

**UTM HOUSING  
PLANNER & HANDBOOK  
2011-2012**





## Table of Contents

2011-2012 Academic Calendar.....	3
Important Campus Phone Numbers.....	4
Martin Restaurants.....	5
Campus Map.....	6
Map Legend.....	7
Letter from the Vice Chancellor of Student Affairs.....	6
Director of Housing .....	7
Office of Housing & Residence Life.....	8
Office of Student Life.....	32
The Student Government Association	
The Student Activities Council	
Greek Life	
Campus Organizations	
Campus Recreation	
Boling University Center.....	55
Fitness Center	
Game room	
Information Desk	
Skyhawk Card Services	
Post Office	
Special Facilities	
Employment Information Services	
Counseling and Career Services	
Student Success Center .....	57
Office of Admissions, Records, and	
Student Financial Assistance.....	59
Paul Meek Library.....	59
Health Services.....	60
Office of Public Safety.....	61
Dining Services.....	65
Student Standards of Conduct .....	66

## **2011-2012 ACADEMIC CALENDAR**

### **FALL SEMESTER, 2011**

Aug. 18-21, Thursday-Sunday First-Year Initiative  
Aug. 19, Friday Advising  
Aug. 22, Monday Day and Evening Classes Begin  
Sept. 5, Monday Labor Day  
Oct. 7, Friday Mid-Term Progress Reports Due  
Oct. 15-18, Saturday-Tuesday Fall Break  
Nov. 23-27, Wednesday-Sunday Thanksgiving Holiday Dec.  
2, Friday Classes End  
Dec. 3-9, Saturday-Friday Final Exams  
Dec. 10, Saturday Commencement

### **SPRING SEMESTER, 2012**

Jan. 12, Thursday Day and Evening Classes Begin  
Jan. 16, Monday Martin Luther King, Jr. Day  
Feb. 27, Monday Mid-Term Progress Reports Due  
March 5-11, Monday-Sunday Spring Break  
April 6, Friday Good Friday  
April 27, Friday Classes End  
April 28-May 4, Saturday-Friday Final Exams  
May 5, Saturday Commencement

## IMPORTANT CAMPUS CONTACTS (731-881-\*\*\*\*)

<b>Central Housing</b>	<b>7730</b>
<b>Housing Facilities (Repairs)</b>	<b>7928</b>
<b>Browning Hall</b>	<b>8940/8941</b>
<b>Cooper Hall (UV A-E)</b>	<b>8900/8901</b>
<b>Ellington Hall (UV F-H)</b>	<b>8930/8931</b>
Academic Records	7050
Academic Affairs	7010
Admissions	7020
Athletics	7660
Bookstore	7760
Business Affairs	7810
Campus Police	7777
Campus Recreation	7745
Chancellor's Office	7500
Computer Store	7879
Counseling Center	7720
Dining Services	7772
Employment Information	7740
Facilities	7928
Finance and Administration	7800
Financial Aid	7040
Greek Life	7527
Help Desk (IT, Phone, and Cable)	7900
Honors Program	7436
Information Desk (Campus Operator)	7000
Library, Media and Learning Resource Center	7060
Multicultural Affairs	7282
Pacer Office	7780
Physical Plant	7600
Post Office	7790
Records	7050
Skyhawk Card Services	7825
Student Affairs	7700
Student Financial Assistance	7040
Student Government Association	7785
Student Health	7750
Student Life	7525
Student Orgs	1864
Student Success Center	7744
Yearbook Office	7795
WUTM	7095

## MARTIN RESTAURANTS

Brandy's	587-1925
Burger King	588-0350
Cheers Bar and Grill	587-9771
Chick – Fil –A	881-7772
Cowboy Café	587-2571
Dairy Queen	587-3511
Damron's Barbecue	587-9416
Domino's Pizza	587-3167
Dragon Buffet	587-8882
Godfather's Pizza	587-5871
The Hearth	587-9700
The Huddle House	587-4687
K & N Root Beer Drive-In	587-2551
La Cabana	587-2335
La Canasta	588-0298
Long John Silver's	587-9600
Los Portales	588-2822
McDonald's	587-3040
Michael's Steakhouse	588-5858
Ole West Steakhouse	587-9199
Opera House	587-8000
Pizza Hut	587-2508
Snappy Tomato Pizza	588-7627
Sonic Drive-In	587-6717
Subway	587-0098
Subway (Wal-Mart)	587-0028
Taco Bell	587-6800
Veranda	281-4347
Wendy's	587-2110

## FROM THE VICE CHANCELLOR OF STUDENT AFFAIRS

It is my pleasure as Vice Chancellor for Student Affairs to welcome you as members of the community. UT Martin is a community-oriented and student-centered campus that is conducive to a healthy social life, to learning, and to teaching.

Because the residential life team and I commit ourselves to providing a home environment for you that encourages community building and good citizenship, this handbook guides you through a successful residential experience. You and your family should know the survival information contained in this book.

UT Martin also provides services and introduces you to activities that will enhance your ability to accept and embrace all forms of diversity. We believe that UT Martin students should graduate equipped with the skills and abilities that will allow them to function in a global and ever-changing society.

Get the most from this experience by participating in all aspects of residential life, including sticking around on the weekends.

Sincerely,

A handwritten signature in cursive script that reads "Margaret Y. Toston".

Margaret Y. Toston, Ph.D.

## FROM THE DIRECTOR OF HOUSING

You have made an excellent choice in selecting the University of Tennessee at Martin for your studies. Living in the residence halls will offer you the opportunity to further develop your leadership and communication skills by meeting and learning to work with and becoming acquainted with many different people.

To the returning students: It is great to have you back in the halls. To the freshmen: We are excited about serving your housing needs and helping you expand your educational horizons. This is a place to make lasting friendships and develop skills to help you achieve the goals.

This booklet has been designed to provide information to answer potential questions and make your life in the residence halls easier. Please call (7733) or come to the Office of Housing if you need assistance. We look forward to serving your housing needs.

Sincerely,



Earl Wright

## Office of Housing and Residence Life Table of Contents

Introduction.....	10
Objectives.....	10
Residence Life Staff.....	11
Community Leader and Hall Directors	
Assistant Hall Director	
Community Advisors & Resident Assistants	
Becoming a Community Advisor or Resident Assistant	
On Campus Living.....	13
Y-Hall Room Layout	
Residence Life Services.....	14
Cable	
Front Desk	
Internet	
Laundry	
Mail	
Study Rooms	
Telephone	
Televisions	
Vending Machines	
Housing Accessories.....	15
Bunk beds	
Furniture	
Carpet	
Other Decorations	
Recreation.....	15
Repairs To Your Room.....	16
Custodial Service.....	16
Applying For Housing.....	16
Assignment Priority.....	17
Refund Policy.....	17
Living Off-Campus.....	18
Check-In/Check-Out Procedures.....	18
Break Housing.....	19
Closing Guidelines.....	19

The Housing Contract or Lease.....	20
Cancellation of the Contract or Lease.....	20
Moving Procedures.....	21
Roommate Relationship.....	21
Residence Hall Association .....	23
Programming.....	23
Housing Policies.....	23
Violation of Housing Policies	
Alcohol and Drugs	
Illegal and Legal Items	
Noise and Quiet Hours	
Visitation	
General Policies	
Bikes	
Instruments	
Lockouts	
Loft Beds	
Mandatory Floor Meetings	
Overnight Guests	
Road Signs	
Rollerblading and Skateboarding	
Smoking	
Solicitation	
Transportation for Emergencies	
Waterbeds	
Water Guns	
Weapons, Firearms, and Fireworks	
Room Entry Policy	
Room Checks	
Residence Life Safety.....	27
Housing and Residence Life Staff.....	30

## **WELCOME TO UTM STUDENT HOUSING!**

We strive to maintain personalized service for our students in each of the residence halls. In addition, we believe our students should receive a total education while at UTM: the residence hall living experience combined with their academic work. Our mission is to provide a living-learning environment that enhances the student's ability to meet his/her academic purposes and emphasize personal growth on an individual basis at a competitive and justifiable cost.

## **UTM IS AN EQUAL OPPORTUNITY INSTITUTION**

The University of Tennessee is an EEO/AA/Title VI/Title IX/Section 504/ADA/ADEA institution in the provision of its education and employment programs and services. All qualified applicants will receive equal consideration for employment without regard to race, color, national origin, religion, sex, pregnancy, marital status, sexual orientation, gender identity, age, physical or mental disability, or covered veteran status.

In compliance with the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act (The Clery Act), UTM's annual security report includes statistics for the previous three years concerning reported crimes that occurred on or around the campus and UTM's emergency response and evacuation procedures. You can view the report at <http://www.utm.edu/departments/finadmin/publicsafety/annualreport.php> or you may obtain a paper copy of the report by contacting the Office of Public Safety, 215 Hurt Street, Martin, TN 38238 or calling (731) 881-7777.

Data on intercollegiate athletics program participation rates and financial support may be found at [http://www.utm.edu/webshare/consumer\\_docs/09-10%20DOE-EADA%20Report.pdf](http://www.utm.edu/webshare/consumer_docs/09-10%20DOE-EADA%20Report.pdf) and printed copies may be obtained through the Office of Intercollegiate Athletics, 1022 Elam Center, Martin, TN 38238 or by calling (731) 881-7660.

## **Objectives of the Housing Office**

- To provide the best possible housing at the lowest possible cost
- To provide an environment conducive to both academic, personal, and professional development
- To assist in developing techniques for adjusting to our ever-changing society
- To maximize the climate for living and learning through the use of programs and opportunities for student interaction
- To assist in personalizing the University by increasing student/faculty contact in the residential facilities and by developing a community atmosphere
- To assist in developing student responsibility through social awareness and respect for the rights of others

## **RESIDENCE LIFE STAFF**

### **Community Leader and Hall Directors**

The Community Leader and Hall Directors are there to help you with problems. These individuals are full-time professionals who have a degree and live on site. They are responsible for coordinating check-in and check-out days as well as moving periods and consolidation at the beginning of the semester. They also periodically hold programs for the residents. In addition, the Community Leader and Hall Directors assist student staff in handling violations, emergencies, and other situations in the buildings.

### **Assistant Hall Director**

The Assistant Hall Directors are undergraduate students who assist the Hall Director in maintaining the residence hall. Assistant Hall Directors are located in Cooper Hall, Ellington Hall, Browning Hall, and University Village Phase II.

### **Community Advisors and Resident Assistants**

The CAs and RAs are students who live on site and are available to the residents to answer questions and serve as advisors. On each floor of Browning and Ellington, one of the RA rooms can be found near the water fountain in the center of the floor. The other RA room is located in the 37 numbered room of most floors (i.e. 237.) In Cooper Hall the RA rooms are located between the G and H suites and in the D suites on the 2<sup>nd</sup>, 3<sup>rd</sup>, and 4<sup>th</sup> floors. In University Village Phase II the RA's are located on each floor. The CA rooms in University Village can be found on the first floor of buildings A, B, D, and E.

CAs and RAs are willing to help you with any problems that may arise during the school year. They enforce the rules and policies of the UTM Office of Housing and The University of Tennessee at Martin and respond to any emergency situations in the buildings. CAs and RAs provide social and recreational programming for residents through a number of programs each semester, ranging from athletic activities to educational speakers. Residents are encouraged to suggest ideas for programming to their RAs. Most importantly, CAs and RAs will be there for you, so if you need anything, do not hesitate to call them!

CAs and RAs are on duty every night between 6pm and 8am. Residents in University Village Phase I will have a calendar with the CA duty schedule on it but you may also call the Cooper Hall front desk after 6 pm Mon – Thurs and after 4 pm on Fri and the weekends to get a CA. If you should need RA assistance at night in Browning, Ellington, and Cooper, call the front desk or staff member directly. If you need RA assistance at night in UV Phase II you may call Ellington Hall's front desk to get in touch with a staff member. RA's in Browning, Ellington, Cooper, and UV Phase II are on office hours during the day between 8am and 6pm. If you live in Browning, Ellington or Cooper Hall you should call the front desk, and the desk worker will contact the "RA on office hours." If you live in University Village Phase II you can contact the Ellington Hall front desk to get in touch with the UV II RA on office hours.

## **BECOMING A RESIDENT ASSISTANT**

### **Benefits of being a CA or RA**

- Meet new people
- Develop leadership abilities
- Increase organizational skills
- Earn money for school
- Learn to resolve conflicts

### **CA and RA Qualifications**

- A willingness to learn
- Initiative
- Caring
- Desire to be a well-rounded leader
- Ability to adhere to rules and guidelines
- Team player

### **Eligibility Requirements**

- Minimum 2.3 cumulative GPA
- Must be at least a 2<sup>nd</sup> semester freshman
- Freedom from other job responsibilities including student teaching
- Completed application with three completed reference forms

### **What are the Responsibilities?**

- Promoting a safe, comfortable environment for all residents
- Activity planning
- Community building
- Desk Hours (for Resident Assistants in Ellington, Browning, and Cooper Hall)
- Office Hours (for RA's)
- Preparing paperwork related to building activities
- Assisting in the daily operation of a building
- Enforcing policies and guidelines of the University and the Housing Office
- Serving as a resource person for residents

### **How are CAs and RAs Trained?**

- Through a comprehensive training program
- Through monthly staff developments

### **How are CA s and RAs Compensated?**

- A paid private room in a residence hall (RA's) or an apartment (CA's)
- Bi-weekly monetary compensation

## **ON CAMPUS LIVING**

### **Browning Hall**

The north side of Browning is for women, while the south side houses men. Each unit houses 264 residents. Kitchen facilities are available on each side of the first floor of the residence hall as well as in the basement of each side. A computer lab is available in the north side basement for all Browning residents to use. Browning also houses an Engineering Learning Community.

### **Cooper Hall**

The first two floors house men, while the top two floors house women. Kitchen facilities are available in the basement. Cooper Hall, built around an open courtyard with graduated terraces and rock-lined pools, is mainly for upperclassmen. The hall houses 314 residents and has a TV lounge, laundry room, and snack area.

### **Ellington Hall**

The north side and first floor on the south side of Ellington is for women, while the 2<sup>nd</sup> and 3<sup>rd</sup> floors on the south side house men. Each side of the building houses 264 residents. Kitchen facilities are available in the basement of each side of the building. Quiet lifestyle floors are available.

### **University Village Phase I (A-E)**

University Village Phase I offers apartment style living with 2, 3, or 4 bedrooms. These fully furnished apartments include a private bedroom with a private bathroom, full size adjustable bed, full size kitchen with full size appliances, utilities including cable package with 70+ channels, balcony or porch, wireless data connection, and local phone service. University Village also offers theme housing for students admitted to the University Scholars and Honors Seminar programs.

### **University Village Phase II (F-H)**

University Village Phase II offers apartment style living with 1,2,3, or 4 bedrooms. Apartments are furnished with a private bedroom with a shared bath (except for 1 bedroom apartments). Bath rooms are shared with one other person and come with two sinks and separate rooms for showers and toilet facilities. Bedrooms come with extra long twin size beds that are height adjustable, dresser, desk, study chair, and closet. The common area of the apartment comes with living room furniture, stack unit washer and dryers, two burner stove top, mini fridge, wireless internet, full cable package and hook up, and local phone service connection. Residents with one bedroom apartments will be assessed a private room charge on top of the normal UV II charges.

