and hold residents accountable, if needed, to the terms of the Agreement.

HOW TO BUILD THE ROOMMATE RELATIONSHIP
Get to know your roommate(s). The better you and your roommate(s) communicate and understand one another, the easier it will be to share your living space. Talk about your living expectations early on and complete a Roommate Agreement. If a concern/issue develops, talk to your roommate(s) about it and try to understand their perspective. If you are struggling to make a connection with your roommate(s), ask your Resident Assistant for advice.

STUDENTS’ BILL OF RIGHTS
The Students’ Bill of Rights is a reminder to each resident of their responsibility to their roommate(s) and others in On-Campus Housing. Living in a community requires consideration, agreement and understanding.

Students living in On-Campus Housing have the right to:
1. Privacy
2. Study and sleep free from unreasonable noise or interference
3. Personal safety and security of possessions
4. A reasonably clean living environment
5. Free access to, and reasonable cooperation and use of shared living spaces, appliances, furnishings, and the mailbox key
6. Host visitors within the scope of On-Campus Housing rules and regulations
7. Open communication, address grievances, and agree to disagree
8. A living space free from policy violations
9. Due process
10. Ask Resident Life Staff for assistance
ROUNDS
Four Resident Assistants ("RAs") are “on duty” every night during Fall and Spring Semesters. The RAs on duty are available to respond to calls or concerns. They perform two sets of rounds during the late evening/early morning hours. The RAs walk around all On-Campus Housing buildings during rounds. If you need assistance after hours, call the Resident Life Duty Phone (numbers listed at the end of the Handbook).

UNIVERSITY POLICE
University Police employs officers to patrol the campus and surrounding areas. University Police Officers patrol the Resident Life areas often. If you need to contact University Police, contact St. George Dispatch at 435-627-4300. We encourage you to report any criminal or suspicious activity you observe to University Police and Resident Life Staff.

MISSING STUDENT
When applying for On-Campus Housing, a student may indicate an emergency contact person, and accompanying contact information for that person, on the application. The identity and contact information will be kept confidential, be accessible only to University personnel, and only be disclosed to law enforcement personnel when conducting a missing person investigation.

Utah Tech University must notify a custodial parent or guardian of non-emancipated students under 18 years of age within 24 hours of the determination that the student is missing.

If an individual would like to report a missing student who
has been missing for 24 hours, that person should contact University Police (435-627-4300) or a member of the Housing and Resident Life Department, such as:
• Resident Assistant
• Resident Manager or Resident Life Area Coordinator
• Housing Operations Specialist
• Director

If Housing Staff is notified, Housing Staff will contact University Police, or St. George Police Department, unless either entity originally declared the student missing. The Housing Staff, if not the Director, will contact the Director of Housing and Resident Life. The Director will contact the student’s designated emergency contact person within 24 hours of the determination that the student is missing. If the student is under 18 years of age and not emancipated, the Director will notify the student’s custodial parent or guardian within 24 hours that the student is missing.

FIRE SAFETY
Open flames of any kind are not allowed in rooms/apartments. Candles, incense, and/or action that may cause a flame or smoke are not allowed in rooms/apartments.

Fire extinguishers can be found: in kitchens and on the exterior of buildings at Abby and Chancellor; in the hallways at Campus View Suites 1 and 2; and, on the exterior of buildings at Nisson Towers. Fire extinguishers are for emergency use only. Rooms and bathrooms in the dorms have smoke/heat alarms, which are very sensitive and can easily be set off by smoke, heat, and excessive moisture in the air. Likewise, the apartments also have smoke detectors. Please be aware that spraying air fresheners or pointing hair dryers directly at the alarms may set them off.

If your smoke detectors make intermittent chirping sounds, this means that the batteries are almost dead. Please contact the Housing Office, or a RA, if you hear your detector making noises.

