

available in some halls. The additional charge for a natural single room will be billed per semester to the student's account. These rooms are guaranteed singles.

Double as a Single – On a space available basis, a small number of converted (a double room as a single) singles are provided to students. An additional charge for a converted single will be billed per semester to the student's account.

Storage There is no storage available in the residence halls.

**Skateboard, Hoverboard, &
Inline Skate Policy**

It is Austin College's policy to allow the use of skateboards, hoverboards, roller blades, skates, bicycles, and similar devices for transportation on campus within the parameters cited below:

In order to avoid injury, the use of skateboards, hoverboards, roller blades, bicycles, or any other non-pedestrian transport conveyances will not be permitted within any building. Roller blades or attached devices must be removed prior to, or immediately upon, entering the vestibule of all buildings. Users of these devices are expected to maintain control of their actions at all times and not operate these devices at high speeds or in ways that endanger the safety of themselves or others.

Smoking Policy

Austin College is a "clean air" campus. All campus facilities are non-smoking. Smoking, including tobacco, electronic cigarettes, and vaporizers, is permitted in designated areas only. Please refer to the campus map located on the last page of this document, which outlines designated smoking areas on campus. Violations will result in disciplinary action. Austin College seeks to maintain a healthy residential campus and work environment. Thus, tobacco products are not sold on campus. All campus buildings/facilities are non-smoking including residence halls. For the purposes of this policy, smoking includes the use of tobacco, electronic cigarettes, and vaporizers. Enforcement: The effectiveness of Austin College's smoking policy depends upon voluntary compliance and respect among members of the College community. Students, faculty, and staff have the right to ask a person to stop smoking in non-smoking areas and should not be harassed after making such a request. If a person blatantly and continuously violates this policy, an individual member of the College community may use the grievance procedures established in the College's various judicial policies to seek redress. For a complete copy of the Smoking Policy, please contact the Human Resources Office.

Traffic Signs & Signals

Students are not permitted to have street signs (excluding novelty signs), city limit signs, traffic signs, barricades, flasher signals, flare pots, or any other traffic warning devices in their rooms.

Maintenance Requests

To create a work ticket for maintenance issues, please send an email to physicalplant@austincollege.edu. In the subject line of the email, please indicate the location of the issue such as the building name and room number. In the body of the email, give a detailed description of the nature of the problem. After submitting the request, you will receive a confirmation email with a ticket number. Please refer to the ticket number if you contact us in regards to the status of your ticket.

Visitation

The public areas of each residence hall are open to the opposite gender during specific hours, which may vary from hall to hall. These hours are determined at the beginning of each year and are listed in the hall living plan. Visitation hours for individual rooms is voted on at the Town Hall Meeting at the beginning of the fall semester. Each hall may choose