

Handbook of the Rules and Regulations of the Residence Halls for Resident Students

1998-2001

Table of Contents

Part I. Preamble

Introduction

Purpose of Handbook

Responsibilities upon knowing and complying with the norms and regulations hereby stated

Mission and Philosophy of the Residence Halls

Student Life

Part II. General Information and Services

Facilities and Use of Equipment

Room Assignment

Occupation

Inspections and Search and Entrance Policies

Liability for Damage to Physical Facilities and Equipment Loss

Relief of University Responsibility

Transfer of Services

Visitors' Stay

Student Government of Residents

Schedule of Entrance and Exit Hours

Visits

Withdrawal from Residence

Part III. Discipline

Compliment with Residents' Norms

End of Approved Services

Part IV. Rights of Resident Students

Part I – Preamble

I. Introduction

The San Germán Campus of the Inter American University of Puerto Rico is the only Campus that has student residence halls. Due to its academic offerings, its green environment, and the human relations that promote a prosperous student life, the Campus attracts students from all over the Island and abroad. Accepting to become a resident student on Campus, means accepting the principles that ensure a responsible, good fellowship which is harmonious and positive and contributes to the integral development of the resident student.

II. Purpose of the Handbook

Living In the residence halls fosters unique experiences of companionship, independence and responsibility among residents. A set of rules and regulations that serve as guidelines to protect the rights of each resident student and the resident community in general was created keeping the students' well-being in mind.

III. Responsibility of Knowing and Complying with the Handbook for Resident Students

All statues here detailed are the result of a combination of students' experiences and guidelines from the administration of the San Germán Campus. Non-compliance with the dispositions established in this handbook may result in disciplinary sanctions to resident students as established in the *General Students Regulations Handbook of the Inter American University of Puerto Rico*.

IV. Mission and Philosophy of the Residence Halls

The Mission of the residence halls is to provide an excellent service, appropriate housing, and foster an environment which contributes to the students' social, occupational, physical, spiritual, intellectual, and emotional development. A healthy fellowship among residents is achieved through a varied array of activities geared to the holistic development of the student.

The efforts of the personnel that works at the residence halls is geared toward offering a service of excellence as well as forming the character of persons that are well aware of their rights and responsibilities. Students are motivated to enhance and develop values such as: respect, consideration, appreciation, deference, self-esteem, acknowledgement of norms, companionship and Christian love. As resident students spend years in the residence halls, they realize how important the personnel of the residence halls and the university environment have become in their development as human beings.

V. Student Life

Resident students have unique experiences of companionship, independence and responsibility in the residence halls. Students not only sleep here; they also share their daily life experiences, study,

practice sports and other co-curricular activities that contribute to their cultural, intellectual and social growth. In fact, they also have the opportunity to share with students from other countries and different academic interests.

Residents actively participate in all the activities organized by the residence halls. During the academic year various activities that promote friendship and unity among students are conducted. Examples of such activities are:

- a. Floor meetings that allow all residents living on the same floor to get to know each other and learn about the residence norms. These meetings are carried out during the first week of class.
- b. Welcome Disco –Party.
- c. Educational Conferences (ex. Subliminal Messages, Safe Sex, Personal Care, among others).
- d. Thanksgiving Dinner.
- e. Christmas Party.
- f. Co- fraternization Floor Activities (ex. Pajama Party, Ice Cream Party, among others).
- g. Friend's Day
- h. Christian Activities
- i. B.B.Q.
- j. Others

These activities are coordinated with the help of the following offices: Residence Hall Management, Deanship of Students, Human Development and Prevention Program, and Religious Life.

Living in the residence halls is a unique experience that helps strengthen our students' development as human beings.

