On behalf of Miner Village and the University of Texas at El Paso, we would like to welcome you to your residential community and new home for the upcoming academic term. As students at UTEP you will have the opportunity to interact in a unique living/learning environment where you will make many new friends while pursuing your academic goals.

On-campus living will provide you many opportunities to enhance and tailor your college experience. You can get involved in the Residence Hall Government in a leadership capacity or participate in the many activities presented by staff and residents together. Miner Village can play an important role in enriching the academic experiences you will have at UTEP by providing many extracurricular activities in which to get involved.

It is important to understand that everyone in Miner Village plays a vital role in the development of the community. Each resident has the responsibility to conduct themselves in an appropriate manner and to hold each other accountable to the same standards. The Miner Village staff is here to assist you in this process.

As you explore Miner Village, the UTEP campus and the city of El Paso, please feel free to stop by if you have any questions, or need any assistance.

Welcome to Miner Country!

Sincerely,

Charles Gibbens          Kevin Marshburn
Director                Assistant Director
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GENERAL INFORMATION

THE DIVISION OF STUDENT AFFAIRS & RESOURCES

STUDENT DEVELOPMENT

Dean of Students- 747-5648
The Office of the Dean of Students is available to meet with students in resolving various programs and concerns. The Dean of Students provides students with the many various resources to aid your campus experience.

Assistant Dean of Students- 747-5648

International Programs- 747-5664
The office of International Programs (OIP) seeks to create a vibrant and diverse international atmosphere on campus through innovative and high quality services and programs to international students and scholars.

Recreational Sports- 747-5103
The Recreational Sports Department (RSD) provides patrons the opportunity to participate in a variety of sports. The department offers approximately 30 intramural sports, open recreational playing time, sport clubs and much more.

Student Development Center- 747-5670
The Student Development Center (SDC) seeks to promote individual student growth and personal achievement through a wide range of programs and services specifically designed to complement and enhance the educational experiences of all students enrolled at The University of Texas at El Paso.

Student Government Association- 747-5584
The mission of the Student Government Association (SGA) is to represent and serve all students attending UTEP. SGA is the official voice through which students’ opinions and concerns are expressed.

Student Publications- 747-5161
Student Publications publish the student-produced newspapers, The Prospector and the El Minero (Spanish-language newspaper) The Prospector comes out every Wednesday during the academic year.

The University Child Care Center (UCCC)- 747-5270 (Adelante Child Development)
The University Child Care Center offers programs tailored to meet the needs of children ages 3 months to 12 years old. The center provides a Developmental Program and concentrates on the whole child.

University Counseling Center- 747-5302
The University Counseling Center (UCC) provides a variety of psychological services to UTEP students and the community. These services include personal, career, and crisis counseling for registered UTEP Students.
Women's Resource Center- 747-5291
The Women's Resource Center (WRC) provides opportunity and a location where women's concerns can be voiced, dealt with directly, and/or be referred to other resources within the University and local community. www.utep.edu/wrc

STUDENT SUPPORT SERVICES

Student Support Services- 747-5077

Career Services- 747-5640
The department of Career Services is committed to helping UTEP students discover their career interests and assisting them for employment opportunities during and after their college years. www.utep.edu/careers

Disabled Student Services- 747-5148
The Disabled Student Services Office (DSSO) provides a program of support and advocacy services to students with disability. www.utep.edu/dsso

Union Services- 747-5711
The Union Building is the community center for UTEP. Its primary goal is to provide services, support and facilities to the University community in support of the academic and student development mission of the University. www.utep.edu/union

Student Health Center- 747-5624
The Student Health Center offers confidential health services to all students presenting a valid Miner Gold Card. www.utep.edu/health

OUTREACH PROGRAMS

Outreach Programs- 747-8763
The outreach Programs Office host several federally funded initiatives for qualifying students, and it is our hope that you will find an academic assistance program that is tailored to meet your needs. www.utep.edu/outreach

Student Support Services Program (SSSP)- 747-5349
The Student Support Services serve 200 or more low-income, first generation students with academic and personal support services that will help them stay in college and achieve their aspirations of earning a college degree. www.utep.edu/sssp

College Assistance Migrant Program (CAMP)- 747-6688
College Assistance Migrant Program (CAMP) students become partners in their educational and recreational pursuits resulting in increased academic success. studentaffairs.utep.edu/camp

Food Services by Sodexho- 747-5628
Sodexho prides itself in enhancing the campus experience by creating exceptional dining services at the most convenient means. We strive to provide you with a variety of menus items at dining locations conveniently placed throughout campus within walking distance of any setting. Receive an automatic 10% discount when you use Miner Meals! www.admin.utep.edu/sodexho