## **RESIDENCE LIFE SERVICES**

**Cable** service is provided to each room, and the cost is included in your semester's room rent. The cable is operated by UTM Information Technology Services. University Village offers two cable connections (one in the living room and one located in each bedroom). If a problem occurs with your cable service, please contact ITS at 7900.

**Front Desk:** The front desks of Browning, Ellington and Cooper Hall operate 24 hours a day, 7 days a week. Housing operates the desk from 8am to midnight, and the Department of Public Safety operates the desk from midnight to 8am. It offers a variety of services to the residents including providing telephone numbers of the residents, taking packages and messages for residents (names will be posted on the bulletin board at the desk), and reporting damages and repairs within the hall. Residents who are members of their Hall Council can check out cooking utensils, board games, movies, athletic equipment, and much more at the desk by presenting their Hall Council card. University Village Phase I residents who need assistance are asked to contact the Cooper Hall Front Desk at 8900 or 8901 and University Village Phase II residents are asked to call the Ellington Hall front desk at 8930 or 8931.

**Internet** service is also available in each room through Ethernet data connection. Internet access is free for residents on campus. University Village Phase I and II offers wireless data connections in the living room and in each of the bedrooms. For questions concerning Internet access, contact the Help Desk at 7900.

**Laundry** facilities are located in the basements of Ellington, Browning, and Cooper. You pay \$2.00 for washing only. The dryers operate for free. Laundry machines utilize the skyhawk student ID cards and money can be added to them by using banner or stopping by the skyhawk card office in the University Center. Housing and UTM are not responsible for lost, stolen, or damaged articles of clothing. University Village Phase I and II residents will have their own washer and dryer units located within the apartment.

**Mail** service is provided to each residence hall. Mailboxes are located in the lobby area. You will be assigned a mailbox that corresponds to your room number, such as A109L. Be sure to include the L (left) or R (right) after your room number because each side has a separate mailbox. There are drop slots where you can deposit outgoing mail. University Village Phase I and II residents will be assigned a mailbox in the Boling University Center Post Office. Package delivery through FedEx, UPS, and DHL will be made directly to the apartment.

**Study Rooms** are available on most floors of Browning and Ellington for residents to use when studying individually or in small groups. These rooms are also used by staff for hall programs and parties.

**Telephone** service is provided individually to each room in Cooper, Ellington and Browning. Telephone outlets in University village Phase I and II are located in the common areas of the

apartment. You must bring your own phone. The cost of local phone service is included in your semester's room rent. Voice mail and long distance services are available through the Telephone Services office. If you experience a problem with your phone, call the help desk at 7900. *Note:* To call an off campus number, you must dial 9 first. To dial a number on campus, dial only the last four digits of the telephone number.

**Televisions** are located in the basements of each residence hall and the lobby of Cooper Hall.

**Vending Machines** are located in the lobbies and basements of the residence halls, in the outdoor pavilion by A building of University Village Phase I and in the lobby areas of University Village Phase II. If you lose money in the machines, please contact the front desk of one of the residence halls for a refund request.

## **HOUSING ACCESSORIES**

**Furniture** in the resident's room **MUST** remain in the room. No furniture from other rooms (such as study rooms, basements, or lobbies) may be taken to the residents' rooms. Furniture that is not affixed to the floor may be moved and arranged as you like provided the door is not blocked. Contact the front desk or your Hall Director if you would like to have your bed moved out of your room. You will be responsible for seeing that all the furniture is in the room at the time of checkout. If furniture is missing or damaged, you may be subject to those charges.

**ALL FURNITURE IN UNIVERSITY VILLAGE PHASE I AND II MUST REMAIN IN THE APARTMENT. UNIVERSITY FURNITURE IS ALSO NOT ALLOWED ON YOUR BALCONY AT UNIVERSITY VILLAGE PHASE I.**

**Carpet** is a great way to personalize your room in Browning, Ellington, and Cooper Hall. You may bring carpet from home, or you may purchase carpet when you arrive on campus. For safety reasons, carpet may not restrict the opening and closing of room doors. The suggested carpet size for the Y-hall rooms is 6' by 4'. All apartments in University Village Phase I and II are carpeted.

**Decorations** such as posters, pictures, flags, and plants are a great way to make your room feel like home. However, make sure that you do not permanently damage the walls or ceiling when attaching these items. Please do not use nails, tacks, or industrial tape. Residents are **NOT** permitted to paint their rooms.

## **RECREATION**

Basketball goals are located in the south parking lots behind Browning and Ellington Halls. There are volleyball courts located at the Browning Ellington Circle and at University Village Phase I between B and C buildings. Our putting green is located between Browning and Ellington. You may check out the equipment for these sports at the front desk with your RHA Card.

## **REPAIRS TO YOUR ROOM**

The UTM Housing Facilities Department and the Physical Plant provide all maintenance and repairs to the residence halls and University Village. Any repairs or damages should be reported to a front desk or on-line through BANNER web. University Village (A-E) residents should report these concerns to the Cooper Hall front desk or on-line through BANNER web. University Village (F-H) can report maintenance problems to the Ellington Hall front desk or on-line through Banner. Please be specific about the problem and include room number and side (L or R) of the room in your request. Emergency repairs need to be reported to staff immediately. Other repairs will be handled in a timely manner on a priority basis. If the problem has not been repaired after a reasonable period of time, report it again to the front desk or on-line through BANNER web. If the problem persists, contact your building Hall Director, Community Leader, or Assistant Hall Director. The Department of Housing contracts out the Pest Control service. If you experience any problems, contact the front desk. Although Housing handles minor maintenance and lock/key repairs, the Physical Plant handles heating, cooling, plumbing, electrical, and major carpentry repairs. Suggestions for improvements to the buildings are always welcome.

## **CUSTODIAL SERVICE**

Custodians provide periodic cleaning of living rooms, hall lounge areas, and bathrooms. Residents are asked to empty their own room wastebaskets into the trash chutes provided in Ellington, Browning and Cooper Halls or for University Village residents, into the trash dumpsters located around the exterior of the buildings. Residents are expected to keep personal items orderly to aid in the cleaning process. Cleaning supplies such as mops, brooms, and dustpans, are located in a cleaning room on each floor. You may also obtain these supplies by contacting the front desk. University Village residents are responsible for the cleaning of their respective apartments. This does include shared areas such as the living room, kitchen, dining area, and porch or balcony (only in A-E). The residents are also responsible for the cleaning of their individual bedroom and bathroom as well as purchasing and changing their own light bulbs. Residents, who leave trash in common areas or any location other than in the designated trash receptacles, may be charged a disposal fee.

## **APPLYING FOR HOUSING**

Students who wish to reside in the residence halls must fill out an application in the Housing Office or apply online and pay a \$100 housing prepayment. This prepayment serves as a reservation for a room, and applications cannot be processed without it. Your \$100 will be deducted from the total housing fees owed. The prepayment will be refunded if the application

is not accepted. University Village requires a completed application and \$150.00 deposit. Due to the popularity of University Village, this does not guarantee placement. So it is recommended for you to make a secondary residence hall choice.

Any student requiring special accommodations should contact the Housing Office as soon as possible so the necessary arrangements may be made.

**The University reserves the right to refuse any application for accommodations or to cancel any agreements or leases in the residential facilities.**

All students will have the opportunity to sign up for their same room back, roommate requests, etc. by January 31, 2011. **University Village (A-E) residents wishing to return in the fall must fill out an application for the next fall semester by this deadline.** UV (F-H) residents who want to try and get into UV (A-E) are encouraged to submit an application (no additional deposit required) as soon as possible to be placed on the waiting list. Otherwise please complete an application with residence hall choices and \$100 prepayment by the January 31<sup>st</sup> deadline. Please make note of this date so that we may be able to guarantee your requests.

#### **ASSIGNMENT PRIORITY**

All applications to the Office of Housing are given priority based upon application date. In applying for housing, students may request a particular type of housing and make roommate requests. Private and corner rooms may also be requested. Every effort will be made to accommodate such requests. However, because space is limited, no guarantees can be made. Priorities go to those students who apply the earliest. Roommate and suitemate requests will be granted when possible, provided the application and deposits are made at the same time and if each applicant requests in writing his/her desired roommate. Reminder: University Village (F-H) is a freshmen preference building and priority will be given to freshman based on application date.

#### **REFUND POLICY**

- If a student moves out but is still registered for classes, he/she will be charged for the semester room rent: no refund.
- If a student moves out at the end of fall but is still enrolled for the spring semester, the student will be charged a \$300.00 buyout. All requests for buyouts must be submitted by December 1 and must have a Housing Residency Exemption Form approved.
- University Village residents are bound by their Lease. Please refer to your lease for rules and stipulations.

## **LIVING OFF-CAMPUS**

The University requires all single freshmen with less than 24 hours of credit, except those living with their parents within a 50-mile radius of campus, to live on campus in the residence halls or University Village. If the student is a freshman with under 24 credit hours he/she must have an exemption form on file in the Housing Office.

Those that have 24 hours completed and a GPA of 2.0 are no longer required to live on campus. Students over 21 years of age, veterans of military service, or students with extreme health problems as verified by medical records may be exempt from this requirement. Contact the Office of Housing at 7737 for additional information.

## **CHECK-IN/CHECK-OUT PROCEDURE**

### ***Check-In Procedure***

When each resident checks in, he/she is given a room key, a housing contract or lease agreement, and a Room Inspection Form. It is important to note any existing damages on the inspection form so that you will not be billed for these items when you check out. You are responsible for any damages to your side of the room or apartment. Residents in the Y-halls are responsible for the window screen and blinds regardless of what side of the room they occupy. They are also responsible for the shared bathroom area. For the bathrooms and living room area in Cooper, all residents of the suite are responsible for damages. Once you have completed the check-in form, return it to a staff member. You will then be issued your mailbox key (residence halls only). At University Village you will need to go to the Central Housing Office and fill out your lease. After that, you will receive your key and check in forms. Go to your room and fill out the paperwork for the shared common areas and your personal room. After completing the forms, you can return them to a staff member.

### ***Check-Out Procedure***

When you move out of your room, you are required to “check-out.” This means that you must remove all belongings from your room and bathroom, clean your room, and dispose of all trash. After this has been done, contact the front desk and a staff member will come to your room or apartment. The staff member will ensure that all belongings are removed and record any damages. At this time, you will receive a copy of the checkout form and turn in your keys to the staff member. If there are any damages done to your room, you will be charged accordingly. Residents of University Village A-E and F-H MUST schedule an appointment with their Hall Director or Community Leader to get checked out.

### ***Express Check-Out***

At the end of each semester, Express Check-Out is available in Browning, Ellington and Cooper Hall to ensure speedy check-out. Express Check-Out envelopes will be available at the front desk. Residents may get an envelope after all belongings and trash has been removed from the

rooms. When doing an Express Check-Out, a staff member does not check the room until the resident has left. Residents sign the envelope, put their keys in the envelope, and drop the envelope in the Check-Out box at the front desk. By signing the envelope, the resident agrees to pay for any damages and clean up charges in the room, bathroom, and/or common areas. Express Check-Out is not an option for University Village A-E and F-H Residents.

### **Break Housing**

Browning, Ellington, and Cooper Hall will close periodically throughout the year according to the semester breaks established by the University. These breaks include Fall Break, Thanksgiving Break, Christmas Break, and Spring Break. Residents wishing to stay in break housing when the halls are closed must register with the Office of Housing before the posted registration deadlines and is available on a first come first serve basis. University Village A-E and F-H will remain open throughout the year. The Academic and 12 month lease does cover designated semester breaks. The Academic Year lease does not cover summer.

Those residents that are graduating in the fall must be moved out of the residence halls by the posted time on graduation day. You must be a registered student in the spring in order to stay in break housing over Christmas Break or additional charges will be incurred for every day after move out day.

### **Closing Guidelines**

While we believe that the buildings are secure during the breaks, the possibility of theft always exists. Therefore, we recommend removing any valuable items from your room. We are unable to assume liability for the loss of personal belongings left in your room or other areas within our operations.

Before leaving for break, please do the following:

- Take plants and fish home for the break period.
- Unplug all electrical items, excluding refrigerators.
- Close and Lock your windows.
- Close the window blinds.
- Remove trash from the room.
- Clean the refrigerator of any items that might spoil.
- Turn off lights, except the bathroom lights (residence halls only)
- Remove all belongings from your bathroom.
- Close and Lock all doors.

A staff member will be checking your room after you are gone to help secure the building.

## **THE HOUSING CONTRACT AND LEASE**

The Housing Contract or Lease Agreement constitutes a legally binding agreement between the student and the Office of Housing. It is required of all on-campus residents and is for the full academic year. University Village A-E residents may sign an Academic Year or 12 month Lease Agreement. Graduating Seniors may sign a one semester lease. University Village F-H residents only have an Academic Year lease. A student who moves off campus during the semester is required to fulfill his/her housing contract obligation. Please refer to your lease for all rules and stipulations.

### **Cancellation of the Housing Contract**

The University and the Office of Housing reserves the right to terminate any contract or lease.

*The Housing Contract may only be cancelled if:*

- The student graduates mid-year
- The student marries during the period of the contract
- The student is requested to leave as part of a disciplinary action
- The student is student teaching or participating in a co-op that requires off-campus living
- The student withdraws or transfers from the university

*If a student moves out but is still registered for classes he/she:*

Will be charged for the semester; no refund

Must have an exemption form (freshman or sophomore)

Emergency move-outs are handled on a case by case basis

### **Cancellation of the University Village Lease**

*The University Village lease may only be canceled without penalty in cases of death or serious illness and may require a statement from a doctor or clergy.*

*Should lessee cease to be enrolled in school:*

They must vacate the apartment within 3 days

Is responsible for the remainder of the lease or balance of the month from the day the lessee moves out plus one month, whichever is less.

Please refer to your University Village lease for all rules and stipulations.

## **Withdrawal**

- All refunds are pro-rated and will be handled through the Business Office
- Students must move out of housing as soon as the withdrawal from the University is complete.
- University Village residents – refer to lease for terms and conditions of breaking lease because of withdrawal.

## **MOVING PERIOD**

During the first week of classes of every semester, there is a moving period. During this time, if you are not satisfied with your room assignment and/or roommate, please see the Hall Director. As space is available, residents will be allowed to move on a first come, first serve basis during this period. If you are left without a roommate at the end of the moving period, you will either have to move in with someone in the same situation or pay the private room fee. Failure to participate in the consolidation period will result in a private room charge. After this moving period is over, moving is allowed only in the case of extenuating circumstances.

The moving period for University Village may occur when space availability permits.

## **ROOMMATE RELATIONSHIP**

In order to develop a healthy roommate relationship, it is vital that you begin communicating right away. Living with someone else can sometimes be a challenge. Yet, it is a challenge that can be met successfully with a little work. Approaching your relationship with respect, an appreciation for difference, a willingness to communicate, and flexibility will lead to a successful roommate situation.

The basis of every relationship is communication. Begin building good roommate communication skills by always communicating openly, directly, and immediately as issues arise. Each roommate owes the other the courtesy of speaking to him/her first before discussing problems with others. Don't put off problems; delayed discussions can lead to explosive situations that become more difficult to resolve.