Part II - Services and General Information

1. Facilities and Use of Equipment

- 1.1 Student residence halls have public phones on each floor. Internal phone service is available at the Reception desk. These phones can be used to call any Campus office or the other residence halls. Calls are limited to a maximum of 15 minutes per student.
- 1.2 To facilitate communication among residents there is an intercommunication system located at the Reception Office. This equipment can only be used by administrative personnel, students working in the Work & Study Program and assistant students. When a message is received at the front desk, the person in charge will call the room and leave a note on the bulletin board, if the student is not available at the moment. The student is responsible for picking up these notifications.
- 1.3 The residence halls have rooms and parking spaces for handicapped students. Parking spaces are clearly identified and using a parking space reserved for a handicapped person entails a penalty of paying \$250.00 dollars. The University Guard will issue a parking ticket to anyone who uses parking spaces inadequately.
- 1.4 There is a parking area next to the residence halls for students' use. Resident students who have a car pay a fee of \$6.50 to have access to a parking space during the academic term or a fee of \$3.25 for the summer session. The student must present evidence of his/her registration, the payment receipt of the parking fee issued by the Collection Office, and present both at the University Guard Office to receive the Campus access permit.
- 1.5 There are coin vending machines in the recreation and reception areas. There are also washing machines and dryers that require payment in quarters (.50 cents per/cycle).
- 1.6 Pool tables, ping pong tables, board games, valley balls, basket balls, TV areas, and video cassettes are available for student recreational purposes. In order to use this equipment, students must sign a registration sheet and leave their ID card which will be returned once the student returns the equipment. Students are responsible for the equipment and will respond if intentional damage or negligent use is observed. Sanctions will be administered by the Dean of Students if the Administrator or representative deems this action necessary.
- 1.7 Residents can use the following personal equipment in the dorms without additional charge:
 - Fans

- Portable hair blow dryers
- Toasters and sandwich grills
- Electric coffee pots
- Irons
- Electric shaving machines
- Radios and CD compact disc players

1.8 The residence halls offer lodging for a short period of time to people who need to stay on Campus. Specific arrangements need to be made at the Hostel or for rooms that might be available at the dorms.

2. Residence and Room Assignment

2.1 A student will be assigned a space in a residence hall upon room availability. A room will be assigned to the student and he/she may use the communal areas available. The University reserves all rights on admission and/or readmission.

2.2 A student will be assigned his/her room once the student has completed the admission process and provides evidence of having paid the fee for room occupancy at the Collector's Office.

2.3 Rooms will be allotted attempting to satisfy student's preference, but there are no guarantees for a specific room assignment, for specific kinds of accommodation, or for roommates.

2.4 Transfer from a room or building (in the case of women) is subject to space availability upon date of request and the specific needs of the moment.

2.5 The University reserves the right to change or cancel a space assignment in order to guarantee discipline, safety, and healthy living conditions of all residents. This will be done through a verbal or written notification to the student.

2.6 The University will assign the use of rooms following medical recommendations in case of an epidemic.

2.7 Students must request the use of a postal box through the Dean of Students if they wish to receive personal correspondence at the residence hall. These postal boxes are exclusively for the use of resident students.

2.8 In case of an emergency, the University can relocate residents in other facilities and/or utilize the dorms it deems necessary to maintain safety and save life and property.

- 2.9 General use of facilities such as kitchen areas, TV and recreational rooms will be open from 6:00 am to 12:00 midnight. If a student requests the use of the kitchen after hours, it may remain open until 2:00 am under supervision.
- 2.10 If residents wish to have other equipment that are not included in the no charge equipment, they must reimburse the University for extra electric energy consumption as follows:
- | | Per Semester | Per Summer Session |
|----------------|--------------|--------------------|
| • Refrigerator | \$30.00 | \$7.50 |
| • Television | \$10.00 | \$2.50 |
| • Video | \$10.00 | \$2.50 |
| • Computer | \$10.00 | \$2.50 |
- 2.11 The maintenance employees will pick up the garbage twice a day. Students are responsible for leaving garbage outside the dorm in the bins placed in the hallways. Students are also responsible for keeping the room clean. Students who throw garbage in unauthorized places will be duly sanctioned.
- 2.12 Residents will receive service for building maintenance and repair of non-personal equipment in the dorms if requested. The student must go to the office and fill in a service form that will be taken care of upon availability of material and resources.
- 2.13 The Office of the Residence Administrator will have a fund in quarters so that students can use the coin operated vending machines.