Tampering with, dismantling, or covering fire safety equipment, or setting off a false alarm, is a misdemeanor and a violation of State law and University policy. Fire safety equipment includes, but is not limited to smoke/heat detectors, fire extinguishers, fire sprinklers and connecting pipes, EXIT signs, and the alarm system. Disciplinary action in response to tampering with fire safety equipment, or setting off a false alarm, may include eviction, a $350 fine, financial charges to replace damaged, broken, or missing equipment, and up to six months jail time if cited.

FIRE EVACUATION
Residents in On-Campus Housing are required by state law to immediately evacuate a building in an orderly fashion whenever a fire alarm sounds — failure to do so may result in disciplinary action and/or state prosecution. Your safety and the safety of the On-Campus Housing community depends on your cooperation.

Fire safety/evacuation guidelines for residents:
1. If you hear a fire alarm, or see smoke/flames, leave quickly if it is safe to exit:
   a. If there is smoke in your room/apartment, keep
low to the floor.
2. Know where the fire extinguishers are located on your floor and building.
3. Know where the evacuation area is for your building.
The evacuation areas are as follows:
a. Abby – the grass next to the parking lot
b. Campus View Suites 1 – the Campus View Suites 2 courtyard.
c. Campus View Suites 2 – the Campus View Suites 1 courtyard.
d. Chancellor – the St. George Community Church parking lot, located one block south of Chancellor
e. Nisson Towers – the Campus View Suites 2 courtyard.

MEDICAL EMERGENCIES
In the event of a medical emergency, call 911 and please notify Housing Staff immediately. If you need to go to the emergency room, please notify Housing Staff or have someone else do so.

HEALTH SERVICES
The Booth Wellness Center at Utah Tech provides free to low-cost acute medical care and other services to students. Health insurance is not required. Students may visit the Booth Wellness Center website (wellness.utahtech.edu), or contact them directly (435-652-7755), for additional information.

HYGIENE AND SANITATION
In the interest of promoting healthy habits and personal wellness, residents are expected to practice personal hygiene and maintain a sanitary living environment and community. Everyone has their own expectations and practices regarding cleanliness, bathing, washing clothes, deodorant use, etc. Residents should consider how their cleanliness and personal hygiene might affect others in their living area. Bathing regularly and using antiperspirant/deodorant helps combat body odor. Room/apartment conditions remain sanitary when food is properly stored and disposed of, clothes, linens, and towels are washed often, and trash is removed in a timely manner. Resident Life Staff may address conflicts or concerns that arise from poor hygiene practices or unsanitary conditions. If noticeable progress is not made to improve unsanitary conditions or poor hygiene practices, a room change may be implemented.

SAFETY TIPS

Moving In If someone offers to help you move into your room, make sure you know who they are. Keep your room/apartment and car locked each time you go in and out.

Securing Doors Crimes can occur in seconds. Always lock your door(s), even when you are in your room/apartment. Do not give others the opportunity to take your things by leaving your door(s) unlocked. Residents at Nisson Towers should lock the door leading to the bathroom. The exterior doors at Campus View Suites 1 and 2 should never be propped open — they are locked to enhance security.

Securing Valuables Do not publicize valuable items to others. Place valuable items out of sight and in a safe place known only to you.
Stolen Property Report stolen and missing property immediately to University Police. The sooner a theft is reported the better the chances of recovery.

Keys Do not loan your keys to others. Report all lost/stolen keys to the Housing Office immediately. If you are missing your key, but are not sure whether or not it’s lost, report it.

Living Space Keep all prohibited items (listed in the Rules section of the Handbook) out of your room/apartment.

Suspicious Person, Event, or Condition If you notice or encounter someone or something suspicious or unusual, report it to University Police or Housing Staff immediately – you may be witnessing a crime and your notification may help stop or solve it. Avoid confronting a suspicious person, and do not give suspicious individuals information about yourself or anyone else.

Always Stay Alert Know your surroundings. Do not be afraid to ask for help.

Obscene/Threatening Phone calls, Messages, or Persons Record the times/dates of such events. Report the first and subsequent incidents immediately to the Housing Staff or University Police.

