

**A Rewriting of the Guide to Residence Living;
the Next Step on your Journey to Climb Mount UAH**

by

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An Honors Capstone

submitted in partial fulfillment of the requirements
for the Honors Diploma

to

The Honors College

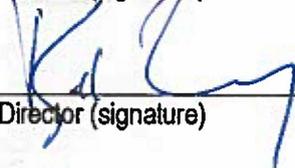
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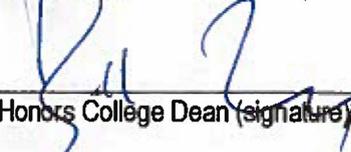
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UAH GUIDE TO RESIDENCE LIVING

WILL HAVE UAH HOUSING LOGO HERE

**THE NEXT STEP ALONG YOUR CLIMB UP MOUNT
UAH**

(REV. 5.1.19)

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Housing & Residence Life Mission Statement

The mission of Housing and Residence Life is to provide a safe and inclusive living environment that inspires academic achievement, encourages personal development, celebrates diversity, and promotes student leadership & involvement.

Purpose of this Guide

This guide is an extension of your Housing & Residence Life Room Contract/Apartment Lease. It is the your responsibility to familiarize yourself with this information.

You will be held accountable for this information and will be expected to adhere to all of the following:

- The UAH Student Handbook: <http://www.uah.edu/student-support/student-conduct/handbook>
- Student/Family Housing Contract: <http://www.uah.edu/housing/prospective-residents/housing-contracts>

Housing & Residence Life has published policies to inform students of their responsibilities for their actions within their campus living environment. The policies and procedures have been created to promote and maintain an atmosphere conducive to community living.

All residents are responsible for knowing and adhering to these policies. Violations will result in appropriate disciplinary action.

The Housing & Residence Life policies and procedures covered in this guide are designed to make all residents' on-campus experience a positive one. All residents have a right to an atmosphere that is **CLEAN AND CONDUCTIVE TO STUDY AND SLEEP**. Residents also have an obligation to make sure these conditions exist for themselves and others. Housing & Residence Life has the right to make any policy or procedural changes it deems reasonable, necessary, or appropriate.

Residents' Rights and Responsibilities

All residents in Housing & Residence Life regardless of gender, gender expression, or gender identity, sexual orientation, race, ethnicity, age, ability, economic status, religion, or culture have the right and responsibility to:

All residents have the right to: All residents have the responsibility to:

All residents have the right to:	All residents have the responsibility to:
Have access to information about Housing & Residence Life's policies, procedures, and amenities.	Read one's Housing Contract, Guide to Residence Living, and the University of Alabama in Huntsville's Student Handbook.
Sleep, read and study, free from undue interference, in one's room, pursue individual interests, make friends, and have fun. Unreasonable noise and other distractions inhibit this right.	Be aware of one's personal noise level and any distractions one may cause a suitemate or other resident.
A clean environment in which to live.	Contribute to creating a clean environment, meeting the standards of Housing & Residence Life's Health and Safety Inspections, and adhering to one's student contract and Guide to Residence Living.
Have access to one's room and facilities.	All residents are responsible for their student ID and key to gain access to their room.
Personal privacy	Respect others' personal privacy and maintain the safety of one's personal belongings.
Address grievances.	Address conflict, either personally or by Contacting Housing & Residence Life staff members to assist in settling any conflicts.
Be free from physical and verbal harassment, fear, intimidation, physical harm and/or emotional harm.	Be aware of how one's words, actions, and beliefs impact others.

Housing & Residence Life Office

Charger Village Original 118
601 John Wright Drive
Huntsville, AL 35899

P: (256) 824-6108
F: (256) 824-6739
Email: housing@uah.edu

Hours of Operation: Monday-Friday, 8:15 a.m. - 5:00 p.m., Excluding University Holidays

Building Abbreviations

CCH - Central Campus Residence Hall

FSH - Fraternity and Sorority Housing

CVO - Charger Village Original

NCH - North Campus Residence Hall

CVA - Charger Village Addition

OCA – Off Campus Apartments

FFH - Frank Franz Hall

SCH - Southeast Campus Housing

Housing & Residence Life's Educational Focus

The Housing & Residence Life staff plan and present a variety of programs throughout the year. Programs are specifically designed to compliment residents' educational experiences by introducing new ways of thinking, goal setting, planning, cultural awareness, stress management, decision-making, and community involvement.

Residence Area Programming and Activities

Housing & Residence Life is committed to student learning and development. Our staff provides opportunities for students to grow and realize their potential, not only intellectually, but also socially and emotionally. Hall programs stimulate and encourage academic, personal, and intellectual interest and achievement, expand knowledge, and highlight learning and growing as a vital component of daily living. Recreational and social activities can help students relieve stress, meet people, engage in social interaction, and build quality relationships. Social and cultural programs may be extremely successful if student leaders work with hall staff. A student's personal growth may come from relationships formed and participation in residence hall and area activities.

Housing & Residence Life Staff

Director for Housing & Residence Life The Director maintains the oversight and overall responsibility of all University Housing operations including budget, long and short-term planning, staffing, programming, and all other operational functions. The Director is responsible for the day-to-day leadership of housing staff, short and long term strategic development, growth processes, outreach, operations and capital improvement projects within all areas of University Housing. The Director supervises the Assistant Directors.

Associate Director for Conferences & Events The Associate Director (Assoc. Dir.) for Conferences and Events oversees the Housing Conference Program. This position is responsible for conference building usage on campus, dining options and staffing for the conference program. Additionally, the Assoc. Dir. will handle reserving of space on campus during the calendar year.

Assistant Director for Housing Operations The Assistant Director (AD) for Housing Operations helps maintain the day-to-day operations of Housing & Residence Life. They are primarily responsible for overseeing all resident assignment activities, is the liaison with the Physical Plant for student maintenance issues, works directly with University contract cleaners, and supervises the student maintenance teams.

Assistant Director for Residence & Residence Life The Assistant Director (AD) for Residence Life is in charge of all staff selection, training, and supervision. They supervise the Resident Directors, and is the advisor to the Residence Hall Association. They are responsible for designing the educational program model for all of Housing & Residence Life and maintains a wide variety of educational programs. They are also responsible for processing student conduct actions within the Department.

Resident Directors A Resident Director (RD) is a full-time, live-in professional residing in each of the five Housing & Residence Life areas. The RD is responsible for overseeing the daily operations of the residence hall; supervising the building's student staff; promoting residence life activities in the residence hall; and serving as a resource for their students. RDs are available to help with a variety of conflicts, concerns, or issues that may arise with their residents. The RDs work with the Senior Resident Assistant and the Resident Assistants to provide a supportive environment where students can live and learn. The RDs are committed to providing students with the tools they need to experience personal growth and to helping create a sense of community. The RD reports to the AD for Residence Life.

Senior Resident Assistants Senior Resident Assistants (SRAs) are experienced RAs who serve as a mentor to fellow RAs on their staff while also having the same responsibilities as an RA. There is one SRA per Residence Hall. In addition, the SRA helps schedule duty for the RAs while also serving on the Duty rotation. They work with the Resident Directors to oversee the RAs and help implement new policies and expectations when needed.

Resident Assistants Resident Assistants (RAs) are among the most important individual's students meet while residing on campus. Housing & Residence Life RAs are selected and trained to handle a wide range of situations, such as homesickness, suitemate issues, etc. One of their primary responsibilities is to help residents develop a sense of community on their floor or in their area. The key to community development is a team effort between residents and the RA. RAs provide many opportunities to get involved, such as informal discussions, social activities, and presentations with guest speakers. RAs are a great resource for questions regarding campus life and Housing & Residence Life. RAs report to the RD of their specific area.

Duty Housing & Residence Life RAs provide duty coverage for each residence hall/area seven days a week, including when the University is closed. Duty hours are for 5:00 P.M. to 8:15 A.M. Monday - Friday and 24- hour coverage Saturday and Sunday. The RA on duty carries a phone to respond to student questions or needs. For a listing of RA Duty Phone numbers, please see page 5.

Desk Coordinators Desk Coordinators (DCs) schedule the front desk for every residence hall on campus. There are 2 DCs, one for the North side of Campus (NCH, FFH, CCH) and one for the South side of campus (CVO, CVA, SCH). The DCs help maintain a staff of DAs by training, supervising, and hiring as necessary. They communicate regularly with the RDs of each building on their side of campus and communicate with the Assistant Director of Housing to implement new trainings and requirements.

Desk Assistants Desk Assistants (DAs) are responsible for the management of a front desk during their shift. They assist students in answering questions, directing or providing information, checking in and out guests, and monitoring the lobby and activity of the building.

Maintenance Assistants Maintenance Assistants (MAs) are responsible for the management of routine work orders to assist the full-time maintenance team in each of the Housing & Residence Life areas. The MA, in cooperation with the RD and/or ARD helps to ensure quick response to routine work orders. The MA reports directly to the AD for Housing Operations.