University Police- 747-5611
The UTEP Police Department is a full service, state police agency, charged with the responsibility of providing all police services to the campus. The goal of the UTEP police is to provide a safe learning environment, thus, supporting the mission of higher education. www.utep.edu/police
SUMMIT HALL

Summit Hall is available for Miner Village Residents’ use. The Summit Hall great room has computers, televisions, 2 study rooms, a full kitchen, board games, and cleaning supplies. The study rooms and large meeting room can be reserved for use to University related organizations.
MINER VILLAGE - COMMUNITY EXPECTATIONS

With more than 400 students living in one area, it is important to establish policies that will protect the rights of all residents while determining the responsibilities each resident must accept to help the living area succeed. The areas covered in this section are not all inclusive. PLEASE READ this section very carefully and direct questions you may have to your Residence Life Assistant or the Summit Hall office staff. All residents should understand that they are responsible for the policies in this housing guide as well as the Handbook of Operating Procedures (H.O.P.S), the “Rules and Regulations” of the Board of Regents of The University of Texas System and the catalog of The University of Texas at El Paso.

Miner Village offers efficiency, two bedroom and four bedroom units. For purposes of definition, a “unit” refers to the total space comprising bedroom(s), kitchen, living room and the bathroom(s). These general policies apply to residents of Miner Village, the units where they reside and their responsibilities to the community.
ALCOHOL

The University of Texas at El Paso and the Department of Residence Life supports and complies fully with all federal, state and municipal regulations regarding the sale, possession and consumption of alcoholic beverages. The goal of both the University and the Department of Residence Life is to provide a living environment, conducive to academic and personal development.

The following policies apply to all residents of Miner Village and their guests:

• No person under the age of 21 may consume or possess alcoholic beverages in Miner Village.
• The use of alcohol is permitted in a student's unit if all participants are of legal drinking age and the door to the unit is closed while alcohol is being consumed.
• Residents who allow guests to enter a unit where alcohol is being consumed are responsible for both the behavior of the guest(s) and for the guests' adherence to all applicable policies and laws.
• Intoxication shall in no way limit the responsibility of residents or guests of Miner Village from the consequences of their behavior.
• Residents shall not participate in alcohol related conduct which infringes upon the rights of others to a quiet, orderly living environment.
• Residents who threaten their safety and/or others through the use of alcohol, or require the assistance of staff will be subject to disciplinary action.
• Decorative containers or collections, such as empty bottles and cans, are not permitted in Miner Village.
• Alcohol may not be consumed in any of the public areas of Miner Village. These include lounges, laundry areas, stairwells, hallways, and outdoor spaces inside the gates.
• Beer kegs, party balls or other large alcoholic containers are not permitted.

REPEATED VIOLATIONS OF THE MINER VILLAGE ALCOHOL POLICY WILL RESULT IN EVICTION AND OTHER DISCIPLINARY ACTION AS APPROPRIATE.

APPLIANCES

Safety and conservation of energy are important considerations for Miner Village. Each resident must be conscious of the number of small appliances in their unit and the frequency of their use. The following guidelines will be helpful for the use of appliances.

• All appliances in residential units must be (UL) approved.
• Any appliance with a heating element (i.e. hair dryers, popcorn poppers) must have the element enclosed and must be (UL) approved.
• One microwave per unit is permitted.
• Residents of each unit are mutually responsible for keeping appliances turned off when not being used.
• The Kitchen provided in each unit is to be kept clean at all times.
• All appliances provided by Miner Village (stove, oven, refrigerator) must be kept in good working order. If an appliance is not working properly through no fault of the resident(s), maintenance personnel will respond to a work order for that unit.
It is the responsibility of each resident to report any damaged property that belongs to the University to the Residence Life Assistant or the Department of Residence Life. Upon check out residents are required to leave all University owned appliances in the unit and in the same condition they were upon check in.

Aquariums

Students are allowed to have an aquarium of 10 gallon maximum capacity (with fish only). Only one aquarium is allowed per apartment. Students assume responsibility for the aquarium and its contents at all times. See PETS.

Assault

Any physical altercation and/or verbal threats should be reported to the University Police (747-5611) and your Residence Life Assistant. Such incidents are very serious and should be reported immediately. Involvement in such altercations will result in immediate referrals to the Dean of Students Office.