Vehicles Always keep your vehicle locked and the windows rolled up. Avoid keeping valuable items in plain sight. Report any break-ins, accidents, or vandalism immediately.

Campus at Night Avoid walking alone at night, especially in low-lit areas. If a friend or roommate is unable to walk across campus with you at night, you may use the “Security Escort” tool on Utah Tech’s “SAFE” app, or call St. George Dispatch (435-627-4300) and ask for a University Police Officer to escort you to your destination.

Utah Tech Safe App Go to the app store and download the Utah Tech Safe App. It has great resources, tips, and functions to help keep you safe and up-to-date with campus procedures and safety functions.
ELIGIBILITY REQUIREMENTS
To be eligible for On-Campus Housing, you must be a student enrolled in a minimum of nine (9) credit hours at Utah Tech University throughout the License Agreement Term. Any exceptions need to be approved by the License Agreement Appeals Committee. If you fall beneath nine (9) credit hours during the License Agreement Term, you will need to enroll in more credits or move out within 72 hours. Please contact the Housing Office for Summer Semester eligibility requirements.

TERM OF AGREEMENT
The License Agreement is for the academic year and ends 48 hours after your last Spring Semester final, or by noon on Saturday, whichever comes first. If you are involved with commencement activities, including graduation, your check-out deadline will be noon on Saturday. If you do not move out before noon on Saturday without approval from the Housing Office to stay longer than then, you will be charged $25 per hour until you check-out.

EVICTION
Eviction may result from violation of University and/or Housing and Resident Life policies, rules, and regulations. Eviction may also ensue the failure to uphold License Agreement obligations, or to maintain the safety and/or well being of yourself or other residents. If you are evicted, you will still be responsible for rent and your deposit will be forfeited. Residents have 72 hours to check-out if evicted. Residents who engage in further misconduct – or create a disturbance for other residents during the 72 hour check-out period – will be required to leave immediately. The Housing Office may also serve a “no trespass” order to those who are evicted.

LICENSE AGREEMENT RELEASE
Students have up to seven days after a bed space reservation is assigned to them to reject that reservation and terminate their License Agreement obligations. After the seven day period following the creation of their bed space reservation, students are responsible for 100% of both Fall and Spring Semester rents under the License Agreement, even if they are no longer students.

Your license agreement may be transferred to another eligible student, which would release you from your rent obligations for the License Agreement Term. All License Agreement transfers must be coordinated with, and approved by, the Housing Office to verify eligibility and occupancy. If a resident finds an eligible student on their own to take over the bed space, the License Agreement Transfer will occur without financial penalty. If needed, the Housing Office will also attempt to find an eligible student to take over the License Agreement. After July 15, if the Housing Office identifies an eligible student to take over the License Agreement for a resident, the resident will be released from rent obligations but assessed a $200 fee.

You may appeal to be released from the License
Agreement in the event of one of the following occurring during the License Agreement Term: medical/health; being called to active duty, while serving in the National Guard; and, Graduation. License Agreement releases are not granted to save money or for life events/choices (e.g., marriage, joining the military, full-time ecclesiastical calling). If you would like to request a License Agreement release for reasons pertaining to medical/health, being called to active duty, or graduation, you may appeal to the License Agreement Appeals Committee for a release from the Agreement with reduced or no penalties. An Appeal Form must be submitted to the Committee requesting an exemption and release from the terms of the Agreement. Your Appeal Form should include an explanatory letter and/or other relevant documentation supporting your request for an appeal.

The Committee will review your submitted materials at their next meeting and will either make a determination or request more documentation. When the Committee reaches a decision you will be notified in writing. The Committee’s decision will be final. If an exemption is not made for your License Agreement release, you will be held to the full obligations of the Agreement, meaning rent responsibility for the full amounts of Fall and Spring Semesters, as well as meal plan charges (if applicable).
STUDENT CONDUCT
Students living in On-Campus Housing are required to abide by all federal, state, and local laws, as well as all Housing and Resident Life and University rules and regulations, and the Student Code of Conduct. Housing and Resident Life’s rules and regulations have been established to encourage student safety, protect individuals' rights, safeguard Housing facilities and property, and to maintain Utah Tech standards. Residents are responsible for their conduct and the conduct of their visitors. The violation of University policies, Housing and Resident Life rules and regulations, and/or federal, state, and local laws may initiate student conduct disciplinary procedures. All Housing and Resident Life rules and regulations are in effect during the entire academic year, including vacations and breaks.