Often it is the little things that cause big problems in the end. Therefore, it is helpful to discuss these potential problems with your roommate in the beginning. Understanding each other's expectations can aid in preventing many issues that surface.

### **Discuss the following things with your roommate:**

**Phone:** Where should messages be left for one another? How late is it OK for friends/family to call without disturbing your roommate? Be considerate of your roommate with regards to the amount of time you spend on the phone.

**Shower times:** Compare schedules with your roommate and suitemates at the beginning of each semester to establish shower times convenient to each suitemate's schedule.

**Radio & TV:** Both can be distracting to studying and sleeping. Discuss appropriate noise levels, and designate hours for studying and sleeping if necessary.

**Lights:** Lighting in the residential life facilities can be distracting when one is trying to sleep, particularly lights over the medicine cabinet. Discuss with your roommate which lights will be turned out and at what time of the night.

**Thermostat:** What temperature should the thermostat be kept on to keep both of you comfortable? *Note:* During times when the weather is changing, rooms may become warmer or cooler than desired. Contact the front desk if you have thermostat problems.

**Visitors:** Having friends over, especially more than two or three, can also present a problem when your roommate is trying to sleep or study. Please be respectful of this and discuss this situation ahead of time.

**Borrowing each other's personal items:** The desire to share with your roommate may make perfect sense right now. Yet, how will you feel if you see her/him wearing your favorite sweater on campus? What if he/she loans one of your CDs to another friend? Talk now about when it is acceptable to share and what needs to stay put.

**Locking the room:** Should your roommate lock the door behind her/him if you are still asleep? Should you lock your door when you go down the hall to visit friends? The UTM Office of Housing strongly recommends that doors remain locked and keys/ID cards always be kept with their owners.

**Alarm Clock:** What happens if someone is sleeping through the alarm? What about the snooze button?

## **ROOMMATE CONFLICTS**

\*Speak to your roommate(s) directly. State issues neutrally. Relay feelings. Offer resolutions. Be prepared to listen. Are you willing to compromise?

\*If you and your roommate(s) are not able to compromise and resolve the situation, ask the staff member(s) assigned to your floor or building to intervene by meeting with all involved roommates. His/Her role is that of a neutral mediator as involved roommates resolve the problem.

\*Roommates may feel the need to meet with the Community Leader, Hall Directors or Assistant Hall Directors. The CL, HD, or AHD may serve as a mediator or arbitrator in resolving the conflict. If problems are not resolvable after the above steps have been taken, all residents involved will be given new room assignments.

\*The Office of Housing or Assistant Director for Residence Life may intervene in a conflict if roommates have been unable to resolve a conflict at other levels.

## **Residence Hall Association (RHA)**

The RHA is an organization open to anyone living in a residence hall. You can be a member of RHA by purchasing a membership card for \$10. Your card will be good for the entire academic year. RHA provides campus activities geared toward meeting the needs and interests of those in residential living. It also gives residents an opportunity for self-government and to have a voice in the residence halls. Through RHA, students living in the residence halls can suggest improvements for the halls and the overall residential experience. Purchase of a RHA card also allows use of hall and kitchen equipment including sporting equipment, board games, and cookware. RHA is a great way to get involved on campus. The RHA offers opportunities for leadership, personal growth, nationwide conference trips and social interaction.

## **PROGRAMMING**

To meet the needs and interests of residents, the Residence Life Staff holds various activities throughout the year. Some are social, while others are informative. All are designed with the residents in mind. Therefore, suggesting ideas for programs to your RA or HD will result in more interesting programs for you and your fellow residents.

## **HOUSING POLICIES**

### **VIOLATION OF HOUSING POLICIES**

If you are found in violation of any University or housing policies, an occurrence report will be filed with Student Affairs. The appropriate disciplinary action will take place depending on the nature of the violation and if there have been any previous violations. Disciplinary action can include counseling by the hall staff to referral to student affairs. Once a student is referred to student affairs, the level of disciplinary action taken will depend on the severity of the violation and will be at the discretion of the student conduct officer.

### **ALCOHOL AND DRUGS**

Possession of alcohol or drugs on campus is against The University of Tennessee at Martin regulations. **Absolutely no alcohol or drugs** will be allowed on campus anywhere, including the residential life facilities. If residents are found possessing drugs or alcohol in these facilities, the incident will be documented and the student will be referred to Student Affairs for disciplinary action.

### ***ALCOHOL NOTIFICATION POLICY***

At the University of Tennessee at Martin, we are deeply concerned about the health, safety, and welfare of all of our students. It is our belief that students who are underage and who choose to partake in the consumption of alcoholic beverages are not only violating the

law, they are also putting themselves and possibly others at risk. We want our students to make responsible choices as it relates to their collegiate experience.

Our procedures for handling students who violate the Tennessee Drinking Age Law are as follows:

1. **First Offense and/or Arrest:** disciplinary probation (TBA) and completion of the CHOICE program under the supervision of the UT Martin Counseling Center.
2. **Second Offense and/or Arrest:** parental and/or guardian notification; continual disciplinary probation, additional counseling sessions and a \$100.00 fine.
3. **Third Offense and/or Arrest:** suspension from the University

It is our sincere hope that the procedures we have in place coupled with your pursuit to your educational goals will assist in gaining a clearer understanding of the law and the hazards associated with the underage consumption of alcoholic beverages.

If you have any questions regarding this policy please feel free to contact our student conduct officer, Ms. Vee Huery at 731-881-7700.

## **ILLEGAL AND LEGAL ITEMS**

### **Illegal Items**

- 1) **Illegal Multi-plugs/Extension Cords-** All multi-plug units are required by Housing to have a surge protector. No extension cords are allowed.
- 2) **Open Flames-** Candles are allowed in the residential life facilities *for decoration purposes only*. Wicks *must* be removed from all candles.
- 3) **Incense** is not allowed.
- 4) **Open Coil Appliances-** Hot plates, toaster ovens, and other appliances with an open coil burner are not allowed in Browning, Ellington, and Cooper Halls. University Village A-E and F-H residents are allowed to have these items.
- 4) **Halogen Lamps**
- 5) **Crock Pots (Allowed in University Village A-E / F-H)**
- 6) **Water Beds or furniture**
- 7) **Scented Plug-in air freshener** (battery operated ones are ok)
- 8) **Pets-** The only pets allowed are fish in a small aquarium (under 10 gallons).

### **Legal Items**

- 1) Microwave ovens
- 2) Rice cookers
- 3) Coffee makers

- 4)George Foreman grills
- 5)Mini refrigerators
- 6)Candles ***with the wicks removed***

### **NOISE LEVELS AND QUIET HOURS**

In order to provide an atmosphere conducive to studying and sleeping in the residential life facilities, quiet hours are from 8pm until 8am everyday. During quiet hours, noise should not be audible outside a resident's room. A 24-hour quiet hour policy is in effect during exam week. Residents are expected to operate stereos, TVs, and other sound equipment with regard for the rights of others. Noise, including voices, heard more than two doors away is considered to be in violation of the noise policy. Continuous noise violations can result in disciplinary action from the University. University Village A-E and F-H residents need to be respectful and mindful of the others around them. Noise violations will be handled accordingly by the University Village staff.

### **VISITATION**

#### ***Type I Visitation***

- Rooms are available to all single students
- 8pm to 8am., quiet period year round, 24 hour quiet hour period during examination week
- **No visitation of the opposite sex**

#### ***Type II Visitation***

- Rooms are available to all single students
- 8pm to 8am quiet period year round, 24 hour period during examination week
- **Visitation of the opposite sex allowed noon-midnight on Sunday-Thursday and noon-2am on Friday and Saturday**

#### ***Type III***

- Designated for University Village A-E and F-H only.
- 24 hour quiet hour period during examination week
- **Visitation:** 24 Hour Policy. This does not mean that guests may live with you. Cohabitation is **NOT** permitted. Cohabitation will be defined as anytime a guest of the resident either stays more than 3 nights in a one week period, or excessively and freely utilizes the apartment's resources, which have been paid for by the other residents. Residents need to be mindful and respectful of their roommates. Visitation issues occurring in University Village A-E / F-H will be handled by the staff accordingly.

## GENERAL POLICIES

**Bikes:** Bicycle racks are conveniently located near each residence hall. Bikes may also be stored in student rooms as long as they do not restrict free entry and exit. Bikes may *not* be ridden or stored in common areas such as stairwells, hallways, and lobby areas.

**Instruments:** Musical instruments may be played in the residence halls and University Village as long as they do not violate quiet hour policies or disturb others. Practice rooms are available in the Fine Arts Building for students who wish to practice their instruments.

**Lock Outs:** Residents are expected to carry their room keys and ID card at all times. Residents who forget their keys or ID card and need to be let onto their floor or in their room must sign the lock out log at the front desk and wait for a staff member to escort them. University Village residents may contact the Cooper Hall front desk for lock out assistance.

**Loft beds moved from home** by residents are allowed in the residence halls. However, Housing will not inspect these beds. UTM Housing is not responsible for accidents that occur as a result of these beds. This option is not available to residents in University Village A-E or F-H and is only available in rooms with non attached beds (Ellington Hall and some rooms in Browning).

**Mandatory floor meetings** will be held at least once per academic year. Signs will be posted to announce mandatory floor meetings. Residents who cannot attend the meeting(s) must contact their Resident Assistants before the meeting time. University Village A-E and F-H residents may have mandatory building meetings when deemed necessary.

**Overnight guests** are allowed to stay in the residence halls for three (3) days and must be the same sex as the resident with whom they are staying. Guests under the age of 18 must get prior approval from the Director of Housing. All overnight guests should sign in and out at the front desk. You need to get permission from your roommates prior to overnight guests staying in your room.

**Road signs** are allowed to be used for decoration in the residential life facilities if a receipt for the sign is taped to the back.

**Rollerblading and skateboarding** are not allowed in the residential life facilities.

**Smoking** is not permitted in any of the Residence Halls or University Village. Smoking must be at least 20 ft away from all main entrances.

**Solicitation** is not allowed on campus or in the residential life facilities without prior approval.

**Transportation for emergencies:** Staff members are not permitted to transport students requiring medical assistance. When such assistance is needed, Public Safety should be contacted to transport students. When a resident is transported to the hospital, a Residence Life staff member will meet the resident at the hospital and stay until the resident is admitted or acquaintance of the resident arrives.

**Waterbeds and any other water filled furniture** are prohibited in the residential life facilities.

**Water guns and water balloons** are not allowed to be used in the residential life facilities for safety reasons.

**Weapons, firearms, and fireworks** are prohibited on UTM property including the residential facilities.

### **ROOM ENTRY POLICY**

Authorized University personnel may enter a student's residence hall room or apartment without permission for the following reasons:

- To provide routine maintenance and to ensure that residents are following health, fire, and safety regulations
- To respond to emergency situations (i.e. situations that threaten the health and/or safety of room occupants and situations which require immediate maintenance to prevent property damage.)
- When there is reason to believe a violation of University policy is taking place in the room, and there is no response from the students in the room
- Note: We do not allow non-residents into others' rooms. This includes parents.

### **ROOM CHECKS**

Staff members will conduct room checks periodically to see that living conditions and accessories are appropriate. Staff members will be checking for all illegal items and for the sanitary conditions of the room and apartment. Should a resident be found to have a room check violation, they will be immediately notified and will have 5 days to correct the violation. Failure to correct will result in confiscation of illegal items and documentation of the occurrence. Repeated problems will be referred to Student Affairs.

### **RESIDENTIAL LIFE SAFETY**

#### **FIRE SAFETY FOR RESIDENCE HALLS**

Regular fire drills are conducted to ensure that the buildings can be evacuated in minimal time and to familiarize residents with the proper procedures.

A fire alarm consists of a continuous buzzer. Anytime a fire alarm sounds, residents need to **immediately leave** the building or courtyard through the nearest exit.

Failure to evacuate or interfering with the staff performing their required duties will be subject to disciplinary action by the University.

In the event of an actual fire please go to the University Center patio and wait for staff to arrive to account for all residents.

Evacuation route maps are located in each room. For safety reasons, never use an elevator during a fire alarm. Each residence hall room is equipped with a smoke detector, as are the hallways. Pull-switches for the fire alarm are located throughout the building on each floor. Fire extinguishers are also present on each floor. Each smoke detector in the halls has a small red light that flashes every 15 to 20 seconds when functioning properly. All smoke

detectors can be tested by pushing and holding the button on the detector for 30 to 45 seconds. A loud beeping should follow. Emergency and exit lights, fire safety staircases with self-closing doors, and evacuation plans posted within the residence hall rooms ensure your safety.

If at anytime you have questions or concerns, notify the front desk immediately. Please treat every fire alarm as a real emergency!

**If you cannot leave the room:**

Dial 7777 Campus Security or the front desk, and let them know your location. Stuff sheets or towels in all cracks around the doors and vents. Check to see if there is smoke outside the windows. If there is **NO** smoke, hang a sheet or light colored material outside. If the room is smoky, stay low. Make yourself visible to rescue personnel through any window or balcony.

**DON'T GIVE UP!**

To ensure the safety of our residents, no open flames are allowed in the rooms including lighted candles and incense. In addition, open coil appliances like toaster ovens and hot plates are not allowed in Browning, Ellington and Cooper Halls. Halogen lamps are also not permitted in all Residence Halls.

Multi-plug strips and extension cords pose another potential fire hazard. Therefore, only multi-plug strips with surge protectors that are UL listed are permitted. Extension cords are not allowed. For further information consult your RA or call the Office of Housing at 7730.

**FIRE SAFETY FOR UNIVERSITY VILLAGE**

Fire drills will be conducted periodically. Please treat every alarm as a real emergency and LEAVE IMMEDIATELY. Smoke detectors and sprinklers are located in each apartment. Evacuate the area until you have been given clearance to return to the apartment by University staff or emergency personnel. Failure to evacuate or interfering with staff performing required duties will result in disciplinary action by the University.

In the event of an actual fire please evacuate to the University Center patio and wait for staff to account for residents.

**TORNADO ALARMS**

**Tornado Status**

**Tornado Watch:** Weather conditions are favorable for tornadoes.

**Tornado Warning:** A tornado has been indicated on radar or has actually been sighted in the area.

A tornado alarm is a continuous siren. In the event of a tornado, residents of Cooper, Ellington and Browning Hall need to close and lock your door and proceed immediately to the basements of the residence hall. Avoid windows and glass doors, and wear shoes.

*Note:* Local tornado alarms are tested at noon the last Wednesday of each month.

University Village residents: In the event that a tornado warning has been issued and the campus siren has been activated we prefer that you go to the first floor to an interior walled section of an apartment or hallway. If you do not have time please go to your bathroom and stay away from all windows. Prior to an issued warning you may seek shelter in the basements of Cooper, Ellington, or Browning.