Housing & Residence Life Organizations

Hall Council A Hall Council exists in each of the five housing areas, consisting of students who desire to be a part of the group. They plan and implement social, educational, and cultural activities and programs for residents. The success of Hall Council depends on the interest, leadership, and dedication of the students. Councils are advised and guided by the RD with the help of the SRA and/or RAs. All Hall Councils have a budget Housing & Residence Life from which to plan their programs.

Residence Hall Association As a resident of Housing & Residence Life, students are automatically a member of the Residence Hall Association (RHA). RHA officers and members serve as the student voice to Housing & Residence Life and plan activities for residents. Any issues or concerns regarding areas or policies can be brought to the RHA meetings. RHA encourages all Housing & Residence Life residents to participate in the planning and implementation of its educational programs and social activities. RHA is governed by a student leadership panel, which is usually created from the governing Hall Councils from each Residence Hall. To become involved, residents should contact their RD, ARD, SRA, or RA for more information.

Residence Halls and Areas

Central Campus Residence Hall (CCH) CCH is a co-ed residence hall that is home to approximately 400 freshmen students. The seven-story building is located between the Tom Beville Center and Wilson Hall, and connected to the University Center (UC).

Charger Villages (CVO and CVA) are co-ed residence halls that are home to approximately 800 sophomore students. CVO and CVA offer full-size kitchens and laundry rooms on each floor, classroom space, multiple study rooms and lounges, a multi-purpose room, and a game room. The CVO courtyard provides residents with a great outdoor area for grilling and hanging out. The main Housing & Residence Life office is also located on the first floor of CVO.

Frank Franz Hall (FFH) FFH is a co-ed residence hall that is home to approximately 230 freshmen Honors students. Across the street from Morton Hall and the Conference Training Center (CTC), FFH is the home of the Honors College. FFH offers multiple study rooms and a multipurpose room for activities. FFH and NCRH share a courtyard, which provides residents with great outdoor space for grilling and hanging out.

Fraternity and Sorority Housing (FSH) FSH is composed of six houses and home to 60 sophomore and upper-class students. The following fraternities and sororities are represented in "Greek Row": Alpha Omicron Pi, Delta Chi, Alpha Tau Omega, Kappa Delta, Delta Zeta, and Sigma Nu. Adjacent to the University Fitness Center (UFC) and Southeast Campus Housing.

North Campus Residence Hall (NCH) NCH is a co-ed residence hall and home to approximately 300 students. NCRH features studio suites, study rooms on each floor, lounge areas, a full size community kitchen, and space for student activities. NCH and FFH share a courtyard where residents can enjoy outdoor activities.

Southeast Campus Housing (SCH) SCH is a co-ed area and home to approximately 250 sophomore and upperclassmen students. Adjacent to the University Fitness Center (UFC) and FSH, SCH offers a full size kitchens, a basketball court, a sandpit volleyball court, picnic tables and outdoor grills for residents to enjoy.

Leased Off Campus Apartments UAH has leased 209 apartments off campus through Sealy Management for Sophomores, Juniors, and Seniors. The apartment complexes are Ashford Terrace, Emerald Ridge, Highland Pointe, and Waterford Square.

Suitemates

As a resident of Housing & Residence Life, you should realize you do not just have a suitemate; you too are a suitemate. A suitemate can be someone with whom you share opinions, interests, and activities. However, sharing a space can sometimes result in problems or misunderstandings. You and your suitemate(s) do not have to be best friends; however, you do need to develop the ability to communicate with each other. Communication is crucial for a successful living experience. These suggestions may help:

- Have regular, unplanned, informal discussions. See Appendix 2 for a list of discussion points.
- Introduce suitemates to friends.
- Invite suitemates to join in activities.
- Complete a suitemate agreement (see the RA).
- Let each other know what is okay and not okay to share.
- Think of each other as individuals and learn to respect each other's uniqueness.
- Be open to differing opinions, ideas, and points of view.
- Verbalize concerns. Do not assume suitemates can read body language accurately.
- If a concern arises, speak to your suitemate first in an open and non-threatening manner.

*If you are having continued trouble with a suitemate, please contact the RA to help mediate the situation.

Ground Rules

During discussions, spend some time talking about the ground rules regarding suite cleanliness, noise levels, entertaining guests, and sharing food and community items (toilet paper, paper towels, etc.). Make sure the rules are fair and equitable to all.

Privacy and Interruptions Remember times will always exist when you will need privacy to study or just be alone. When that occurs, talk with your suitemate(s) first before frustrations build.

Conflicts Conflicts will probably occur between residents and suitemates at least once during your college career. Conflicts should not be viewed as negative. Rather they should be viewed as a learning experience. It is natural for people to disagree; however, it is how you handle the conflict that makes the result positive or negative. High stress times, such as mid-term and final exam periods, tend to elevate the frequency of conflicts.

- If tensions do arise, talk with the suitemate **FIRST** before the issue becomes a major conflict. If communication does not resolve the problem, talk with the RA. RAs are experienced and trained in dealing with these concerns and can give you ideas to help find a resolution. However, give your suitemate the courtesy of speaking with him/her first. Often an individual may not be aware there is a concern. Failing to deal with a concern may give the suitemate permission to continue the behavior.
- The Housing & Residence Life staff will first try to help you work through your conflict with a suitemate before a room change is considered. If all parties are in disagreement and a resolution cannot be achieved, or if a party is not willing to work toward a resolution, then all suitemates may be moved at the discretion of Housing & Residence Life staff.

Housing & Residence Life Policies Each resident of Housing & Residence Life is individually and personally responsible for compliance with these provisions of the UAH's Code of Student Conduct and compliance with the laws of the State of Alabama.

Abusive, Harassing, and Intrusive Conduct University policy forbids conduct which involves actual or threatened physical abuse or violence, hazing, indecent behavior, and harassment, including both general harassing behavior and harassment based on an individual's race, color, religion, sex, age, national origin, sexual orientation, or disability. University policy forbids related actions that invade one's personal privacy (such as repeated, unwanted telephone calls, any harassing electronic communication, and/or abusive letters).

Alcohol Policies

- A. Housing & Residence Life policies on alcohol are consistent with University policies and federal and state laws.
- B. Residents will be responsible for their guests' behavior and for any unlawful possession or consumption of alcoholic beverages by their guests. Resident and non-resident students who violate these policies will be subject to disciplinary actions.
- C. Alcohol containers of any type are not allowed to be used as decoration or any type of display within any area of Housing & Residence Life. Alcohol containers used as display or decoration is subject to confiscation and judicial action(s) at the discretion of the Housing & Residence Life staff. Empty alcohol containers are considered trash by Housing & Residence Life and will be treated as such.
- D. Drinking games are prohibited within the residential areas, regardless of the presence of alcohol.
- E. Residents and/or guests who are publicly intoxicated are in violation of this policy.
- F. Furnishing false identification or otherwise making false representation about one's age for the purpose of buying, receiving, or otherwise obtaining alcoholic beverages is a violation of this policy.
- G. Possessing or consuming alcohol is not allowed in lounges, study rooms, hallways, stairwells, any other public space of the Residence Hall, or outside the Residence areas, including courtyards.
- H. Any student found in violation of these policies will have their case referred to the Judicial Affairs Office and be subject to disciplinary actions.

Central Campus Residence Hall, Frank Franz Hall, North Campus Residence Hall, Charger Village Original, and Charger Village Addition CCH, FFH, NCH, CVO, CVA are alcohol-free areas. Alcohol is not allowed anywhere within or around the adjacent outside areas of CCH, FFH, NCH, CVO, CVA nor should residents or guests consume, sell, possess, give away, furnish or otherwise distribute alcoholic beverages regardless of age.