3. Occupancy

- 3.1 Room availability will be determined according to the contract and payment taking into consideration the date limits established and the order in which requests were submitted.
- 3.2 Contracts that cover a regular semester or summer session state that the student can occupy the assigned dorm from 1:00 pm of the date before classes start officially. Room vacancy starts no later than 12 noon the day after the final exams officially end.
- 3.3 The residence halls will remain closed during the following periods of academic recess: (a) First Semester: Thanksgiving, Christmas and Election Day; (b) Second Semester: Holy Week. During these dates, foreign students or those who have a lodging problem can make special lodging arrangements through the Administrator's Office of each residence hall.

4. Inspections and Entrance and Search Policies

- 4.1 Dorms can be inspected, in the presence of resident students when possible, with the following purposes: checking inventory, determining safety measures against fire, cleaning, salubrity, security, and physical facility maintenance.
- 4.2 A careful inspection of a room may be conducted, with or without the consent of the resident student, assisted by agencies and external personnel in case of emergency and/or in case of well-founded suspicion that delinquent behavior is taking place.
- 4.3 An entrance inspection of the room will take place before handing in the key to the student, and an exit inspection will take place when the student hands in the key to determine if any damage to the property has occurred.

5. Liability for Damage to Physical Facilities or Loss of Equipment

- 5.1 Once the student signs the occupancy and inventory form, he/she is accepting the condition and contents of the dorm that has been assigned to the resident.
- 5.2 The student accepts responsibility for damage or loss of building property and room furniture and equipment.

The fines for loss or damage to property are the following:

• Loss of dorm key	\$50.00
• Damage to dorm lock, new lock installation	\$100.00
• Cleaning	\$15.00
• Damage to big screens	\$30.00
• Damage to small screens	\$20.00
• Metal strips of screens	\$5.00
• Big toilet lid	\$45.00
• Small toilet lid	\$30.00
• Lock holders	\$2.00
• Window handles	\$2.00
• Mirrors	\$15.00
• Toilet tank	\$50.00
• Lamp shade	\$20.00
• Burnt stove top	\$50.00
• Smoke detector*	\$200.00
• Fire extinguishers*	\$100.00
• "Pull Stations"*	\$250.00
• Hoses & equipment for extinguishing fires*	\$300.00
• "Exit"*	\$150.00

- Chair tapestry \$20.00
- Mattress \$175.00
- Damage to paint \$20.00
- Ill-use of kitchen \$15.00
- Others (as determined by residence management)

* In addition to these charges, Law 43, Article 30, section 3000.10 of the Fire Prevention Code of Puerto Rico will be enforced.

- 5.3 The resident student must hand in the dorm in the same condition in which it was received. This will be determined at the check-out inspection.
- 5.4 The responsibility of damage to any communal or public areas such as sanitary services, resting rooms, and areas for exercising, studying, meetings, among others, will fall upon the student who is identified for causing such damage. The student will be sanctioned according to the Residence Halls' Regulations and will be charged for damages.

6. University Relief from Responsibility

- 6.1 The University will not be held responsible for theft of money, valuable objects, or property belonging to a resident student regardless if such action occurred within the dorm, storage room, or public/communal areas.
- 6.2 The University will investigate the events mentioned above in accordance to legal regulations and will assign responsibility for delinquent action to the best of its abilities.
- 6.3 The University will not be held responsible for students' personal mail if they do not have a box. Mail will be kept at the Deanship of Administration for a period of 90 days, after which it will be destroyed if unclaimed.

7. Transfer of services

Residence halls' services are not transferable and cannot be assigned to another person. This includes use of dorm, box, and others.

8. Visitors' Stay

- 8.1 Guests invited by students may stay overnight once arrangements and pay have been made with the Management Office of the residence hall. If guests are staying in a dorm shared with other students, consent from other residents is necessary. Arrangements may include staying in an empty room if there is such availability.