## **SECURITY**

Security of residents in the buildings is a primary concern of the UTM Housing Office. All appropriate security measures are taken by each staff member and the UTM Campus Police. Each resident is asked to take all precautionary measures to ensure his/her safety and the safety of the other residents. Security is only as good as you make it. If you see someone tampering with doors, contact the front desk of the residence halls or public safety. The Housing Office uses the card access system in Browning, Ellington, and University Village F-H, which allows a resident to use his/her ID card to “unlock” their end doors and floor doors in the halls. The card access system, along with the security cameras, is another step to ensuring the safety of all residents. Security cameras are located in various public areas throughout the halls. This allows us to monitor and videotape activities that may occur in these areas. You are given keys to your room and ID card access to you floor for your use only. Letting anyone else use either your keys or your ID card is a violation of the Standards of Conduct outlined in your Student Handbook and jeopardizes the security of your floor, room, or apartment. If you are caught in violation, a report will be filed and appropriate action will be taken.

### **Lost keys and Skyhawk Cards**

These should be reported and replaced immediately. There will be a charge to replace lost keys or ID cards. The cost of replacing these are: room key \$10, mail key \$3, suite door (Cooper) \$15, University Village Key \$50, floor door key \$50, ID card \$15. These prices are subject to change. You can pay the Community Leader or Hall Director for the keys or you can be billed. You must pay for a new ID card at the Skyhawk Card Office before it can be replaced. Again, not reporting lost or stolen keys or ID cards jeopardizes the security of your floor, room, or apartment.

**If you have any questions or suggestions to improve on-campus housing, feel free to contact any of the Housing and Residence Life Staff. Again, we look forward to the opportunity to serve your housing needs. Have a great year!**

## HOUSING AND RESIDENCE LIFE STAFF

Mr. Earl Wright

Director of Housing  
270 Clement Hall  
881-7733  
ewright@utm.edu

Mrs. Debbie Ferrell

Associate Director of Housing  
267 Clement Hall  
881-7732  
dferrell@utm.edu

Mr. Ryan Martin

Assistant Director of Housing  
254 Clement Hall  
881-7730  
rmartin@utm.edu

Mr. Kyle Greer

Facilities Coordinator  
265 Clement Hall  
881-7754  
Kgreer4@utm.edu

Kelli Barnes

Office Manager  
269 Clement Hall  
881-7733  
kbarnes@utm.edu

Elizabeth Reddick

Residence Hall  
Assignment Coordinator  
253 Clement Hall  
881-7730  
ereddick@utm.edu

Teresa Tibbs

Administrative Secretary  
268 Clement Hall  
881-7732  
ttibbs@utm.edu

Teresa Hibbard	Administrative Secretary 252 Clement Hall 881-7737 thibbard@utm.edu
Angela Kellough	Apartment Assignments 274 Clement Hall 881-7736 angelak@utm.edu
Jan Wainscott	Housing Facilities 275 Clement Hall 881-7928 jwainsco@utm.edu
Browning Hall Front Desk	8940/8941
Ellington Hall / UV II Front Desk	8930/8931
Cooper Hall / UV I Front Desk	8900/8901

## THE OFFICE OF STUDENT LIFE

Located in The Student Life & Leadership Center, the Office of Student Life serves the campus community as the central clearinghouse for student extracurricular activities. Student Life is the hub for all student organization activity and serves as the primary university advisor to the Student Activities Council (SAC) and the various Greek Councils. The Office of Campus Recreation, the Boling University Center, and the Office of Minority Affairs play major roles on the Student Life team. Campus Recreation manages the campus recreational facilities, offers a variety of intramural sport and outdoor recreational activities, and sponsors a host of special events throughout the year. The Boling University Center offers a variety of services for students and assists the Office of Student Life in the production of several student activities and events. A major function of the Office of Student Life is to make student activity program information available to the campus community through a variety of communicative and promotional means. The Office of Student Life strives to provide extracurricular opportunities for students designed to enhance their collegiate experience.

### The Student Life Staff

Mr. David Belote	Assistant Vice Chancellor for Student Affairs Director of the Office of Student Life The Student Life & Leadership Center 881-7525 dbelote@utm.edu
Mr. Louis Ragsdale	Coordinator for Greek Life The Student Life & Leadership Center 881-7527 lragdale@utm.edu
Mr. David Taylor	Coordinator for Student Organizations The Student Life & Leadership Center 881-1864 davidt@utm.edu
Mr. Anthony Warmath	Student Life Graphics Arts Coordinator Student Life & Leadership Center 881-7528 awarmath@utm.edu

Mrs. Charleen Thornton      Principal Secretary  
The Student Life & Leadership Center  
881-7525  
charleen@utm.edu

**Ways to find out “what’s going on”!**

Staying informed about campus activities is one of the best ways to stay involved. The Office of Student Life along with other student media outlets have established a variety of ways to find out “what’s going on” on campus and in the community. The following describes a few of the best ways:

**Visit the Student Life Website:** The information on [www.utm.edu/studentlife](http://www.utm.edu/studentlife) will keep you current on campus events and will link you to a host of other student organizations and Division of Student Affairs programs and opportunities. The website features the university’s activities calendar and descriptions of various programs and events.

**Read and Enjoy *The Pacer* Each Week:** The best way to find out about campus events and to stay abreast of campus news and local issues is to read *The Pacer*. *The Pacer* is our campus student newspaper with weekly editions coming out each Tuesday. Copies of *The Pacer* are located throughout campus in the various academic buildings, the University Center, and in each residence hall. If you have difficulty locating a paper, you can enjoy *The Pacer* on the web at [pacer.utm.edu](http://pacer.utm.edu).

**Listen to WUTM 90.3 FM, “The Hawk”:** WUTM provides a variety of popular music along with providing information and stories concerning campus news, issues, and events.

**Flyers Posted on Campus:** Everywhere you turn at UT Martin you will find flyers, banners, and posters on bulletin boards and in stairwells and table tents on cafeteria tables, all promoting student events and activities.

## **THE STUDENT GOVERNMENT ASSOCIATION (SGA)**

**President: Alex Wilson**

### ***WHAT IS SGA?***

The Student Government Association is the official voice of the students at UT Martin. It provides an orderly means for students to express opinions and concerns and allows an avenue for students to make changes within the university. The SGA is composed of three branches: Executive, Legislative, and Judicial.

### ***The Executive Branch***

The Executive Branch is composed of the President, Vice President, and Secretary General who are responsible for carrying out all SGA executive business. The members of the Executive Branch each have distinct duties, which are stated in the SGA Constitution.

### ***The Legislative Branch***

The Legislative Branch is composed of student representatives from each college in the university: Humanities and Fine Arts, Education and Behavioral Sciences, Engineering and Natural Sciences, Agriculture and Applied Sciences, Business and Public Affairs, and the Bachelors of University Studies. The number of student representatives varies according to the number of students within that college. The Student Senate meets regularly both collectively and in committees to discuss a variety of issues concerning the students. The Senate passes bills, resolutions, and other pieces of legislation which address student concerns.

### ***The Judicial Branch***

The Judicial Branch is composed of the Chief Justice, Attorney General, a Student Defender, and five student justices. The Judicial Branch handles any questions concerning the SGA Constitution, By-laws, and any other laws or resolutions passed by the Student Senate. The Judicial Branch also addresses any disciplinary problems brought before them by students.

### **How do I become involved with SGA?**

Election of SGA officers is held each spring under the supervision of the Election Commission. All students are encouraged to vote in these elections. Any person who is a full-time student of the university is eligible to run for either a Senate or Executive Council position. Freshmen are eligible to be selected for the Freshman Council, which is the freshman voice to the SGA. To join the Freshman Council, fill out an application early in the Fall Semester and sign up for an interview time in the SGA Office. Members are selected through an interview process.

Freshman Council members serve on various committees, are involved with projects, and conduct activities throughout the year.

### **CONTACTING THE SGA**

To find out more information about the UT Martin SGA, visit the office on the second floor of the University Center or call 881-7785. You can also visit the SGA website by going to [sga.utm.edu](http://sga.utm.edu) or send an email to [sga1@utm.edu](mailto:sga1@utm.edu).

## **THE STUDENT ACTIVITIES COUNCIL**

### **Executive Chair: Krysten Reynolds**

Provoking lectures, contemporary concerts, comedians, gallery exhibitions, full-length, first-run feature films, travel, novelties, campus talent.....The Student Activities Council is your source for entertainment and activities at the University of Tennessee at Martin. The "SAC" is charged with providing the campus community with a variety of educational and entertaining programs. Opportunities for involvement abound in SAC. The Council is led by a student executive staff that manages six different activity committees. These committees have a host of volunteers who plan, promote and implement the various events and activities. The SAC encourages you to "GET INVOLVED" in campus activities! It is the best way to make the most of your collegiate experience!

### **The Arts, News, and Views Committee**

By staying abreast of the current campus, local, and national issues, the Arts, News, and Views Committee provides opportunities for students to explore these various issues by providing contemporary speakers, and debate and forum situations. Also, the committee presents a variety of artistic presentations throughout the year including dance, drama, gallery exhibitions, multicultural events, and various forms of music.

### **The Entertainment Committee**

909 Comedy Series, the All-Niter, Spring Fest, block parties, concerts, game shows, fireworks, and a host of other novelty, music, and special events are programmed throughout the year by the Entertainment Committee.

### **The Gameroom Committee**

Café House presentations take place most every Wednesday evening in the Boling University Gameroom. Café House features a coffee-house setting mixing music and poetry. Café House

sponsors periodic Open Mic Nights where UT Martin students with various artistic talents have the opportunity to perform. On warm nights during the fall and spring, Café House will move outside to the University Center Patio.

### **The Film and Video Committee**

The Film and Video Committee features the best in new film releases on Wednesday and Friday evenings in the Boling University Center's Watkins Auditorium. The films are free for all UT Martin students along with all the free, freshly popped popcorn one can eat. The Committee also sponsors the UT Martin Student Film Festival, several film theme marathons, and occasionally co-sponsors films with the History, English, and Modern/Foreign Language departments.

### **The Publicity Committee**

The Publicity Committee is responsible for the marketing and promotion of all SAC events. The Committee accomplishes this in a variety of ways; some of which include advertisements in *The Pacer* and other print media, sidewalk chalk, banners, flyers, radio advertising, and just about anyway to get the word out to students.

### **The Graphics Design Committee**

The Graphics Committee is responsible for the updating and continued development of the Student Life Web page; creating graphic arts designs for the various SAC flyers, banners, newsletters, and print media advertisements; the production of promotional video and power point presentations; digital photography and videoing of various campus events; and the production of *The Goodtimes Calendar*, the campus entertainment and activities calendar.

### **The Executive Chairperson**

The Executive Chairperson is responsible for implementing the SAC Constitution as well as supervising the day to day operation of SAC. The Executive Chair and his/her assistant also monitor the work of each committee chair and work as a liaison between the committee chairs and administrative advising team.

### **Getting Involved With SAC**

Anyone can join SAC, and serve on one of the committees. Applications for committee membership can be picked up at the SAC Office located in the Student Life Center. For more information about committee membership or general information about the Student Activities Council, call the SAC office at 881-7977, call the Student Life Office at 881-7525, or refer to the SAC section of the Student Life webpage at [www.utm.edu/studentlife](http://www.utm.edu/studentlife).

## GREEK LIFE

**Coordinator: Lewis Ragsdale**

The University of Tennessee at Martin features a growing fraternity and sorority community for any students who choose to participate. UTM hosts 20 chapters represented by three governing councils: Panhellenic (historically Caucasian sororities), Interfraternity Council (historically Caucasian fraternities) and National Pan-Hellenic Council (historically African-American fraternities and sororities). Academically the UTM Greeks are challenging for top academic honors among the Ohio valley Conference schools. UTM Greeks are extremely active on campus and in the community raising collectively nearly \$200,000 each year for various philanthropies and community events. Approximately 1 in 5 full time undergraduates are Greek, making the Greek population close to 20%. To learn more about the UTM Greek community you can visit the Greek Life website at <http://www.utm.edu/departments/greeklife/>

***Fraternities:***

Alpha Gamma Rho  
Alpha Phi Alpha  
Alpha Tau Omega  
Kappa Alpha Order  
Kappa Alpha Psi  
Omega Psi Phi  
Phi Beta Sigma  
Phi Sigma Kappa  
Pi Kappa Alpha  
Sigma Alpha Epsilon  
Sigma Chi  
Omega Psi Phi  
Sigma Phi Epsilon

***Sororities:***

Alpha Delta Pi  
Alpha Kappa Alpha  
Alpha Omicron Pi  
Chi Omega  
Delta Sigma Theta  
Gamma Kappa Pi (local sorority)  
Sigma Alpha (local sorority)  
Zeta Phi Beta

## CAMPUS ORGANIZATIONS

### Coordinator: David Taylor

Whether your interest is in academics, politics, religion, international events, sports, service, honor societies, professional organizations, UT Martin has numerous student organizations that provide a rich extracurricular life for their members. A list of all registered organizations is provided below with the organization's advisor and contact information listed. Additional information concerning student organizations can be obtained from the Office of Student Life.

### Academic Orgnaizations

Agronomy Club

American Association of Family and Consumer Sciences Student Group

American Association of University Women

ASABE Student Mechanization Chapter

Association for Computing Machinery <http://groups.google.com/group/utm-acm>

Athletic Training Society

Bean Switch <http://beanswitch.utm.edu>

Block and Bridle

Broadcasting Guild

Collegiate 4-H

<http://www.utm.edu/departments/studentorgs/organizations/4->

Collegiate Dance Association

<http://www.utm.edu/departments/chfa/finearts/dance.php>

Collegiate Future Farmers of America

<http://www.utm.edu/organizations/ffa/>

Criminal Justice Society

[www.utm.edu/organizations/criminaljustice](http://www.utm.edu/organizations/criminaljustice)

English Society

Equestrian club

Fashion Merchandising Association

Financial Management Association

<http://www.utm.edu/organizations/fma/>

French Club

<http://www.utm.edu/departments/french/frenchclub.html>

Geo Club

<http://www.utm.edu/departments/caas/agnr/ggp/geoclub.php>

German Club

[www.utm.edu/german](http://www.utm.edu/german)

History Club

<https://orgsync.com/chapter/8391?full=yes#/chapter/8391>

Institute of Management Accountants

[www.imanet.org](http://www.imanet.org)