Southeast Campus Housing and Off Campus Apartments

- A. Possession or consumption of an alcoholic beverage by any student who has not reached the legal drinking age established by state law (21 years of age in Alabama) is a violation of this policy.
- B. Residents' guests are not allowed to consume, sell, possess, give away, furnish or otherwise distribute alcohol regardless of age.
 - 1. A guest is defined as any person not assigned to the suite space they are present in.
- C. If all suitemates and their guests are 21 years of age or older, the residents of the suite are allowed within a reasonable amount to possess and consume alcohol, but only in one's assigned residence in Housing & Residence Life.
 - 1. One's residence is defined as one's assigned suite in Housing & Residence Life, which includes the common area, bathrooms, and bedrooms. For example, suite 318 would include: 318 common area, 318 AB bathroom, 318 CD bathroom, 318A, 318B, 318C, and 318D.
 - 2. A reasonable amount is defined as no more than twelve 12-ounce beers, OR one 750mL of liquor, OR one bottle of wine per resident of legal age of the suite. Therefore, all common source containers are prohibited anywhere in Housing & Residence Life. Common source containers include, but are not limited to, kegs, pony kegs, party balls, half-gallon bottles, cases, coolers, and trashcans. Other beverages, such as Mike's Hard Lemonade, Wine Coolers, or any other beverage controlled by Alabama Beverage Control (ABC) Board/State Law are considered alcoholic beverages.
- D. If any resident of the suite is under the age of 21 years old, the residents of the suite that are 21 years of age or older are allowed to possess or consume alcohol within a reasonable amount in one's personal bedroom.
 - 1. One's personal bedroom is defined as one's assigned space within one's residence in Housing & Residence Life and does not include any bathrooms, hallways, common areas, or other bedrooms within that suite. For example, 318-A would be considered a personal bedroom. Storing alcohol or liquor in the common area fridge is not acceptable.
- E. If a resident's guest is under the age of 21 years old, neither the resident nor the guest may possess or consume alcohol in any area. However, the suitemates who do not have a guest can consume alcohol, in their personal bedroom, if they are 21 years of age or older.

Appliances and Cooking

- A. Open coil appliances are **NOT** permitted in Housing & Residence Life. This includes but is not limited to: toaster ovens, toasters, hot plates, and electric skillets. Unauthorized appliances will be confiscated and will be returned to the owner when keys are returned during move-out. Cooking in CCH, FFH, NCH, CVO, CVA, and FSH suites is limited to the microwave provided (i.e. students may not bring additional microwaves) and to closed-coil popcorn poppers, sealed unit coffee makers, and thermostat-controlled hot pots and crock-pots. Cooking is not permitted within the bedroom areas of suites. Cooking is permitted within the designated kitchen areas of each building, provided the requirements established by Housing & Residence Life staff in each area are met.
- B. A refrigerator is provided in each suite in CCH, FFH, NCH, CVO, CVA, SCH, and Off Campus Apartments. One additional refrigerator per resident is allowed but must be 4.0 cubic feet or less. The refrigerators provided by Housing & Residence Life are frost free (except SCH and CCH). In order to get best results from refrigerators, it is important to clean it on a regular basis. Refrigerators not defrosted prior to move-out will incur a defrosting and cleaning assessment charge. When defrosting refrigerators, **DO NOT USE SHARP OBJECTS TO CHIP AWAY THE ICE!**
- C. While these items are used by the residents of the suite, they belong to Housing & Residence Life and are expected to be kept clean and maintained for health and safety purposes.
- D. All other appliances must be approved by the RD before using.

Computers & Printers

- A. Residents of Housing & Residence Life can connect their personal computers to the campus network. To connect to the Ethernet system, one must secure an email and IP address. Before connecting to the UAH Cisco program, a computer must be scanned by the Office of Information Technology (OIT). During move-in, help desks may be set up by OIT. During other times of the year, students will need to contact OIT directly for assistance. Simply connect one's computer to the Ethernet port and click on the internet icon. You will be automatically connected to the ResNet webpage. Follow the directions from that webpage. For more information, please refer to the IT Solutions web page or contact OIT.
- B. Attempted or unauthorized use of computer access (computer hacking, running an Internet based business, etc.) is a violation your room contract, the Computer Usage Policy, and the Student Code of Conduct. Students may not use the Internet, campus network, or their suite or apartment address for any unauthorized or illegal activities. Unauthorized use will result in denied access to the Internet and campus network until a complete investigation can occur and may result in a permanent loss of this privilege. Violators will be referred to the Student Judicial Board and/or appropriate agencies.
- C. 3D Printers are not permitted within Housing & Residence Life due to fire safety concerns.

Disorderly Conduct Behavior that is disruptive to orderly community living is prohibited. This behavior includes, but is not limited to, throwing items in the hallways, bouncing balls on the floor, throwing objects out of the windows, fighting, committing pranks, or any other behavior which may cause physical injury, property damage, or is potentially dangerous or disturbing to the health and well being of residents.

Drug Misuse Housing & Residence Life policies on drugs are consistent with University policies, federal and state laws.

- A. Controlled substance (drug) use is a violation of the Code of Student Conduct. It is defined as the possession, manufacture, sale, giving away or other distribution of any controlled substance (such as an opiate, narcotic, hallucinogen, etc.) as defined by federal or Alabama law except upon prescription by a practitioner (as defined by Alabama law), or his/her authorized agent under his/her supervision, incident to teaching research, chemical analysis, or professional practice.
- B. Residents will be responsible for their guests' behavior and for any unlawful possession or consumption of controlled substances by their guests. Resident and non-resident students who violate these policies will be referred to the Judicial Affairs Office and may be subject to disciplinary actions.

Firearms, Weapons, and Explosive Items

- A. Possession of any firearm - including and not limited to rifles, shotguns, handguns, paintball guns and air guns are strictly prohibited anywhere on University property, including resident suites, apartments, and cars. Possession of ammunition for firearms or any explosives—such as firecrackers, fireworks, dynamite cartridges, bombs, grenades, and mine explosive devices—is also prohibited. Housing & Residence Life staff and/or Campus Police have discretion to determine if any other items may be hazardous to the safety of the residents.
- B. Any internal combustion engines, automobile batteries, acids, gasoline, propane tanks, or barbecue grills are not permitted in the residence halls or apartments.
- C. Knives are prohibited (except kitchen tools and pocket knives). No pocket knife may have a blade longer than six inches. The list of prohibited knives includes but is not restricted to: bowie knives, daggers, slingshots, leaded cans, switchblade knives, blackjacks, brass knuckles, or any other weapon.

Furniture

- A. All furniture provided by the University **MUST** remain in the suite or apartment; therefore, no student should remove furniture from the room, common area or building. Within the suites, furniture designated for common areas should not be moved into individual bedrooms. Furniture not returned to proper location will be moved at the resident's expense.
- B. All furniture located in lobby areas, lounges, study rooms, game rooms, multipurpose rooms or any other area of the Residence Hall not located in the suite, must remain in that location. Hall furniture, or objects such as trash cans, are not to be moved, stored, or used in a resident's suite or bedroom. All residents found with unapproved furniture located in their suite may face consequences with Housing & Residence Life.
- C. Furniture must not obstruct doors or windows at any time. Doors and windows must be accessible for use as a means of exit or entry, especially in the case of emergency situations.
- D. Construction or room alteration involving heavy building materials, wooden or cloth material platforms, or self-constructed lofts are prohibited due to fire and safety regulations.
- E. Residents are not allowed to provide their own materials to loft beds. Any beds that have been lofted or raised using University equipment need to be de-lofted/bunked and lowered to an appropriate level before checking out of one's residence. An appropriate level is a bed that is high enough to sit on without having to climb into the bed. It is the resident's responsibility to make sure the bed is lofted and de-lofted appropriately.
- F. Recycling bins located in each suite are considered Housing & Residence Life furniture. They are expected to be cleaned and located in the living room upon move out. If a recycle bin is missing, the entire suite will be charged for the cost to replace the bin.

Guests & Visitation A roommate's right to privacy takes priority over the privilege of having a visitation guest.

Guest Behavior Students should note that one's lease/contract makes one expressly responsible for any misconduct and/or destruction of property (inside or outside one's suite or apartment) by one's guest(s). This means that misconduct of such guests may result in cancellation of one's lease/contract and students may be held financially liable for any damages caused by such misconduct.

Guest Check-In/Visitation For students' security, all guests of CCH, FFH, NCH, CVO, and CVA residents must register at the front desk in the lobby. Each resident may have a maximum of three guests signed in at one time. At sign-in, any non-resident must present a government issued picture ID, which will be held at the front desk until the guest signs out. The host resident must escort guests at all times. The host resident must swipe their Charger ID at the front desk both when the resident is checked-in and checked-out of the building. All residents are accountable for their guests and will be held responsible for any misconduct and/or destruction of property by their guests. Guests are responsible for picking up their IDs when they sign out. Housing & Residence Life is not responsible for IDs that are not picked up when the guest leaves. Visitor/Guest visitation may be cancelled by Housing & Residence Life staff at any time.

Overnight Guests The RD has full discretion as to the approval of any visitation request.

In all Housing & Residence Life areas, one must obtain the approval from suitemates and Resident Director before entertaining overnight guests. Visitors/Guests may only stay overnight three nights in a seven-day period, regardless of resident host.

CCH, CVO, CVA, FFH, and NCH

- A. CCH, CVO, CVA, FFH, and NCH residents must show their current student ID upon entering the building 24 hours a day, seven days a week.
- B. Residents are required to swipe their Charger cards at the front desk both when a guest checks in and checks out.