RULES AND REGULATIONS

ALCOHOL AND/OR OTHER DRUGS Use, possession, or distribution of alcoholic beverages, and/or controlled substances (except for the legal, personal use of prescribed medications) in On-Campus Housing is a violation of University policy and State law. Possession, storage, or display of full or empty alcohol containers/receptacles is prohibited. The Housing and Resident Life Department prohibits the possession of items characterized as drug paraphernalia (e.g., bongs, scales, clips, props, etc.) whose appearance in On-Campus Housing would indicate the presence of drugs or drug use. A resident in violation of this rule may be evicted.

ALTERING ROOM/APARTMENT Changing the appearance of any On-Campus Housing facility, including rooms and/or apartments, is prohibited; this includes, but is not limited to painting, adding shelves or partitions, alteration of furniture, plumbing, heating, cooling, or other structural changes (both interior and exterior). Residents may not hang anything from the ceiling.

ASSAULT/THREAT Physical assault, sexual assault, sexual harassment, hazing, threats, intimidation, coercion, or any other behavior that threatens or endangers the health or safety of any member of the University community, or any other person while on University premises, at University activities, or on premises over which the University has supervisory responsibility pursuant to state status or local ordinance, is prohibited.

BALCONIES In an effort to create an aesthetic, clean, and orderly living community, items (with the exception of hammocks) may not be attached to, hung from, or displayed from balconies. Trash, empty boxes, or other unsightly items may not be kept/stored on balconies.

BICYCLES, SCOOTERS, SKATEBOARDS, ETC Bicycles must be stored at bicycle racks or in bike storage rooms. Bicycles are not allowed in rooms or apartments. Students will be charged for carpet, wall, furniture, or other damages resulting from bicycles being brought into buildings. Bicycles may not be chained to railings and may not be stored on balconies or walkways. Bikes left more than 15 days past check-out will be considered abandoned and will be discarded.

Scooters, skateboards, longboards, rollerblades, etc. are not to be used inside On-Campus Housing buildings. Students should carry these items inside all Housing facilities. Skateboarding or long boarding is not allowed in the middle of Nisson Towers, or on walkways.
Electric scooters, hoverboards, or similar devices are not allowed to be stored, operated, or charged in On-Campus Housing buildings.

**BUILDING DOORS** Building doors may not be propped open. Doing so compromises the safety of residents and the building.

**COMPUTERS** Misuse of computers or computing resources is not allowed. Misuse of computers/computing resources includes, but is not limited to: accessing or attempting to access computing resources or computer-based information without proper authorization; disrupting the intended use of computers or computer networks; damaging or destroying computer equipment or computer based information; using a computer for unauthorized purposes; violating copyright laws or license restrictions; and unauthorized use of another person’s identification and/or password.

**COOKING** Cooking and the use of heating element, coil resistance or open flame appliances (e.g., hot plates, toasters, coffee makers, rice cookers, electric grills, etc.) is not permitted at Nisson Towers. Microwaves are allowed in all buildings. Cooking is allowed at Abby, Campus View Suites 1 and 2, and Chancellor, but the types of appliances allowed are limited. Please see the COOKING section on page 4 of the Handbook for more information.

**DANGEROUS BEHAVIOR** Conduct that is unreasonably dangerous to the health or safety of oneself or other individuals is not permitted.

**DISHONESTY** Furnishing false or misleading information to any University Official is a violation of On-campus Housing rules (RA’s, RM’s, and Area Coordinators are considered University Officials). Residents may not forge, alter, or otherwise falsify any Housing and/or University record or document.