Interior Design Group

Japanese Language Club

<http://www.angelfire.com/planet/utmjapaneseclub/>

Law Society

Mathematical Society

National Agricultural Marketing Association

National Association of Black Journalists	<a href="http://www.utm.edu/organizations/nabj/">http://www.utm.edu/organizations/nabj/</a>
Park and Recreation Club	
Percussion Society	<a href="http://www.utm.edu/percussion">www.utm.edu/percussion</a>
PGS	
Philosophy Forum	
Pi Sigma Epsilon	<a href="http://www.utm.edu/organizations/pse">http://www.utm.edu/organizations/pse</a>
Pre-Vet Medicine Club	
Psychology Club	<a href="http://www.utm.edu/organizations/psichi/">http://www.utm.edu/organizations/psichi/</a>
Public Relations Student Society of America (PRSSA)	<a href="http://www.prssa.org">www.prssa.org</a>
S.H.A.P.E. (Sports, Health, Athletics, Physical Education) Club	<a href="http://www.utm.edu/departments/cebs/hhp/SHAPEClub.php">http://www.utm.edu/departments/cebs/hhp/SHAPEClub.php</a>
SAACS	<a href="http://www.utm.edu/staff/skairee/saacs/">http://www.utm.edu/staff/skairee/saacs/</a>
Sigma Alpha	
Society of Manufacturing Engineers	
Sociology Club	<a href="http://www.utm.edu/departments/cebs/behsci/soc_studentorg.p">http://www.utm.edu/departments/cebs/behsci/soc_studentorg.p</a>
Spanish Club	
Student Dietetic Association	<a href="http://www.utm.edu/departments/studentorgs/organizations/sd">http://www.utm.edu/departments/studentorgs/organizations/sd</a>
Student Nurses Association	<a href="mailto:sna@utm.edu">sna@utm.edu</a>
Student Social Work Association	
Student Tennessee Education Association	<a href="http://www.utm.edu/organizations/stea/">www.utm.edu/organizations/stea/</a>
Turf Club	<a href="http://www.utm.edu/turfclub">http://www.utm.edu/turfclub</a>
Visual Arts Society	<a href="http://www.utm.edu/organizations/visual">www.utm.edu/organizations/visual</a>
Visual Communications Society	
Wildlife Society	<a href="http://www.utm-tws.edu">www.utm-tws.edu</a>
Women In Communications	
Writers' Guild	<a href="http://www.utm.edu/departments/studentorgs/organizations/w">http://www.utm.edu/departments/studentorgs/organizations/w</a>
American Society of Civil Engineers	<a href="http://www.utm.edu/departments/cens/engineering">www.utm.edu/departments/cens/engineering</a>
Political Science Club	

**Governing Organizations**

Interfraternity Council	
National Pan-Hellenic Council	
Panhellenic Council	
Student Activities Council	<a href="http://www.utm.edu/organizations/sac">http://www.utm.edu/organizations/sac</a>
Student Government Association	<a href="http://sga.utm.edu">http://sga.utm.edu</a>
Undergraduate Alumni Council	

### **Honorary Organizations**

Alpha Delta Mu	<a href="http://www.utm.edu/behavioralsciences">www.utm.edu/behavioralsciences</a>
Alpha Kappa Psi	<a href="http://www.utm.edu/organizations/akpsi/">http://www.utm.edu/organizations/akpsi/</a>
Alpha Phi Sigma	<a href="http://www.alphaphisigma.org">www.alphaphisigma.org</a>
Alpha Psi Omega	<a href="http://www.utm.edu/organizations/alphapsi/">www.utm.edu/organizations/alphapsi/</a>
Beta Gamma Sigma	<a href="http://www.betagammasigma.org">www.betagammasigma.org</a>
Gamma Beta Phi	<a href="http://www.utm.edu/organizations/gbphi/index.html">http://www.utm.edu/organizations/gbphi/index.html</a>
Kappa Delta Pi	<a href="http://www.kdp.org">kdp.org</a>
Mu Epsilon Delta (MED)	<a href="http://www.utm.edu/departments/cens/biology/med.htm">http://www.utm.edu/departments/cens/biology/med.htm</a>
Mu Kappa Tau	
Order of Omega	
Phi Chi Theta	<a href="http://www.utm.edu/organizations/phichit/">http://www.utm.edu/organizations/phichit/</a>
Phi Eta Sigma	
Phi Kappa Phi	<a href="http://www.utm.edu/organizations/pkp/">www.utm.edu/organizations/pkp/</a>
Phi Mu Alpha-Sinfonia	<a href="http://sites.google.com/site/phimualphasigmapi/Home">http://sites.google.com/site/phimualphasigmapi/Home</a>
Phi Upsilon Omicron	
Pi Delta Phi	
Pi Sigma Alpha	
Rho Lambda	
Sigma Alpha Iota	
Sigma Delta Pi	
Sigma Gamma Epsilon	<a href="http://www.uni.edu/earth/SGE/">http://www.uni.edu/earth/SGE/</a>
Sigma Tau Delta	<a href="http://www.english.org">www.english.org</a>
Sigma Theta Tau	<a href="http://www.stti.org">STTI.org</a>
Tri Beta	
University Scholars Organization	
Psi Chi	<a href="http://www.utm.edu/organizations/psichi/">http://www.utm.edu/organizations/psichi/</a>

### **Professional Organizations**

Institute of Electronic and Electric Engineers  
Student Cattlemen's Association  
Society of Automotive Engineers

### **Religious Organizations**

Baptist Collegiate Ministry	<a href="http://www.ut-martinbcm.org">www.ut-martinbcm.org</a>
Church of Christ Student Center	<a href="http://www.utm.edu/organizations/cocsc">www.utm.edu/organizations/cocsc</a>
Escape	
Fellowship of Christian Athletes	<a href="http://www.fca.org">www.fca.org</a>

Holy Young People empowered (H.Y.P.E.)	
Interfaith Student Center	<a href="http://www.utm.edu/organizations/ifaith">www.utm.edu/organizations/ifaith</a>
Latter Day Saints Student Association	<a href="http://www.LDS.org">www.LDS.org</a>
Nurses Christian Fellowship	
Open Forum Bible Study	
PALZ	
Reformed University Fellowship (RUF)	<a href="http://www.utm.ruf.org">www.utm.ruf.org</a>

**Service Organizations**

Habitat for Humanity	
Residence Hall Association	<a href="http://www.utm.edu/departments/housing/utmaha.php">http://www.utm.edu/departments/housing/utmaha.php</a>
Rotaract	<a href="http://www.utm.edu/rotaract">www.utm.edu/rotaract</a>
Student Ambassadors	

**Special Interest Organizations**

ALLIES	<a href="http://www.utm.edu/organizations/allies/">http://www.utm.edu/organizations/allies/</a>
Asian Club	
Black Student Association	<a href="http://www.utm.edu/organizations/bsa/">http://www.utm.edu/organizations/bsa/</a>
College Democrats	
College Libertarians	
College Republicans	<a href="http://www.utm.edu/organizations/republic/">http://www.utm.edu/organizations/republic/</a>
Freethinkers Society	<a href="http://www.utm.edu/organizations/freethinkers/">http://www.utm.edu/organizations/freethinkers/</a>
Intercollegiate Studies Group	<a href="http://www.isi.org">www.isi.org</a>
Japanese Animation Research Society	<a href="http://www.utm.edu/organizations/jars/">http://www.utm.edu/organizations/jars/</a>
Korean Student Association	<a href="http://www.utm.edu/organizations/ksa/">http://www.utm.edu/organizations/ksa/</a>
NAACP	
Non-Traditional Student Association	<a href="http://utm.orgsync.com/org/ntsa">http://utm.orgsync.com/org/ntsa</a>
Paranormal Research and Investigation Society of Martin	<a href="http://www.orgsync.com/:ahbr">http://www.orgsync.com/:ahbr</a>
PARR	
Saudi Student Association	<a href="http://utm.orgsync.com/org/saudistudentassociation">http://utm.orgsync.com/org/saudistudentassociation</a>
Students That Offer Protection	
Table Tennis Club	
TN Governor's School for the Agricultural Sciences Alumni Asso.	
United Martial Arts Society	
Vegetarian Society: Children of the Soy	

**Greek Life**

Alpha Phi Alpha  
Iota Phi Theta

**Club Sport**

Clay Target Club

[www.utm.edu/organizations/claytarget](http://www.utm.edu/organizations/claytarget)

Collegiate Bass Anglers Team

[www.utm.edu/organizations/bassclub/index.html](http://www.utm.edu/organizations/bassclub/index.html)

Martin Japanese Karate Dojo

Skyhawk Rugby Club

<http://www.utm.edu/organizations/rugby/>

Soccer Club

Rifle Club

**CAMPUS RECREATION****Director: Gina McClure**

Our mission is to enhance the learning experiences of the students, faculty and staff at the University of Tennessee at Martin by providing quality recreational programs, facilities, and services that promote fun, social interaction, student leadership, competition and healthy lifestyles.

Campus Recreation offers programs to students, faculty, staff and the community which includes intramural sports, aquatics, fitness, outdoor recreation, leisure recreation and much more. We encourage everyone to play and get involved.

**The University of Tennessee at Martin  
Student Recreation Center Policy Manual****Welcome**

The Office of Campus Recreation is excited about what we can offer you and hope you will take full advantage of all the fitness and recreational opportunities available to you at UT Martin. The information provided in this manual should assist in answering questions pertaining to various membership options, facility policies, procedures and general rules for specific activity areas. The Office of Campus Recreation is committed to providing quality recreational programs, facilities, and services that promote fun, social interaction, student leadership, competition, and healthy lifestyles. In order to ensure this quality experience we ask that each patron take the responsibility to know and follow the Student Recreation Center and Elam Center list of policies and procedures.

### Important Phone Numbers

Campus Recreation Main Office.....	731-881-7745
Campus Recreation Hotline.....	731-881-7007
Rec. Check.....	731-881-7792
Aquatics.....	731-881-7718
Intramurals.....	731-881-7793
Fitness Center.....	731-881-1213
Fax Number.....	731-881-7725
Web address.....	<a href="http://www.utm.edu/departments/campusrec/">http://www.utm.edu/departments/campusrec/</a>

### Student Recreation Center Admittance Policy

- The Student Recreation Center is for the use of UT Martin students and other authorized members of the University community (faculty, staff, spouses, dependents, retirees, and invited guests).
- A valid Skyhawk ID or membership card is required for admittance into the facility.
- Students, faculty, staff, and cardholders of the Student Recreation Center who forget their Skyhawk ID or membership card will not be admitted into the facility.
- Skyhawk ID's and membership cards are non transferable and may be used ONLY by their owners.
- Guests must enter the Student Recreation Center with a member and pay a \$5 guest fee.
- Children under the age of 16 are not allowed in the Student Recreation Center.

**Please Note:** If an individual attempts to use an ID other than his/her own, it will be confiscated and the card owner and the person using the card will be required to leave the facility. Both individuals will then be referred to the Office of Student Conduct.

### Memberships:

Persons using the Student Recreation Center are required to pay certain fees that are used to support the operation of the facility. Fees for students are included in the student fee payment each semester. Spouses and dependants of currently enrolled students, faculty, staff and retirees may apply for membership and pay the designated fees at the Campus Recreation Office weekdays between the hours of 8:00 a.m. and 5:00 p.m.

Proof of University affiliation will be required at the time of application. The person holding the required relationship to the University must purchase the membership. When purchasing family memberships, one must supply birthdates of those dependents to be included as family members. Membership qualification is limited

to the following categories:

**Student Memberships:** UT Martin students are members of the Student Recreation Center and automatically receive access privileges during the semesters in which they are enrolled upon payment of their activities fees. Summer memberships for students not enrolled during the summer terms but registered for fall are \$35.

**Student Family Memberships:** UT Martin students may purchase access for eligible members of their immediate families and/or dependents. Family members are defined as spouses and children or dependents between the ages of 16 and 21. Children under the age of 16 will not be allowed in the Student Recreation Center.

**Faculty/Staff Memberships:** Full Time Faculty and Staff holding an official University employee ID are eligible to purchase memberships to the Student Recreation Center. All faculty and staff will pay faculty/staff membership fees unless they are enrolled as a full time student (12 hours).

**Faculty/Staff Family Memberships:** Full Time Faculty and Staff holding an official University employee ID may purchase memberships for eligible members of their immediate families and/or dependents. Family members are defined as spouses and children dependents between the ages of 16 and 21. Children under the age of 16 will not be allowed in the Student Recreation Center.

**Retired Faculty/Staff Memberships:** Faculty and staff who retired from UT Martin and hold an official retired employee ID are eligible to purchase memberships to the Student Recreation Center. The retiree may purchase a membership for his/her spouse.

**NOTE:** Members of the Student Recreation Facility automatically have membership privileges in the Elam Center.

**Membership renewal** – Members may come by the office Monday thru Friday between 8:00 am and 5:00 pm to renew their memberships for the next semester or year.

**MEMBERSHIPS ARE NON TRANSFERABLE AND ARE NON REFUNDABLE.**

**Membership Fees (annual fees)**

Memberships may be purchased by semester or for the year. Fees will be prorated accordingly.

Semesters are defined as:

Fall (September – December)

Spring (January – April)

Summer (May – August)

**Note:** Prices are subject to change

### **Students**

- UT Martin students are members of the Student Recreation Center and automatically receive access privileges during the semesters in which they are enrolled upon payment of their activities fees.
- Students who are not enrolled in summer classes but would like to utilize the rec. facility can pay: \$35
- Student Spouse or Student dependent 16 – 21 yrs: \$135
- Student Family: \$250

### **Faculty & Staff**

- Faculty/Staff member: \$245
- Faculty/Staff spouse or dependent (ages 16 – 21): \$185
- Faculty/Staff family: \$525
- Daily use (Only Faculty & Staff with valid Skyhawk ID): \$5/day
- Faculty/Staff are required to purchase a membership before family can be eligible to purchase a membership.

### **Retirees**

- Retirees with UT Martin ID Only: \$245
- Retiree spouse: \$185
- Retiree must purchase membership before spouse can be eligible to purchase a membership.

### **Guests**

- Guests accompanying member: \$5/day

**Note:** Those individuals who purchase memberships to the Student Recreation Center will also have recreational privileges in the Elam Center.

### **Daily Passes**

Full Time Faculty & Staff holding an official University employee ID is eligible to purchase a \$5 daily pass and bring a maximum of (2) guests with each visit to the Student Recreation Center.

## **Guest Policy**

All recreation center members are eligible to bring a maximum of (2) guests with each visit to the facility. All guests must register and pay a \$5.00 guest fee at the control desk. Members are responsible for the conduct and action of their guests. Members and guests must be involved in the same activity.

## **STATEMENT OF RESPONSIBILITY**

Neither the University of Tennessee at Martin nor the Office of Campus Recreation accepts any responsibility for ill health or injury sustained while participating in any of the recreational programs. No medical or ambulance expense incurred by a participant will be paid by the Department or by the University. Program participation is on a voluntary basis. Individuals use the facility at their own risk. It is recommended that all participants undergo a prior physical examination and carry some form of health and accident insurance. If an injury does occur, it should be reported to the nearest Campus Recreation staff member. In the event that blood is involved in an injury, that person cannot continue to participate until the wound is properly cleaned and dressed. Any clothing with blood should be removed.

## **General Rules and Regulations**

1. Use of the Student Recreation Center is for recreational purposes only and cannot be used for coaching or instructional purposes for private gain. Organized activities other than those approved by the Campus Recreation Office are prohibited.
2. Children under the age of 16 are not permitted in the student recreation center.
3. A member must accompany guests at the facility at all times. (2 guests per member)
4. Patrons are expected to display acceptable social behavior while recreating in any of the recreational facilities. Individuals not complying with the established policies and/or procedures may be asked to leave the facility and may have all membership privileges revoked.
5. Verbal and/or physical abuse toward an employee of Campus Recreation or Recreational Sports participant will result in immediate dismissal from the facility/playing field, with a possible one-year suspension of all Recreational Sports privileges. In addition, such incidents will be turned over to the Office of Student Conduct with the possibility of expulsion from the University.
6. Abuse of property will not be tolerated. Violators may be subject to disciplinary process and asked to leave the facility immediately.
7. No sparring involving physical contact, implements, or weapons that the Campus Recreation Staff (including student supervisors) deem unsafe is allowed.