- 8.2 If a resident allows a visitor to stay without the corresponding authorization, he/ she will be held responsible for due payment and any damage that may occur to property. The student will respond to any disciplinary action determined by the Dean of Students as well.
- 8.3 All reservations for the University Hostel will be processed through the Residence Hall Management Office.
- 8.4 If a resident student spends the night in a residence dorm after the academic semester or summer session has ended, the student will pay the established fee per night.
- 8.5 Children are not allowed to spend the night at the dorms. Adults of the opposite sex cannot spend the night in the residence dorms.

9. Resident Students' Government

- 9.1 Students are represented through a governing Residence Council.
- 9.2 Each residence hall elects its Council which is composed of five students. Elections are held yearly during the month of September.
- 9.3 Any resident student who wishes to form part of the Residence Council must have an academic load of twelve (12) or more credits per semester. Graduate students must have an academic load of eight (8) or more credits.
- 9.4 Any student who has not paid the residence semester fee, who is on academic or disciplinary probation, or who has undergone a major disciplinary sanction or has a pending disciplinary charge, may not form part of the Residence Council.
- 9.5 Any Council member who does not comply with the minimum eligibility requirements will cease functions in the Council immediately.
- 9.6 The Residence Councils have the following functions: (a) coordinate activities that contribute to the development and enrichment of students; (b) promote students' well-being; (c) recommend improvements to physical facilities; (d) propose ideas and recommendations to improve services; and (e) serve as liaison with the administration.
- 9.7 The counselor for each Residence Council is the Administrator of the residence hall. The president of each council will meet periodically with the residence management to coordinate the activities presented in the Work Plan and inform or present ideas and recommendations that improve the quality of life in the residence halls.

10. Opening and Closing Hours

- 10.1 The residence halls open at 6:00 am and close at 2:00 am from Monday to Sunday.
- 10.2 Spending the night outside of the dorm requires that the student consents to relieve the University of any responsibility.
- 10.3 In case of an emergency which does not allow the student to reach the dorm before closing hours, the student must contact the person in charge at the residence hall or the University Guard so that access may be arranged.
- 10.4 Entrance or exit from the building through non-authorized areas such as windows or roofs is prohibited.

11. Visitors

- 11.1 Visitors are allowed in the lobby and nearby areas of each residence hall daily from 9:00 am to 10:00 pm.
- 11.2 Same sex visitors are allowed in the dorms from 9:00 am to 10:00 pm with the previous authorization of the Administrator and student.
- 11.3 Persons of the opposite sex are not allowed in the dorms with the exception of an emergency and with authorization from the Manager or Administrator of the residence hall.
- 11.4 Visitors and residents must be considerate, cordial, and respectful with other residents to ensure an appropriate environment for study and residential life. All unnecessary noise should be avoided. Behavior must follow the norms stated in the *Student Regulation Handbook of the Inter American University of Puerto Rico*.

12. Residence Withdrawal

- 12.1 Any student who totally withdraws from the University or who stops attending classes must leave the residence immediately.
- 12.2 Before leaving, the student must fill out the withdrawal documents in the Administrator's Office and return the key.
- 12.3 Payment for using the residence hall will not be reimbursed, unless the student finds a peer who is not a resident and is willing to occupy the vacant room for the corresponding period.

- 12.4 If a student is suspended from the University due to a disciplinary sanction, the student will automatically lose the privilege of staying at the residence hall and will lose the payment as well.

Part III – Discipline

1. Compliment with Resident Norms

- 1.1 The student will comply with all the regulations and rules of the University and with the Residence Handbook. Non-compliment with these statutes may result in verbal or written sanctions, probation, and non-renewal of contact or expulsion from the residence hall.
Sanctions may be applied by the Administrator of the Residence Hall or by the Dean of Students depending on the seriousness of the situation.
- 1.2 The following actions will convey a disciplinary sanction or expulsion from the residence hall:
 - 1.2.1 Use or possession of alcohol and smoking in the student residence halls.
 - 1.2.2 Use, possession, or sale of controlled substances.
 - 1.2.3 Participating in illegal games.
 - 1.2.4 Possession of fire arms, knives, hunting arrows, firecrackers, or chemical substances, among others.
 - 1.2.5 Participating in non-authorized activities (mutinies, protests, strikes, and invasion of offices or buildings).
 - 1.2.6 Disorder
 - 1.2.7 Vicious or immoral conduct, including dishonest exposure.
 - 1.2.8 Dishonesty
 - 1.2.9 Keeping dogs, cats, birds, snakes or any other kind of animal.
 - 1.2.10 Misuse, abuse, theft or destruction of residence hall property.
 - 1.2.11 Use of kitchen equipment in the dorms, with the exception of coffee pots and toasters.
 - 1.2.12 Use of TV sets and videos (DVD's) without proper authorization and payment.

