



HCU Campus Housing Guidelines 2023-24

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Welcome

The Residence Life Office welcomes you to Houston Christian University (HCU). Our staff strives to enhance the college experience for those that reside in campus housing. We are dedicated to serving our students throughout their time as a husky and provide a space that they can call “home”. We aim to ensure students have excellent campus housing options, provide support within housing, and offer services which assist students in making the most of their residential experience at HCU.

Living on campus at HCU brings much joy and privilege, but it also carries certain responsibilities. Students who reside in campus housing are expected to be a contributing member of our community in order to maintain an educational environment that enhances each student’s college experience. All residential students are to treat one another and residing staff members with respect and cooperation.

The application for admissions is the student’s affirmation that he/she will comply with all university policies and procedures. The Student is responsible for knowing and following procedures and regulations contained in this guide and the [Student Handbook](#).

The university will revise this guide as needed to provide students current information. HCU reserves the right to amend provisions to the Guide to Campus Housing at any time.

Residence Life Staff

The Residence Life staff consists of the Director of Residence Life, Area Coordinators (AC), Resident Directors (RD) and Resident Assistants (RA). The Residence Life Office is located in the lobby area of our Hodo Residence College. Office hours are:

- 8:00 a.m. to 5:00 p.m., Monday through Friday during the fall and spring semester
- 8:00 a.m. to 4:00 p.m., Monday through Friday during the summer.

Area Coordinators (AC) and Resident Directors (RD)

HCU operates 5 residential areas on campus which include suites and apartments. Each living area is supervised by an Area Coordinator and Resident Director who lives and works within the designated living area. As an integral part of student development and support to the university, the Residence Life Professional Staff's responsibilities include:

- Overseeing the resident assistant program in the planning, administration, and evaluation of programs within the living areas
- Fostering and maintaining a community that enhances every student's educational experience
- Challenging students to initiate and develop healthy interpersonal relationships with their peers, and support/initiate within their living area
- Initiating efforts associated with academic support, spiritual formation, cultural diversity, emotional wellness, and life development

Resident Assistant

The Resident Assistant (RA) position is designed to provide a living and learning experience for the student who desires to grow as a leader and develop community on campus. RAs serve as the main contact and resource for residents. RAs are primarily upperclassmen selected because of their leadership experience and a desire to serve. RAs are trained to assist with establishing a community environment by presenting and promoting living area programs and activities, resolving conflicts, providing information, maintaining University Policy, and referring students to appropriate campus resources. Residents are encouraged to collaborate with their respective RA in developing a sense of community within specific living areas. The resident assistant serves as a representative of the university and is therefore expected to practice the utmost in Christian commitment, character, and integrity with residents, faculty, staff, administration, and the outside community.

Statements

Mutual Respect

It is expected that all residents will be respectful of the individual rights and freedoms of others within the residential areas. Even if there are disagreements between community members, residents are still expected to treat every member with respect and dignity.

Fines

It is the practice of the University to hold individuals responsible for their actions. If a Residence Life staff member determines that vandalism or damage is due to misuse by residents, the residents of a respective room, wing, floor, or building may be required to share in the cost of repairs. Before group fines are applied, an opportunity will be provided for the individual(s) responsible for vandalism, damage or misuse to identify themselves and assume responsibility.

Annual Security and Fire Safety Reports

In compliance with federal reporting requirements contained in the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act, Houston Christian University's Police Department publishes statistical summaries of certain crimes occurring on or near campus, campus safety policies, and information about fires occurring on campus.

If you have any questions, please contact the HCU Police Department at (281) 649-3314

Community Standards and Procedures

Member of HCU's Residential Community

As a member of a residential community, there are certain courtesies and privileges expected from residents that should be reciprocated.

As a member of the residential community, the resident should be able to:

- Read, study, and sleep free from excessive and consistent noise and other distractions.
- Expect that all personal belongings will be respected.
- Have a clean environment in which to live.
- Have access to the room at all times.
- Have personal privacy within the limits of the residential setting.
- Host visitors and guests within the parameters of the university policy.
- Live in an environment without fear of intimidation or physical and emotional harm.
- Discuss with RA, RD, or Residence Life office staff any problems or concerns that may arise.

The resident has the responsibility to:

- Verbally express views to the person(s) involved should feelings arise that freedoms have been infringed upon.
- Treat your roommate and other residents with respect and consideration.
- Respond to all reasonable requests of roommate and of fellow residents.
- Be accountable for personal and community safety.
- Discuss expectations regarding guests and visitors during visitation, and respect roommate's expectations regarding their own visitors or guests.
- Inform guests and visitors of visitation policies, HCU behavioral standards, and the expectations of the roommate.
- Protect the privileges and freedoms that the roommate and fellow residents are entitled to expect.

Student Accountability

The University is dedicated to the development of moral character, the enrichment of spiritual lives, and the perpetuation of growth in Christian ideals. Recognizing that living in community brings both privilege and responsibility, the Code describes the behavior, values and principles HBU expects students to demonstrate as they live and interact together in community. Community standards, rules and regulations, and the Student Conduct System are in place for the expressed purpose of moving students towards personal maturity and creating an environment that is conducive to academic learning, personal development, and spiritual growth. See the HCU [Student Handbook](#) for more information regarding student conduct and other rules.

Prohibited Activities and Items

Due to the potential for injury and damage to property, the activities and items in this section are prohibited. If a resident is found in possession of an illegal or dangerous item, it will be immediately confiscated and will result in disciplinary action. The resident will also be referred to the Dean of Students. In some cases, such as those involving pets, the resident may be allowed to remove the item personally. This must be done within the time limits set forth by the RD or the RA. *Please see Inspection for Health, Safety, and Policy Enforcement section.*

Residents may be held equally responsible for any prohibited items found in their room, apartment, or house and are also responsible for the behavior of their invited guests or visitors. Residents are encouraged to ask questions of staff members if necessary.

