Staff Contact Information

Housing Office, Brock Hall 121
Shelly Fast, Housing Services Coordinator...............sfast@uwa.edu ...... 652-3686
Luther Gremmels, Director of Campus Life and Housing.......... gremmels@uwa.edu ...... 652-3768
Angela Ward, Assistant Director of Housing...................award@uwa.edu ...... 652-5399

Residence Hall Staff
Jeremy Sheffield, Gilbert Hall Residence Life Coordinator....... jsheffield@uwa.edu ...... 652-3787
Kayla Patterson, Gilbert Assistant Residence Life Coordinator...gilbert@uwa.edu ...... 652-3787
Tranquil Shepherd, Hoover Apartments Hall Director.............. hoover@uwa.edu ...... 652-5497
Erika Buckley, Reed/Patterson Hall Director.................. reedpatterson@uwa.edu ...... 652-3709
Hunter Winborne, Selden Hall Director....................... selden@uwa.edu ...... 652-3610
Chicko Jones, Stickney Hall Director........................... stickney@uwa.edu ...... 652-3726

Staff is available after the Housing Office closes to respond to emergencies and students concerns, such as lockouts and emergency maintenance issues. These on-call staff members can be reached Monday – Friday, 5 PM – 8 AM, and all day, Saturday and Sunday.

<table>
<thead>
<tr>
<th>Residence Halls</th>
<th>Contact Information</th>
</tr>
</thead>
<tbody>
<tr>
<td>Hoover Apartments</td>
<td>(205) 499-8379</td>
</tr>
<tr>
<td>Selden Hall</td>
<td>(205) 499-3251</td>
</tr>
<tr>
<td>Patterson and Reed Halls</td>
<td>(205) 499-4033</td>
</tr>
<tr>
<td>Stickney Hall</td>
<td>(205) 499-5983</td>
</tr>
<tr>
<td>Gilbert Hall Front Desk</td>
<td>(205) 652-3788</td>
</tr>
<tr>
<td>Gilbert Hall Staff On Call</td>
<td>(205) 499-9427</td>
</tr>
</tbody>
</table>

- Hoover Apartments
  Sunday – Thursday, 10 AM – 12 midnight
  Friday & Saturday, 10 AM – 2 AM

- Patterson and Reed Halls
  (205) 499-4033

- Selden Hall
  (205) 499-3251

- Stickney Hall
  (205) 499-5983

- Gilbert Hall Front Desk
  (205) 652-3788

- Gilbert Hall Staff On Call
  (205) 499-9427

12 Midnight – 8 AM daily

NOTICE
This booklet serves as official notification of Housing rules and policies. Each resident is expected to know and abide by these procedures and regulations.
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THE PEOPLE IN HOUSING

Residence Hall Staff

Probably the most visible member of the Housing staff is your Resident Assistant (RA). An RA is a full-time student who has been trained to help you and other residents learn about the University and on-campus housing. In addition to helping you adjust to college life, your RA will be planning a variety of activities throughout the year. If you have a question about UWA, your residence hall, or you just need someone to talk to, your RA is the person to see.

Head Staff Members are our Hall Directors (HD) and Residence Life Coordinator (RLC). Hall Directors (HD) are responsible for the day-to-day management of the upperclass residential areas. HDs also oversee the social and educational programming within these living areas. The HD supervises the RAs in the building and reports directly to the Assistant Director of Housing. Since the HD lives in the upperclass residential areas, he/she is available most of the time, day or evening, for your convenience.

The Residence Life Coordinator (RLC) is a professional staff member who oversees the day-to-day management of Gilbert Hall, the first-year undergraduate residence hall. The RLC supervises the RA staff, coordinates the implementation of social and educational programs in the living and learning communities, and works to ensure a safe and welcoming learning environment for the residents of Gilbert Hall.

Central Office Staff

The Housing Services Coordinator assists visitors to the Housing Office and coordinates the daily operations of the office. The Assistant Director of Housing is responsible for supervising hall staff, working with maintenance staff, and coordinating housing disciplinary and room change proceedings. The Director of Campus Life and Housing provides leadership and vision for the entire housing operation and other areas of campus life.

Physical Plant Staff

The custodial staff provides cleaning services in the public areas of all of the residence halls. Although the housekeepers and janitors try to keep the residence halls attractive and clean, you are expected to properly dispose of garbage and clean up after yourself. If you notice an area in your building that needs the attention of the custodial staff, please tell your RLC/HD or RA.

The maintenance staff is responsible for repairing damaged or malfunctioning university property. Should you become aware of a maintenance problem related to your room or a public area in your residence hall, please report the problem immediately to your RA or RLC/HD. The Housing staff is your liaison to the Maintenance Staff. You may also report maintenance problems on-line at http://housing.uwa.edu/.

POLICY ON THE RELEASE OF INFORMATION

UWA Housing provides resident information (building and room number) upon request, either in person or by phone. We do this so that friends and family can get in touch with you.

If you do not wish to have your residence hall or apartment information released, you must e-mail both your Residence Life Coordinator/Hall Director and the Housing Office. By contacting your RLC/HD, you can request that information not be given out at your residence hall. By contacting the Housing Office, you can request that the Housing Office staff not give out the information.

YOUR ROOMMATE AND ROOM ASSIGNMENT

The University of West Alabama encourages educational, social, and cultural diversity within the residence halls. Therefore, roommate assignments are made without regard to race, color, national origin, sexual orientation, or religion. We do, however, want you to get along with your roommate, so we tried to assign you with a compatible roommate. Unless you requested a specific roommate, room assignments were made through a matching process based on your responses to the questions on your housing application.

Getting Along With Your Roommate

• Cleaning: Cleanliness and neatness will go a long way in making residence hall life more tolerable and enjoyable. Make definite commitments on cleaning responsibilities and stick to them. If someone forgets, a timely reminder often helps more than complaints or threats.

• Borrowing/Lending: Some people love to loan things to anyone. Some residents don’t mind if a roommate borrows. Some residents don’t like to lend or borrow. Find out where your roommate stands on this issue and state how you feel about your belongings. Make definite rules about what can and cannot be borrowed, such as “hair dryers, clothes, CD’s may be borrowed – the car, never – and money, only as a last resort.”

• Sleeping/Studying: During the first week of school, decide what your study and sleep schedule will be. If your hours coincide, determine who sets and turns off the alarm. Determine if either of you require total darkness and quiet to sleep, if you are able to study with a radio or TV on, or if these should be turned off.
• **Guests:** Be courteous when inviting guests to your room. If your guests are going to be visiting a while, ask your roommate if it will disturb him/her. On the other side, be courteous to the guests of your roommate. Residents who entertain guests are expected to maintain standards of appropriate group living behavior, which include but are not limited to refraining from intimate relations/act while your roommate is in the room (whether awake or asleep), not leaving guests unattended in the room, and always escorting guests to and from the room. The roommate's right to privacy will take priority over the privilege to entertain a guest.

• **Independence:** Get to know your roommate. Learn what interests you share and build on them. But remember to respect one another's individuality and privacy. Do not depend on your roommate to supply every emotional and social need. Make other friends and get involved in campus activities.

• **Communication:** The easiest way to solve a problem that may arise is to talk about it. Your roommate may not realize something is bothering you and silence will only make things worse. Tact and communication will smooth out problems before they become stumbling blocks in your relationship.

• **Cooperation:** Remember that residence hall living means cooperating and sharing. One person cannot dictate for the other and all things cannot conform to one person's lifestyle. Adjust conditions so that both of you can live comfortably. Sharing a room can be interesting and beneficial if courtesy and respect are in large supply. If problems do develop and cannot be resolved between you and your roommate, see your RA. The RA's have experience with such situations and will be glad to work with both of you.

**Roommate Conflicts**

Although most students do get along with their roommates, from time to time, conflict will probably occur between roommates. Roommate conflicts are a natural part of community living and can be a great learning experience. It is natural for people to disagree; however, it is how individuals handle the conflict that makes the result positive or negative. High stress times, such as midterm and final exam periods, tend to elevate the frequency of conflicts.

If tension or disagreement occur, talk with the roommate first before it becomes a major conflict. If communication doesn’t work or if an outside mediator would be helpful, please submit a Mediation Request Form available on the housing website at [www.housing.uwa.edu](http://www.housing.uwa.edu). This will notify your RA that you may need additional assistance. RA's are experienced and trained in dealing with these concerns and can give ideas to help find a resolution. Remember that giving roommates the courtesy of speaking with him/her first can be helpful, as often an individual may not even be aware there is a concern. Therefore, the behavior continues unless something is said.