Charger Cards

- A. Charger cards are issued to all University students. This ID card provides access to front doors of the residence halls. In CGV, the Charger Card also grants access to the main door of suites. It may also be used to pay for laundry and campus food services.
- B. To enter the building, you must use your ID card. Swipe the card to enter the building and show the card to gain access past the DA.
- C. If you lose your ID card, you must immediately report it to the RD and the Charger Card office. The old ID card will be deactivated and will no longer be valid. You will be issued a new ID card.
- D. If you damage an ID card, you will need to report it to the Charger Card office to obtain a new card.

Email UAH students are assigned an email address by the University. This email account is considered by the University as an official method to notify students. Students are responsible for checking their email and are responsible for information sent to them. Housing & Residence Life will send important notices and charge letters by this method of communication.

Food Service All residents are required to purchase a minimum declining balance meal plan each academic semester (excluding summer semester residents and SCH apartment residents). Additional funds may be added to your flex plan for laundry and copy services. If a resident has a question about Food Service, please contact the Director Charger Card Operations (824-2720).

Internet Service UAH provides basic internet (wired & wireless) to all residents. One outlet is located in each bedroom. For information on accessing the internet, see "Computers" in the "Policy" section of this document.

Laundry Service Laundry rooms are located on the first floor of the CCH, FFH, FSH, NCH and in building 604-B of SCH. In CGV, there is a laundry room on each floor. Laundry costs are \$1.25 to wash and \$1.25 to dry.

Money lost in a malfunctioning washer or dryer will be refunded at the main Housing & Residence Life office for all areas. In order to receive a refund, you must provide the machine number (6-digit number and not card reader number with letter) of the machine that malfunctioned.

A card swipe is located in each laundry room for use of the Charger Card and the declining flex account. If the machine malfunctions, please contact the area RD.

SCH & Off Campus Apartments While the structure of SCH promotes a more fluid guest policy, an individual guest is permitted three overnight stays within a 7-day period. The RD and ARD has full discretion as to the approval of any visitation request.

Hallway Sports Housing & Residence Life does not condone behavior that could cause damage to property or harm individuals. Such behavior includes but is not limited to throwing sports equipment, bouncing balls, wrestling, general horseplay, pranks, etc. in any area of the residence hall or apartment complex. Participating in hallway sports may result in the participating students being charged a fine for repairs.

Noise

A. Noise violations may be, but are not limited to, noises that are clearly distinguishable in the hallway during quiet hours. It may involve music, heavy bass or percussion noises, alarms, pounding on doors or walls, bouncing of sports equipment or other items, or any general failure to respect other residents.

B. Courtesy hours and quiet hours exist to support the University's academic mission. Courtesy hours are in effect 24 hours a day, 7 days a week. Courtesy hours mean that the noise level should not be distracting for students in close proximity. If a complaint is registered, the resident who is causing the disturbance must respond as if quiet hours were in effect and may be subject to further consequences.

C. Quiet hours are in effect Sunday through Thursday beginning 10:00 p.m. to 8:00 a.m. Friday and Saturday quiet hours are from 12:00 a.m. (midnight) until 8:00 a.m. During quiet hours, all noise should be kept to a minimum and no behavior creating an unnecessary commotion or disturbance is permitted.

D. Bands shall not practice within Housing & Residence Life.

E. Housing & Residence Life reserves the right to require a student to remove a stereo, any musical instrument, or any other source of disturbing sound from Housing & Residence Life if the student does not consistently comply with courtesy and quiet hours.

F. Residents and guests may be asked to leave if they are too loud, disrupting courtesy or quiet hours, or violating policy.

G. 24-hour quiet hours begin at 10 p.m. the last day of classes each semester. The extended quiet hour period ends at the beginning of the last final exam for the University each semester.

Open Flames Candles, oil lamps, open coiled items, incense, and any device producing an open flame is prohibited anywhere in Housing & Residence Life.

Pets

A. No animals of any kind (except approved service animals and fish) are allowed in Housing & Residence Life. Fish tanks should be regularly maintained and be no larger than 10 gallons.

B. If an animal is found in Housing & Residence Life, the resident will be asked to remove it. All residents of the suite will be charged \$100.00 a day per person per animal until the animal is removed. Housing & Residence Life reserves the right to ask any resident who fails to adequately maintain his or her aquarium to remove it. Residents are financially responsible for any damage resulting from aquariums and unapproved pets.

SERVICE ANIMALS SECTION WILL BE UPDATED THIS SUMMER OF 2019

Posting Information You must receive prior approval to post flyers, banners, signs, posters, etc., anywhere in or on the grounds of Housing & Residence Life. Flyers and posters should not be posted on glass doors, stairwell posts, elevator walls or doors, or on painted doors. The RD of the respective area gives approval for items posted. Housing & Residence Life has the right to post information on one's suite or bedroom door.

Respect for Housing & Residence Life Policy/Authorities It is expected that students will comply with reasonable requests from Housing & Residence Life staff, Professional and Student. Students should identify themselves when asked and should provide true and accurate information. Students should refrain from harassment and verbal abuse of staff members. Failing to do so will result in disciplinary action.

Skates/Skateboards Skateboards, hoverboards, roller skates, bicycles, and in-line skates are not to be used inside any Housing & Residence Life building.

Smoking/Vaping

A. University policy prohibits the use of tobacco and vaping on campus. UAH is a tobacco free, smoke free, and vapor free campus.

Soliciting

A. Solicitors are prohibited within Housing & Residence Life. Soliciting includes but is not limited to, knocking on doors, posting flyers, delivering flyers under doors, hanging objects on doorknobs, as well as placing flyers on vehicles in parking areas. Students are requested to notify a University staff member promptly when they see anyone soliciting. B. Residents are not permitted to sell items, collect money, or promote personal businesses from anywhere in the residence halls or apartment complex.

University Property

- A. Students are expected to respect University property as well as the property of other community members. University furniture should not be removed from student rooms or from public areas.
- B. Students may not remove or tamper with door closures, peepholes, locks, or other University equipment. Damage of University property due to intentional, malicious, or negligent acts will not be tolerated. Any items which may cause damage to University property may be removed or confiscated if the resident fails to comply with a removal request.
- C. Theft & Vandalism: Students who unlawfully take, damage, deface, destroy, abuse, misuse, or vandalize University property or property belonging to another person are subject to termination of their contract/lease, disciplinary action (such as restitution, expulsion, etc.) and/or criminal prosecution. Students should note that their contract expressly makes them responsible for the conduct of any of their guests. They may be liable for damages caused by any theft or vandalism committed by one's guests and their contract may be cancelled. Please report acts of vandalism to help keep rent and repair costs down, and to keep all areas safe and attractive.

Waterbeds Waterbeds and other water-filled furniture are not permitted in any Housing & Residence Life areas.

Windows & Stairwell Railings

- A. Students or guests are prohibited from climbing in/on, repelling from, sitting on, or standing in windows. Throwing objects of any kind from windows or balconies is also prohibited and residents will be charged a fine for throwing any identifiable item from a window.
- B. Banners, flags, posters, laundry, rugs, etc. are not to be hung from any window (inside or outside), stairwell railings, or balconies without permission. Items will be removed and discarded by Housing & Residence Life staff at the expense of the resident.
- C. Placing items or decorations on the exterior room doors in residence halls or apartments is considered a resident's privilege. The University reserves the right to remove anything from the exterior of one's suite, or from the interior if visible from the outside, which in its judgment is considered to create an unsightly or offensive appearance, and/or creates a hazardous condition. Each resident assumes the responsibility of all items or decorations displayed on their suite door, and understands the need to respect their neighbors and community.

Procedures Abandoned Property When a resident has withdrawn or been dismissed by the University, the resident should completely remove all of his or her personal belongings from their room. A resident who fails to remove property grants to the University the right to remove abandoned property at the owner's expense. Any personal property that residents or guests leave in a space after they have checked out will be considered abandoned. At the resident's expense, UAH may move the items into storage immediately and, if not claimed by the resident or an authorized representative within the time provided by law, dispose of items as it sees fit. Bicycles are also defined as abandoned property if left at the end of the semester.

Appealing Housing & Residence Life Charges and Decisions If a resident would like to appeal a charge, decision, or an application of policy imposed by Housing & Residence Life, they may do so by presenting their appeal in writing to the Director of Housing & Residence Life. Students must present appeals within thirty (30) days of the action related to the appeal. While vacating their area, residents who elect an Express Checkout automatically waive the right to appeal any charges applied against their account. See Express Checkout section for more information. The appeal process within Housing & Residence Life does not apply to student conduct cases. For information on the student conduct appeal process, please see the [Student Handbook](#).