Prohibited Activities

- HBU is a smoke-free campus.
 - Smoking is prohibited anywhere on University premises. Vaping is prohibited in all the Residence Colleges
- Ceiling alterations
 - Including, but not limited to: mounting ceiling fans, mounting light fixtures, and the removal of ceiling tiles. Any object hung from the ceiling is prohibited. An example would be hanging hammocks from the ceiling. Placing objects in the ceiling is also prohibited and can result in disciplinary action.
- Climbing
 - On or over apartment fences, out of apartment or residence hall windows, onto the roofs of the buildings, and over second floor railings in the apartments or in-residence halls.
- Construction in rooms
 - Including, but not limited to: construction of shelves, lofts, and elevating furniture on blocks or on other pieces of furniture.
- Fire
 - Lighting a fire on any material or surface in a residential space is prohibited. This includes the use or possession of fireworks. *Please see the Safety/Emergency section in this guide.*
- Hover Boards
 - Self-balancing scooters (hover boards, Segway's, etc.) are forbidden on campus, including in Residence Life facilities.
- Throwing, dropping or hanging objects from windows
 - Screens should be locked at all times. Damages will be assessed for misuse or damage of screens.
- Verbal and/or Physical abuse
 - Verbal abuse will not be allowed, including swearing, name-calling, or any other language offensive or demeaning to the person. Physical violence of any type will not be tolerated.

Prohibited Items

- Drugs, synthetic drugs, and drug paraphernalia – refer to [Student Handbook](#)
 - Only prescription drugs, prescribed by a physician for use by that individual, should be in the possession of the resident. It is the responsibility of the resident to secure the prescribed medication.
 - Hookahs and water pipes are prohibited.
- Alcoholic beverages and containers – refer to [Student Handbook](#)
 - Residents are expected to comply with HCU's alcohol and drug policy.
 - Also prohibited are products or items that display liquor or drug logos, and alcohol or drug images. Examples are posters or t-shirt designs.
- Obscene Material – refer to [Student Handbook](#)
- Firearms, ammunition, and other weapons- refer to [Student Handbook](#)
- Possession of stolen property
 - The possession of stolen property can result in criminal charges as well as university disciplinary action.
- Traffic, street, highway signs, cones, flags, lights, barricades, and other equipment
 - Possession of such equipment usually constitutes theft, which also violates state and local laws.
- Appliances & Furniture
 - Unacceptable cooking appliances are usually those items with any kind of open heating element. Some examples are hot plates, and toaster ovens. All appliances should be UL approved and UL recommends that all appliances have an automatic shut-off. Indoor grills, such as George Foreman type grills, are prohibited in all residential areas. Items such as coffee pots, irons, or any device that has a heating element must have an automatic shut off.
 - Portable space heaters.
 - Halogen lamps, oil lamps, or other fuel burning lamps.
 - Waterbeds

- Pets
 - All pets are prohibited, unless student has applied and been approved for this accommodations through Testing and Accommodations - refer to [Student Handbook](#)
- Candles, Incense, & Candle Warmers
 - Candles, candle warmers, and wax warmers are prohibited in any residential building.
 - Burning of incense is also prohibited.
 - Plug in style wax melt warmers are prohibited.
 - Room freshener wall plug ins are allowed as well as essential oil diffusers.
- Barbecue grills
 - Residents assigned to an apartment or residence hall space are not allowed to bring their own barbecue grills. Grills cannot be stored either inside or outside rooms or apartments because of the potential fire hazard. Students should use the community grills provided.
- Combustible Solutions
 - Propane, gasoline, charcoal starter fluid, self-starting charcoal, paint thinner, solvents, lamp oil or camping fuel cannot be stored in a residential building, including storage areas within or on the outside of the building.
- Web Cameras
 - Web cameras are permitted, but residents must be aware that the inappropriate use of a web camera will result in removal of the device and disciplinary action. Inappropriate use includes, but is not limited to: invasion of privacy in regards to the roommate or guests; or broadcast of inappropriate images and material.

Replacing Lost, Damaged, or Stolen Items

The university assumes no financial responsibility for the damage, loss or theft of student-owned property and strongly recommends that all residents have comprehensive personal property insurance coverage.

Property Damage, Loss or Destruction

If a resident damages HCU property, damage charges will be assessed. In addition to being charged for repairs, residents who intentionally cause damage to university property will face disciplinary sanctions and possible removal from campus housing.

Residential Decorating and Posting Policy

Fire safety is a high priority at HCU. The following guidelines apply to all residential buildings.

- General Decorations:
 - Aluminum foil may not be placed in windows as insulation or decoration.
 - Decorations inside the room or apartment must comply with other stated guidelines and be consistent with the morally conservative environment of the University.
 - All decorations should be temporary in nature so as to not permanently deface or cause damage. Posters and other wall decorations are only permitted to be hung with tape that will not damage painted wall surfaces. No wall papering or painting is permitted.
 - Lights are not to be placed around doors or windows with the power line passing through the doorway or window frame to an outlet
 - Open flames, i.e. candles or other flame or heat producing devices, are strictly prohibited.
 - Residence Life has the authority to take down all decorations.
- Blocking Emergency Exits:
 - Emergency egress, including doors, corridors, stairways, etc., must never be blocked or the pathway restricted.
 - Decorations may not be placed on the floors in exit corridors, including alcoves located in exit corridors.
 - Combustibles (i.e. fliers, notices, etc.) are limited to authorized locations only (i.e. bulletin boards and notice holders). Such items may not be posted in other locations (i.e. walls, doors, etc.).
- Holiday Decorations:
 - Live trees are prohibited.
 - Strands of lights can be used to decorate personal Christmas trees, but must be FM or UL labeled electrical decorations. No more than three strands of lights should be strung together and the number of lights per strand should not exceed 100. Use either power strips or medium gauge, grounded extension cords.

Residence Life and Student Conduct Charges/Fines

HCU residents are expected to be good stewards of their physical space and the community in which they live. If a Residence Life staff member determines that vandalism or damage is due to misuse by residents, the residents of a respective room, wing, floor, or building may be required to share in the cost of repairs. Students may also receive monetary fines, along with other sanctions, if they are in violation of a community standard/policy. Conduct fines are issued by the Director of Student Conduct and the amounts may vary based on the severity or frequency of the violation.

Procedure for Issuing a Fine

- All fines are added directly to the student's account.
- Notification of the fine and due date to pay the fine (conduct only) is communicated through the student's HCU email.
- Any charge or fine added to a student's account will also result in a hold until the student can become financially settled with the university. To learn more about account holds, please visit [Holds and Fees | Houston Christian University \(hc.edu\)](#)

Paying a Fine

- Conduct related fines must be paid in person at the cashier's office before the due date.
- Charges/fines from residence life will be added to the student account and can be paid online. A student can also request to have their payment plan recalculated to include the residence life charge/fine.
- More information on making a payment can be found at [Payment Portal | Houston Christian University \(hc.edu\)](#)

Disputing a Fine

- If a resident disagrees with a charge/fine issued by the Residence Life Office, they must email their respective Area Coordinator explaining their claim and providing any evidence available to support their appeal. Appealing a charge/fine does not guarantee a removal of the charge/fine and is based on the discretion of the Residence Life and Facilities Offices.
- Students have 60 days from notification of fine to dispute a Residence Life charge/fine. Once the 60 day period has ended, students will be unable to dispute any charges to their account.
- To appeal a Student Conduct sanctions, please view the Student Code of Conduct section in the Student Handbook.