**Mediation**

Once a mediation is requested, your RA will work with you and your roommate to find a time to discuss things that are causing tension in the room. Your RA will help lay the ground rules during the mediation process, which include the following:

- Use “I” statements and take responsibility
- Only one person speaks at a time
- Voices should remain low and calm
- Maintain eye contact with each other
- Residents should only discuss relevant facts; no innuendo or character defamation should occur
- Address specific behaviors, not generalizations

Your RA will work with you and your roommate to develop options that will alleviate the issues of concern and to develop an implementation plan. This plan will include specific responsibilities of each party involved and can take the form of a roommate agreement (or be a revision of a previous one).

UWA Housing firmly believes that if mediation is taken seriously and both parties actively work toward a solution, the majority of roommate relationships can be repaired and developed further. However, there are times when conflicts arise that cannot be resolved. In these cases of irreconcilable differences, one of the residents will need to change rooms.

Most residents decide among themselves who should move when there are irreconcilable roommate conflicts. If this cannot be decided upon mutually by the residents, the Housing Office will move both residents of the room.

**Room Changes**

Room assignments are made for the academic year and may not be changed without approval from the Assistant Director of Housing. Residents wanting to change rooms must follow the room change process as outlined below.

**1st Two Weeks Each Semester**

During the first two weeks of each semester, the only room changes that will be approved will be a mutual room swap. This is where two (or more) individuals switch room assignments and each move into the other’s space (no empty spaces are required). This requires the mutual approval of all four (or more) residents involved in the swap, and must be approved prior to the move by the Assistant Director of Housing in writing. To request a room swap, each person moving rooms must complete a Room Change Request Form, which can be picked up in the Housing Office in Brock Hall, room 121.

**3rd Week of Each Semester**

Open room change occurs the third week of the Fall and Spring semesters. During open room change, anyone may request a room change for any reason without having to go through mediation. These requests must be received by the Friday prior to open room change week. You can pick up a Room Change Request Form in the Housing Office in Brock Hall, room 121.
<table>
<thead>
<tr>
<th>Deadline to Request Change</th>
<th>Room Change May Occur (if approved)</th>
</tr>
</thead>
<tbody>
<tr>
<td>August 26th</td>
<td>August 29th – September 2nd</td>
</tr>
<tr>
<td>January 20th</td>
<td>January 23rd – 27th</td>
</tr>
</tbody>
</table>

After the 3rd Week of Each Semester

Any open room changes after the third week of each semester are permissible only if the resident will be filling a vacant space in the room of the preferred roommate. Any other residents seeking a room change after the third week of each semester are required to seek resolution of roommate issues through the roommate mediation process described previously in the “Mediation” section, including completing the online Mediation Request Form and participating in the mediation process. As the mediation process does take time, there is a 2 week waiting period after the student participates in mediation. If the mediation process was not successful, the student can complete a Room Change Request Form, which can be picked up in the Housing office. These room changes will be processed within 7 business days if space is available.

End of Fall Semester

Each year, we have a number of spaces that become available after the Fall semester due to graduation, transfer, and other reasons. If you would like a room change for the Spring 2017 semester, you must request a room change by November 16th. If the space is available prior to the end of the semester, your request may be processed and approved for you to move sometime November 30th – December 4th. However, most spaces are not available until January 2017, which would require you to completely check out of your current space (removing all belongings, cleaning the room, and checking out with head staff) at the end of the Fall semester and check into your new space in January.

Summer Semester

Room changes during the summer semester will occur during the 2nd week of the semester, but must be requested by the Thursday of the first week of the term.

Private Rooms

Due to the limited number of residence hall spaces on campus, private rooms are rarely available, but the Housing Office maintains a private room waiting list. Private rooms cost an additional 50% rent in all residence halls except Hoover II and Selden Hall. The standard cost at Hoover II is the private room rate since all bedrooms are single rooms. Private rooms at Selden cost an additional $300.

Once a private room assignment has been made, it will only be changed during the current school year (fall and spring) IF you complete a room change to another room OR you request a new roommate AND the new roommate completes a room change to your room.

If you are assigned to a two-person room but do not have a roommate by Thursday of the second week of Spring semester classes, you may request to change your assignment to a private room by completing the room change form. A “two-person room as a single” assignment will only be approved IF there are several empty rooms in your residence hall AND there is not a waiting list of eligible students that want to move to your residence hall. Single rooms are generally not available during the fall semester.

If you have a roommate but want a private room, you may request to have your name added to the “Private Room Waiting List” by completing the room change form as outlined under “Room Changes” above.

Room Selection

All room assignments on campus are for the current school year only. Each Spring semester, the Housing Office conducts Room Selection for the new school year. Applications for housing for current residents for the following school year are generally available the first Friday in March and are due the 1st Monday after Spring Break. Although the Housing Office attempts to notify each resident, the Housing Office does not assume any liability if you do not get your information. Please contact the Housing Office if you have not received information regarding room selection by March 10th. If you do not participate in the Room Selection Process during the Spring semester, you may not be able to live on campus next year. Current residents who fill out a Housing application after Room Selection ends are assigned to a room AFTER new students are assigned to the residence halls, if spaces are still available.

Any resident with questions regarding the Room Selection Process should contact the Director of Campus Life and Housing. Residents with special concerns or disabilities must meet with the Director of Campus Life and Housing by March 15th so that reasonable accommodations can be made prior to the beginning of the Room Selection Process.

Room Consolidation

Room consolidation occurs as vacancies become available the first month of each semester. If you are without a roommate once Check-In concludes, you will be given the following options:

1. You may request an eligible student to be your new roommate (either they move to your room or you move to their room).
2. You may choose to be consolidated by the Housing Office.
3. During the spring and summer semesters, you may be given the option to declare your room private (for additional rent). Single rooms are not available during the fall semester.

The Housing Office reserves the right to consolidate residents at any time during the semester so as to create empty rooms for students on the waiting list. In keeping with the principles of fairness that guide community living, students should welcome new roommates. If a resident actively seeks
to create a hostile environment to encourage a roommate to move or to discourage a new roommate from moving in, the resident will be subject to disciplinary action. If you choose to be consolidated or do not inform the Housing Office of your choice, you will either be assigned a new roommate or reassigned to another room.

To assist in the room consolidation process, housing staff may schedule a meeting to help residents find someone with whom he/she would like to room. If you are notified to attend the meeting and fail to do so, you will still be subject to consolidation. It is often more beneficial to find your own roommate, but if you cannot, the Housing Office does take into consideration your concerns and preferences as indicated with the lifestyle preferences questions from your application.

**THINGS YOU SHOULD KNOW**

**Academic Standards**

Living in a residence hall is a valuable educational experience. Each resident influences the character of the residence hall and impacts the educational environment. The University believes that all residents have a responsibility to contribute to the educational environment. Behavior that indicates a lack of commitment to the educational environment is not acceptable. A 1.80 cumulative grade point average (GPA) requirement is used by the Housing Office as a tool to reinforce the academic commitment expected of each resident. It is our goal to retain students with a strong interest in contributing to the educational environment of the residence hall. Students must have at least a 1.8 cumulative grade point average when they re-apply for housing. So that special circumstances may be considered, residents with less than a 1.80 GPA may request an exception to this policy by contacting the Director of Campus Life and Housing. Unless a waiver is granted, residents with less than a 1.80 GPA will not be permitted to re-apply for housing.

If a resident is placed on academic suspension, his/her room reservation may be cancelled. Residents that successfully appeal their suspension may re-apply for Housing.

**Paying Your Bill**

All charges for tuition, fees, housing and meal plans are charged to the student’s University account. These charges are due by Registration Day of each semester. All students must pay their charges in full, have approved financial aid to cover all charges or make payment arrangements by the due date. Payment arrangements consist of either paying one third of all charges and having guaranteed financial aid sufficient to cover the remaining balance including applicable fees or establishing an approved payment plan through Tuition Management Systems in an amount sufficient to cover the account balance including applicable fees.

International students are REQUIRED to pay all charges by the time of registration. Other students whose accounts in the past have been turned over for collection also must pay all charges by the time of registration. Students must be in good financial standing with the University for the upcoming semester prior to checking into campus housing. Students that are not in good standing will not be permitted to move onto campus. Once a student has been cleared for enrollment, he/she will be permitted to move into his/her reserved room. If a student is not cleared for enrollment by the second day of classes, his/her room reservation will be cancelled. If a student is permitted to enroll after the second day of classes, he/she will have to reapply for housing.