Assigned Spaces

General Information

- A. The University will provide a space in Housing & Residence Life for occupancy as a resident. Students are not guaranteed any specific residence unit or accommodation by this agreement.
- B. Occupancy shall be for the period and upon the terms stated in the contract/lease as well as in these policies and procedures.
- C. The University will consider and attempt to grant a request for a particular residence unit, roommate(s), or other special arrangements indicated in the Housing & Residence Life application but cannot guarantee requests. The University has the right and sole discretion to determine assignments, authorize or deny room changes, consolidate vacancies, and move students from one room to another or to another area.
- D. The University does not make room assignments on the basis of any individual's gender, sexual orientation, race, ethnicity, age, abilities, economic status, religion, culture, or disability (unless the disability requires some accommodation) and it will not consider a request for assignment or a change in assignment based on any of these grounds.
- E. Residents who wish to request a room change must contact their RD. Residents are encouraged to contact their RA prior to speaking with their RD.

Room Changes

- A.** A resident may request a room change at any time; however, certain circumstances such as space availability and other factors play an important role in whether or not the change will be approved. No room change will occur without permission from Housing & Residence Life.
- B.** The third full week of each semester will be designated for room changes. Room change requests should be made in writing prior to this period. Improper or unauthorized moves will result in a fee of \$100.00. Requests for changes in space assignments may be made at any time.
- C.** The University reserves the right to make any assignment changes it deems reasonably necessary or appropriate. Occupying a space for a long period of time does not give priority to a resident should a change be necessary.
- D. *Housing Honors Community:** Housing & Residence Life, in collaboration with the Honors College, has created, developed, and defined an Honors Community in Frank Franz Hall (FFH) and in specified spaces within North Campus Residence Hall (NCH). Students interested in residing within the Honors Community must remain in good standing with the Honors College and be eligible to reside on campus. Good Standing is defined within [UAH Policy 02.01.28](#). As such, any student living in Honors Housing who withdraws or is removed from the Honors College will work with Housing & Residence Life to complete a room change and move out of Honors Housing, contingent upon available housing for their student classification. In the event available alternate housing is limited, the Honors College shall rank students to determine which students would complete a room change. The ranking shall be done according to GPA, lowest to highest. Those with the lowest GPA will be moved first, those with higher GPAs last. All appeals to the Honors Housing Community policy shall be made with the Dean of the Honors College.

Room Selection

- A. Fall room selection for all returning residents takes place during the previous spring semester. Housing & Residence Life has information containing detailed instructions and a signup timeline. To reserve a space for the following fall semester, residents must complete the sign-up process and submit a \$100 commitment fee.
- B. The cancellation date for accepting or declining an assignment is June 1st, failing to cancel by the June 1st deadline will result in forfeiture of the commitment fee.
- C. Students who live in Housing & Residence Life for the spring semester and who apply for summer housing are not required to pay a commitment fee for summer. Residents applying for summer housing and who cancel after the dates on the summer application are subject to a \$100 cancellation fee.
- D. Contact the Housing office or the RD of your building with any questions regarding returning student housing.

Charges to Student Accounts Any charge generated by Housing & Residence Life for rent, damage, lost keys, etc. will be billed to your University account. Payment should be made to the Cashier's Office.

Communicating Intentions If you have a special request or concern, please notify Housing & Residence Life immediately. Written and dated documentation is crucial when adjusting accounts or coordinating moves.

Consolidation Housing & Residence Life reserves the right to consolidate residents in partially filled suites to other occupied units. Consolidation, if necessary, usually begins after move in at the beginning of each semester. Consolidation can occur at any time during the semester.

Contract and Lease

A. The Housing & Residence Life room contract or lease - A legal and binding agreement between the resident and UAH.

- A signed agreement is required of **EVERY RESIDENT**.
- If the resident is under 19 years of age, a parent or guardian must also sign.

B. Residents are not allowed to subcontract or sublet their space. Residents may not rent or give assigned spaces to anyone.

C. Students who live in CCH, FFH, NCH, CVO, CVA, FSH or the single student suites in SCH sign a room contract with Housing & Residence Life that is binding for both fall and spring semester. The contract period begins when one takes possession of room keys or the day of move-in for that term (whichever comes first). Move-in day is announced in an assignment letter. The contract period ends 24 hours after a student's last final exam of the appropriate semester or 6pm the day after the final examination of the semester (whichever comes first).

D. Any student who wishes to live in Housing & Residence Life for the summer is required to complete an application for the summer term. A priority deadline of April 15 will be in effect for summer school assignments.

E. For information on being released from a contract, see "Intent to Vacate Process."

Express Checkout An express checkout is one option residents have to formally check out of housing. It is an assessment of the assigned area after the resident vacates. When agreeing to do an express checkout, residents waive their right to appeal any charges Housing Staff find applicable during the assessment of their room. Students must notify the Resident Director of their intent to do an express checkout.

First Year Housing Requirements All first year full-time undergraduate students with a permanent legal residence beyond a 30 mile radius from campus are required to live in the campus residence halls. Individuals meeting the following criteria may submit an exemption request and will be approved upon receipt of a completed "Request for Exemption of Housing Requirement" form and any required supporting documents:

- Students who are at least 21 years old prior to the first day of classes of their first enrolled term
- Married students and/or students with children
- Students with a documented medical hardship
- Students who have earned 48 or more credit hours from an accredited college/university

Other requests for exemption to the on-campus housing requirement will be considered on a case-by-case basis. The "Request for Exemption of Housing Requirement" form and the process for review of exemption requests are located on the Housing website at <http://www.uah.edu/housing/>.

Health and Safety Inspections

A. The Housing & Residence Life staff conducts periodic health and safety inspections in each suite and apartment. Health and safety inspections will be announced in the residence areas at least five days prior to the date of inspection. A notice will be posted on each suite door 48 hours prior to the inspection.

B. If unsafe or unhealthy conditions are found in a room, suite, or apartment, residents will be required to correct them within 48 hours. If cleaning is warranted and not completed within the 48 hours, the area will be cleaned by the University's contracted professional cleaners and the associated costs charged to the resident(s). During health and safety inspections, staff members will not open closets, drawers, or luggage. Staff members may inspect University refrigerators and common storage areas. Contact the RD or Housing & Residence Life if you believe an area has been inappropriately inspected. Health and Safety Inspections may also take place during University breaks.

C. If a University staff member or an RA visits an area at any time and finds the area to be in poor condition, an inspection may be conducted at that time.

Intent to Vacate Process A resident has a contractual agreement with Housing & Residence Life that **is not** automatically nullified when they withdraw, graduate or are academically suspended by the University. If a student is leaving the University for any reason, they must notify Housing & Residence Life and start the Intent to Vacate process by meeting with their RD. If the Intent to Vacate is approved, the resident will be sent instructions on how to check out of their room. If a resident leaves without notifying Housing & Residence Life, they will be considered a current resident and held accountable for any fees, including full rent charges. Please be aware of publicized, important notification dates to avoid improper check out fees. Please see the RD for more information.

Keys and Lockouts

A. A room key or access card will be issued after a resident has signed a room contract or lease. Rent is due no later than the first day of classes. Residents are responsible for any keys and cards until move-out. Residents may not make duplicate keys or cards; nor may they use padlocks, add locks or latches, or tamper with or change existing locks.

B. Residents are expected to keep both the door to their suite, as well as the door to the personal bedroom, locked.

C. Residents should not give their room keys or student ID cards to others, including guests. Falsification of information in an attempt to acquire an additional key or ID card is strictly prohibited.

D. For security reasons, residents should report all lost keys and lost student ID cards to Housing & Residence Life, an RD, or to an RA. Lost keys will necessitate a lock change resulting in a charge to the resident.

E. When a resident moves out of an assigned space, they must return their keys to Housing & Residence Life, the RD, or an RA by the appropriate deadline. Failure to do so will result in a charge to replace the lock. The resident may also incur rental costs and a \$100.00 administrative fee for improper check out. Residents are required to schedule a checkout with Housing & Residence Life 24 hours prior to their anticipated check out.

F. Lockouts: If a resident is locked out of a suite or apartment, contact Housing & Residence Life, an RD, or an RA. Residents will be given a grace period on lockouts for the first two weeks of each semester. After the grace period, any lockout will result in a \$10 charge to the resident's account. At the discretion of the RD, lock changes may be ordered for areas with multiple lockouts.

Opening Residence Hall Rooms Residence hall rooms and apartment doors are to be opened only for the occupant of that room, suite, or apartment. Residents will need to show identification. Staff **WILL NOT** open a door for anyone except the resident of the room, unless in accordance with the Law.

Privacy Rights The University (acting through an authorized employee, agent, or representative) shall have the right to enter an assigned space at reasonable times to inspect it, to make necessary repairs and alterations, to clean, and to enforce the room contract or lease agreement with no further notice of entry required. The University maintains the right to enter an assigned space if it suspects there is imminent danger to life, health, safety, or property. While in the resident's space, if any unauthorized items are visible, Housing & Residence Life has the right to confiscate the item and may impose further consequences.