Bathrooms

Residents must clean their bathrooms on a regular basis. All toilets in the apartments are to be used for their intended purpose only. Student may not flush food, paper towels, sanitary hygiene products, diapers or any other foreign matter. Improper use of toilet facilities causes sewage blockage and causes damage. Upon check in, students will have a shower curtain and rings provided. Students may change their shower curtain. Upon check out, the original curtain must be replaced.

Bicycles

Bicycle racks are located in several areas of Miner Village for the convenience of residents. A heavy chain and lock are recommended as protection from bike theft. Bicycles must be registered with the University Police Department. Miner Village residents are encouraged to use bike racks for storage. However, if a resident decides to store a bike in the unit, it may not impede exit from the unit in any way. Bicycles, or any personal items, may not be stored in stairwells or handrails, and may not otherwise interfere with emergency evacuation. The Department of Residence Life may authorize staff or Police to cut locking mechanisms on bicycles stored in public place which may interfere with safety in the event of an evacuation.

Blinds/Curtains/Curtain Rods

Each apartment comes with mini blinds on each window. The blinds that are provided cannot be removed. While, window coverings, including curtains, are permitted over the blinds, the window area must be returned to the original condition upon check out.
ELECTRONIC ACCESS SYSTEM

The Department of Residence Life offers increased security through the use of an electronic access system. The exterior gates are locked 24 hours a day. Each gate is equipped with a card reader and by sliding the magnetic strip on the back of your Miner Gold Card through the reader, you will gain access to the complex. Only Miner Village residents are allowed access; therefore, it is important not to admit non-residents without an escort. This system offers better security, as a lost or misplaced card will be deactivated, so that no one else can use it. If you should lose your card, please report it immediately to Summit Hall to have it replaced with a temporary card. Because your Miner Gold Card can also be used other services on campus, it is important that you should always carry with you. Resident are not allowed to leave gates opened or propped.

All gates are monitored by motion-sensor cameras. Residents and visitors who prop the gates open will be identified by the cameras and will be held accountable. It is the responsibility of the resident or guest entering or exiting the gate to assure that the gate is closed. Residents and guests may not enter Miner Village by jumping the gates or the fence.

CHECK OUT PROCEDURES

Detailed Information regarding check out procedures will be shared with residents at the end of the contract period. These procedures are also listed in the Miner Village Terms and Conditions.

CLEANLINESS

Cleanliness of a unit is the shared responsibility of all residents assigned to that unit. All public areas of the unit are to be kept clean and in good condition, at all times. All residents of the unit are to share public areas so that equal space is provided to each resident. Individual bedrooms are the sole responsibility of the assigned resident(s) and are to be kept clean and in good condition at all times. If a new resident is assigned to a unit, the existing resident is responsible for providing/presenting a clean public area of that unit. There are cleaning supplies available at the Summit Hall office. We have vacuums, mops, brooms, dust pans, and cleaning chemicals available for residents to check out.

COMMUNICATION WITH RESIDENTS

The staff at the Department of Residence Life will communicate with Miner Village Residents through their campus e-mail address, their campus box address, and their campus telephone number. Residents arriving at the beginning of the semester must set up their voicemail system.
COOPERATION WITH UNIVERSITY OFFICIALS

Residents must immediately comply with directions from all University officials, including Residence Life Assistant Staff. Verbal and/or physical abuse directed toward any University staff member will not be tolerated, and residents will be subject to disciplinary action.

Identity of Miner Village residents is easily established by means of the Miner Gold Card. For additional safety, any individual resident of Miner Village may be asked to identify themselves and verify residence at any of the entry points in Miner Village or at any location in Miner Village. Compliance with an RLA requesting an ID is required. Guests who are hosted by Miner Village residents may be asked to identify themselves at any time they visit Miner Village and at any location within Miner Village. Lack of compliance with such a request can result in the loss of visitation privileges.

DAMAGES/VANDALISM

Intentional damage to University property is a violation of policy and can result in restitution, disciplinary action and/or legal action. Miner Village residents are encouraged to report any act of vandalism to the Department of Residence Life.

DECORATIONS

Residents are encouraged to decorate their units to make them feel like home. However, certain considerations must be made with regards to walls and ceilings. Residents may not hang anything from the ceilings of the unit. Pictures, posters and other items of familiarity may be placed on walls in such a way that damage to the wall will be avoided. Decorations should not cover smoke detectors or fire sprinklers. Any holes or marks on the walls, not present at the time of check in, will be the responsibility of the resident at the time of check out. Residence Life Assistants will make an assessment of any damage to unit walls during a room inspection.