Students that move on campus prior to Registration Day must be in good financial standing with the University by Registration Day. Any resident that is not in good financial standing by Registration Day will be required to return his/her key and move out of his/her residence hall. The student may re-apply for housing once he/she has enrolled in classes.

**Renter’s Insurance**

Since the University assumes no liability for personal property damage, loss or theft, we strongly encourage students to have renter’s insurance unless you are already covered by your parent’s insurance policy. If your insurance company does not provide property insurance, the Housing Office recommends contacting National Student Services about their student property insurance program: www.nssinc.com.

**Loitering**

Gathering near residence halls and campus apartments is prohibited unless specifically approved by the Director of Campus Life and Housing. Specifically, gathering is prohibited within 50 feet of every residence hall and campus apartment. Blocking entrances and exits is also prohibited. Any student (or student organization) that violates this policy will be subject to disciplinary action. Campus visitors that violate the policy will be banned from the University campus.

**E-mail**

All residents are required to have a UWA e-mail account. The Housing Office will use it for official communication. You are strongly encouraged to check your e-mail several times each day; however, as a UWA resident, you are required to check your e-mail at least every other day (except Saturday and Sunday). You should continue checking your e-mail regularly during university breaks and up to six weeks after checking out of university housing, as information regarding damages, cleanliness, cancellation fees, and other important information may be e-mailed to you. If you have an alternative e-mail that you check regularly, you may choose to forward your UWA e-mail at least every other day!
from Housing will result in forfeiture of your deposit. You
must properly file this form within 275 days of your departure
Deposit Refund Request Form in Brock Hall #121. Failure
to completion of the annual contract, you must file a Room
fee, but your deposit will carry over to the next year. Upon
agreement for a new year, you must pay a new application
room charges, fines, or fees. If you renew your residence hall
deposit. This deposit cannot be applied towards payment of
as an initial room reservation and final damage clearance
on file during the period of residency. The deposit serves
Your initial Residence Hall Application. The deposit is kept
A deposit of $100 and application fee of $40 must accompany
room), your room will be inspected by a housing staff member.
The housing staff member will use the Room Condition Report
Form as a guide to determine whether you have caused any
damages to your room and whether you have left the room
in as good of condition as it was in when you moved into the
room. However, a final comprehensive inspection for damages
and cleaning will occur once all occupants of the room have
checked out and residents may be charged for damages and
unclean conditions found at that time.
If the RCRF is not completed within 48 hours of checking
in, UWA Housing will assume that everything in your room is
in perfect condition and you will be responsible for any and
all damages in the room. Your RLC/HD and the Assistant
Director of Housing will determine any charges that you will
incur due to any damages that occurred to the room during
your occupancy.
Room Reservation Deposits
A deposit of $100 and application fee of $40 must accompany
your initial Residence Hall Application. The deposit is kept
on file during the period of residency. The deposit serves
as an initial room reservation and final damage clearance
deposit. This deposit cannot be applied towards payment of
room charges, fines, or fees. If you renew your residence hall
agreement for a new year, you must pay a new application
fee, but your deposit will carry over to the next year. Upon
completion of the annual contract, you must file a Room
Deposit Refund Request Form in Brock Hall #121. Failure
to properly file this form within 275 days of your departure
from Housing will result in forfeiture of your deposit. You
should receive your refund approximately eight weeks after
the end of the school year, if you request a refund. If you owe
the University money at the time that your deposit request is
processed, your request will not be processed until your bill
is paid in full. The deposit will be mailed to the preferred
mailing address, which can be your UWA box, on file with the
university. To change this mailing address, you should contact
the Registrar’s Office.
Residence Hall Access
Stickney, Selden, and Gilbert Halls’ exterior doors are locked
24 hours a day. Stickney Hall residents will use their room
key to gain entrance to the building, while Selden and Gilbert
Hall residents will use their UWA Student ID to gain entrance
to their assigned building.
For security purposes, residents may enter Gilbert Hall through
the East Entrance (main door facing the parking lot) using
their student ID 24 hours a day. Other exterior and interior
entrances may only be used during the designated times
below. Outside of these times, the doors will not open using
a student ID and residents may not use the entrance. These
times may change to meet security needs.
<table>
<thead>
<tr>
<th>Gilbert Entrance</th>
<th>Available for Use</th>
</tr>
</thead>
<tbody>
<tr>
<td>East Lobby</td>
<td>24 hours a day</td>
</tr>
<tr>
<td>facing parking lot</td>
<td></td>
</tr>
<tr>
<td>West Lobby</td>
<td>7 AM – 2 AM</td>
</tr>
<tr>
<td>facing Wallace Hall</td>
<td></td>
</tr>
<tr>
<td>Classroom Entrance</td>
<td>7 AM – 2 AM</td>
</tr>
<tr>
<td>near Grille Works</td>
<td></td>
</tr>
<tr>
<td>Interior South Door</td>
<td>7 AM – 2 AM</td>
</tr>
<tr>
<td>across from restrooms</td>
<td></td>
</tr>
<tr>
<td>South Entrance</td>
<td>7 AM – 7 PM</td>
</tr>
<tr>
<td>facing Patterson Hall</td>
<td></td>
</tr>
</tbody>
</table>

Room Keys
Residents of Reed, Patterson, Stickney, and Selden Halls are
issued a room key upon checking into the residence hall. You
should carry your key with you at all times. Keys may not be
loaned to any other person. The resident will be held responsible
for all charges involved in replacing the key or changing
the lock to the room when a key is lost, stolen, or damaged.
The charge for a lost key is $60, which is added to your university account. Residents must
report a lost or stolen key to the Housing Office immediately
so your lock can be changed to insure your safety. If you do
not return your room key when you move out of your room,
you will be charged $100.00 for failure to return a room key.
Residents of Gilbert Hall and Hoover Apartments use their
UWA Student ID card to gain entrance to their room. Your

Complete your RCRF online within 48 hours of checking in!
Periodic Room Inspections

Although you are a busy college student, you must set aside time to clean your room. You are expected to keep your room reasonably neat. This includes the following:

- Sweep your floor, as needed, and wipe up spilled drinks.
- RA will notify your RLC/HD if the electronic lock light begins flashing yellow, either in person or via e-mail, so that the issue can be addressed. Failing to report a dying battery may result in the resident(s) of the room being locked out of the room until the next business day.
- If you find it before having it replaced, you can change this status by logging in again. This is for your protection, not just for your room, but also for your Tiger Bucks and Dining Dollars account.
- If you are locked out of your residence hall room, you should contact your RA, or if he/she cannot be reached, another RA or the RLC/HD of your building. During business hours, you may contact the Housing Office (205 652-3686) if no residence hall staff members are available. Outside of business hours, please contact your hall’s staff member on call (see inside front cover for phone number). Residents with an excessive number of lockouts, generally considered more than three in any semester, will be subject to disciplinary action which can result in a fine for each additional lockout.

Electronic Room Locks

At Gilbert Hall and Hoover Apartments, the electronic door locks are battery-operated, which sometimes results in the lock not working properly due to a dead battery. Just before a battery dies, there will be a flashing yellow light each time the card is used. While it will still let the student in at this point, it is only a matter of time (hours or days) before the battery is dead. Residents are required to notify their RLC/HD if the electronic lock light begins flashing yellow, either in person or via e-mail, so that the issue can be addressed. Failing to report a dying battery may result in the resident(s) of the room being locked out of the room until the next business day.

Residents must not use the deadbolt on the electronic door locks to prop the door open, as this damages the lock. Residents found in violation of this policy will be subject to disciplinary action which can result in educational sanctions and/or a fine including restitution up to $300 if the lock is damaged.

Floor Meetings

Resident Assistants will host floor meetings at various times throughout the year, including the beginning of each semester, weekly during the first 6 weeks of the Fall semester, monthly throughout the year, and prior to breaks and hall closings. Residents must attend all floor meetings as called by housing staff in order to be apprised of important information and updates, meet others in the community, and provide feedback to staff concerning any critical issues at hand. Residents who are unable to attend floor meetings must notify their RA in advance of the meeting, either in person or via e-mail.