**DRONES** Drones are not permitted for use in On-Campus Housing buildings.

**ELECTRICAL EQUIPMENT** Residents are not permitted to alter or repair electrical equipment or fixture(s) provided by the University. Electrical issues should be reported to the Housing and Resident Life Department.

Extension Cords are not permitted. Grounded power strips with overload shut-off switches are allowed, but must be plugged directly into a wall outlet. A power strip may not be plugged into another power strip. Space heaters, window air conditioning units, ceiling fans and similar items are prohibited.

**ELEVATORS** Tampering with or damaging elevators will result in a fine and may also result in eviction. Pressing buttons rapidly, hitting buttons hard, kicking buttons, or holding/propping the elevator door open will result in a fine.

**FIRE SAFETY** Open flames, candles/incense (even if not lit), fuel and/or lighter fluid are not permitted in On-Campus Housing. Halogen/lava lamps, candle warmers, and/or extension cords are not allowed. Reporting a false fire alarm, including setting off a fire alarm when there is not threat of fire, is a violation of University policy. Residents are not allowed to tamper with fire safety
equipment/devices, including smoke/heat detectors. Please see the FIRE SAFETY section of the Handbook on page 17.

**FURNITURE** Moving furniture out of your room/apartment, or out of other areas (e.g., kitchens, lounges, game rooms, etc.) is prohibited. Residents are not allowed to trade furnishings. Residents must receive permission before bringing additional furniture items to their living space(s).

**HANGING ITEMS** Pictures or other items may not be hung on walls with anything that will cause damage (e.g., nails, screws, tacks, duct tape, packing tape, contact paper, wall paper, etc.). Residents are not allowed to hang anything from the ceiling.

**INDECENT BEHAVIOR** Lewdness, indecent behavior, public nudity or public exposure of the naked body or private body parts by residents or visitors is prohibited in or around On-Campus Housing.

**KEYS** Residents are not allowed to give/lend their key(s) or student ID cards to other individuals. Copying or replicating keys is prohibited.

**PARKING** Non-functioning cars, motorcycles, and/or other mediums of conveyance that are not operational may not be kept/stored in parking lots. Residents may not park in the Science Building parking lot (Lot E). Residents may not park for extended periods of time in the roundabouts. Vehicles parked in the roundabouts without flashers turned on may be ticketed. Vehicles may not be parked in the fire lane in between the Campus View Suites buildings, or in trash bay areas. Electric vehicles may not be plugged into interior or exterior outlets at On-Campus Housing Buildings.

**PETS** Pets or unapproved animals are not allowed in rooms, apartments, or Housing facilities. If a pet/unapproved animal is discovered in On-Campus Housing, the responsible resident will be charged $50 per day until the animal is removed. A service or assistance animal (e.g. emotional support animal) is not considered a pet and may be allowed per procedures listed in University Policy 405. Assistance Animals (e.g., emotional support animals) must be approved through the Disability Resource Center and Housing Office prior to entering On-Campus Housing buildings.

**PROHIBITED ITEMS** Deep fryers, griddles, skillets, woks, hot plates, pressure cookers, panini presses, toaster ovens, carafe-style coffee makers, grills, gas tanks, charcoal or grill supplies, fuel, lighter fluid, halogen (lava) lamps, candles, incense, candle warmers, extension cords, water furnishings, toaster ovens, hot plates, space heaters, window air conditioning units, ceiling fans, hoverboards, electric scooters, firearms (unless authorized by law), ammunition, BB or pellet guns, paint ball guns, airsoft funs, hunting bows, knives with blades that exceed 2-1/2 inches (with the exception of kitchen knives), fireworks, incendiaries, hazardous/dangerous chemicals, explosives, or other potentially dangerous weapons/items are prohibited unless otherwise authorized by law.