Removal of Students from Campus Housing

Conduct which results in disciplinary action or is considered unacceptable may also result in the removal of the resident from campus housing without a refund of rent or deposit paid. Residents who are suspended from campus housing must remove all personal belongings within a specified time frame and must follow standard check-out procedures. In addition, all privileges in campus housing are forfeited for the duration of this suspension.

Some of the causes for removal of a resident from the campus housing system include, but are not limited to:

- Not registered for classes by specified deadline.
- Student conduct which creates a risk of harm to other members of the university community
- Dismissal from the University for any cause
- A display of conduct or behavior which is unacceptable in housing or in any other location

Failure to vacate the assigned space upon receipt of notice from the Director of Student Conduct will be documented and will be considered with other factors if the resident subsequently applies for readmission to campus housing.

Offensive Odors

An offensive odor is any odor or aroma of such intensity that it becomes apparent and is offensive to others. Any odor can become offensive when it is too strong. Some examples are: heavy use of perfume or air freshening spray, HCU Campus Housing Guidelines (revised February 2023)

cooking odors, excessive body odor, large amounts of trash, or large amounts of dirty laundry. Staff members will address offensive odors when complaints are received. Residents identified as being responsible for the offensive odor will be asked to eliminate the cause of the odor.

Animals on Campus

For health and sanitation reasons, students may not keep any pets. Mammals, reptiles, insects, and fish of any kind are prohibited.

If an unauthorized animal is found within campus housing, every attempt will be made to determine the identity of the owner and give notice to remove the animal immediately. If the identity of the owner cannot be determined or if there are repeated offenses by one individual, Residence Life can order the immediate removal of the animal. In some cases, the animal may be brought to the HCU Police until such time as it is claimed and removed by the owner or removed by Animal Control authorities. A fine may be assessed or disciplinary action may be taken. The Residence Life Office reserves the right to remove any pet at any time from campus housing without prior notice to the owner.

Trash

WRC, MEST, MRC and HODO are traditional residence halls that do not provide dumpsters. These buildings do have an allocated large receptacle for trash disposal outside the building or within the hall of Hodo as well as a scheduled time for housekeeping staff to remove the trash each week. Dumpsters are provided for the removal of trash outside apartment complexes. The following guidelines should be followed by all residents in regards to proper disposal of trash. Failure to follow these guidelines will result in a fine issued by the RD.

- Each resident is responsible for disposal of his/her personal trash.
- Common areas such as residence hall lobbies, study rooms, computer labs, laundry rooms, and community baths in the MRC, WRC, Mest, and Hodo will be cleaned by housekeeping staff. It is also the responsibility of each resident to help maintain these areas.
- Residents should not place trash from their room/apartment in the trash receptacles found in common areas

Advertising, Solicitation, and Posting

Posting flyers, posters, advertisements, or marketing of any kind, whether physical, digital, or virtual, either on-campus or on the social media platform of a University office or organization, without departmental sponsorship or the approval of Student Life. Physical postings must be stamped "Poster Approved" and displayed in compliance with written policies available in Student Life. Solicitation of goods and services on University premises without the prior approval of Student Life is prohibited.

Meetings

Residents are required to attend all mandatory community meetings. Meetings are primarily called to discuss, promote, and educate residents regarding events, community issues, and concerns. Residents who have schedule conflicts with a community meeting should inform the respective Residence Life staff member (AC or RD) a minimum of twenty-four (24) hours in advance of the meeting to request an exemption.

Noise Policy

- Residents are required to remain courteous in noise levels 24-hours a day. It should be remembered that in a community living environment, the right to participate in or enjoy a particular activity ends when that activity infringes on the rights of others, particularly the right to sleep or study.
- A period known as "Quiet Hours" has been established in all living areas. The time period exists to ensure residents have the opportunity to exercise their primary rights to sleep and study. Each resident is responsible for knowing and respectfully observing these times.
- Noise, which is audible beyond the confines of one's room/apartment, is prohibited. Students are free to have radios, stereos, televisions, etc. in their rooms, but the amplification should be controlled so that neighbors both inside and outside of the building are not disturbed.

- Speakers must not face or be placed in windows or doorways. Failure to keep sound equipment at a reasonable level may result in loss of the privilege to maintain such equipment on campus.
- Residence Life staff members (RA, RD, or AC) reserves the right to confront and address what they deem to be excessive, disruptive behavior that is disrespectful to others in the immediate outside vicinity of the living area (e.g., courtyards, sidewalks, entryways). Individuals and groups may be asked to leave the area.
- Residents are expected to respectfully address issues that are related to the violation of “24 Hour Courtesy” on a personal level. If this fails, residents should consult a residence life staff member.
- Students who desire to play musical instruments that may disturb other residents should seek locations outside of the residential areas to practice or use practice rooms available throughout the campus.
- Only non-amplified instruments, which do not disturb others, may be played in the residence halls or apartments.

Courtesy Hours:

- The right to study and sleep supersedes the privilege to entertain oneself or others. A “24-Hour Courtesy” Policy upholds the University’s commitment to providing an environment where Students may experience academic success.

Quiet Hours:

- 10:00 p.m. to 10:00 a.m. Daily
- Persons gathering in the lobbies must maintain reasonable volume and noise levels.
- Persons gathering outside an apartment building or in the parking lot areas should keep noise at a level which does not disturb residents in the apartments.

During final exam periods, an extended period of Quiet Hours may be observed.

The following are sanctions that may be imposed when the noise policy is violated:

- First offense: verbal warning
- Second offense: documentation for noise violation and potential fine
- Third offense: loss of privileges or removal of item from living area (stereo, car alarm, etc.)

Room Care

Room checks accomplish three objectives: reduction of wear and tear on the facility, control of pests, and facilitation of good roommate relationships. Residents are expected to maintain the assigned space in a reasonable manner, excluding normal wear and tear. Room care guidelines are as follows:

- Conducted once a month by RA staff.
- No set list of cleaning expectations. If extreme conditions are found in the space that can affect the facility, introduce pests, or place an undue burden on roommates, resident(s) will be asked to take corrective steps as instructed by the Residence Life staff member.
- RA will look for damages, safety issues, and maintenance needs. RA will inspect inside closets, refrigerators, microwaves, and kitchen and bathroom cabinets as well as other areas within the space.
- The reporting of damage and maintenance needs is the responsibility of the resident. If damage results from failure to report a problem, the resident can be charged for the damage.