While the Housing Office reserves the right to change dates if needed, Periodic Room Inspections for the 2016 – 2017 school year have been set as follows:

- August 29th – 30th
- September 26th – 27th
- October 31st – November 1st
- January 30th – 31st
- February 27th – 28th
- March 20th – 21st

Although you are a busy college student, you must set aside time to clean your room. You are expected to keep your room reasonably neat. This includes the following:

- Sweep your floor, as needed, and wipe up spilled drinks.
- RA will notify your RLC/HD if the electronic lock light begins flashing yellow, either in person or via e-mail, so that the issue can be addressed. Failing to report a dying battery may result in the resident(s) of the room being locked out of the room until the next business day.
- If you find it before having it replaced, you can change this status by logging in again. This is for your protection, not just for your room, but also for your Tiger Bucks and Dining Dollars account.
- If you are locked out of your residence hall room, you should contact your RA, or if he/she cannot be reached, another RA or the RLC/HD of your building. During business hours, you may contact the Housing Office (205 652-3686) if no residence hall staff members are available. Outside of business hours, please contact your hall’s staff member on call (see inside front cover for phone number). Residents with an excessive number of lockouts, generally considered more than three in any semester, will be subject to disciplinary action which can result in a fine for each additional lockout.

Electronic Room Locks

At Gilbert Hall and Hoover Apartments, the electronic door locks are battery-operated, which sometimes results in the lock not working properly due to a dead battery. Just before a battery dies, there will be a flashing yellow light each time the card is used. While it will still let the student in at this point, it is only a matter of time (hours or days) before the battery is dead. Residents are required to notify their RLC/HD if the electronic lock light begins flashing yellow, either in person or via e-mail, so that the issue can be addressed. Failing to report a dying battery may result in the resident(s) of the room being locked out of the room until the next business day.

Residents must not use the deadbolt on the electronic door locks to prop the door open, as this damages the lock. Residents found in violation of this policy will be subject to disciplinary action which can result in educational sanctions and/or a fine including restitution up to $300 if the lock is damaged.

Floor Meetings

Resident Assistants will host floor meetings at various times throughout the year, including the beginning of each semester, weekly during the first 6 weeks of the Fall semester, monthly throughout the year, and prior to breaks and hall closings. Residents must attend all floor meetings as called by housing staff in order to be apprised of important information and updates, meet others in the community, and provide feedback to staff concerning any critical issues at hand. Residents who are unable to attend floor meetings must notify their RA in advance of the meeting, either in person or via e-mail.
• June 19th – 20th
• July 17th – 18th

In addition, rooms will be inspected at the end of each semester.

**Release From Housing Agreement**

When you applied for housing, you entered a contract with UWA confirming that you would live on campus for the entire academic year. If you live on campus during the fall semester, you are required to live on campus during the spring semester unless you are prohibited from living on campus or you are released from the Housing agreement. You will be billed for your room for the spring semester, even if you move out of the room, unless you are released from your Housing agreement by the Director of Campus Life and Housing.

To be released from your Housing agreement, you must fill out a “Housing Agreement Release Form” and return it to the Housing Office. Fall semester residents that are requesting to be released for the Spring semester must return the Housing Agreement Release Form by November 15th. The Director of Campus Life and Housing will send an e-mail to your UWA e-mail account within 5 business days of your request, notifying you whether you have been released from the Housing agreement. If the Director of Campus Life and Housing does not release you from your Housing agreement, you may appeal the decision to the Student Life Committee by sending an e-mail to the Director of Campus Life and Housing within 3 days of notification. If you are released from the agreement, you must move out of the residence hall, clean your room, have your room inspected by your RLC/HD (not your RA) and return your room key (if applicable) to your RLC/HD. If you are not released from your Housing agreement, you will be billed for your room for the spring semester, even if you choose to live off campus.

Although every request to be released from the Housing Agreement will be handled on a case by case basis, residents are usually only released from the agreement for the following reasons:

1. Graduating at the end of the fall semester
2. Not enrolling at UWA during the spring semester
3. Participating in a full time internship, such as student teaching, at least ten miles from Livingston
4. Marriage
5. Enrolling for less than 12 hours at UWA during the spring semester
6. Medical condition that requires a change in your living environment. To request a release under this category, you must submit a written explanation as to how your medical condition has changed since moving on campus. This must be confirmed by a doctor or other licensed health care provider.

7. Extreme Change in Financial Situation where your financial situation does not allow you to live on campus. To request release under this category, you must submit a written explanation as to how your financial situation has changed since moving on campus. This explanation must include a letter from your parent or guardian outlining the financial change (or you must show proof of independent status) and a detailed cost comparison of your projected off-campus living expenses and the living expenses if you remain on campus.

Except for reasons 1 – 3 above, an approved release will result in forfeiture of deposit and a $250 cancellation fee. Please be aware that signing a lease for an off-campus apartment is not a valid reason for being released from your housing agreement. For this reason, you should not sign a lease for an off-campus apartment unless you have been released from your housing agreement.

**Winter Break**

The residence halls and campus apartments will close for the Winter Break at 2:00 PM on Thursday, December 8th. Unless you have approval to stay in your room over the Winter Break, you should plan to depart UWA within 24 hours of your last final exam or by December 8th at 2:00 PM, whichever is EARLIEST. If you are returning to the same room spring semester, you may keep your room key and leave belongings in your room over the Winter Break. If you choose to leave your belongings over the break, you assume full risk of loss, damage, and theft of your personal items. So as to insure that a pest problem does not develop over the break, you must leave your room in a clean and orderly condition. You may not store food, beverages or other perishable items. Since problems do sometimes occur, the Housing Office strongly encourages you to remove all of your personal items from your room over the Winter Break.

You must have your room inspected by your RA prior to leaving for the Winter Break. Your RA will make sure that your room is in a clean and orderly condition. Things to do before you leave for Winter Break:

- Defrost and clean refrigerator
- Clean Oven, Stove, and Dishwasher (where applicable)
- Unplug everything except refrigerator & stove
- Clean bathrooms, floors, and kitchen
- Place any canned goods or unopened beverage containers on kitchen counter. Leave cabinet doors open. No other food items are allowed.
- Pick up any items on floor to prevent water damage in case of flood/leak
• Remove all trash from all rooms
• Take home all valuables; lock wardrobe closet and/or desk if you choose
• Close and lock windows
• Turn heat to low/65°
• Turn off all lights
• Close/Lock bedroom door

If you have had a room change pre-approved for the spring semester, have been released from your housing agreement, or are prohibited from living on campus during the spring semester, you must check completely out of your room at the end of the Fall semester. This includes removing all of your personal property from your current room, cleaning your room, having your room inspected by your RLC/HD (not your resident assistant) and returning your room key to your RLC/HD.

Check-Out Procedures
At the end of the spring semester, you must check out of your room with a housing staff member. The residence halls and apartments close at 2 PM on May 4th, the last day of final exams. Residents should plan to check out and depart UWA within 24 hours of their last final exam or by 2 PM on May 4th, whichever is EARLIEST. A resident may request to stay through 3 PM on May 6th by speaking with his/her RA. Anyone needing to stay past 3 PM on May 6th should sign up for break housing. Approximately two weeks before finals, your RA will contact you to set up a checkout appointment. You must arrange for an appointment by April 24th.

At your appointment, the RA will check your room for cleanliness, compare the condition of the room with the Room Condition Report Form (RCRF), and collect your room key. Damages and cleanliness issues will be recorded at that time. However, as roommates may check out at different times, damages may be found after the last person checks out of the room/apartment. Therefore, damage and cleanliness charges will not be assessed until after the apartment is completely vacant. In addition, if university Physical Plant staff or the licensed pest control service find damages or pest issues after the resident moves out, the resident(s) of the room will be responsible for the cost of the damages/pest control services.

If you feel that you have been charged for a damage for which you are not responsible, you must submit a written appeal to the Housing Office within 72 hours after checking out of the residence hall. In cases where you are assessed charges after you check out, you will have 72 hours from the time of notification (which will go to your UWA e-mail address) to submit a written appeal. Appeals received after the 72-hour deadline will not be considered unless the assessment exceeds $100.

*If you are checking out after the Fall 2016 semester, please refer to sections ‘Release from Housing Agreement’ and ‘Early Departures’ for important information.

Abandoned Personal Property
At the end of the spring semester and the end of the summer semester (or the end of the fall semester, if you are not returning to the same room during the spring semester), you must remove all of your personal property from your room. You should check your room carefully to make sure you have not forgotten any of your belongings. Any personal items left in your room after you have moved out of the room (at any point during the year) will be considered abandoned and will be discarded. The Housing Office does not store personal property that has been left behind by residents. If you think you have forgotten personal property in your room after you have left campus, you should contact your RLC/HD or the Housing Office immediately to see if the items are still in the room. If the personal property is still in the room, you will be permitted to pick up your personal property.