- 1.2.13 Use and possession of refrigerators that have not been authorized by the Administrator of the residence hall.
- 1.2.14 Use of the residence hall, its facilities, or dorms for commercial purposes such as sales which are prohibited.
- 1.2.15 Product demonstrations and announcements, among others, that have not been previously authorized.
- 1.2.16 Installing any kind of equipment or material outside of the dorm which become an eye-sore, dangerous or in bad taste (ex. antennas, clothes lines, posters, etc.) as determined by the residence Administrator.
- 1.2.17 Repairing or storing motor vehicles on Campus.
- 1.2.18 Possession or reproduction of a University key without proper authorization.
- 1.2.19 Having opposite sex visitors in the dorms or other restricted areas, unless previously approved by the Administrator of the residence.
- 1.2.20 Having guests or visitors without previous authorization.
- 1.2.21 Inappropriate conduct in the residence after a period of time that evidences the student has not been able to adapt to the requirements of communal life.
- 1.2.22 Misuse of equipment such as alarms, fire extinguishers and access doors.
- 1.2.23 Lack of cooperation or interference with administrative or University personnel in the fulfillment of their duties.
- 1.2.24 Illegal or unauthorized use of telephones; charging personal calls to the University.
- 1.2.25 Violation of the rest-hours policy from 10:00 pm to 9: 00 am. Use of radios without headphones after 10:00 pm.
- 1.2.26 Remain inside the dorm during a simulachre.
- 1.2.27 Use unauthorized areas to hang clothes or shoes (ex. windows, ironworks, screens, and others).
- 1.2.28 Violation of any other disciplinary regulation of the Institution.

- 1.2.29 Use musical instruments in the residences.
- 1.2.30 Use of candles (with the exception of a power beak-down) and incense in the dorms.
- 1.2.31 Pornography and/or promotion of alcohol are prohibited.
- 1.2.32 Use of the gym, pool tables, TV room, among others without showing student ID card or without previous authorization from the Administrator.
- 1.2.33 Sleeping in areas other than the dorms.

2. End of Approved Services

- 2.1 The University can cancel residence services at any moment if the student is in violation or non-compliment or when the best interest of the University or the student is at stake.
- 2.2 Reimbursements will only be authorized as established in the *Inter American University Catalog*. Any request for reimbursement of funds must be processed through the Residence Management Office.
- 2.3 Students will not be able to register in any of the University dependencies, receive official transcripts, diplomas, or degree certifications if they have a debt with the University.

Part IV – Resident Students' Rights

Resident students will join in all the necessary efforts to ensure:

- The right to personal privacy in the dorm.
- The right to study and read without interference, unnecessary noise and other distractions.
- The right to sleep without unreasonable interruptions.
- The right to live in a clean environment.
- The right to have complete access to the dorm and other facilities.
- The right to receive visitors according to the dispositions stated in the current Handbook/ Contract and with the understanding that visitors must respect the rights of the other residents.
- The right to feel safe against receiving any kind of physical or emotional harm.
- The right to enjoy safe and clean residence areas that are maintained in such manner by resident students and University personnel.
- The right to communicate with the University Guard when necessary.
- The right to participate actively in the student governing body of the residences.

This Handbook for the Rules and Regulations of the Residence Halls of the Inter American University of Puerto Rico, San Germán Campus, was first enforced on December 30, 1989 and was revised on January 1, 1994 and January 1, 1998. It is subject to change.

Approved by:

Agnes Mojica, Chancellor

February 18, 1998