Yard/Outdoor Areas

Residents in apartments and campus houses are expected to maintain the stairwells, front porches/balconies, and yards using the following guidelines:

- Trash is kept picked up and disposed of properly.
- Beautification items that are appropriate such as bird feeders, hanging baskets, potted plants, and wind chimes are permitted.
- Personal property should not be left unattended or at any time block the apartment complex sidewalks. Ample room should be left to walk and to enter/exit the apartment. Property left unattended may be considered abandoned.

Window Screens

For security purposes and to avoid damage to the screen, window screens should be kept locked at all times. If a screen is found open, the resident of the room will be asked to close and lock the screen. Failure to comply will result in a fine. If screens are used improperly and are damaged, a damage charge will be assessed to one or more residents of the space. If a screen in a room does not latch, the resident should report this on the maintenance log or to a staff member.

Temperature Control

Thermostats in apartments and houses will have pre-set temperature ranges that should allow for comfortable conditions in all seasons. Please do not set the temperature below 66 degrees or above 78 degrees. Thermostat settings cannot be changed and any damage to a thermostat will result in a charge up to \$100.00 to the residents of that space. Doors and windows should remain closed any time the heating or cooling system is being used.

Babysitting

Residents are not permitted to perform babysitting services in residential buildings. Guests under the age of 16 years old are prohibited without special permission by an RD or AC.

Visitors and Guests:

Definitions:

A VISITOR is a person who is of the opposite sex to the residents assigned to that campus living space (room or apartment).

A GUEST is a person who is of the same sex as the residents assigned to that living space (room or apartment).

University employees who are in residential spaces for the purpose of fulfilling job responsibilities are not considered visitors or guests.

COHABITATION is defined as occupation of a campus housing space by a student or non-student, unless expressly assigned to that housing.

General Rules Applicable to Both Visitors and Guests:

1. Visitors and guests are only allowed in campus housing
 - a. with the expressed consent of the resident, and
 - b. in accordance with all university policies and rules.
2. Residents are responsible for the behavior, conduct, and/or damage of any visitors or guests. Residents are to inform visitors and guests of policies and student code of conduct as outlined in this Guide and the Student Handbook.
3. Residents will be held responsible and will be subject to disciplinary action for any violation of policy by visitors or guests.
4. Visitors and guests are expected to comply with HCU's alcohol and drug policy which also prohibits being on the campus while intoxicated or impaired by alcohol or drugs. Residents will be held responsible for anyone bringing alcohol or drugs into their room or apartment, or for a visitor who reasonably appears to be intoxicated or impaired by alcohol or drugs.
5. Sexual misconduct is defined in the Student Handbook. All students, including students who reside in campus housing, and their visitors and guests must comply with this policy.
6. Cohabitation is not allowed in campus housing facilities. Residents may not allow or invite someone not assigned to campus housing to occupy their assigned space. A resident who allows an unassigned person to occupy his/her space can be subject to disciplinary action which may also include removal of housing privileges.
7. A roommate should not be asked to vacate the room because of visitors or guests. Visitation and guest situations should be discussed between roommates so everyone has a clear understanding of preferences, expectations, and need for privacy.

8. RDs and RAs will monitor for policy compliance (including but not limited to policies regarding visitors and guests) and may need to enter a room or apartment. If a staff member or RA needs entry, he/she will knock and announce themselves three times. Residents must open the door and allow the staff member or RA to enter. If the resident does not respond, the residence life personnel may initiate entry. Failure to respond to the request of a staff member to enter will constitute a violation of university policy. Residents and visitors are expected to be courteous to the residence life team as they perform their duties.
9. The university reserves the right to immediately remove any visitor or guest from campus premises and/or to require that the visitor or guest shorten their visit, whether or not the typical length of visitation or overnight stays has been reached.

Guest-Specific Policy

Residents of the residential communities are allowed to have guests on a daily basis.

The rights of the roommate should be a high priority with regard to guests, whether short term or overnight. The roommate should not be compelled to leave in order to accommodate a guest, nor should he/she be placed in a situation that may cause embarrassment or inconvenience. Conversely, the university requests that roommates be reasonable and fair in accommodating the appropriate presence of guests and making any concerns about guests known immediately to a residence life staff member.

Guidelines:

- All overnight guests MUST BE REGISTERED when staying at any time, including summer housing terms.
 - An overnight guest may not stay more than two consecutive nights and cannot stay more than two nights in any week. Guests may not stay more than 6 nights total per semester.
 - Overnight guests are not allowed to stay before the first day of class, finals week, or after the last class day of each semester.
- Guests under the age of 16 years old are not allowed to stay with residents unless special permission is gained from the Residence Life Office.

Visitation

Visitation Dates and Hours:

- Freshmen Village and Hodo Residence College
 - 1:00 p.m. to 10:00 p.m. – Sunday-Thursday
 - 1:00 p.m. to 12:00 a.m. – Friday-Saturday
- Husky Village: 12:00 p.m. to 1:00 a.m. – 7 days a week

Visitation Policy:

- Each living area has visitation privileges for its residents that enable Students to interact with one another for academic or social purposes.
- Visitation privilege permits guests of the opposite sex in one's room or apartment during specified times.
- Visitation and guest privileges may be revoked at any time to any and all parts of a living area.
- Resident Directors reserve the right to terminate an open-night visitation in apartments or residence halls due to excessive, disruptive behavior, disrespect for others, or any other circumstance deemed a hindrance.

Listed below are the parameter for visitation in each of the living areas:

- Traditional Undergraduate Freshman Living Areas:
 - During each semester (as defined in the Student Handbook), visitation dates and hours for Freshmen living areas are determined by the Residence Life staff.
 - Visitors of the opposite sex are permitted in Freshmen living areas only during visitation hours.
 - Students entering and exiting bathrooms and public areas (i.e. hallways, lounges) in the hallway should dressed appropriately during open hall hours.
 - Visitors will be allowed to sit on the bed with consent of the resident. Students are expected to conduct themselves in an appropriate manner during visitation hours.

- Upperclassmen Student Living Areas (Apartments)
 - Throughout each semester (as defined in the Student Handbook), Students who reside in apartments may entertain visitors of the opposite sex, providing all occupants of the respective living apartment agree that visitation is permissible.
 - Visitation hours of individual apartments may be modified by the respective residents, providing the hours do not exceed the times indicated above. It is the responsibility of residents to abide by and monitor modified hours.