At the end of each semester, all bicycles must be removed from the bicycle racks around the residence halls by the Monday following Commencement. Any bikes that are not removed will be considered abandoned and will be discarded. Students who have received permission to stay on campus over the break period may use the bike racks during the daylight hours but must store their bikes inside their rooms after dusk. Any motor vehicles (cars, trucks, motorcycles, etc.) that are not removed from a residence hall parking lot by the Monday following Spring Commencement, as well as any motor vehicle that is not removed from a parking space during any 30-day period, will be considered abandoned and will be towed at the student’s expense.

Early Departures
If you withdraw from the university, in addition to cancellation fees (up to $250) and forfeiture of your $100 deposit as stated in your housing agreement, rent will be charged until you have checked out of your room with your RLC/HD, returned your key (if applicable), and removed your personal items from your room. If your departure from campus is due to an emergency and you are not able to return to campus, a family member must contact the Director of Campus Life and Housing. Rent will be charged until personal items have been removed, your key has been returned (if applicable) and the Director of Campus Life and Housing has been notified that you have moved out. Students who are required to move off campus for disciplinary reasons, are administratively withdrawn from the University, or are suspended or expelled from the University for conduct reasons, will forfeit their security deposit and will NOT receive a refund for the semester’s residence hall and meal plan charges.

Academic Suspension
If you are placed on Academic Suspension after the Fall 2016 semester by the University of West Alabama, you will not be eligible to enroll for classes in Spring 2017. Therefore, you will not be able to live on campus for the Spring 2017 semester either. If you are placed on academic suspension, you must
make arrangements to remove ALL of your belongings from your residence hall room and check out at the Housing Office by January 4th. You will be notified via e-mail of dates/times during the Winter Break that are available for you to return to campus to collect your belongings and move out. Even if you are appealing your suspension, you must move out of your room until you have been approved to enroll for the spring semester.

If you are placed on academic suspension and you remove all of your personal items from your room, clean your room, and properly check out (including turning in key, if applicable) with the Housing Office by Friday, December 30th, the $250 cancellation fee can be waived, but you will forfeit your $100 deposit. For those on academic suspension who move and check out after December 30th, but by January 4th, the $250 cancellation fee will be reduced to $75 in addition to forfeiture of deposit. Please be aware that the University is closed from December 13th until January 3rd, so you will only be able to check out via appointment on the dates/times included in the e-mail you will receive if you are placed on academic suspension. If you do not remove all of your personal items from your room, clean your room, and turn in your key to the Housing Office (if applicable) before January 5th, you will be charged rent for the spring semester until you have checked out of your room. You will also be charged a late cancellation fee of $250 and forfeit your $100 deposit.

Break Housing

The residence hall rent that is applied to each resident’s bill only covers periods when classes are in session. Residents that need to stay over Thanksgiving, Winter, Spring, or May Break must sign up in the Housing Office by the deadline and pay the appropriate break housing fee. Failure to sign up by the deadline announced by UWA Housing will result in a late fee equal to 50% of the break housing fee. **Housing over breaks is not guaranteed and may require relocation to a central residence hall.**

<table>
<thead>
<tr>
<th>Time Period</th>
<th>Deadline to Sign Up</th>
<th>Cost*</th>
</tr>
</thead>
<tbody>
<tr>
<td>Thanksgiving Break</td>
<td>11/14/16</td>
<td>$75</td>
</tr>
<tr>
<td>Winter Break</td>
<td>12/5/16</td>
<td>$300</td>
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<tr>
<td>Spring Break</td>
<td>3/20/17</td>
<td>$75</td>
</tr>
<tr>
<td>May Break</td>
<td>5/1/17</td>
<td>$300</td>
</tr>
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*Residents who need break housing only for a few days may choose to pay the nightly rate of $25 per night.

Break housing is not available between summer semester and fall semester. This time period is used to prepare rooms and apartments for the fall semester. Students who have special circumstances may be able to check into their fall semester room early. You may contact the housing office at housing@uwa.edu to see if you qualify to check in early.

**Visitation Policy**

In order to insure a degree of privacy for residents and maintain a secure environment, the residence halls and apartments on campus have a visitation schedule that limits visits by guests. A guest is defined as anyone (male or female) that is not assigned to the specific room or apartment.

Visitation is defined as the time-period when guests are permitted to be in the residence hall and in your room or apartment. However, visitation is a privilege, not a right. Residents must consider the privacy of their roommates when having guests to their room or apartment. Study and sleep needs have priority over visitation; so, roommates must agree to the times when they will have guests in the room/apartment. If roommates cannot agree on visitation, the RLC/HD has the authority to reduce or prohibit visitation within the room/apartment. Residents who wish to limit visitation hours within their room/apartment should meet with their RLC/HD. The Housing Office staff may limit visitation hours and adjust the visitation schedule, as deemed necessary. For safety reasons, it is a violation of policy to let anyone into your residence hall or your room that is not your guest.

**Guests**

Guests must be escorted by the host resident at all times while in the residence hall, including when the guest enters the hall, is in the resident’s room or any common areas within the hall, and when the guest exits the hall. The host resident must be present in the room and/or in the common area with the guest at all times while the guest is in the room or common area, even for those buildings with outside entrances. Residents are held responsible for the actions of their guests; so, it is very important that you do not let your guest(s) travel in your residence hall without you. You will be held responsible for your guests’ actions, even if you are not escorting your guest. If you do not want to be held responsible for the actions of your guests, you should not have guests.

Gilbert, Selden, and Stickney Halls are locked 24 hours a day, so residents of these buildings must arrange to meet guests (male or female) at the front door of the residence hall, to provide access to the building. Most residents do this by giving guests their cell phone number so that guests can call them when they want to visit. Loitering in the residence hall area is prohibited. This includes wandering around buildings with outside entrances with no specific destination. No more than four guests are allowed in any residence hall room at the same time. If you have a roommate, you must coordinate this with your roommate so that the total occupancy of your room, including you, your roommate and all guests does not exceed six people. While this policy also applies to an
individual bedroom at Hoover, the total number permitted in a Hoover apartment is four guests of any individual resident with a total of six guests in the apartment at any one time. Children under 10 years of age must be escorted by a parent/legal guardian at all times. Children under 3 years of age are not permitted in the residence halls or university apartments except on Move-In Day and during official open house events.

Overnight Guests
Visitation does not grant co-habitation. Residents who allow guests (male or female) to stay in their room for an excessive amount of time will be in violation of the visitation policy. A resident may have a person of the same sex stay as an overnight guest in his/her residence hall room ONLY IF APPROVED by the resident's roommate and the RLC/HD. To request approval for an overnight guest, after speaking with your roommate and getting approval from him/her, complete the online form on the Housing website at least 48 hours prior to the visit (or by Thursday at 5 PM if visiting over the weekend). If the guest is to stay beyond two consecutive nights or more than four total nights during a semester, the form must be completed at least 72 hours in advance and approved by the Director of Campus Life and Housing. It is the responsibility of the resident to make the guest aware of all residence hall policies and rules. The hosting resident is responsible for the guest's behavior during a visit.

Due to security concerns, overnight visitation will not be permitted or approved during the following times:
1. Pre-Season Housing
2. Before the 2nd week of classes each semester
3. Final Exams
4. University Breaks
In addition, overnight visits are not permitted by guests younger than 17 years of age.

Quiet & Courtesy Hours
In order to provide a suitable environment for positive group living, studying, and sleeping, certain hours have been established as Quiet Hours. Quiet Hours are between 10:00 PM and 8:00 AM. During Quiet Hours, the atmosphere is to be one that is conducive to sleep and study. Thus, residents should refrain from disruptive conversations, loud music, and unnecessary noise during this time.

Regardless of the time, Courtesy Hours are in effect at all times. Courtesy Hours mean that each resident should be considerate of the demands of the group living situation and should not exceed a reasonable noise level at any time. Some recommendations and helpful tips are as follows:
• Closing your door can make a difference in sound travel.
• Use headphones if you enjoy listening to loud music.
• Consider adding an area rug to your room to dampen the sound in your room.

If you feel that your rights to have quiet time are being infringed upon, respectfully ask the person causing the disturbance to modify the noise level. If the noise continues, see your RA and/or the staff member on call for your building. You should not use social media to express your opinion regarding the noise level of another resident.