Public Area Damage Costs to repair common area damage or to replace community property may be assessed to the residents of a wing, floor, building, or complex, unless individual responsibility can be determined. If residents have information regarding abuse or damage to common areas (including damage to a bulletin board), please report it to an RA, the RD, or another member of the Housing & Residence Life team.

Room Condition Reporting

Move-In: During move-in, residents are given a Room Condition Report form. This report provides hall staff identification of problems, concerns, and/or repairs. It is the resident's responsibility to check their suite for any damages, such as carpet stains, nail holes, damaged furniture, paint chips, and for the cleanliness of the suite. They should carefully inspect each item listed on the inspection form and document any concerns using the guidelines provided. This form should be returned to the RD or to Housing & Residence Life within 24 hours of check-in, to address any updates.

Move-Out: An inspection will be conducted when residents move out of an assigned space. Each resident makes an appointment with a Housing staff member to complete a room inspection and their Room Condition Report. Each resident must sign-up for a check out time 24 hours prior to checking out. If one fails to make an appointment, or fails to show for their scheduled appointment, they forfeit the right to appeal damage charges and will receive a \$100 improper check out fee. If damage is not recorded at the time of move-in but is recorded during move-out, the resident(s) will be held financially responsible for those damages. **Housing & Residence Life reserves the right to charge an Administrative Housing fee involving extenuating circumstances with student assignments.**

RDs and RAs will make cost assessments for damages or cleaning based on the [Cleaning and Assessment Charge Guide](#). Final charges are generated by Housing & Residence Life and are based on cleaning and repair cost. If students have questions or concerns about cleaning and damage in an assigned space, contact your Resident Director.

Semester Cleaning and Inspection Residents of all Housing & Residence Life areas are expected to leave their areas in move-in condition at the end of any semester. Housing & Residence Life reserves the right to conduct health and safety inspections of all suites during breaks and charge residents for any cleaning required to make an area move-in ready (as determined by Housing & Residence Life Staff). Residents are encouraged to complete cleaning agreements amongst all roommates at the beginning of any semester.

Temporary housing Residents who are graduating seniors or have special academic circumstances may be granted temporary housing on a case-by-case basis and availability of rooms. Requests for temporary housing must be submitted to Housing & Residence Life no later than two weeks before graduation.

Winter & Spring Break Closings FFH, NCH, CGV, OCA, FSH, and SCH remain open during Winter and Spring breaks. All residents must vacate CCH, FFH, CGV and at the end of spring semester.

Residents of FFH, OCA, SCH, and FSH must vacate their space at the end of the spring semester unless the resident is assigned the exact same room for the Summer semester **and** have met applicable priority application deadlines.

Students desiring on-campus accommodations during summer semester will be assigned to SCH or NCH. Applications are available in the main Housing & Residence Life office on April 1 and are due by the priority deadline of April 15.

Emergency & Safety Information Air Conditioner Leaks During the summer, air conditioners may leak from condensation when the humidity is high. Report any leaks immediately to Housing & Residence Life. To avoid damage to one's personal property, keep items away from the potential source of the problem when the air conditioning system is operating.

Emergency Response One must cooperate with University officials in case of severe weather, fire, civil emergency, or any other actual or threatened emergency. Such cooperation shall include evacuating the premises when a fire alarm sounds or when requested by a University official and complying with any applicable disaster plan. Failure to do so will result in immediate disciplinary action. When reporting personal emergencies from a campus telephone, dial 6911. Dial 256.824.6911 from an off-campus telephone.

Fire and Emergency Equipment

A. Fire alarm pull stations are located on every floor in CCH, FFH, FSH, NCH, and CGV and in every breezeway in SCH. Anyone found tampering with or improperly using alarms, detectors, extinguishers, sprinklers, hoses or the Automatic Emergency Defibrillators (AEDs) is subject to disciplinary and/or legal action.

B. An unannounced, organized fire drill may be held each semester in CCH, FFH, FSH, NCH, CGV and SCH. State and federal laws require **all** residents and guests to evacuate the building during a fire alarm. Failure to evacuate will result in disciplinary action and is subject to disciplinary and/or legal action.

Fire Doors Residents or guests are not permitted to use any fire door of any Residence Hall, unless approved by the RD. Even if approved, this access is considered a privilege and may be taken away if abused. Fire door abuse may consist of allowing guests or other residents into the building or bringing in any unauthorized items through these doors.

Fire Extinguishers Each suite and apartment (applicable by fire code) is equipped with a fire extinguisher. If a fire extinguisher needs to be recharged, notify Housing & Residence Life immediately. If a fire extinguisher is discharged because of intentional mischief, a fee of \$25, along with fees for any other associated damages and cleaning, will be assessed to the resident's account.

Missing Resident Policy At UAH, we are committed to the safety of our students. This policy is established in compliance with the Higher Education Opportunity Act of 2008 (HEOA) and applies to all UAH students who reside in Housing & Residence Life areas.

General When signing up for a room, all residents of Housing & Residence Life will be given the opportunity to register an emergency contact. RA's will also advise residents how to register their emergency contact at the first floor meeting. This emergency contact information will be stored confidentially and will be accessible only to authorized University officials and will not be disclosed, except to law enforcement personnel involved in a missing person investigation. Residents will be given the opportunity to update their emergency contact information when necessary.

Regardless of whether a resident has designated an emergency contact person, is 19 years or older, or is an emancipated minor, UAH is required to notify the UAH Police within 24 hours of a determination that a resident is missing.

Reporting and Investigative Procedures For the purposes of this policy, a resident may be considered to be missing if the student's absence from campus is contrary to his or her usual pattern of behavior and the University has reason to believe that unusual circumstances may have caused the absence. Such circumstances may include, but are not limited to the following:

- (1) a report or suspicion that the student may be a victim of foul play;
- (2) the student has expressed suicidal thoughts or may be in a life threatening situation;
- (3) the student has exhibited behavior suggesting they are unable to care for themselves;
- (4) the student is overdue returning to campus and is not heard from after giving a specific return time to family or friends.

Any individual on campus who has information or reason to believe that a student living in Housing & Residence Life may be a missing person should notify the UAH Police immediately.

UAH Police will gather all essential information about the student from the reporting person, as well as seek information from the student's acquaintances and from appropriate University personnel. Such information will include a physical description, cellular phone number, clothes last worn, where the student might be, who the student might be with, vehicle description, information about the physical and emotional well-being of the student, an up-to-date photograph, a class schedule, when the student last attended class, the last use of the student's Charger Card, etc.

Upon receipt of a missing resident report, UAH Police will promptly notify appropriate campus staff, to aid in the search for and location of the resident.

In every instance, UAH Police will promptly notify the office of the Dean of Students and keep them informed of the progress of the investigation. After consultation with UAH Police, the final determination that a student is missing will be made by the Dean of Students.

Notifications The Dean of Students will take the following action after a student has been reported missing for 24 hours or more, OR it is apparent that the student is missing (e.g. witnessed abduction):

- a. In every case, notify the UAH Police Department.
- b. In every case, notify the designated emergency contact person, if any.
- c. In the case of a student under 18 who is not emancipated, notify the student's custodial parent or guardian (in addition to notifying any designated emergency contact person).

Communications about Missing Students The Director of Public Affairs is the designated university spokesperson to handle media inquiries concerning a missing student. The law enforcement agency in charge of the investigation will be consulted prior to any information release from the university so as not to jeopardize any investigation. Any information provided to the media to elicit public assistance in the missing person search will be released by the law enforcement agency.

Stolen Property Residents are expected to keep their door locked to ensure personal safety and security of property. If residents feel that their property has been tampered with or stolen, they have the right to file a report with the University Police. If notified, Housing & Residence Life may assist the resident in this process.

Toilets/Sinks The sewer system is sufficient to handle normal drainage. Items **not** flushable are paper towels, diapers, feminine products, toys, tennis balls, etc. Repair costs incurred because of improper disposal of any items will be assessed to the resident(s). Should a toilet overflow, immediately reach for the knob behind the toilet (near the base) and turn it clockwise until the water is off. For assistance, phone Housing & Residence Life maintenance at extension 6108 or the RA on duty if after normal business hours.

Tornado Safety When a tornado watch is in effect for Madison County, conditions are favorable for a tornado to develop. When a tornado watch has been issued, a tornado warning may follow immediately or at any time during the watch timeframe.

When a tornado warning has been issued for Madison County, everyone in the building must evacuate to the lower floors of the building immediately, avoiding areas of exposed glass.

The University has an emergency warning system that sounds during a tornado warning. Sirens are located at the Library and Engineering Buildings. The city and University alarm systems are tested on a regular basis but never during inclement weather.

Below is information about safe areas in each of the Housing & Residence Life areas. When moving to a safe area, take pillows and/or blankets with you as protection from falling or flying debris.