Visitation Procedures for Traditional Undergraduate Freshman Living Areas

- A desk sign-in and sign-out procedure is required for visitors and resident host.
 - The resident host and visitors must sign-in and out and both must leave an ID with the RA on duty.
 - When the visitor leaves, the resident host must escort him/her back to the registration desk to sign-out and collect IDs.
 - If the resident host leaves during visitation hours, the visitor must either transfer to a new resident host or leave the building.
 - Anytime a change in resident host occurs, the new resident host must sign-in and leave an ID. This includes a change to the roommate as resident host or if the visitor wants to move to another room in the building. The sign-out procedure must be followed with the first resident host and sign-in must occur with the new resident host. Visitors found in an area other than the resident host's room will be escorted from the building.
- Visitors must be escorted in and out of the building by the resident host.

Code of Conduct information can be found in the [Student Handbook](#)

Housing Information

Housing Selection Process

The Housing Selection Process is conducted each year so that residents currently living on campus may select a desired space for the following year. The selection process is conducted for fall and spring assignments only. Summer reservations must be made separately and a summer housing application is available through Symplicity. Information is distributed to residents prior to the process by residence life staff.

Consolidation

Vacated, or open spaces, will be made available for use by the Residence Life Office and residents may be consolidated. If rooms are in short supply, the university reserves the right to assign double and triple occupancy (whenever practical) in all residential areas.

Off Campus Students

The only people allowed to participate in the Housing Selection Process are residents who are currently living on campus. Off campus students must submit a housing application and a housing deposit and will be assigned along with other new applicants at the end of each semester.

New Transfer Students

- The transfer student who has been a resident somewhere for one semester but is still classified as a freshman, is still going through the first-year experience and can be placed in Freshman Village.
- The transfer student who has lived more than one semester on another college campus, or is transferring in hours that rank him/her as a sophomore or above, will be placed in upper-class housing.
- Exceptions may be made by the Residence Life Office in cases of housing overflow.

Wait List

Housing is based on a first come first served basis. If housing is at capacity, students may be placed on a waitlist until something becomes available.

Assignment E-Mail

Following the selection process, each returning resident will receive an assignment e-mail. If information is incorrect, the resident must contact the Residence Life Office to make corrections. The Residence Life Office may still need to make changes to floor plans in special situations, but the resident involved in any change or consolidation will be notified.

Housing Contract

All new applicants and returning residents must agree to the terms of our housing contract for any campus housing space. The contract is a part of the housing application and selection process.

Room Changes

Residence Life Office Initiated Changes

- The Residence Life Office reserves the right to make administrative room changes if a change is deemed necessary due to existing circumstances. The Residence Life Office will also fill vacancies as they occur by assigning space. Refusing to accept a roommate, attempting to dissuade/discourage roommates from moving in, or impeding the ability of the Residence Life Office to affect an assignment into a vacant space, is a violation of policy that can lead to termination of housing without release from the financial obligation of the housing contract
- Residents must insure that the space and furnishings allocated to a new resident are in a condition ready for occupancy prior to the arrival of the new resident. If the university has to clear the space for a new occupant, the current resident may be assessed cleaning and moving charges and the university will not be responsible for damage or loss.

Room Charges

Charges may differ from one type of space to another. Room and board charges cover a period of one semester. Please view our room rates located at [Residence Life | Houston Christian University \(hc.edu\)](https://residence.life/houstonchristian.edu)

Cancellations, Withdrawals and Refunds

All cancellations must be made in writing directly to the Residence Life Office. Refund of housing charges will not be given if a resident cancel, withdraws, or vacates for any reason after the first day of class of either semester. Any student cancelling their housing must pay a cancellation fee of \$500 that will be owed to the university, as would constitute a break of the housing contract. Students enrolled and living off campus must meet criteria for living off campus or have permission to do so (see Living on Campus in the [Student Handbook](#)).

Room Deposit Refunds for New Applicants

If a prospective student chooses not to enroll, the \$150.00 room deposit portion of the enrollment deposit can be refunded. Deposit refunds will be made according to the following schedule:

- requests received by May 1st will be given a full refund;
- May 1–July 1, 50% refund;
- after July 1, entire deposit is forfeited.

Blocked Rooms

Certain rooms within residence halls or apartments may be blocked for a specific use by the Residence Life Office. An example are the spaces assigned to RAs. Any resident who is the roommate of an RA must understand that they are living in a blocked space. If the individual serving as an RA no longer holds that position, the resident who is his/her roommate will be expected to vacate that space for the new RA and his/her preferred roommate.

Check-In and Check-Out

An official move-in date for each semester is designated on the school calendar. The staff will be available on that day to assist residents with check-in procedures. If a resident is not able to move in on this date, he/she should report immediately to the RD upon arrival for assistance.

Room Condition Report (RCR)

At check-in, each resident will be asked to review and sign their RCR within 72 hours. This process will serve to verify condition of items in the space and to list any damaged or missing furnishings found during inspection by the resident. It should be noted that when a resident is assigned a space, he/she is “issued” the furniture and fixtures for his/her use and must assume responsibility for the care of the space and the contents. Prior to check-in, the RD or RA will look for previous damage or loss of property. Documentation of the RCR will insure that the responsible person is charged. The same procedure will be followed during check-out at which time, if damage or loss of property is noted, the cost of the item(s) in need of replacement/repair will be assessed. The determination of cost may be decided by our facilities department. This figure will be furnished to the Residence Life Office and the resident will be billed to their student account for repairs or replacement of lost items.

Check-Out Procedures

Anyone who fails to follow the proper procedures for check-out will have a financial obligation. Costs for improper check-in or check-out starts at \$150 and will increase depending on the circumstances and condition of the unit. The RD will review the circumstances and, working with the Residence Life Office, assess any costs and fines. Those amounts will be deducted from the initial housing deposit or paid outright to the Cashiers office. If the cost exceeds the amount available through the housing deposit, a hold will be placed on the resident’s record. Anyone with a hold cannot receive a transcript or register for classes at HCU until the hold is cleared.

Improper check-out will be defined by the RD, but can include one or more of the following:

- Failure to leave by the designated check-out time unless the resident has gained an extension from the RD or Residence Life Office.
- Failure to clean the space as directed by the building staff and dispose of all trash.
- Failure to remove all possessions (this includes bicycles). The staff is not obligated to throw away trash or discarded items left by the resident and any item of value left behind will be considered abandoned property (See Abandoned Property Policy).
- Failure to turn in issued keys.