**QUIET HOURS** During Quiet Hours, all sounds (e.g., music, TVs, voices, etc.) must be reasonably quiet so that residents may sleep or study without unreasonable interference. Quiet hours are in effect from 10:00 p.m. to 10:00 a.m. Sunday through Thursday, and from 11:00 p.m. to 8:00 a.m. on Friday and Saturday.
to 10 a.m. Fridays, Saturdays, and evenings preceding no-school days. During Finals Week, On-Campus Housing observes 24-hour Quiet Hours.

Response to alleged violations of Quiet Hours will be in accordance with an established roommate agreement -- and in the absence of a roommate agreement -- at the discretion of Resident Life Staff. Residents should contact the after-hours duty phone to report concerns or file complaints with Quiet Hours violations; such reports are important so that documentation and verification is available for resolution procedures.

Even though Quiet Hours do not begin until 10:00/11:00 p.m., residents’ right to sleep and study undisturbed from unreasonable noise should be respected at all times. To ensure a quality experience for all residents, On-Campus Housing observes Courtesy Hours 24-hours a day, supplemented by Quiet Hours. Good neighbors respect the rights and privileges of others. Residents agree to refrain, at all times, from creating unreasonably loud noises and other disturbances that may adversely affect other residents, or disturb the peace and quiet of any person or group of persons. Any resident who is affected by unreasonable noise or disruption has the right to request that another resident, or group of individuals, lower an unreasonable noise level at any time.

**RESTRICTED AREAS** Roofs, ledges, and mechanical/electrical rooms are prohibited to residents. Residents should notify the Housing Office if an object needs to be retrieved from a roof.

**ROOM OCCUPANCY** If a resident paying for a shared room does not have a roommate, that resident is not permitted to occupy the other side of the room. The resident must maintain the living space in a manner that would allow another student to move in immediately and without prior notice. Failure to so do may result in the resident being charged a private room rate.

The Housing and Resident Life Department may require a resident to move to a different bed space if deemed necessary for reasons such as, but not limited to: maintenance or closure of an area; safety or emergency situation; misconduct and/or rule violations; or, occupancy management needs.

**SALES/SOLICITATION** Sales and solicitations are prohibited unless authored by the Dean of Students or the Housing Office.

**SIGNS/NOTICES/POSTERS** As per University Policy 110, signs, notices, and posters may not be attached to trees, buildings, walls or other structures unless otherwise expressly authorized. Signs notices or posters may be prohibited from being attached to walls and other surfaces in order to prevent damage. University maintenance personnel or officials may remove any signs, notices, or posters not containing a visible expiration date.

**SMOKING/TOBACCO** As per University Policy 156, all forms of smoking are prohibited on campus (including On-Campus Housing), such as tobacco cigarettes, electronic cigarettes (e-cigarettes), and other vaporizing devices designed to function like electronic cigarettes or cigars. Oral or smokeless tobacco, also known as dip, chew, snuff,
or snus, in any form, and nasal tobacco are also prohibited on campus (including On-Campus Housing). The use, sale, distribution, or advertising of any regulated or unregulated item containing tobacco, tobacco products, or tobacco flavoring is prohibited on campus (including On-Campus Housing). In addition, products intended to mimic tobacco, containing tobacco flavoring, or intended to deliver nicotine are prohibited.

Individuals and/or groups wishing to engage in Native American Cultural Tobacco Use on campus must follow the procedures listed in University Policy 156.

**SPORTS** Sports are not permitted in rooms/apartments, hallways, lobbies, balconies or on walkways, including but not limited to: darts; throwing balls; and, water balloons. All sports should be played in areas designated for athletic activities (e.g., outdoor recreational areas). Students may use the basketball, pickleball, and sand volleyball courts between the hours of 8AM and 11PM. If students utilizing the basketball, pickleball, and sand volleyball courts at night are creating an unreasonable disturbance that prevents others from sleeping, Housing Staff may ask them to leave the area.

**STUDENT CONDUCT CODE** Residents are responsible for knowing and observing the University’s Student Conduct Code, University Policy 552.