8. The Office of Campus Recreation reserves the right to take whatever action necessary to preserve the safety and integrity of facilities and programs.
9. Fighting is not tolerated and will result in immediate expulsion from the facilities. Lack of cooperation will result in the campus police being involved.
10. Food and drink products are not allowed in activity areas.
11. No alcohol, tobacco products, firearms or illegal drugs are allowed in the facility or on recreational fields.
12. Consumption, or suspicious involvement with alcohol, will be reason for expulsion and possible exclusion from further recreational services.
13. No pets other than service animals are allowed in the facility.
14. Appropriate gym attire must be worn when utilizing an activity area. Proper athletic shoes and clothing are required.
15. Daily equipment checkout is available at Rec. Check for students, faculty & staff at no additional cost.
16. Strollers are restricted to the public hallways and restrooms. They are not allowed in recreational activity areas (gym floor, walking/jogging balcony, etc.).
17. If you are hurt in any way at the Student Recreation Center, Elam Center, Fieldhouse or Intramural Fields, you should report your injury/injuries to Campus Recreation staff personnel.
18. Any clothing item with enough blood that could be transferred to another surface when touched must be taken off and put in a biohazard bag.
19. The Student Recreation Center and Office of Campus Recreation is not responsible for any personal belongings. Participants are encouraged to store all personal belongings securely in lockers.
20. Approval to post flyers, signs, or posters on the bulletin boards in the Recreation Center must be obtained from the Campus Recreation Office.
21. Due to privacy concerns, cell phone use is NOT permitted in the locker rooms or bathrooms.
22. The Student Recreation Center is a single entry/exit facility. Entry and exit must always be through the front glass doors of the building.
23. Facilities may be closed and/or reservations cancelled when warranted (i.e. special campus events, intramural sports, sports clubs, camps, maintenance projects, inclement weather). During official University holidays or breaks, the Student Recreation Center may have abbreviated hours or may be closed. There are times we may have to close the facility or an activity area with little or no advanced notice.
24. Questions and concerns regarding Campus Recreation Programs, personnel, equipment, and facility reservations should be directed to the Office of Campus Recreation (1020 Elam Center) or call 881-7745.

## **Gymnasium**

1. No food or drink is allowed in the gymnasium.
2. Kicking or throwing of a basketball and/or other equipment toward the ceiling and/or track is prohibited. Violators will be asked to leave the facility immediately and will be billed for the damages.
3. Only non-marking gym shoes will be allowed unless you are a spectator.
4. No rollerblades, roller skates, heely shoes, etc. are permitted in the facility.
5. Volleyball and badminton nets and standards for recreational play will be set up and taken down by the Campus Recreation staff.
6. No reservations will be taken for recreational play. However, reservations can be taken for special activities/events.
7. If there are less than ten players, they must use half court and allow the other half court to be open for another activity if there are others wanting to use the court.

## **Track**

1. The track is for runners, joggers, and walkers only. Spectators must use the lower level. Standing at the rail is not allowed.
2. Walkers should use the inside lanes; runners should use the outside lanes.
3. Faster runners should pass to the outside of slower runners.
4. Only two people walking, jogging, running side-by-side.
5. Only athletic, running, or training shoes are to be worn on the track.
6. Stretching must be confined to the designated stretching area.
7. Strollers are not permitted.
8. Track direction changes daily – Clockwise on M, W, F & Counterclockwise on T, TH, Sat. & Sun.

## **Weight & Cardiovascular Areas**

1. All equipment must be used in the manner for which it was designed.
2. Keep hands and feet clear of moving parts while machine is in use. Place hands and feet only on the handgrips and foot pads provided.
3. Please wipe down equipment after use.
4. No food, tobacco, chewing gum, glass bottles, or cans. Only water is allowed in a plastic container with a lid.
5. Only athletic clothing is permitted. Shirts and tennis shoes are required at all times.
6. No foul language or loud outbursts will be tolerated.
7. No coats, bags, backpacks, etc. are allowed in fitness area.
8. No outside personal training is permitted in the facility.

9. Return all weights to their proper location after use.
10. All free weight users must have at least one spotter.
11. Please do not occupy the equipment between sets.
12. There is a 30-minute time limit on all cardio equipment during peak hours. If no one is waiting, you may reset your equipment.
13. Always secure free weights on lifting bars with pins/clips.
14. If unfamiliar with proper equipment use, please ask for assistance.
15. Do not operate equipment if it has loose or damaged parts. If machine fails to operate correctly, do not attempt to repair. Notify the fitness attendant of the problem.
16. Participants exercise at their own risk, and they are responsible for their own health and safety.
17. It is the user's responsibility to follow and obey all rules posted by Campus Recreation staff. Please direct all questions, concerns, and maintenance needs to fitness attendant.

### **Racquetball/Wallyball Courts**

1. Racquetball eye guards are recommended in order to reduce the chance of eye injuries.
2. Shirts that cover the chest are required as a common courtesy and for safety.
3. Clothing, equipment, and other items should be placed in a locker or outside the court. No items should be placed on the court.
4. No food or drink is allowed on the courts.
5. For wallyball equipment checkout & set up, go to Rec. Check and someone will assist you.
6. Non-marking gym shoes are to be worn when using the racquetball courts.
7. In the event of an injury or accident, seek assistance from an on-site Campus Recreation employee.

### **Aerobics/Multipurpose Rooms**

1. No food or drink allowed.
2. Equipment provided for different exercises (hand weights, steps, etc.) may not be taken out of the designated aerobic room or area.
3. Return all equipment to its proper location after use.
4. Sound system can only be used if approved by Office of Campus Recreation personnel. Otherwise, groups or individuals are responsible for providing their own music.
5. No dangerous physical activities that are deemed unsafe by any Campus Recreation employee will be allowed.
6. In the event of an injury or accident, seek assistance from an on-site Campus Recreation employee.

### **Intramural Fields**

1. The Office of Campus Recreation will make decisions pertaining to field and weather conditions and reserves the right to close the facility and/or cancel activities. Participants may call Campus Recreation hotline at 881-7007 to get update on field conditions.
2. In case of emergency or injury, please report your injury to the on-site Campus Recreation employee. You may reach UT Martin police by calling 7777.
3. Alcoholic beverages, glass containers, motorized vehicles, and any other items deemed unsafe are prohibited.
4. Use of tobacco products is prohibited for intramural participants. Individuals wanting to smoke must be 50 ft. from the field of play or fan seating area.
5. Any dogs or other domestic animals on University grounds must be in the control of their owners and on a leash. Under no circumstances should animals be allowed to run loose or be tied to buildings, handrails, trees, or other objects. Any infractions or complaints will be reported to the Department of Public Safety.
6. No parking on recreational fields. Only park in University designated lots.
7. These fields are reserved for sport-related activities. Reservations can be requested at the Campus Recreation Office.
8. The Office of Campus Recreation may postpone or cancel activities at any time if the event is deemed unsafe or if event coordinators, participants, or spectators are uncooperative or in violation of the aforementioned policies.
9. Neither the University of Tennessee at Martin nor the Office of Campus Recreation accepts any responsibility for ill health or injury sustained while participating in any of the recreational programs. No medical or ambulance expense incurred by a participant will be paid by the Department or by the University. Program participation is on a voluntary basis. Individuals use the facility at their own risk. All individuals are encouraged to obtain a physical examination and suitable insurance coverage before participation.
10. Violation of these regulations may result in disciplinary action.

### **Elam Pool**

1. Proper swim attire is required. No street clothes, denim shorts, mesh/athletic shorts, or thong bathing suits are permitted. Changing clothes on deck is prohibited.
2. No children under the age of 14 allowed unless accompanied by someone 16 years or older.
3. Children 2 and under are allowed free access when accompanied by a paying adult.
4. Non-Swimmers must be accompanied in the water by a parent/adult at all times.

5. Non-Swimmers must remain in the shallow end at all times
6. Rental guests are restricted to the swimming pool and locker room areas. They are not allowed into other parts of the facility.
7. Absolutely no diving into shallow water.
8. Non-potty trained children must wear a swim diaper.
9. No running
10. No horseplay, excessive splashing, dunking, chicken fighting, or pushing allowed.
11. No hanging on lane ropes. However, lane ropes should be used as a safety line in case of emergency.
12. No glass containers.
13. Smoking, profanity, and intoxication are prohibited.
14. Shower before entering the pool.
15. Gum and band-aids must be deposited in the trash cans before entering the water.
16. Kickboards are for lap swimmers only.
17. The pool will be cleared for approximately 30 minutes in cases of bad weather (lightning strikes, tornadoes, etc.)
18. Please keep chairs, tables, and personal belongings clear of exits and rescue equipment.
19. Respect your lifeguards...they are here for your safety.

#### **Diving Well Rules**

20. One person allowed on ladder or board at a time.
21. Only one bounce per dive.
22. Forward dives only. No backward flips, dives, etc.
23. No flotation devices allowed while jumping off of diving board (goggles, life jackets, or water wings).
24. No running.
25. No swimming in diving area.

#### **Private Party Reservations**

26. Reservations can be made for parties or special events by calling the Office of Campus Recreation for more information.
27. Birthday parties can only be booked for children 7 years and older.

#### **FACILITY RENTAL/RESERVATIONS**

The Student Recreation Center is available for shared rental (during hours of operation with members) or exclusive rental (during non-operating hours for private use of group). Rental rates are based on type of rental, amount of staffing required, and setup/strike costs. A facility reservation application can be obtained from the Office of Campus Recreation at the Student

Recreation Center. Groups may reserve activity space based on the following general guidelines.

1. All University policies and guidelines apply to the use of this facility.
2. Smoking and the use of alcoholic beverages are prohibited.
3. All groups seeking the use of the Student Recreation Center must fill out a Facility Reservation Form.
4. Reservations for an event or activity must be made no later than 10 working days, or 20 days for a contracted event (Monday through Friday), prior to the event date. This amount of time is needed in order to properly contact and make arrangements with other campus units whose services may be required for the event. Requests made less than ten business days in advance MAY be granted if time, space, and staffing allow.
5. All events conducted during the week (Sunday through Thursday) will conclude at 11:00 p.m.
6. All catering arrangements must be coordinated through the Sodexo Dining Services office. Their contact number is 881-7994. All food concession sales must be coordinated with the UT Martin Athletic office. Their contact number is 881-7670. Lessee can make other catering and food concession arrangements only if the above-mentioned providers have refused the right to provide food services for the activity. The provider must inform the Student Recreation Center manager when they exercise their right of refusal. Once the providers have refused their right to provide or sell, Lessee may serve prepackaged food and drink items to their patrons. The Student Recreation Center manager, as a part of the reservation process, must approve any food or drink item sold. No free samples may be distributed in the facility without the approval of the University. The University reserves the right to require the group to pay the University up to 20% of the gross food and drink sales.
7. The proper university official must approve, either in writing or contractually, any sale of merchandise in the facility. The university will receive 20% of the gross sale of all merchandise sold in the facility or on its immediate grounds.
8. Any group reserving the facility will be responsible to do everything possible to protect the physical integrity of the facility. Unwarranted damage to the facility caused as a result of the event or activity could result in the group paying for the damages along with the loss of privileges.
9. All music played in the facility, whether live or produced through other technical means, must be of the 'radio version' variety. No other format will be acceptable. Exceptions to this policy will be considered if the event is limited specifically to UT Martin students and their adult guests (Adult guest is defined as a person eighteen years of age or older).

10. Given the nature of some events and activities, groups will be required to sign a contract and provide the University with satisfactory evidence of current insurance issued by insurance companies acceptable to the

University for the following coverage and limits of liability:

Comprehensive general liability, including but not limited to tenant and contractual liability insurance coverage in an amount equal to \$1,000,000 combined single limit liability for bodily injury and property damage. Such evidence of insurance shall be issued in the form of a Certificate of Insurance and shall name the University of Tennessee as additional insured for the term of the event. The Certificate of Insurance shall indicate if the policy is written on a claim made or on an occurrence basis. This insurer shall also agree to notify the University of any changes, cancellation, or non-renewals within fifteen days.

### **REC CHECK**

1. Campus Recreation has some sporting and outdoor equipment available for use by its members; some outdoor equipment requires a fee.
2. A valid Skyhawk ID is required to check out any sporting equipment. Guests of members cannot check out equipment. The member must do the check out.
3. Some indoor sports equipment is designated for use in the Elam Center only. This equipment should be returned to Rec. Check when you leave. Other sports equipment is available to check out for an extended period upon the completion of a rental form. A late fee will be assessed if equipment is not returned by designated date.
4. The person checking out the equipment is responsible for that equipment. If the equipment is not returned or is lost, stolen, or damaged, payment must be made per the assessed replacement cost. Further use of the center may be suspended and the person will be encumbered until payment of all bills is made.
5. Equipment available:
  - Basketballs Footballs
  - Racquetball Racquets Racquetball Balls
  - Volleyballs Soccer Balls
  - Softballs Softball Gloves
  - Tennis Racquets Tennis Balls
  - Badminton Racquets Shuttle Cocks
6. Rental for Outdoor Equipment:
  - Backpacks (Internal & External Frame)
  - 2 Person Tent
  - 4 Person Tent
  - Sleeping Bags

## **LOCKERS**

1. Locker storage is provided for users of the Student Recreation Center. Users are strongly advised to secure a locker, either on a day-use or long-term basis, to store their personal belongings. Locks are available to members at the control desk in exchange for an ID card.
2. The University of Tennessee at Martin and Campus Recreation are not responsible for any damaged or lost personal items in the Student Recreation Center.
3. Rental fees for lockers are as follows:  
Daily Fall Spring Summer Annual  
No Charge \$20.00 \$20.00 \$20.00 \$60.00  
*(Includes lock, and locker)*
4. Lockers are assigned on a first-come, first-served basis.
5. All locker rental transactions take place at the control desk.
6. Annual and semester lockers are renewable. Renewals must take place two weeks prior to the expiration date. Lockers not renewed within the two week period will be cleared and the contents stored for 15 days. After 15 days contents not claimed will be turned over to Public Safety.
7. Renewals of locker rentals must be paid in full before the last day of the rental, or the locker may be reassigned.
8. The user will be charged for any damages to a locker or loss of lock. Users should immediately report any damages or loss of these items to the control desk.
9. Only recreation center locks will be used in the locker rooms. Participants may not use personal locks on lockers in the locker rooms. All locks that do not belong to the recreation center will be cut off each night after closing.
10. Day-Use Lockers:
  - A. A block of lockers in the men's and women's locker rooms are reserved for day-use only.
  - B. Day-use locks must be returned to the equipment desk 10 minutes before closing.
  - C. The Student Recreation Center staff will remove any personal items in a day-use locker. Items confiscated may be claimed at the control desk. If not claimed in seven days, the items will be turned over to Public Safety.

## **TOWEL SERVICE**

Towel service will be provided at Rec. Check/Control Desk. Towels are available to members at the control desk in exchange for an ID card.

## **LOST & FOUND**

1. Campus Recreation is not responsible for lost or stolen articles.

2. Participants are encouraged to store all personal belongings securely in lockers.
3. Staff members are not allowed to hold valuables or bags for participants.
4. Found items should be turned in at the control desk.
5. Any items found which appear to be of significant monetary value will be turned over to Public Safety.