Abandoned Property Policy

At the end of each living period (fall and spring semesters and summer sessions) residents must clear their room of all personal property by the posted closing date as part of the check-out procedure. Property which is left behind in any campus housing facility following the posted closing date will be considered abandoned by the resident and will be handled according to the following guidelines:

- It is the resident's responsibility to contact the Residence Life Office and make arrangements to identify and claim any abandoned property. The university may, at its option, attempt to contact the resident who occupied the room in which the property was abandoned.
- The Residence Life Office will box any property which, in the staff members' sole opinion, appears to have value and create a specific inventory list. This information will be sent to the Residence Life Office. Any other property will be disposed of at the discretion of the Residence Life Office.
- Property which is boxed and inventoried will be stored and available to be claimed by the owner for at least 30 days. If stored property is claimed, the owner may be required to pay a reasonable storage fee.
- Property not claimed within this time will be disposed of at the discretion of the Residence Life Office.

Appliances and Furniture

Residential spaces are equipped with a standard set of furniture. Furniture, fixtures, and appliances are listed on room inventories and are expected to remain in the room, house, or apartment. Any personal appliance that has a heating element must have an automatic shut off. Personal appliances that are approved will include the following: blenders, coffee makers, tea kettles, bread makers, rice cookers, crock pots, toasters, and sandwich grills.

Microwave ovens and refrigerators should be kept clean and free of food spills in order to help inhibit the presence of pests. Microwaves, refrigerators, washers and dryers will be checked as part of room check.

Safety/Emergencies

HCU Police Department

The HCU Police Department provides all law enforcement, traffic enforcement, and security services for the university. Additional information regarding services provided by the department is available in the Student Handbook or at <https://hc.edu/about-hcu/the-campus/police/>.

All victims of a crime or individuals, who have information regarding an emergency (criminal activity, fire, medical emergency) should immediately contact the HCU Police Department by dialing (281) 649-3911 for an emergency and (281) 649-3314 for non-emergencies.

Evacuations

If an evacuation order is issued for a residential building, residents in that building are asked to fully cooperate with emergency personnel and residence hall staff. Recommendations during an evacuation are as follows:

- Take keys, purses, wallets, coats, medications, and other essential personal items only if it is safe to do so.
- Do not use elevators.
- Close, but do not lock doors.
- Turn off all electronics if it is safe to do so.
- Evacuate in groups to ensure that all individuals are able to exit safely.
- Provide assistance for those with physical disabilities.
- Do not leave the evacuation assembly point without first notifying a member of the residence hall staff.

Houston Fire Department are the only officials authorized to issue the order to return to a building.

Severe Weather

During severe weather alerts (watches and warnings), residents are encouraged to monitor changing weather conditions and are expected to take reasonable precautions. Windows should be closed during severe weather and each resident should have a flashlight available in case of power failure. Students are encouraged to have a flashlight available in case of power failure.

Shelter in Place

Upon receiving instructions to do so, individuals should immediately move indoors to a secure location. Once inside, all doors and windows should be closed and locked. It is the responsibility of each member of the HCU community to identify potential shelter points on campus.

Fire Policies and Evacuation Procedures

Reporting a Fire

If signs of a fire are observed, such as smoke, flame, or smell, immediately dial 911. If you observe signs of a past fire and you are not sure it has been reported contact the HCU Police Department by dialing 281-649-3314.

Fire Alarm Evacuation Procedures

When an alarm is activated, the warning should be heeded immediately and evacuation of the building begun. Use the nearest stairwell and/or exit to leave the building. Students should become familiar with the exits in each building.

Evacuation of the building should take place quickly and calmly. Stairs, not elevators should be used. When a fire alarm is activated, the elevators in most buildings will be recalled to the first floor and stop automatically. If caught in the elevator, push the emergency phone button. The emergency elevator phones typically ring to the HCU Police Department.

Fire Safety Tips:

- Feel a door for heat before opening. If it is hot, find an alternate route.
- If smoke is encountered, “stay low and go”. The most dangerous smoke and hot air will be overhead.
- Once outside the building, move to the designated assembly area for the building. Follow the procedures taught during the first planned fire drill. Keep access roads clear for emergency vehicles.
- Do not return to the building until it has been declared safe by officials.

Response to Fire Alarms on Campus

All alarm activations are investigated and documented by the HCU Police Department and the Residence Life Office.

Fire Protection Equipment Systems

Each residence hall and most academic facilities are equipped with a fire alarm system capable of being activated by one or more of the following means:

- Heat detector
- Smoke detector
- Sprinkler system
- Standpipe system

Upon activation of the fire alarm system, an audio/visual warning device will alert the building occupants of a potential hazard.

Fire Drills

Each residence hall will conduct one fire drills during the semester. Prior to this drill, residents will receive information concerning exit routes and other procedures. This training is provided by Residence Life staff.

Evacuation drills are used to provide information to residents pertaining to evacuation issues specific to each building. During an evacuation drill, building occupants will practice drill procedures and familiarize themselves with the location of exits. This process also provides the university an opportunity to test the operation of the fire alarm system’s components.

Emergency evacuation maps are posted on each residence hall floor to direct residents to exits. Evacuation drills in residential facilities are coordinated by Residence Life staff and the HCU Police Department.

Fire Drill Guidelines

- Do not open any door before feeling it to see if the surface of the door is hot. If it is hot to the touch, seek an alternate exit route.
- Remember to walk and not run.
- If not in the room, exit the building immediately. Do not return to the room to gather any belongings.
- After exiting, proceed to the designated assembly point. At this location Residence Life staff will seek to account for all occupants.
- If on an upper floor and all exits are blocked by fire, go to a window and attract attention. Jumping from a window should be avoided.

Inspections for Fire Safety

The primary goal of HCU's Fire Safety Program is to identify hazardous conditions and take appropriate action to reduce the chance for fire to occur. This goal is accomplished by conducting periodic safety inspections of all university buildings and increasing the fire safety awareness of employees and students.

The university conducts an annual inspection of residence halls. Inspections are conducted to help identify prohibited items and identify safety violations. An inspection includes, but is not limited to: visual examination of electrical cords, sprinkler heads, smoke detectors, fire extinguishers, and other life safety systems.