**SUBLETTING** Residents are not allowed to sublet their room/apartment.

**THEFT** Theft, or attempted theft, of any property is not permitted.

**TRASH** Residents are required to carry room/apartment trash to the dumpster. Trash should not be left outside rooms/apartments, or any other common area. Failure to dispose of trash properly will result in a disposal and/or cleaning fee.

**TRESPASSING** A resident who enters an apartment, suite, or room without permission of the registered occupants may be charged with trespassing or illegal entry.

**UNAUTHORIZED USE OF PROPERTY** Unauthorized use of Housing and Resident Life property, facilities, equipment, and/or materials is not permitted.

**VANDALISM/DAMAGES** Damaging, attempting to damage, or defacing the property of the University or another individual is prohibited. Residents are liable for any damages or defacing of University property whether from their own or their visitors’ actions and/or neglect. Writing or drawing on University property (e.g., buildings, sidewalks/cement areas, walls, etc.), regardless of the medium used (including chalk), is prohibited.

Residents are responsible for the condition of their assigned spaces and shall reimburse the University for all damages to those spaces, fixtures, and/or furnishings.

Residents are responsible for reporting all maintenance issues immediately.

Each resident is expected to complete an online inventory within several days of moving into their living space.

Failure to complete an inventory constitutes a waiver of rights to dispute damages.
VISITORS Visiting hours are from 9AM to 2AM. Overnight visitors must be at least 18 years of age. Residents wanting to host an overnight visitor must receive consent from their roommate(s)/suitemate(s), and fill out a Visitor Pass in the Housing Office. A roommate’s expectation of privacy, sleep and study takes precedence over the privilege of having a guest. The resident must accompany their visitor while in Housing facilities and rooms/apartments. Residents are responsible for the conduct of their visitor(s), and may be subject to disciplinary procedures consequent to visitors’ behavior conflicting with Housing and Resident Life rules and regulations. If a visitor, or quantity of visitors, creates a noise issue for the surrounding community, Resident Life Staff may direct visitors to leave. Cohabitation with individuals not assigned to a resident’s living space is prohibited. Cohabitation is defined as living together or sharing the same space for longer than three (3) consecutive days, or multiple overnight visits occurring regularly.

WALKWAYS Items are not allowed to be stored on walkways since walkways must be kept clear at all times due to fire code.

WINDOWS In an effort to create an aesthetic, clean and orderly living community, items may not be posted, displayed or attached to windows in a fashion such that they are visible through the window. This includes, but is not limited to: signs; cans; bottles; flags; and, posters. Residents are not permitted to write, draw or color on windows. Residents are not allowed to climb in/out of windows unless there is an emergency.

University Title IX Nondiscrimination Notice and Prohibition Against Sex-Based Discrimination, Sexual Harassment, and Retaliation

The University does not discriminate, and prohibits discrimination, on the basis of sex including gender, gender identity, gender expression, pregnancy, or parent, family or marital status, or sexual orientation, in any education program or activity that it operates, including in admission and employment. The University also prohibits sexual harassment and retaliation as defined in this policy. Inquiries about the application of Title IX and its regulations to the University may be referred to the University’s Title IX coordinator and/or the U.S. Department of Education Office for Civil Rights. Contact information for both is located at https://titleix.utahtech.edu.

REPORT CONCERNS to the Title IX coordinator or Deputy Title IX Coordinator by phone, via email at titleix@utahtech.edu or report@utahtech.edu, or by completing an Incident Reporting Form.

Hazel Sainsbury
Title IX Coordinator
Holland 579
hazel.sansbury@utahtech.edu
435-652-7747

Abby Del Giacco
Deputy Title IX Coordinator
abby.delgiacco@utahtech.edu
435-652-7731
STUDENT CONDUCT PROCEDURES
If you are alleged to have violated any University policy, Housing and Resident Life rules and regulations, and/or federal, state, and local laws, whether on or off campus, you may be subject to disciplinary action including immediate eviction from On-Campus Housing. Alleged violations will be handled as follows:

• You have the right to be notified of the specific violations alleged. If you dispute these allegations, you may request a student conduct hearing to discuss and/or refute the allegations. You will receive notice in writing of the date and time of the hearing at least five (5) business days prior to.