## **BOLING UNIVERSITY CENTER**

### **Director: Steve Vantrease**

The Boling University Center is conveniently located near residence halls, University Village, the library, and academic buildings. The facility is the community center of the university, for use by all members of the campus family – students, faculty, staff, and alumni.

The Boling University Center is the student services center for the campus. Student services include ATMs, Bookstore, Computer Store, Computer Help Desk, Gameroom, Information Desk, Minority Affairs, Post Office, Sodexo Dining Services, and Student Conduct. Student offices include the Black Student Association, Greeklife, Student Activities Council, Student Organizations, and the Student Government Association. Meeting spaces and services are available to the campus family. The Duncan Ballroom, Watkins Auditorium, Legislative Chamber, and Café House are some of the unique venues for campus events and activities. Multi-purpose meeting rooms are also available.

The facility is open from 7:00am till 11:00pm every day during the academic year. During break and holiday periods, the operating schedule varies. Each office/service maintains its own operating schedule.

Information Desk- 7757

Campus Operator- 7000

Reservations/Director- 7755

Night & Weekend Operations- 7765

Building Maintenance- 7767

### **GAMEROOM**

The Gameroom provides a place for students to gather, socialize, and recreate. A lounge with projection TV, recreational computers, billiard and ping pong tables, video games, and vending machines are available to the campus family. SAC entertainment events are held in the Café House area (event schedules and operating hours vary). The Gameroom is open when the

University Center is open. Video games (X-Box and Playstation) are available ~~for loan~~ when the Gameroom is staffed.

### **INFORMATION DESK**

Information and more is available at the Information Desk; ticket sales, lost and found, campus maps and schedules are maintained at this location in addition to campus and local information brochures. This is also the location for the campus operator. Located on the second floor across the hall from the Bookstore, the Information Desk is there to help. Operating hours: 8:00am – 5:00pm, Monday thru Friday. Phone-7757/7000.

### **SKYHAWK CARD SERVICES**

A cash to card machine is located in the first floor hallway, across from the Gameroom and beside the Sodexo Office where you may use cash to increase the value of Skyhawk Silver on your Skyhawk Card. This only allows one to use cash but you can add value using your credit card by online accessing the Business Affairs web site.

### **POST OFFICE**

The University operates a post office for use by the campus family. Stamps and mailing supplies are available. There is mail delivery six days a week. Mail boxes for residents are located in the lobby of each residence hall while University Village Phase I and II and commuter student mail boxes are located at the Post Office on the first floor in the University Center. Operating hours: 8:00am – 5:00pm, Monday thru Friday. Phone- 7790.

### **SPECIAL FACILITIES**

**Phillip Watkins Auditorium-** A state-of-the-art multi-media theater/auditorium with a stage area, 150 square-foot projection screen, surround sound, and 540 fixed theater seats. Movies, performers, lecturers, and assemblies are held here. Digital projection and sound systems support all types of programs and events/activities.

**Russell Duncan Ballroom-** The 4,000 square-foot multipurpose space hosts a myriad of events and activities. Dances, dinners, fashion shows, receptions, and general programs are held here on a regular basis. The space features hardwood floor, chandeliers & sconce lighting for formal or casual events and activities. NOTE – the Duncan Ballroom is closed for renovation and is unavailable May 17, 2010 thru January 31, 2011. The Ballroom will reopen for use February 1, 2011

**Legislative Chamber** The room is a tiered fixed-seat/desk program space. Each station is wired for electricity and data and has an internal sound system. This space is ideal for multi-media

conferencing. Priority users of this space include the Student Government Association and the Faculty Senate.

**Academic Computer Lab** The multi-purpose computer lab is located in the second floor lobby area outside the Duncan Ballroom. As an academic lab, student log-on is required. The lab features 32 Windows computers and 8 Macintosh computers. The lab is available whenever the University Center is open.

## **STUDENT SUCCESS CENTER**

**Director: Dr. George E. Daniel**

At the Student Success Center our mission is to help students attain their academic goals. We are proud of the constantly changing and improving menu of academic support services. We encourage you to work with our friendly staff to use our services to make your time at UT Martin a great success.

The Student Success Center seeks to provide all students with the tools and skills that enhance their academic experience at UT Martin. Our menu of academic support services is summarized under the headings of:

**Academic Counseling** – Academic major exploration and selection:

- Conditional Admission
- Undeclared Academic Majors
- Non-Traditional students
- Probation Students
- First-Year Initiative
- ACT Compass

**Academic Services** – Diagnostic inventories and course assistance

- Supplemental Instruction (SI)
- Math Lab
- Hortense Parrish Writing Center
- Reading Skills
- Synergy Lab
- L.E.A.P.
- LASSI
- Small Group Tutoring
- General Studies 101

General Studies 201  
General Studies 211  
Skyhawk Parents Association  
Title III Grant

**Career Counseling** – Match career aspirations with academic major

Career Counseling  
National Student Exchange  
ACT Discover  
Strong Interest Inventory  
SIGI+  
Myers-Briggs Type Indicator

**Disability Services** – Provide specialized assistance for students with documented disabilities  
Physical, Learning, and Psychological

**Testing Services** – Provide GED, Proficiency, and aptitude computerized and paper testing

GED  
TOEFL  
CLEP, DSSP  
GRE, LSAT, MAT  
PRAXIS I (Single/Combined)  
GMAT  
IT Testing

We invite you to peruse the Student Success Center website at [www.utm.edu/success](http://www.utm.edu/success) to locate particular information about each of the academic support services we provide as well as the various offices in our center. Additionally, you may download and print an SSC list of services and/or SSC contact directory. Please contact us with any questions or ways we may be of assistance to you. We want to provide you with help every step of the way.

Student Success Center  
202 or 210 Clement Hall  
881-1689  
881-7744  
(Fax) 881-1886  
Director, Dr. George E. Daniel  
[Success@utm.edu](mailto:Success@utm.edu)

## **OFFICE OF ADMISSIONS, RECORDS, AND STUDENT FINANCIAL ASSISTANCE**

The Offices of Admissions, Records, and Student Financial Assistance are assigned several responsibilities relating to the various facets of student life. General and specific information relating to these responsibilities is stated in the University catalog.

### **ADMISSIONS**

**Director: Judy Rayburn**

Student recruitment activities, high school relations and the admission of students to the University come under the jurisdiction of this office. Methods of admission and requirements for admission and retention are contained in our current school catalog. The Office of Admissions is located in the Administration Building, Room 200.

### **RECORDS**

**Registrar: Brandy Cartmell**

The Registrar's Office is primarily responsible for registration, maintenance of students' academic records, issuance of transcripts, certification of student's eligibility to receive their degrees, and community/junior college relations. Class schedules may be viewed on line by going to [www.utm.edu/registrar](http://www.utm.edu/registrar) and clicking on Registration and Course schedule. You may also look up individual courses by logging onto the UTM home page and clicking on main quick links and then class schedule.

### **STUDENT FINANCIAL ASSISTANCE**

**Director: Sheryl Frazier**

This office assesses students' financial needs and makes awards within federal, state and local regulations governing these awards. Though academic scholarships are awarded by a scholarship committee, they are processed through this office. The Office of Student Financial Assistance is located in Room 205 of the Administration Building and is open 8am-5pm Monday-Friday.

### **THE PAUL MEEK LIBRARY**

**Director: Mary Vaughan Carpenter**

The Paul Meek Library is an attractive 120,000-square-foot structure featuring an all-night study area and computer lab, a student computer lab upstairs; a faculty technology center and numerous group study rooms as well as a fully equipped media classroom on the second floor.

Another recent addition is a world class 'Seattle's Best' coffee shop. The library collection contains more than 500,000 volumes, 33,000 electronic books, 2,000 DVD's, 5,300 videotapes and 1,100 print periodical subscriptions, along with access to almost 100 electronic databases indexing over 10,000 full-text journals. The library also features a selected government documents collection, an inter-library loan service and an online reserve system.

The Media Center houses a variety of non-print media for student and faculty use, including microform, compact discs and a circulating video and DVD collection. This area features two fully-equipped media classrooms for scheduling by faculty, viewing carrels for individual use of media, wireless laptops for student checkout and two multimedia workstation computers, which allow students to develop graphics projects by integrating various media sources onto DVD. This department is also responsible for programming UTM's CCTV channel 66 with campus advertisements and provides downlink support for most campus webinars.

The Alliene and Jimmie Corbitt Special Collections area supports a non-circulating collection of Tennessee regional history and genealogy and serves as the archival repository for the campus. Manuscript collections include the papers of Congressman Ed Jones and the legislative papers of Governor Ned Ray McWherter, as well as on-site replicas of their offices. The University Museum is also located in this area, and regularly features exhibits ranging from the works of local photographers to traveling displays from the Smithsonian Institution.

All students and faculty are encouraged to visit the library's Home Page at: [www.utm.edu/library.php](http://www.utm.edu/library.php). There you will find most of the information you will need for accessing material from the Paul Meek Library, including the online catalog (OPAC), the online reserve system, reference bibliographies and a cumulative list of electronic resources. You may also visit on Facebook.

## **STUDENT HEALTH SERVICES**

### **Director: Shannon Deal**

Our office staff, nurses, nurse practitioner and licensed counselors are ready to assist students achieve and maintain wellness!

- Located behind Cooper Hall and across from University Village Phase I
- Hours: 7:30 a.m. to 5:00 p.m. Monday –Thursday and 7:30 a.m. to 4:00 p.m. Friday
- No charge for office visits or counseling sessions
- Nominal fees for lab work, medication, and injections

- Vaccinations including Hepatitis B, Hepatitis A, Tetanus/Diphtheria, Influenza, T/diphtheria/pertussis (Tdap) – fees apply
- Medical care for acute illnesses
- Allergy shot administration
- Family planning services
- Limited supply of selective prescriptive meds.
- Individual counseling for depression, stress/anxiety, substance use issues, relationship issues, adjustment issues
- Campus outreach programs

***All services and records are treated with strict confidentiality. Confidentiality rights will be discussed extensively with students during initial meeting.***

Please feel free to contact us for further information:

Phone (731) 881-7750

Fax (731) 881-7752

Email [shcs@utm.edu](mailto:shcs@utm.edu)

*Email cannot be considered confidential. Emails should never be used for emergency communication.*

[www.utm.edu/departments/stuhealth/index.html](http://www.utm.edu/departments/stuhealth/index.html)

#### **AFTER-HOURS EMERGENCIES**

We do not provide after-hours emergency coverage. Volunteer Community Hospital is within waling distance to campus and has an emergency department to meet medical emergency needs of students. Students can receive mental health crisis intervention by calling the Pathways Crisis Line at 1-800-372-0693. The University of Tennessee at Martin Department of Public Safety can be reached at 881-7777.

Please note: Please call the office should you wish to make an appointment or to change an appointment time

#### **UT MARTIN DEPARTMENT OF PUBLIC SAFETY**

##### **Director: Scott Robbins**

The University of Tennessee at Martin Department of Public Safety would like to welcome you and let you know we are here to assist you anyway we can. UT Martin is an overall safe campus due to the high quality of folks who attend and work here, but we want to remind you that **you** are ultimately responsible for your own personal safety. We ask that you develop a “security mindset” and think about security/safety measures for yourself and your property.

The Department of Public Safety is a uniformed certified police force commissioned by the State of Tennessee and has full authority to enforce any illegal acts that are in violation of Federal and State laws and local ordinances. The Officers also enforce violations of University rules and regulations and make referrals to appropriate campus authorities.

The Department of Public Safety also consists of campus dispatchers, student safety patrols, night residence hall student desk workers and patrols, and the University Traffic/Parking Office. Members of the Department of Public Safety are on-duty 24/7, 365 days a year. Our Communications Center is in direct contact with the local 911 centers for emergency responses when needed. We also work closely with the UT Martin Housing Staff on security/safety concerns in the on-campus residence facilities..

We have provided several crime prevention tips on our Department Web Site:

<http://www.utm.edu/departments/finadmin/publicsafety/index.php>

We encourage you to review these before arriving at UT Martin and periodically while you're here to remind you of steps you can take to hopefully reduce your risk of becoming a victim. Also available on this web site:

1. Personal Property Inventory-Complete this with the appropriate information and store it in a secure place in case your property is lost/stolen.
2. Missing Student Policy-Provides information of where you can provide a number to be called in case you go missing and there is reason for concern for you safety.
3. Crime Stats-The last three years of crime stats for UT Martin are posted in accordance with the U.S. Dept. of Education Higher Education Opportunity Act (Cleary Act).
4. Opt-In for Text Messaging Alert System-To receive messages about incidents that present an imminent danger to the safety of the campus.
5. University Annual Fire Safety Report.
6. Other pertinent information you may need while at UT Martin.

The Dept. of Public Safety also provides the following services 24/7:

1. Vehicle Unlocks/Jumpstarts
2. Weapons Storage
3. Non-Emergency Hospital Transport (Emergency Transport will be done by local EMS)

*Two of the most important things you can do to enhance the safety of yourself and your property is to **constantly** be aware of your surroundings and **LOCK IT UP!***

### **TRAFFIC AND PARKING**

One of the main missions of the Dept. of Public Safety is to maintain an orderly environment, for the normal business of the University to be carried out daily. Part of this mission includes insuring our traffic lanes and parking lots remain open and accessible for both emergency and ordinary vehicles. Thus, parking and traffic regulations are established and have to be enforced.

University regulations require that all motor vehicles operated (or utilized) by faculty, staff and students in connection with their employment or attendance at UT Martin must be registered at the Department of Public Safety. This includes residents of Grove Apartments and University Courts using University parking lots. Students who operate vehicles on campus must register their vehicles at the beginning of the semester or within 24 hours of enrollment or acquiring a vehicle.

*Vehicle Registration and parking ticket information:*

**Cost:** One (1) vehicle registration decal may be purchased at a fee of \$50 per academic year; decals are transferable and can be moved from vehicle to vehicle.

Failure to register violations (no sticker) are \$25 for each occurrence. Vehicles must be registered on-line at the UT Martin Public Safety Website under Parking - call the Traffic Office at 731-881-7778 if you need assistance.

**Display of Decal:** The decal is to be displayed inside the front left corner (driver's side) at the bottom of the windshield and must be entirely visible.

**Guest Passes:** Visitors to the campus can obtain temporary registration by going to the Department of Public Safety with their license plate number.

A temporary permit may be obtained 24 hours a day at the Department of Public Safety for (1) day, unless otherwise authorized. Such temporary permits will be limited due to the ability to

transfer the registered parking sticker between vehicles. All parking restrictions apply as to the registered vehicle.

**Cooper Stickers:** Additional stickers are required for Cooper residents in both the Fall and Spring semesters. You will receive the Fall Sticker when you register your vehicle and the Spring semester sticker will be available in January at the Traffic Office in Crisp Hall. (It is the Cooper Resident's responsibility to bring their parking sticker to the traffic office to get their spring Cooper Sticker.) There is no additional charge for the fall/spring Cooper parking sticker.

Parking is authorized only in designated spaces (between two white lines) in a lot your sticker allows you to park in. Parking regulations remain in effect and are enforced **24 hours**, unless otherwise posted. **Parking is not allowed outside designated spaces (two white lines).** For Parking Rules and Regulations and a campus parking map, please refer to the Public Safety Web Site under "Parking."