Members of the Residence Life staff conduct checks each month and will look for sources of open flames, candles, non-surge protected extension cords, halogen lamps, and portable cooking appliances. Staff members will also look for signs of smoking in the room, tampering with life safety equipment, and possession of pets. If a prohibited item is found, it will be removed or instructions will be given for removal. Students are required to comply with fire safety directives from university employees, which may include compliance with all applicable standards of the International Fire Code (IFC) and the local Authority Having Jurisdiction (AHJ). Individuals who are aware of fire safety or potential code violations should report the violation to a Residence Life staff member.

Fire Prevention

Residents play an important role in our fire prevention efforts and are asked to work with the university to ensure all buildings are free of potential fire hazards. Please make sure all fire equipment, fire doors, and fire exits remain unobstructed

To minimize the potential for fires to occur, it is the policy of the university to limit cooking in residence hall rooms. Accordingly, most cooking devices/equipment, other than the microwaves provided by the university, are prohibited in residence hall rooms. Appliances such as toaster ovens, griddles, grills, electric skillets, deep fryers and other open coil appliances are prohibited.

All decorations used on campus must be fire-resistant or non-combustible. Decorative lights and extension cords must be UL rated and not used so as to present a fire hazard or trip-hazard. Live trees or greens are also prohibited decoration.

Instructions for Individuals with Disabilities.

Before Emergency:

- Meet with the RD/AC and Campus Police to talk about needs and discuss any special emergency response accommodations.
- Identify HCU employee(s) that would assist during an evacuation.
- Develop two escape plans. One assuming that help is available and one assuming it is not.
- Practice escape plan with RD and/or HCU employee(s).
- Contact Anthony Kazan, Director of Testing and Accommodations for any further assistance at (281) 649-3647 or akazan@hc.edu.

During Emergency:

- Locate previously identified HCU employee(s) to help with evacuation.
- Call Campus Police (281) 649-3911.

Keys/Fob Access

In living areas with key-locking doors, the Residence Live Staff will issue each resident a key to their assigned room or apartment. Residents are responsible for their own keys. Under no circumstances are keys to be duplicated or loaned to other individuals. Failure to return originally issued keys at check-out will result in a charge for the amount it costs to re-core the door and provide new keys (to ensure each resident's safety). Students are charged \$25 for housing keys lost and/or not returned at the time of check out.

Alarms and Closed Circuit Cameras

Alarms and other security devices, such as cameras, are for the safety of the resident student. No action should be taken by any individual to circumvent or disable these systems. Every effort will be made to identify individuals who take such action and they will be referred to the Director of Student Conduct for disciplinary action.

Propping and Locking of Doors, Windows, and Screens

At no time should the outside doors of a residence hall be propped open. This practice will put the entire residence hall population at risk for danger and can result in disciplinary action for the responsible student. Apartment doors should be locked at all times, especially when the apartment is left unattended. This puts the property of roommates at risk.

Open screens, especially on the first floor of any hall, house, or apartment, represents a risk to the occupant of the space. Open screens are prohibited and a fine can be assessed. Except in an emergency situation, a resident should not use a window as means of gaining entry/exit into a space.

Windows

In order to ensure proper operation of residence hall heating and cooling equipment (HVAC), windows must remain closed when HVAC units are in operation. Window screens must remain securely fastened at all times. A fine will be assessed for any screen that is removed, missing, and/or damaged regardless of whether or not the screen is later replaced. The use of windows as entrances or exits or as a means to pass objects is strictly prohibited except in emergency situations. Objects or window coverings should not be displayed in or from windows at any time. (e.g., flags, posters, written messages, aluminum foil, window paint, etc.).

It is always a preferred safety practice for residents to lock the door to their assigned space, even if the intention is to be gone for a short period of time.

Electrical Safety Guidelines

Electrical. In the event of a blackout or power outage, Students are encouraged to unplug sensitive electronic equipment and other equipment that may present a hazard if left unattended (i.e. irons, curling irons, etc...). Maintaining a flashlight with fresh batteries in an easily accessible location is advised. Residents must also adhere to the following:

- Surge protectors are recommended for sensitive electronic equipment and required when more than two (2) electrical devices are plugged into a single outlet;
- The use of extension cords is not permitted in Student living areas.
- Use UL electrical power strips with built-in circuit breakers if additional electrical outlets are needed.
- Use a medium or heavy gauge grounded extension cords only. Small gauge, inexpensive cords are prohibited.
- Do not overload power strips or outlets.
- Do not use multiple plug adapters as these are prohibited.
- Use a power strip with an over-current protector which will shut off power automatically if there is too much current being drawn.
- Be wary of electrical outlets that get too hot to touch. If it feels warm, unplug all appliances and enter a maintenance request immediately.
- Do not connect multiple power strips together.
- Do not route cords under doors, carpet, or ceiling tiles; this could cause them to overheat or ignite.
- Do not staple cords, this could damage the insulation and expose wire.
- Look for the UL (Underwriters Laboratories) label on electrical products that you use. This UL mark tells you that it meets UL rigorous safety requirements.
- Use light bulbs with correct wattage for lamps. If the wattage is not noted on the lamp, do not use a bulb with more than 60 watts.
- Do not use Halogen lights/lamps on campus as these are prohibited.
- Never plug more than one high-wattage appliance into a single outlet.
- Check all appliances for frayed or cracked cords and make sure to replace them.
- Report any power outage in your room, house, or apartment immediately to the RD/AC or RA.

Services

Duty Hours for Staff

Staff members are on duty in the residence halls and apartment complexes on a regular basis. In all living areas, RAs are on duty 7 days a week, 24 hours a day.

Maintenance and Physical Plant

Repair and maintenance issues occurring in a resident's room, apartment, hallway, or bathroom should be reported to the Residence Life Office via email to workorder@hc.edu.

- Emergency issues (i.e. electrical problems, backed-up toilets, broken glass, etc.) should be immediately reported to a Residence Life Staff member.
- Maintenance personnel typically work within residential areas on weekdays from 7:30 am to 3:30 pm. Residents are expected to cooperate with maintenance personnel so repairs can be made as quickly as possible. Residence Life Staff members and maintenance personnel are permitted access to rooms and apartments in order to make repairs.
- Employees, agents, and contractors authorized by the university may enter residential spaces without prior notice for custodial or maintenance work, to handle emergencies, to check for health or fire hazards, or to ensure compliance with university rules and regulations. Residents are expected to cooperate so that repairs or inspections can be completed as quickly as possible.
- Students within areas where maintenance is being conducted (i.e. hallways, common areas) should be dressed appropriately while maintenance personnel are present.
- Persistent maintenance problems should be reported directly to a Residence Life Staff member.