CCH - When the warning siren sounds, move quickly to the inner hallways of the first floor and sit or lie down. Avoid glassed areas at all times. If a resident is unable to leave their suite, move into the toilet room and close the door. Do not congregate in the main lobby or use the elevators.

FFH/NCH/FSH- When the warning siren sounds, move quickly to the first floor corridors and sit or lie down. Avoid glassed areas at all times. If a student is unable to leave their suite, move into the toilet room and close the door. Do not congregate in the main lobby or use the elevators.

CVO and CVA- When the warning siren sounds, move quickly to the first floor corridors and sit or lie down. Avoid glassed areas at all times. If residents are unable to leave suites, move into the toilet room and close the door. Do not congregate in the main lobby or use the elevators.

SCH - All residents should get to a ground floor apartment, away from windows, and preferably in the bathroom area. If a resident cannot safely get to the ground floor, go immediately into the bathroom, close the door, and get into the bathtub. The Laundry/Mail Room is not a safe location.

Services Cable TV Housing & Residence Life provides basic cable to all residents. One outlet is located in each bedroom and one in the common area. Premium channels are not provided by Housing & Residence Life. Residents in some areas may contract independently of Housing & Residence Life with the building's cable company to provide premium cable. It is the resident's responsibility to maintain all aspects of their independent contract, including and not limited to making appointments, escorting representatives in the buildings, paying all expenses, etc. Please contact the RD of the area for more information.

Mail Delivery and Packages for CCH, FFH, NCH, CVO, and CVA

CCH residents mailing address is as follows:

Name
1000 Ben Graves Drive NW CCH [Room #]
Huntsville, AL 35816 Huntsville, AL 35816

Name
1303 Ben Graves Drive NW NCH [Room #]
Huntsville, AL 35816

FFH residents mailing address is as follows:

Name
1301 Ben Graves Drive NW FFH [Room #]
Huntsville, AL 35816 Huntsville, AL 35816

CVO and CVA residents mailing address is as follows:

Name
601 John Wright Drive CGV [Room #]
Huntsville, AL 35805

NCH residents mailing address is as follows:

Packages: For CCH, FFH, NCH, CVA and CVO, UPS: Federal Express and USPS will leave packages at the RD's office. Residents will receive notification announcing the delivery of a package. A picture ID is required for collecting a package. Only the owner of the package is allowed to collect it.

Forwarding Mail (For CCH, FFH, CVA, CVO and NCH): When a resident moves out, Housing & Residence Life forwards first class mail for 30 days following the official move out or room change date. In order for mail to be forwarded, you must submit the forwarding address to Housing & Residence Life when returning keys. It is important for you to also notify correspondents of your new address.

Mail Delivery and Packages for FSH and SCH

FSH residents mailing address is as follows:

Name
514 Fraternity & Sorority Row , ATO [Room #]
510 Fraternity & Sorority Row, Delta Chi [Room #]
520 Fraternity & Sorority Row, Delta Zeta [Room #]
518 Fraternity & Sorority Row, Kappa Delta [Room #]
516 Fraternity & Sorority Row, Sigma Nu, [Room #]
Huntsville, AL 35805

SCH residents mailing address is as follows:

Name
[Apt. #] John Wright Drive
Huntsville, AL 35805

SCH mailboxes are located in 604-B (Mail/Laundry Room). If residents receive a package, a notice will be placed in their mailbox. The notice will state where, when, and how the package can be picked up. FSH mailboxes are located behind each of the Fraternity and Sorority Houses. Packages: At SCH and FSH, the UPS agent will leave a note on your suite door. Package pick up times are M-F 8:15 am to 5:00 p.m. in SECH 604-C.

Forwarding Mail (for SCH and FSH residents): When a resident moves out, Housing & Residence Life forwards first class mail for 30 days following the official move out or room change date. In order for mail to be forwarded, you

must submit the forwarding address to Housing & Residence Life when returning keys. It is important for you to also notify correspondents of your new address.

Maintenance Requests and Repairs Housing & Residence Life contracts with the Physical Plant for maintenance. If you have a maintenance concern, please submit a work order request by [clicking here](#). Be as specific as possible when reporting the problem.

Repair work on items resulting from normal wear and tear or to equipment breakdown not caused by the resident or a resident's guest is free of charge. If it is determined that abuse, negligence, vandalism, or misuse caused the damage, the responsible resident(s) will be billed for the cost of repair. If individual responsibility for a common area damage cannot be determined, the entire suite will be assessed the costs of repair or replacement.

Once a maintenance request has been made, the maintenance staff will respond. Due to the unpredictable number of work orders for any given day, Housing & Residence Life cannot guarantee a specific time the maintenance crew will arrive to make the repair. If two (2) business days pass with no response, please contact the area RD.

Parking Resident and guest vehicles should be parked in approved designated parking spaces. In order to park in any University parking lot, residents are required to have a student decal properly affixed to their vehicle. See the Office of Public Safety for more information on the guidelines for operating a vehicle on UAH's campus. Parking inside the quad at SCH can result in a parking ticket or towing. Parking in the circle drive at CCH, FFH, FSH, CGV, NCH, or the designated SCH unloading zones may result in a parking ticket or towing. Parking lots are monitored by University Police, not Housing & Residence Life.

Bicycles Bicycle registration is free and required. UAHPD registers bicycles for campus. Bicycles may not be stored within the halls or residential spaces. SCH has two storage sheds for bicycles. The sheds are located on the west side of Building 702 and the east side of Building 706 of SCH. FSH has bicycle racks behind each house. CCH, FFH and NCH bicycle racks are located in front and/or side of each building. The CVO covered bicycle rack is located on the West wing of the building and an uncovered bicycle rack at the South end of the building.

Pest Control Housing & Residence Life contracts with a local pest control company for service each month. If you want to have the inside of your cabinets treated, make sure they are emptied on the morning of the treatment day. If you experience a problem with pests, contact Housing & Residence Life directly to arrange for special service.

Recycling Housing & Residence Life supports sustainability and encourages residents to contribute by recycling paper and aluminum products. Every suite is provided with a recycling bin that must remain in the common space. It is the residents' responsibility to take the recyclable items to the larger recycling bin in each residence hall, as well as to separate the paper and aluminum items. The larger recycling bins are emptied regularly by University staff. The recycle bins are to be kept clean and will be assessed for cleanliness and damage upon move-out of the building. If the recycle bin is missing or not clean, costs will be assessed to the suitemates.

Renters Insurance Renters Insurance is strongly recommended to recover potential personal property loss. More information about insurance is available from Housing & Residence Life.

Storage Space Unfortunately, the University does not have adequate and secure space to store personal items. For personal items, local storage facilities are available near campus.

Trash Removal CCH - Trash rooms are located on floors 2, 3, 4, 5, and 6 behind the elevator. Trash should be placed in the bins and not on the floor inside the trash room. Trash bins are not to be removed from the trash rooms. Public area trash cans located in the lobby, common areas, and outside are not for trash from your suite. All trash should be placed in tied bags which keeps the room cleaner and makes the cleaning staff's job much safer.

CVO and CVA - Trash rooms are located on floors 2, 3, 4, and 5. Trash should be placed in the bins and not on the floor inside the trash room. Trash bins are not to be removed from the trash rooms. Public area trash cans located in the lobby, common areas, and outside are not for trash from your suite. All trash should be placed in tied bags which keeps the room cleaner and makes the cleaning staff's job much safer.

FFH - Trash rooms are located on floors 2, 3, and 4. Trash should be placed in the bins and not on the floor inside the trash room. Trash bins are not to be removed from the trash rooms. Public area trash cans located in the lobby, common areas, and outside are not for trash from your suite. All trash should be placed in tied bags which keeps the room cleaner and makes the cleaning staff's job much safer.

NCH - Trash rooms are located on floors 1, 2, 3, and 4. Trash should be placed in the bins and not on the floor inside the trash room. Trash bins are not to be removed from the trash rooms. Public area trash cans located in the lobby, common areas, and outside are not for trash from your suite. All trash should be placed in tied bags which keeps the room cleaner and makes the cleaning staff's job much safer.

FSH – A dumpster is located between the back of the Kappa Delta and Delta Zeta houses for all residents of FRSO to use.

SCH - Dumpsters are located on the parking lot side of Buildings 702 and 706. All apartment trash/garbage should be placed in these dumpsters. The barrels located on the grounds are for outside litter only and are NOT to be used as dumpsters for apartment trash/garbage. Household trash found outside barrels or in the breezeways of SCH will incur a trash removal charge of \$25 per bag, box or other item, charged to the suite as well as possible disciplinary action.

Utility Use Residents do not receive utility bills. It is important to remember that your rent includes a charge for all utilities. Excessive utility costs will be billed to the individual apartment. To avoid higher utility costs, report problems quickly, use good judgment when setting thermostats, and conserve energy and water whenever possible.