Tobacco and Smoking Policy
Smoking and/or the use of tobacco in any form (cigarettes, e-cigarettes, cigars, chewing tobacco, pipes, water pipes, snus, snuff, etc.), is prohibited in residence halls and campus apartments, both in common areas and in individual rooms. Although receptacles have been placed near entrances to each residence hall to dispose of smoking materials, smoking is prohibited within 50 feet of the residence halls and campus apartments.

Additionally, all areas within 25 feet surrounding any University facility are designated non-tobacco-use areas. In making such designation, the University considers the following exterior locations non-tobacco-use areas: entrance doors, covered breezeways, ventilating and air conditioning intake vents, and windows.

The use of smokeless tobacco, such as chewing tobacco and smokeless pouches, is also prohibited within the residence hall and campus apartments. The presence of cigarette butts, ashtrays with ashes, spit cups, and other remnants often associated with smoking and smokeless tobacco are considered evidence that the smoking policy is being violated in the room.

Violations of the Tobacco and Smoking policy will result in disciplinary action, including educational sanctions and a $100 fine for a 1st offense. A 2nd offense can result in dismissal from Housing. Note that a violation of this policy that also sets off a fire alarm will result in an additional fine of at least $100.

Alcohol and Drug Policy
The use or possession of alcoholic beverages, illegal drugs, or any other controlled substances is prohibited in all residence halls, campus apartments, and adjacent parking lots. If you are in a room where an alcohol or drug violation occurs, you will also be in violation. Alcoholic beverage containers (bottles, cans, etc.) are also prohibited and may not be in your room, even as decorations. While the Housing Office does not regulate off campus consumption of alcohol and illegal drugs, residents will be held responsible for their behaviors and actions in the residence halls due to the use of alcohol and illegal substances. For example, a resident that causes damage to a roommate’s property while intoxicated or otherwise under the influence of drugs or alcohol will be subject to disciplinary action. Students who violate the alcohol policy are subject to disciplinary action, including educational
sanctions and fines. For students under 21, parents may be notified. The Housing Office has a “zero tolerance” for illegal drugs and will generally terminate the Housing contract of anyone who violates the drug policy.

**Firearms and Fireworks**

Except as otherwise stated in this policy or as otherwise allowed by law, the University prohibits the possession, transportation, and use of firearms and other dangerous weapons on campus. This policy applies to all persons on campus, including faculty, staff, students, contractors, and visitors. University students may not possess firearms at any time on campus, except as expressly authorized by the University of West Alabama Police Department (UWA PD). University Police may provide temporary storage for firearms lawfully possessed by students at its headquarters.

“Campus” means all property owned, leased or controlled by the University and any affiliated buildings and outdoor premises, such as parking lots and other outdoor property.

“Dangerous weapon” is defined to include:

- Any device that shoots or delivers a bullet, BB, pellet, arrow, dart, flare, electrical charge, or other projectile, whether loaded or unloaded, including those devices powered by CO2.

- Any explosive device, including fireworks.

- Any instruments/devices that are designed or may be used as a weapon to injure or threaten another individual, including non-culinary knives with a blade greater than four (4) inches.

- A firearm, as defined herein, is not included in this definition of dangerous weapon.

“Firearm” means a pistol, handgun, rifle, or shotgun and any ammunition.

Student violations may be addressed in accordance with the Code of Student Conduct as well as other applicable policies and may include sanctions, up to and including expulsion. At minimum, the student’s Housing agreement is generally terminated.

For the full University Firearms Policy, please refer to your student handbook, *The Tiger Paw*.

**Hover Boards**

Due to safety issues related to the charging and operation of hover boards, UWA has issued the following restrictions on the use of hover boards on campus:

- Hover boards will not be allowed in any university building, including housing and residential facilities and classroom and administrative buildings.

- Hover boards cannot be recharged in any university-owned or university-leased facility or building.

- Individual who choose to ride hover boards on campus must follow all traffic and pedestrian laws.

**Student Health Services**

UWA maintains a partnership with Anderson Family Center in Livingston. Anderson Family Center is located at 711 North Washington Street. Students may see a doctor at Anderson Family Center without an appointment during his office hours, but appointments are encouraged. Office Hours are Monday through Friday, 8 AM – 5 PM. The phone number is (205) 652-5778.

Neither the university physician nor any other university employee will issue medical excuses for missed classes. In the case of illness, each professor will determine whether to grant an excused absence to a student.

After normal office hours, and in case of emergencies, students needing medical attention should go to Hill Hospital in York. The University will not be able to provide transportation to the hospital, but will arrange for ambulance service, if requested. The student will be responsible for the expense for all hospital services and ambulance transportation, if applicable. On-campus residents should contact a resident assistant or their RLC/HD if there is a medical emergency. The Housing staff member will contact campus police. The campus police officer will determine whether an ambulance should be called. If you have family health insurance coverage, be sure to have your insurance card so that you can use it if you need medical attention other than that provided by the University.

**Emergency Evacuations**

Each residence hall will hold a fire drill once each semester. All residents are expected to follow rules regarding evacuation during all alarms. Failure to leave the residence hall during a fire drill, false alarm, or actual warning, will result in disciplinary action. Due to the need to quickly evacuate the building in the case of an emergency, members of the housing staff cannot personally notify you of the emergency. Your notification of the emergency is the sounding of the alarm. If you are a deep sleeper, are hearing impaired, or otherwise concerned that you may need additional assistance, it is your responsibility to arrange with your roommate or neighbors to inform you when the alarm rings (concerns regarding ADA accommodations should be directed to the Director of Campus Life and Housing). If you need assistance in evacuating, whether due to a permanent or temporary disability, you must make prior arrangements with neighbors to assist you in evacuating during an emergency. You should meet with your RLC/HD if there is a medical emergency. The Housing staff member will contact campus police. The campus police officer will determine whether an ambulance should be called. If you have family health insurance coverage, be sure to have your insurance card so that you can use it if you need medical attention other than that provided by the University.

If you notice a fire in your residence hall, you should pull the fire alarm nearest to you as you exit the building. If the emergency alarm sound should sound in your building, please use the procedures below as you leave the building in a quick, but orderly manner. We need to clear the residence hall as soon as possible, but our main concern is to prevent injuries and save lives. Evacuation plans showing the exit stairways, evacuation routes, and fire extinguishers, are available throughout the residence hall, but are also available from the housing office upon request.

- If the weather is cold, bring a coat or jacket. Do not forget
to put on shoes.
- Bring a towel to cover your nose and mouth to prevent smoke inhalation.
- If the hallway is covered with smoke, get on the floor and crawl to the nearest exit.
- Under no circumstances should the elevator be used when the emergency alarm is ringing. If a resident has a disability that might hinder mobility, he/she should make prior arrangements with other residents to assist him/her in case of an emergency.
- Take the nearest exit and once you are safely out of the residence hall, go to your hall’s meeting point and locate your RA. You may be redirected to an alternative location if the situation requires it. Do not re-enter the building until campus police have deemed the hall safe. Your meeting points are as follow:
  - **Gilbert Hall**: Behind the residence hall, close to Wallace Hall
  - **Hoover Apartments**: The raised grassy area across from Building 1 & 2 and behind the laundry room.
  - **Patterson Hall**: In the middle island
  - **Reed Hall**: In circle near Selden and Spieth
  - **Selden Hall**: The bench area behind Reed Hall
  - **Stickney Hall**: Across the front parking in the grass near Washington Street (do not go into the street!)

### Tornado Watches and Warnings

A tornado watch means that conditions are such that a tornado is likely to form, but one has not been sighted at that time. With a watch, you should remain alert and know what to do in case it becomes a warning. The siren above the Student Union Building WILL NOT sound for a tornado watch.

A tornado warning means that a tornado has been sighted and may affect our area. The siren at the Student Union Building will sound for three minutes, but may not be heard in all of the residence halls. On campus residents must sign up for emergency message notification with the University. An e-mail about this service is sent out at the beginning of each semester. Weather radios are also a great investment, as you will receive timely notification of warnings and watches in our area.

When there is a tornado warning, you must go to the designated safe place as indicated below:

- **Hoover**: Must go to the Student Union Building where staff will direct you.
- **Gilbert**: 1st and 2nd floor residents must go to Spieth Hall, while 3rd and 4th floor residents must go to the 1st floor of Wallace Hall. Anyone with mobility impairments must go to Speith Hall, as the 1st floor of Wallace is only accessible via stairs. Staff will direct residents when they arrive to their specified location. If you do not have time to get to your designated location, you should go to the nearest stairwell in Gilbert Hall and proceed to the lowest level possible.
- **Stickney**: Must go the first floor hallway; however, if you do not have enough time to get to the 1st floor hallway, you should go to your bathroom, close the door, and get into your tub.
- **Reed**: Must go the Student Union Building where staff will direct you. However, if you do not have enough time to get to the Student Union Building, you should go to your bathroom, close the door, and get into the tub.
- **Patterson**: Must go the 1st floor of Wallace Hall where staff will direct you. However, if you do not have enough time to get to Wallace Hall, you should go to your bathroom, close the door, and get into the tub.