DRUGS

The University of Texas at El Paso Department of Residence Life supports and complies fully with all-federal, state and municipal regulations regarding the use, cultivation, manufacture, sale, and/or possession of drugs or controlled substances.

The following policies apply to all residents of Miner Village and their guests:

- The use, cultivation, manufacture, sale, and/or possession of drugs or controlled substances in violation of federal or state laws are prohibited by the University and are not permitted in Miner Village.
- Residents are responsible for reporting the use, cultivation, manufacture, sale, and/or possession of drugs or illegal substances in any area of Miner Village to a staff member or the University.
- The misuse of drugs (prescription, over the counter, or illegal) shall in no way limit the responsibility of residents or guests of Miner Village from their consequences of their behavior.
Any such use, possession or sale is in violation of the Regent's Rules and Regulations, University policies governing student conduct, and is in violation of state law. In addition to criminal prosecution, student offenders will be subject to disciplinary action by the University. The minimum disciplinary penalty which will be imposed is suspension from the University for a specific period of time and/or suspension of rights and privileges for a specific period of time although permanent expulsion from the University may result.

EMERGENCY PHONES- Blue Light Phones

At various locations across the campus, emergency, or “blue light” phones have been installed. These phones can be identified by their blue illuminating box tops. These phones have a red emergency button, which puts the caller in immediate contact with the University Police Department. When activated, this button also provides the police department with the callers location so that officers may be dispatched immediately to that location in the event the caller is unable to speak.

FERPA (The Family Educational Rights and Privacy Act)

All college students, and more specifically, Miner Village residents above the age of 18 have their privacy protected by the Family Educational Rights and Privacy Act, otherwise known as FERPA. Their educational records cannot be shared with others-including parents- unless the student gives written permission. In the event of a health or safety emergency, these records can be shared.

FIGHTING

Physical abuse, assault, or any conduct that may threaten or endanger the health or safety of any persons will result in immediate disciplinary action. Should the source of the conflict be from roommates or guests, every effort will be made to separate the residents from the assigned spaces.

FIRE SAFETY

Fire prevention and safety is of greatest importance for the Miner Village community. Residence Life Assistants will discuss emergency procedures at first meetings with the residents of Miner Village. The following regulations pertaining to fire hazards and fire safety are to be followed by all residents and guests of Miner Village. Any violations of these regulations will be investigated by the University police and appropriate University disciplinary action will be taken as deemed necessary.

Unauthorized use, tampering with or damaged emergency or safety equipment is prohibited in Miner Village and punishable under Texas State Law. This includes damage to information notices, sprinkler systems, and apartment smoke detectors. Smoke detectors and sprinkler systems must not be covered or tampered with under any circumstances. Any time that an alarm sounds, all residents must evacuate quickly. Failure to evacuate will result in immediate disciplinary action. Interference with an/or nonadherence to emergency evacuation procedures and drills is prohibited under Texas State Law. For purposes of containment the front doors of units may not be blocked.
open at any time. Candles, incense or other open flame elements are not allowed in Miner Village units. Pulling a fire alarm, tampering with smoke detector system or sprinkling system, or falsely reporting an emergency to the Police or Fire Department is prohibited under Texas State Law.

**FURNITURE**

Residents of Miner Village are provided furnished units and are responsible for the proper care and condition of all furnished items. Residents are required to report furniture damage to the Residence Life Office immediately upon recognition. Furniture may not be arranged, removed, or stacked in any way that would endanger the safety of residents. University furniture may not be transferred or exchanged between units or public areas. When a resident checks out of Miner Village, the same furniture provided at check in must be in the unit and in good condition.

**GAMBLING**

Gambling is illegal in Miner Village or on any state property.

**GATE PHONES**

A gate phone is located near every entrance to the complex. Guests may call the residents apartments following the instructions on the phone. The resident can unlock the gate from their apartment phone by pressing “9”.

**GARBAGE DISPOSAL MAINTENANCE**

To help maintain water flow through the disposal, residents are advised to turn the water on before they start the disposal and turn it off after the unit has stopped. Residents must properly dispose of cooking grease. After cooking, let grease cool to room temperature. Transfer grease to a separate leak-proof container before disposing in the dumpsters located outside the complex. Grease should not be put in the sinks or in the garbage disposal. For garbage disposal repair, residents must submit a work order.

**GRILLS**

Miner Village provides grills that are available for all residents. The grills are located in the complex by the volleyball courts. Residents are also allowed to bring small grills, but you may not grill in covered stairwells. Grills may not be stored inside the resident’s apartment.