Vending Machines For the residents' convenience, vending machines are provided in all Housing & Residence Life areas. Some vending machines are able to accept funds through a students' ID card access, maintained by the Charger Card Office. If you lose money in one of the vending machines, please visit Room 100 in the Conference Training Center.

Appendix

A.1 Frequently Asked Questions

How do I get help with a concern or question? There are numerous people you may go to for assistance. The Housing & Residence Life office is located in Charger Village and our phone number is 256-824-6108. You may also contact the Resident Assistant or Resident Director of your Residential area.

How do I get help after regular office hours? Starting at 5pm to 8am, an area Resident Assistant is “on duty”. Feel free to contact them about questions or concerns. If an RA cannot be found in their room, you may call them or request the front desk to call them.

What do I do if my ID card does not work? If it is after regular office hours, you will need to contact, or call, the Resident Assistant (RA) on duty. The RA will need to verify you are a resident with some form of identification before allowing you entry. It is then advisable to contact the Resident Director (email may be a good option after hours) and let them know the card did not work. You may also want to visit the Charger Card office to activate a new card.

What if my ID card is damaged, lost or stolen? It is imperative to visit the Charger Card office in the University Center as soon as possible to get a new card. They will be able to terminate the old one so no one else can use your ID.

I need help with my suitemates, what do I do? Communication is imperative for developing and maintaining healthy relationships with your suitemates. Start early and continue to touch base throughout the year as issues arise. See the Suitemate Discussion Points (Appendix 2) for a guide to start these conversations. Your RA is also a great resource for approaching and resolving issues within your suite. Your RA and/or RD can give you advice or schedule a suitemate mediation meeting, if necessary. The important thing is not to ignore the problem and hope it goes away!

What are the residence hall alcohol policies?

Please refer to Alcohol Policies in this guide.

Can I move my furniture around and use furniture from the lounges in my room?

Please refer to the Furniture Policies in this guide.

Something in my room is broken, what do I do?

Please talk to the Resident Assistant or Resident Director and have them assist in submitting the maintenance request. If it is an emergency, it would best to call the Resident Assistant on Duty so they can help assist more immediately.

Can I use the back wing doors/fire doors of a residence hall?

No, the back wing doors/fire doors are only to be used in case of a fire emergency. They unlock when the fire alarm triggers so you may safely and quickly exit the building.

Where can I smoke?

UAH is a smoke free, tobacco free, and vapor free campus. These items are not permitted to be used/consumed on campus.

I am a part of a self-owned business; can I sell items from my room/suite?

Residents are not permitted to sell items, collect money, or promote personal businesses from anywhere in the residence halls or apartment complex.

I need to end my contract with Housing, what do I do?

A resident has a contractual agreement with Housing & Residence Life that **is not** automatically nullified when they withdraw, graduate or are academically suspended by the University. If a student is leaving the University for any reason, they must notify Housing & Residence Life and start the Intent to Vacate process by meeting with their RD. If the Intent to Vacate is approved, the resident will be sent instructions on how to check out of their room. If a resident

leaves without notifying Housing & Residence Life, they will be considered a current resident and held accountable for any fees, including the full rent charges. Please be aware of publicized, important notification dates to avoid improper check out fees. Please see the RD for more information.

A.2. Frequently Used Phone Numbers

Central Campus Residence Hall

Front Desk 256-824-7000
 RA Phone 256-585-9241
 Resident Director 256-824-7001

Frank Franz Hall

Front Desk 256-824-5200
 RA Phone 256-651-4745
 Resident Director 256-824-2682

North Campus Residence Hall

Front Desk 256-824-4800
 RA Phone 256-361-8697
 Resident Director 256-824-5616

Charger Village Original

Front Desk 256-824-3200
 RA Phone 256-684-0298
 Resident Director 256-824-5120

Off Campus Apartments

Front Desk 256-824-4800
 RA Phone 256-604-9995
 Resident Director 256-824-5616

Charger Village Addition

Front Desk 256-824-4572
 RA Phone 256-529-1143
 Resident Director 256-824-4555

Southeast Campus Housing and Fraternity & Sorority Housing

Front Desk 256-824-6106
 RA Phone 256-651-3597
 Resident Director 256-824-6558

Bookstore (On-Campus)..... 256-824-6600
 Bursar's Office 256-824-6226
 Career Services 256-824-6612
 Cashier's Office 256-824-6226
 Charger Card Office 256-824-2720
 Charger Central 256-824-7777
 Coop. Education 256-824-6741
 Counseling Center 256-824-6203
 Disability Services 256-824-6203
 Financial Aid 256-824-6241
 Housing & Residence Life 256-824-6108
 Housing Maintenance 256-824-6108
 International Programs (OIE) .. 256-824-6055
 IT Solutions (TAG) 256-824-3333

Library 256-824-6530
 Meal Plan Info 256-824-2720
 Registrar 256-824-6282
 SafeRide 256-539-9444
 SGA Office 256-824-6375
 Spragins Hall 256-824-6144
 Dean of Students Office 256-824-6700
 Student Health Center 256-824-6775
 Student Success Center 256-824-2478
 Student Records 256-824-6750
 UAH Police-Non Emergency ... 256-824-6596
 UAH Police-Emergency 256-824-6911
 Conference Training Center ... 256-824-6445
 University Fitness Center 256-824-5500

A.3. Suitemate Discussions Points

Having a positive relationship with suitemates can occur if each person tries to make an honest attempt to get know one another. Prepare for this new experience of living with others with an open mind and an appreciation for differences. The following discussion topics (adapted from Miami University) are designed to help in practicing the important communication skills of careful listening, open and honest feedback, and reaching a mutually agreed upon living arrangement.

Part I: About Us During the first couple of days at UAH, begin to get to know each of your suitemates. Even if each has been friends before coming to school, it is important to start getting to know one another as suitemates. If each has just met, it can be difficult to begin sharing, but start with the basics. Some suggested topics for “breaking the ice”:

- ❖ Discuss family backgrounds, hometowns, neighborhood, high school friends, and best friends.
- ❖ Share reasons for going to UAH.
- ❖ Discuss hobbies, interests, and activities.
- ❖ Describe what will be missed most while being away from home or what will be missed least.

Part II: Personal Preferences Living in the same space does not mean everything must be done together and perhaps not necessarily becoming the best of friends, but you do need to develop the ability to communicate with one another and adapt to each other’s lifestyle. Discuss the following questions with each other.

Roommate Preference Questionnaire

1. Discuss sleeping habits (i.e., weekdays, weekend, etc.).
2. Discuss sense of humor (e.g., silly, sarcastic, etc.).
3. What time one typically comes home? (e.g., before midnight, after midnight, 2:00 am) Discuss how to handle late nights and evenings.
4. Discuss issues about the noise level in the room (e.g., TV, radio, studying, sleeping, etc.).
5. Discuss TV habits.
6. Is it bothersome if the roommate watches TV when others are in the room? (Give examples when it would/would not be okay).
7. Discuss cleanliness habits (e.g., very neat, messy, etc.)
8. Discuss music preferences?
9. Where does one like to study?
10. What belongings are okay to share? If so, what are the ground rules?
11. How does one feel about the use of drugs/alcohol? (Keep in mind the drug and alcohol policy.)
12. Does one smoke? (Keep in mind, residents cannot smoke in the residence halls.)
13. What are one’s spiritual or religious values?
14. What are some habits a roommate might need to know?

Part III: My Emotional Style By sharing some information about emotional styles, it may make understanding and responding to each other easier.

Discuss the following issues:

1. When I am upset about something I usually...
2. Something that usually cheers me up...
3. When things are going really well I'm usually...
4. I would prefer to be left alone when...
5. When do we need time alone?
6. How will my roommates let me know when they need time alone?
7. When I'm angry it is usually because...
8. What makes my roommates angry?
9. How will my roommates let me know when they are angry?
10. I get tense or uptight when...
11. What makes my roommates tense or uptight?
12. How will my roommates let me know when they are tense or uptight?
13. When I am tense/stressed it is usually because...
14. How will my roommates let me know when they are tense/stressed?
15. Something that is likely to annoy me is...
16. How will my roommates let me know what annoys them?
17. We will communicate feelings or frustrations by...
18. To me, relaxing is...

Part IV: My Impressions/Reactions

Try to follow these guidelines:

- ❖ Be willing to listen and speak openly.
- ❖ Try to understand rather than evaluate or judge.
- ❖ Be receptive to different ways of life and different values.
- ❖ Be willing to make compromises.
- ❖ Spend time getting acquainted.
- ❖ Be aware of assumptions and try to get the facts.

When differences arise, try talking out issues while using the communication skills that help most—be open and honest, listen closely, and be specific. If necessary, fill out a Suitemate Contract, reevaluate the living situation, and change the ground rules. Feel free to utilize the Resident Assistant or Resident Director in the mediation process of creating a positive living situation.