• The Director of Housing and Resident Life, or designee, will conduct the hearing, or the Director may refer the case to the Dean of Students or Student Conduct Committee. The focus of the student conduct hearing is to make a determination concerning your responsibility for the alleged violation(s). If it is determined that it is more likely than not that you are responsible for the alleged violation(s), the Director, or designee, may impose sanctions.

• If you do not attend the hearing, the Director, or designee, may consider the available information and make a decision regarding your responsibility for the alleged violation(s), and subsequently impose sanctions in your absence.

• Upon deciding to impose sanctions, the Director, or designee, will make a written statement of which violations were found to have occurred and the resulting sanctions.

• The Director, or designee, may assign a sanction(s) viewed as appropriate in light of the severity of the conduct. Sanctions may include, but are not limited to: warnings; conduct probation; eviction; alcohol/drug education program attendance; community service hours; fines; essays/papers; letters of apology; confiscation of dangerous weapons/items; restitution; and/or other educational sanctions as deemed appropriate.

APPEALS PROCESS
If sanctions are imposed you have the right to an appeal. You may initiate the appeals process by submitting an appeal letter. In order to be considered, appeals must be submitted in writing within fifteen (15) days from the date the sanctions were imposed, and must be based on at least one of three criteria:

• The sanction was disproportionate to the charge.

• A procedural irregularity in the process substantially impacted the decision.

• New evidence (that was not reasonably available at the time sanctions were imposed) has since become available.

Appeals will be sent to the Dean of Students. After receiving an appeal letter, the Dean of Students will review the request and the Director’s (or designee’s) findings and sanctions. The Dean of Students may find:

• That the sanctions are justified, and may recommend
imposing greater sanctions.
• That the sanctions are not justified, and for what reasons, referring their questions or concerns back to the Director (or designee) for further consideration.

After further consideration, the Director (or designee) may alter the sanctions or impose them as originally determined. The decision of the Director (or designee) will then be final.

NON-COMPLIANCE
You will be considered non-compliant if you fail to perform and comply with the conditions of your License Agreement, or:
• Fail to pay rent or other charges when due.
• Fail to comply with the policies, rules and regulations of Housing and Resident Life, federal, state, or local laws, or University polices where applicable.
• Fail to respect the rights of other residents, create disturbances affecting other residents’ right to sleep and study free from unreasonable noise, or exhibit behavior constituting a detriment to the orderly living and learning community of on-campus residents, students, and Resident Life Staff.
• Failure to to comply with student conduct disciplinary procedures.

In the event of non-compliance, the Director of Housing, or designee, may take one or more of the following actions:
• Cancel your License Agreement within 72 hours with either written and/or verbal notice to you, serve notice, and evict.
• Take action for any damages caused by you, in addition to those which may otherwise be provided for by law or other University policies.
• Pursue further disciplinary procedures, including a referral to the Dean of Students.
• Place a hold on your registration and/or transcript.
• Cancel or preclude an upcoming On-Campus Housing bed space reservation.
• Serve a no-trespass order for On-Campus Housing.
HOUSING OFFICE .............................................................................435-652-7570

AREA COORDINATORS and RESIDENT MANAGERS
Abby Apartments .............................................................................435-879-4289
Campus View Suites 1 and Chancellor .........................................435-879-4703
Campus View Suites 2 .....................................................................435-879-7573
Nisson Towers ..............................................................................435-652-7572

AFTER HOURS DUTY PHONES
Campus View Suites 1, Chancellor, and Nisson Towers.............435-632-0166
Campus View Suites 2 and Abby ..................................................435-236-5015

UNIVERSITY POLICE
St George Dispatch ........................................................................435-627-4300
Emergency ..................................................................................911

DINING SERVICES ........................................................................435-652-7676

BOOTH WELLNESS CENTER ......................................................435-652-7756

IT HELP DESK .............................................................................435-879-4357