If you have any mobility or other issues, you must make prior arrangements with your neighbors to assist you during a tornado warning or other emergency.

### Evacuation from Gilbert and Hoover are MANDATORY during a Tornado Warning.

**Residents must sign up for emergency message notification with the University.**

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### Fire Safety

Each residence hall is equipped with a fire alarm that will sound in the case of a fire, many times causing the evacuation of an entire residence hall. False fire alarms (those where there is no actual fire) disturb the community, both by disrupting the actions of the community at the time of the alarm and by giving residents a false sense that fire alarms can be ignored. It is important that all residents work hard to cut down on the number of false fire alarms caused by residents AND to evacuate for every alarm, no matter what.

The following actions will help increase safety in the residence halls:

- Pay attention to all appliances during use. Do not leave appliances unattended.
- Open your window when cooking.
- Only use appliances approved for use in your residence hall (see ‘Appliances’ below) and only use them appropriately.
- Close your bathroom door and use the ventilation fan when showering or when using a hair iron. The steam from the hair iron has been known to set off an alarm.
- Follow the directions on the package when preparing food, including using water as needed and setting your microwave for the appropriate amount of time (popcorn doesn’t take 30 minutes to cook!).
- Do not overload electrical circuits. Only use surge protectors with built-in circuit breakers.
- Follow UWA Housing policies regarding prohibition of open flames, such as candles, incense, kerosene lamps, etc., or any incendiary devices, fireworks, smoking, motorcycles, etc., in or around the residence halls or campus apartments.
If university or emergency personnel determine that a fire alarm is caused by the negligence of a resident, including, but not limited to, those reasons listed above, the resident will be subject to disciplinary action. A first offense will result in a minimum $100 fine and educational sanctions. Additional offenses could result in removal from university housing.

In addition, any student found to be responsible for any of the actions below will be subject to disciplinary action, up to and including removal from university housing. The following actions are violations of university policy and state and federal regulations: tampering or playing with fire extinguishers, smoke detectors, exit lights, emergency lights, or removal of smoke detectors, smoke detector batteries or otherwise, propping stairwell fire doors, obstructing halls and stairways with furniture debris and other materials is a violation of hall policies and state and federal regulations.

Appliances

Appliances with heating elements, such as hot plates, toaster ovens, deep fryers, and George Foreman grills, are not allowed in the residence halls or campus apartments. Also, adapters that allow several appliances to be plugged in at one time are discouraged. Coffee makers with automatic shutof, toasters, and irons, when used responsibly, are permitted in all residence halls. Electric tea kettles, rice cookers, and electric skillets, when used responsibly, are permitted in Hoover Apartments. One microwave oven (800 watts or less) is permitted in the kitchen/kitchenette area of each residence hall room/apartment. Personal refrigerators (4.0 cubic feet or smaller) are permitted at Gilbert and Selden Hall. As refrigerators are provided at Stickney, Reed, Patterson and Hoover, personal refrigerators are not permitted in these buildings.

Please be aware that in Selden Hall, high-powered appliances, such as hair dryers, should not be plugged into the outlet over the dresser, as they will cause a fuse to blow. This outlet is intended for lower watt appliances such as TVs and video game consoles only.

Theft Prevention & Damages

Your safety as well as the safety of your possessions depends on you. The University assumes no liability for personal property damage, loss, or theft. Therefore, it is in your best interest to be careful about the value of the items you choose to bring to campus. The University also recommends each resident to have renter’s insurance. If your insurance company does not provide property insurance, the Housing Office can refer you to a program for college students. Hopefully, you will never be the victim of theft or property damage, but if this should happen to you, contact your RLC/HD immediately. In addition, you should file a theft report with the Campus Police, if something is stolen. Some easy ways to prevent theft are:

- Lock your room door at all times.
- Never leave money or valuables lying out in plain sight.
- Do not leave laundry unattended in the laundry room.
- Do not leave personal items unattended in any public area.
- Notify the Housing Office immediately if your keys are missing or lost.

Security Precautions

Generally, living on-campus is safer than living off campus. However, since residence halls are public buildings which serve as private residences for a large number of students, security is an important concern. Resident students are expected to observe the following guidelines:

- Keep entrance and exit doors closed and locked at all times. Do not prop these doors open for personal convenience.
- Do not loan your key or student ID to other people. Report lost or misplaced keys immediately to the Housing Office (Brock Hall 121). A lost ID card should be reported on the Tiger Card website at www.tigercard.uwa.edu or to the Information Systems office (Webb Hall 125).
- Report any suspicious individuals or behavior to a residence hall staff member or call Campus Police (652-3682).
- Report incidents of vandalism or property destruction to the residence hall staff immediately.
- If you have expensive electronics, write down the serial numbers and product IDs. This information should be given to the police if something is stolen.
- If you have a computer, you should use a security clamp or cable, such as the products sold by Targus, Kensington or CompuClamp.

The residence halls are secured 24 hours a day and residents have access into their hall by using their student ID (Gilbert and Hoover) or assigned room key. Residents found violating residence hall security guidelines will be subject to disciplinary action.

Video Surveillance

UWA Housing is committed to providing a safe and secure environment within the residence halls. For this reason, video surveillance systems are utilized in and around most of the residence halls. Cameras are not placed in locations that residents would have an expectation of privacy, such as public restrooms and within residence hall rooms. Video cameras are primarily used to deter crime; however, video may also be used to enforce University rules and regulations. While live-video may be monitored by University staff, the existence of the cameras does not imply or guarantee that cameras will be monitored in real time 24 hours a day, seven days a week.
In an effort to build community and provide for the health and wellness of residents, UWA Housing will pay the team registration costs for any teams formed to represent a residence hall on campus (must meet certain criteria). Residents are encouraged to speak with their RA to discuss the formation of a team for all major and minor sports, as well as one-day tournaments.

Dining Services

All resident students (with the exception of Hoover Apartments residents who have lived on campus at least two semesters) are required to purchase a meal plan. Your meal plan is encoded onto your student I.D. You should contact Information Systems if you misplace your I.D. Your meal plan can be used at Young Hall Cafeteria (The CAF), while Dining Dollars, Tiger Bucks, and cash/credit may be used at any of the ARAMARK dining locations on campus.

Meal plans may be increased at any time during the semester. After the 4th week of classes, meal plans may be changed for any reason during the first 4 weeks of each semester. After the 4th week of classes, meal plans may only be reduced if the resident has moved to a new residence hall that has a lower meal plan requirement. Meal plans may be increased at any time during the semester.

Information about campus dining, including hours of operation, announcements, menus, and more, can be found online. Please be aware that the cafeteria closes during Thanksgiving Break, Winter Break, Spring Break, May Break, and on Independence Day, and may offer special hours on other designated days, such as Assessment Day. The other dining locations are also closed during these times and may be closed at additional times.

Mail Service and Package Delivery

Residents should reserve a campus mail box through the UWA mail room, which is located at the Student Union Building (SUB). You may drop off your outgoing mail, purchase stamps, and rent a UWA post office box. The post office is open Monday through Friday, but window hours vary due to delivery schedules. You will have access to your box during regular SUB hours. In some instances, you may have special delivery packages, such as Federal Express and UPS, delivered to you in care of the Housing Office. These packages should be addressed as follows:

<table>
<thead>
<tr>
<th>FORMAT:</th>
<th>EXAMPLE:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Student's Name</td>
<td>John Doe</td>
</tr>
<tr>
<td>451 University Drive</td>
<td>451 University Drive</td>
</tr>
<tr>
<td>UWA Housing-Building &amp; Room #</td>
<td>UWA Housing-Reed 116</td>
</tr>
<tr>
<td>Livingston, AL 35470-2098</td>
<td>Livingston, AL 35470-2098</td>
</tr>
</tbody>
</table>

Please note that this address should only be used if postal service is not available. Letters sent to the above address will be returned to sender. This is a physical mailing address – if you need a billing address, you should use your UWA box or permanent home address.