<http://www.utm.edu/departments/finadmin/publicsafety/parking.php>

### **Parking Tickets:**

*How much are tickets?*

Tickets are priced according to the offense; fines along with the current Parking and Traffic Regulations may be viewed online at the UT Martin Public Safety Website under Parking. Handicap Parking violations are \$200 by state law **and cannot be appealed**. After 14 calendar days a \$15 late charge will be added to each ticket not paid or appealed.

*Where do I pay for tickets?*

Pay for tickets at Crisp Hall or the Business Office between 8am and 5pm Monday thru Friday. Payment for tickets may also be mailed to the Traffic Office within the given time restrictions or paid online.

*How do I appeal a ticket?*

Tickets may be appealed at the Department of Public Safety Monday – Friday 8am – 5pm. To appeal a ticket after a "late charge" has been added, the ticket must be paid (along with the late charge) before it can be appealed.

There is parking available at UT Martin at all times, just not always where folks want it, when folks want it. If you receive a ticket and do not understand why, do not ignore it, bring it by the traffic office and get clarification to prevent future citations.

## SODEXO – UT MARTIN DINING SERVICES

### Director: Ben Long

Sodexo offers a wide variety of dining options and locations for UTM students.

The **Skyhawk Dining Hall** provides complete meal service. Everyday our executive chef supervises the preparation of fresh foods for over ten different stations that gives our students almost unlimited menu options. We feature Classics, Pasta Toss, International Fire Station, the Grill, Pizza Station, Deli Station, Soup & Salad Bar, Taste changer Bar, a Showcase Station, Dessert Station, Beverages and Aspretto Coffee.

The **Food Court** offers an array of on-the-go dining options.

- **Chick-Fil-A** boasts a menu based on chicken products and fresh ingredients: tasty side dishes; enjoyable desserts; and “hand-made” preparation techniques for many products such as our hand-breaded chicken and freshly squeezed Chick-Fil-A Lemonade. Its menu offers a variety of choices of delicious products that can fit into a balanced, healthy diet.
- **Sandella’s Flatbread Café** serves premium-quality, health-conscious and great tasting grilled flatbreads, sandwiches, paninis, quesadillas, & salads. Delicious on-the-go meals are also available and made fresh daily.
- **Mein Bowl** is our newest addition that features Authentic Asian Cuisine and fresh Southern Tsunami Sushi. Intricate and imaginative combinations of vegetables and chicken, pork, or beef with delicate, aromatic sauces and spices are available daily. A meal at Mein Bowl isn’t just a meal. It’s a visit to another culture!

**JW’s Market**, located in the Boling University Center, is our on-campus convenience store that offers groceries, beverages, snack items, candies, balloons, ice cream treats, ICEE’s, toiletries, and other miscellaneous items. It also offers **Simply-to-Go** menu items that are prepared fresh daily such as: gourmet sandwiches, salads, desserts, sweets, fruit cups, veggie cups, yogurt parfaits, and much more. You can also customize a Fill-My-Fridge Pack any time throughout the school year!

**Captain’s Coffee**, located in the Paul Meek Library, offers a variety of Seattle’s Best coffee, espresso drinks, hot chocolate, and Tazo teas, both hot and cold. In addition, there is a large selection of pastries that are made fresh daily from the Sodexo bakery. Captain’s Coffee also offers a variety of **Island Oasis** Smoothies and Power Blendz drinks to please any palette. Our real fruit smoothies are a delicious and healthy alternative to soft drinks or fast food. Combine our wide array of fat-free fruit purees to our ice cream or non-fat yogurt to make the perfect smoothie for a snack, meal replacement or dessert. In addition, we offer **Simply-to-Go** menu

items, beverages, and snacks for you to enjoy during those late night or Sunday afternoon study sessions.

**Simply-to-Go**, located in Gooch Hall, is a satellite operation made for those who don't have time to stop by the Skyhawk Dining Hall or the Food Court. It offers a variety of gourmet sandwiches, salads, bakery items, vegetarian entrees, yogurt parfaits, vegetable cups, hot soups, and much more that are prepared fresh daily. There is also an assortment of chips, beverages, desserts, and freshly brewed Seattle's Best Coffee.

**Sodexo Catering** - From casual to elegant, parties and banquets to wedding receptions, Sodexo Catering will accommodate your every need for that special event both on and off campus. The University Center has facilities to accommodate groups from 10 to 500. Room reservations are made at The University Center office. Information, menus, and pricing are available from the catering office at Sodexo Dining Services, 731-881-7994 or send your request to [catering@utm.edu](mailto:catering@utm.edu).

\*All incoming freshmen with 30 earned hours or less and living University residential housing are required to purchase a meal plan for each of their first two (2) semesters. Transfer students with less than 30 earned credit hours are also required to purchase a meal plan for two (2) semesters. Brochures are available explaining all meal plan options. A variety of meal plans are available.

**Sodexo-UTM Dining Services, University of Tennessee at Martin**  
**133 Boling University Center, Martin TN 38238**  
**[www.utmdining.com](http://www.utmdining.com) · 731-881-7770**

## STUDENT STANDARDS OF CONDUCT

### **Student Conduct Officer: Joe Henderson**

When persons enroll in The University of Tennessee at Martin, they retain the rights and duties of a citizen. Additionally, they must assume the duties and observe the regulations imposed by the University community.

Failure or refusal to comply with the rules and policies established by the University may subject the offender to disciplinary action up to and including permanent dismissal from the University.

The University requires (2) two requisites in order for students to retain compliance for continued enrollment. These requirements are both: good academic and disciplinary standings.

The policies and procedures described below have been established to insure the rights and privileges of all members of the University community, to communicate the expectations of the community to its members, and to provide a basis for orderly conduct of the University.

It is therefore acknowledged that all students are subject to be held accountable for their knowledge, participation, or presence of alleged misconduct whether on or off campus while actively enrolled at the University.

Misconduct for which students are subject to disciplinary sanctions include the following categories:

1. Plagiarism, cheating, knowingly furnishing false information to the University or other similar forms of dishonesty in University-related affairs (See also the section entitled Academic Integrity for details).
2. Forgery, alteration, destruction or misuse of University documents, records, or identification.
3. Obstruction or disruption of teaching, research, administration, disciplinary procedures or other University activities, including its public service functions, or of other authorized activities on University premises.
4. Physical abuse of any person, or other conduct which threatens or endangers the health or safety of any person, whether such conduct occurs on or off University property. In no event shall this rule be construed to prevent speech protected by the First Amendment to the United States Constitution.
5. Theft, misappropriation, illegal possession of, or sale of, or damage to property of the University, of an organization affiliated with the University, of a member of the University community or of (a) visitor(s) of the University.
6. Unauthorized use of or entry to University facilities (including computer facilities) and unauthorized possession of keys to University facilities. This includes illegal access to card access areas such as residential halls and stairwells.

7. Unlawful use, manufacture, possession, distribution, or dispensing of drugs or alcohol on University property, University controlled property or during University activities.
8. Disorderly conduct, or lewd, indecent, or obscene conduct or expression; distributing on University-owned or controlled property, or at University-sponsored or supervised functions printed materials that are libelous, scurrilous, or that encourage violation of public laws and University regulations.
9. Possession, while on University-owned or controlled property, or at University-sponsored or supervised activities, of any weapons such as, but not limited to, rifles, shotguns, ammunition, handguns, air guns, water guns, paint ball guns, knives, and switch blades. This also includes including explosives such as firecrackers, bottle rockets, sparklers etc., unless authorized has been approved prior to use in writing by an Administrator from the Department of Public Safety's Office.
10. Failure to pay promptly all University bills, accounts, and other University financial obligations when due. This includes NSF checks and other arrear accounts with contract vendors.
11. Gambling on University-owned or controlled property.
12. Gathering of groups of students on or adjacent to the campus in a manner which causes damage to public or private property, causes injury to persons, or interferes with the orderly functioning of the University, or the normal flow of traffic in terms of the obstruction of entryways to all accessible areas of the University.
13. Violation of local, state or federal law, whether on or off campus, when it appears that the student has acted in a way which adversely affects or seriously interferes with the University's normal educational function, or which injures or endangers the welfare of any member of the University community. Such violations include but are not limited to violation of state or federal drug laws, commission of or an attempt to threat or commit rape, murder, felonious assault, arson or any other felonious crime against a person or property.
14. Possession, use or being under the influence of alcoholic beverages on University-owned or controlled property or at University sponsored or supervised activities.

15. Violation of properly constituted rules and regulations governing the use of motor vehicles on University-owned or controlled property.
16. Failure to comply with directions of University officials acting in the performance of their duties.
17. Violation of written University policies and regulations as stipulated herein or as promulgated and announced by authorized personnel.
18. Inciting and/or aiding others to violate written University policies and regulations as promulgated and announced by authorized personnel.
19. Any act of arson, falsely reporting a fire or other fire related emergency, refusal to comply with authorized officials during the execution of fire related and/or weather related emergency drills, falsely setting off a fire alarm, tampering with or removing from its proper location fire extinguishers, hoses, or any other fire emergency equipment except when done with a “real” need for use of emergency equipment.
20. An attempt to commit or be an accessory to the commission of any act in violation of other Standards of Conduct.
21. Participation of students in hazing activities. “Hazing” means any intentional or reckless act, on or off University property, by one student, acting alone or with others, which is directed against any other student, that endangers the mental or physical health or safety of that student, or which induces or coerces a student to endanger his or her mental or physical health or safety, and includes treatment of a violent, abusive, shameful, insulting, or humiliating nature. Such action is prohibited when connected with initiation into or affiliation with an organization and does not include participation in customary athletic events or similar competition.

### **Academic Integrity**

The University of Tennessee at Martin has chosen as its primary objective quality undergraduate education. Commitment to this objective must include an obligation by all members of the University community to promote and protect the highest standards of integrity in study, research, instruction, and evaluation. Dishonesty or unethical behavior does not belong at an institution dedicated to the promotion of knowledge and learning.

Integrity of the academic process requires fair and impartial evaluation by faculty and honest academic conduct by students. A student may be found to have violated this obligation if he/she:

1. Refers during an academic evaluation to materials, sources, or devices not authorized by the instructor .
2. Provides assistance during an academic evaluation to another person in a manner not authorized by the instructor .
3. Receives assistance during an academic evaluation from another person in a manner not authorized by the instructor .
4. Possesses, buys, sells, obtains, or uses a copy of any materials intended to be used as an instrument of academic evaluation in advance of its administration.
5. Acts as a substitute for another person in any academic evaluation
6. Utilizes a substitute for another person in any academic evaluation.
7. Practices any form of deceit in an academic evaluation.
8. Depends on the aid of others, in a manner expressly prohibited by the instructor, in the research, creation, writing, performing, or publication of work to be submitted for academic credit or evaluation.
9. Provides aid to another person, knowing such aid is expressly prohibited by the instructor, in the research, preparation, creation, writing, performing, or publication of work to be submitted for academic credit or evaluation.
10. Indulges in plagiarism by presenting as one's own for academic evaluation, the ideas, representations, or works of another person or persons without customary and proper acknowledgement of sources.
11. Submits the work of another person in a manner, which represents the work to be one's own.
12. Knowingly permits one's work to be submitted by another person without the instructor's authorization.
13. Attempts deceitfully to influence or change one's academic evaluation record.
14. Indulges in conduct, which is so disruptive as to infringe upon the rights of an instructor or fellow students during a class or examination session.

For additional information see the Student, Faculty, Staff Directory.

## **DISCIPLINARY ACTIONS AND PENALTIES**

STUDENTS WHO VIOLATE UT MARTIN'S STANDARDS OF CONDUCT ARE SUBJECT TO DISCIPLINARY ACTION.

Disciplinary actions are taken and penalties are assigned by staff members or appropriate committees and councils on the basis of all attendant circumstances.

Official notifications are given by the appropriate office, and official records are maintained in the Office of Student Affairs. Efforts are made to keep penalties consistent with those applied in similar cases. However, in recognition of the fact that the University is an educational institution with a rehabilitative point of view, penalties are assessed in accordance with conditions accompanying each offense.

Certain files are maintained as a matter of records in conjunction with the adherence of SACS policy in order to provide equilibrium of justice in all matters that might impose on the basic rights of any and all students and staff at the University. These files are kept for documented purposes only under the jurisdiction of **Advisement** which has no penalty assessed with its record.

The **penalties** which may be assessed for violation of University regulations are:

1. Loss of Privilege. This penalty may involve loss of scholarships, stipends, right to participate in certain extracurricular activities, etc.
2. Disciplinary Warning and/or Loss of Privilege. This penalty is used for minor infractions and consists of a restatement of the regulation violated with an official warning concerning future behavior and/or loss of certain University privileges for a specific period of time.
3. Disciplinary Probation. This penalty means that a student is permitted to remain in the University on probationary status. Should a violation of regulations occur during probation, the student may be suspended. Conditions of probation could include loss of eligibility to join a student organization, participate in student auxiliaries and to serve as an officer in a student organization. Other conditions are specific to the individual case and may include ineligibility to participate in certain student activities. Any specific probation conditions are described in a personal letter to the student.
4. Suspension. Suspension is used in cases of serious misconduct, or violation of probation, and means that the student is required to cancel his registration and is not eligible to apply for readmission for a designated period of time. Usually the period of

designated suspension does not exceed one year but the length of tenure is specific to each student's individual case as detailed in their letter. (Persons suspended from the University are "**banned**" and may not return to the campus for the duration of their suspension, except to conduct official business with an administrative officer or faculty member. Approval for an official visit must be cleared by the Office of Public Safety and/or the Vice Chancellor of Student Affairs and/or his designee prior to the appointment).

5. Indefinite Suspension. Indefinite suspension means that a specific date has not been recommended for the readmission of the suspended student. The penalty is used in cases of extremely serious misconduct where the appropriate hearing body desires that evidence of rehabilitation be presented by the student before he or she is readmitted to the University. (Persons suspended from the University are "**banned**" and may not return to the campus for the duration of their suspension, except to conduct official business with an administrative or faculty member. This must be cleared by the Office of Public Safety and/or the Vice Chancellor of Student Affairs and/or his designee prior to the appointment).
6. Permanent Dismissal.

In response to numerous inquiries and uncertainties by students regarding disciplinary penalties for unacceptable behavior, the following list contains examples for which suspension from the university is the expected penalty:

1. **Possession of guns or knives on University Property.**
2. **Altercations in which guns, knives, bats, chains, etc. are used.**
3. **Fighting by individuals or groups.**
4. **Physical abuse of any person (i.e. rape, including acquaintance rape; boyfriend/girlfriend disputes, etc).**
5. **Theft or vandalism in the felony category.**
6. **Use and/or possession of drugs (intent to sell drugs).**
7. **Hazing by an individual or a group either on or off campus.**
8. **Plagiarism, cheating, and academic integrity issues.**
9. **Any authorized emergencies (i.e. refusal to comply with fire / tornado / natural disaster drills).**

Other violations listed in the Student Handbook may also result in suspension. Disciplinary action may be taken regardless of whether violations occur ***on or off campus***.

We believe that **ALL** UT Martin Students deserve to be as free as possible from the behavior described above in order to achieve their educational goals. Procedural due process will be followed.