Smell of Gas

If there is a smell of gas, residents should follow these instructions:

- Leave the area immediately
- Call Campus Police at (281) 649-3911
- Leave doors open
- Do not turn on anything electric
- Do not use a cell phone

Work Orders

Work orders may be submitted by completing the following steps:

- Login to your HCU email and send an email to workorder@hc.edu
- In this email, please include as much detail as possible. A poor example of this would be "Our AC needs fixed". A good example of this is "The AC unit in our living space is no longer blowing out any kind of air from the vents. The heat will work when it is switched on, but the AC does not." Providing specific details helps our maintenance team understand the issue and allows them to prepare the best response.
- Emergency issues (i.e. electrical problems, backed-up toilets, broken glass, etc.) should be immediately reported to a Residence Life member. Students who submit a work order via email will receive a confirmation email, along with a work order reference number. In the event a reported issue is not addressed in a timely manner, Students are encouraged to contact a Residence Life staff member.

Vacuum Cleaners

It is the responsibility of each resident to maintain the floors/carpets of their residential space. HCU will not provide vacuums, mops, or any other cleaning supplies.

Study Areas/Computer Labs

All residential facilities, with the exception of Husky Village have a study area within the building for use by the residents of that building. Hodo is equipped with a laptop kiosk and printer in the Hodo Learning Lab. Study areas in residential buildings are equipped with tables and chairs, and in some cases, marker boards for tutoring or group study. Residents from other buildings are welcome to use the study rooms in buildings outside of their own.

Recycling

At the end of each semester, the staff will post information about a building-wide recycling project. Residents are encouraged to drop off canned goods and packages of unopened food, gently worn clothing items, unwanted supplies, etc. These items are donated to Goodwill or to area ministries and food pantries.

Residents can also recycle paper products and cans by dropping these items in containers located in their building.

Pest Control

If a resident experiences any problems with pests, they can contact their RA or submit a work order to the email workorder@hc.edu for a quick resolution. Residents are encouraged to assist in the control of pests by keeping food in closed containers and disposing of trash properly.

Internet

All HCU students are issued an e-mail account through the Information Technology Department. These accounts are the primary method of communication to students by many university offices, including Residence Life. Each student is responsible for checking and responding to university e-mail messages on a regular basis. The Residence Life Office will use this e-mail account to correspond with resident students regarding housing issues. See the [Student Handbook](#) for the HCU Internet Usage Policy.

Custodial Services

Custodial Services within the residential areas are offered to both Freshmen Village and Hodo Residence College. Custodial enters each unit once a week to clean common spaces and bathrooms. This service cannot be turned down by residents, as it plays a role in the maintaining clean and healthy living arrangements, as well as preventing long term maintenance issues. Husky Village apartments do not receive this service, unless they request and pay monthly for it.

Utilities and Services

The University covers utility charges for living areas designated for Traditional Student housing. Telephone service is not provided.

Cable Service

Cable service is provided in each residential facility operated by the university. Cable outlets are located within each apartment or room and cable TV channels can be viewed on lobby TVs. Cable cords are not provided by the university.

Laundry

Laundry service on campus is free to all resident students. Every residential living area has laundry rooms with enough machines for the population of the building/complex. Students are urged to read instructions carefully to prevent malfunction through operator error. In case of malfunction, a report should be made to the RD or to the RA and the laundry service provider alerted.

The use of the laundry facilities within each hall and apartment complex is restricted to use by the residents of that location only.

Campus Mail

Residence Halls

All residence hall students will obtain their mail by coming to the Residence Life front desk. A valid picture ID will be required to retrieve mail, packages, or items needing a signature. Mail is and delivered on campus daily. The HCU Residence Life Office is located in the Hodo Residence College. Residents can retrieve their mail during business hours and anytime an RA is stationed at the front desk. The Residence Life Office will not send mail out, but only receive mail. If you wish to send mail or packages, please utilize the University Post Office located in the MD Anderson Student Center.

Mail should be addressed to residents in the following way:

Student Name
7410 Beechnut St.
Houston, TX 77074

Notice: all mail sent through the HCU Post Office is subject to all laws and regulations which apply to the United States Postal Service.

Vending Machines

Coin-operated vending machines are located within the residence halls and apartment complexes. Removal, or attempted removal, of the contents of any vending machine by improper or illegal methods constitutes theft and will be treated accordingly.

Health Services

No student health services are currently offered at Houston Christian University. Students may go to the healthcare provider or clinic of their choice and are responsible for any costs incurred. Memorial Hermann has recently opened a new Neighborhood Health Center-Southwest near the HCU campus. We encourage students to consider this clinic as an option for medical services when needed. View the brochure for more information and a discount coupon for the first visit. [NHC patient brochure 7.6.20](#)

Open every day.

Monday-Friday 8 am-7 pm

Saturday & Sunday 9 am-3 pm

Walk-ins are welcome or schedule an appointment:

Call [713-456-4280](tel:713-456-4280) or [schedule online appointments](#).

NHC accepts some insurance, but it is advisable to call ahead to inquire if they accept or file your personal insurance. Students may submit their payment receipt to file with their insurance provider.

Student Health Requirements

All students are required to have a meningitis vaccine and submit the Meningitis Vaccine form documentation to HCU. Visit the [Health Requirements for New Students](#) page for more information.

Student Health Insurance

Student health insurance is not offered through HCU. Students wishing to purchase student health insurance must enroll directly with the [insurance provider of their choice](#).

NOTE: All international students are required to purchase a health insurance plan. Please contact the [Office of International Student Services](#) at [281-649-3292](tel:281-649-3292) for a list of approved international student insurance plan providers.

Accidents or Injuries

In the event of an accident resulting in injury, the University Police should be promptly notified at [281-649-3911](tel:281-649-3911). This will help ensure maximum protection for students. All accidents and injuries will be handled according to the University Police's Medical Emergency Policy.

Other resources:

- www.healthcare.gov phone: 1-800-318-2596
- Texas Department of Insurance
 - www.tdi.state.tx.us
 - Select "Individual Health Contract"
 - Consumer Helpline: 800-252-3439
- National Association of Health Underwriters
 - www.nahu.org/consumer/healthcare
 - or <http://www.ahrq.gov/consumer/hlthpln1.htm>
- Texas Care Partnership
 - www.texcarepartnership.com
 - Consumer Helpline: 800-647-6559
- Lone Star Circle of Care
 - www.lscctx.org
 - Consumer Helpline: 1-877-800-5722

Counseling Services

[Gideon Counseling Center | Houston Christian University \(hc.edu\)](#)