You will be notified by e-mail if a package is delivered for you to the Housing Office. As there is often a delay between the time of delivery and the time students pick up a package, UWA Housing will not accept packages marked as perishable. In addition, UWA Housing will not accept any illegal items or items not approved for use in the residence halls, including, but not limited to, animals, unapproved appliances, and fireworks. Exceptions to this policy may be made in regards to delivery of prescribed medication – the student should notify UWA Housing of the expected delivery of such item and make arrangements to pick up the package the day of the delivery.

Any packages not claimed within 10 days will be considered abandoned property and will be discarded appropriately.

Cable Television

Basic cable television service is provided in every residence hall room. A cable channel line-up is included in the back of this guide for your convenience. Residents must provide their own digital-ready TV (most flat screen TVs produced after 2007) in order to utilize cable service. If you wish to upgrade your cable service to include premium channels such as HBO and Showtime, you may do so at your own expense. To add this service, you should go to the local Mediacom office at 311 Monroe Street in downtown Livingston. You may wish to defer upgrading until you know that you have your permanent room assignment.

Laundry Machines

Each residence hall provides laundry facilities for residents of that building only. In Hoover Apartments and Gilbert and Stickney Halls, students use Tiger Bucks on their student ID to operate the machines, while residents of Reed, Patterson, and Selden Halls have coin-operated laundry machines. Please be courteous of others when laundering your clothes by being prompt to remove your clothes from the machines. If you find someone’s belongings that have been unattended for at least 10 minutes after the end of the cycle, carefully place them on top of the machine or the closest folding table before loading your own. The University is not responsible for laundry left unattended. If you have trouble with any washer or dryer, please place a sign on the machine and let your RA know. For refunds of lost money in a laundry or vending machine, please contact the Director of Auxiliary Services at the University Bookstore in the SUB for a refund.

For the most efficient use of the laundry machines residents should do the following:

- Use only liquid detergent. Powdered laundry detergent is not allowed to be used in washers on campus.
- Leave the washer and dryer doors open when not in use. This will allow the machine to vent properly and will prevent the smell of mildew.
- Don’t overload the machines, keeping loads to about 12 lbs of clothing or less.
- Separate clothing into similar type loads, both in washer and dryer, so that heavy garments don’t overwhelm lighter
UWA offers LaundryView, a service that allows residents of Gilbert, Stickney, and Hoover to see which washers/dryers are available and to set alerts to notify them when their clothes are done in the washer or dryer. Go to the housing website at www.housing.uwa.edu for the link and more information.

Pest Control
The best pest control procedure is preventative action on the part of each resident. The University provides pest control service periodically in the residence halls, generally during the first week of each month. However, if you feel additional pest control measures are needed, contact a Housing staff member in your building.

Garbage Disposal
Trash may not be set outside of rooms or apartments prior to disposal of trash, even for a few minutes. Residents of Stickney, Reed, Patterson, Selden, and Hoover must take all of their trash to the large dumpster bins outside each hall. Gilbert Hall residents may dispose of small bags of trash (8 gallon bags or smaller) via the trash chute on each floor. Gilbert residents are encouraged to utilize trash cans with 3-gallon sized bags, as these bags will work the best in the trash chute. Anything that is not bagged, will not fit into the trash chute, or larger than an 8 gallon bag must be disposed of by the resident in the dumpster outside. Improper disposal of trash, including the use of bags larger than 8 gallons in the Gilbert Hall trash chute, will result in a fine up to $200 per bag.

Heating and Cooling
While utilities, including electricity, are included in your residence hall rental rate, it is important for residents to be mindful of his/her energy consumption, both for environmental concerns and to keep rates low. As such, residents should consider the following in regards to heating and cooling residence hall rooms:

- Set your HVAC unit to no higher than 68°F when heating and no lower than 72°F when cooling. Work with your roommate to determine a temperature that is most comfortable for all occupants of the room, not just one person or the other.
- Wear a sweatshirt or cover up with an extra blanket in the winter months so that you can use your heater minimally.
- When all occupants of a room/apartment are gone for an extended time, such as a weekend or a university break, set your HVAC accordingly – 65°F or below when heating and 75°F or higher when cooling.

It is against UWA Housing policy to have your window open while the HVAC is on in your room.

While most HVAC panels are self-explanatory, the panels at Gilbert Hall use symbols that may or may not be universal. A guide to the symbols on your HVAC panel at Gilbert Hall can be found in the back of this guide.

Parking
Limited parking facilities are provided for each residence hall. Please note that the orange colored spaces are reserved 24 hours a day for RLC/HDs and full-time Housing staff. At Gilbert Hall, there are additional reserved spaces for university personnel. Parking in the orange colored spaces or these additional reserved spaces will result in a fine of $50 for a first offense, with increasing fine amounts for each offense after. Parking in the grass, on sidewalks, blue zones (unless disabled) and fire zones is also prohibited. If a resident has special needs as defined by the Americans with Disabilities Act, please see the Director of Campus Life and Housing.

Pets/Animals
With the exception of fish, animals are not permitted in the residence halls or campus apartments. This means that residents cannot bring a pet or other non-human life form into a residence hall or apartment, even for a brief period of time. Residents may also not allow a non-human life form to visit or enter a residence hall or campus apartment. Pets and all other non-human life forms are also prohibited in common areas, hallways, breezeways, and within 50 feet of all residence hall entrances, rooms, and campus apartments. Non-poisonous fish are permitted as long as they are contained in a 20 gallon or smaller aquarium. Other creatures, such as reptiles, may be able to maintain life within an aquarium, but they are still prohibited.

Allowing an animal into your room or being in possession of an animal within the premises of any residence hall or campus apartment, is a violation that will result in a minimum fine of $200, unless the animal has been approved, in writing, by the Director of Campus Life and Housing, as an authorized Emotional Support Animal for you (see section below) or the animal is a trained service animal, as defined by the Americans with Disabilities Act (ADA), such as a “seeing eye dog”, providing a specific service for you.

Emotional Support Animals (ESA)
A resident that has been prescribed an Emotional Support Animal must post an ‘Authorized Animal on Premises’ sign on the exterior door to his/her residence hall room door or apartment before bringing the animal to campus. To obtain authorization for an Emotional Support Animal (ESA), the resident must provide a recent letter from his/her licensed mental health care professional, confirming that the resident is currently in treatment and that an ESA has been prescribed as part of the treatment plan. If the mental health care professional is a member of the UWA Counseling staff, an e-mail from the counselor will suffice. Otherwise, the letter must be on the mental health care provider’s letterhead and must include contact information (e-mail address and phone number).
number). The resident must also give his/her mental health care provider permission to speak with the Director of Campus Life and Housing, regarding the resident’s need for an ESA. Once the Director of Campus Life and Housing has received a letter from a mental health care professional, the resident will be required to provide the following, before bringing the animal on campus:

1. **Immunization Record:** A photocopy of the animal’s immunization record, verifying the animal has a current rabies vaccine.

2. **Certificate of Veterinary Inspection:** Recent documentation from a veterinarian that the animal is healthy and free of communicable diseases, fleas, and parasites.

3. **Roommate’s Permission:** A signed statement from the resident’s roommate/apartment mates, stating that he/she does not mind having the animal in the room or apartment. *If a roommate does not want an animal in the room, the resident requesting an ESA should contact the Assistant Director of Housing, to request a room change.*

4. **Photo:** A color digital photograph of the animal.

5. **Cell Phone Number:** A current cell phone number, so that the resident may be contacted about the animal when away from his/her residence hall room.

6. **Written Confirmation and Contact Information for a Substitute Animal Care Provider:** A signed statement from a parent or someone else that does not live on campus (and is authorized to have an animal at his/her residence), who will come to campus to retrieve the animal, if the resident is unable or unwilling to care for your animal.

7. **Signed Copy of Consent Form:** A form will be provided to the resident, once the Director of Campus Life and Housing has received a letter from a mental health care provider, prescribing an ESA.

Once all of the above items have been received, the Director of Campus Life and Housing will issue an “Authorized Animal on Premises” sign to the resident. Once the sign has been posted, the resident may bring his/her ESA into his/her assigned residence hall room or campus apartment, and into hallways, stairwells and other common areas that are along the route to the assigned room. If the resident changes rooms during the school year, the resident must contact the Director of Campus Life and Housing, to obtain an updated “Authorized Animal on Premises” sign, as the signs are room-specific.

A resident that has been prescribed an ESA should consider the following before obtaining an animal to serve as his/her ESA:

- If the animal spends most of its time in a cage or terrarium (mouse, rabbit, etc.), the resident must clean the enclosure on a regular basis.

- If the animal is a dog, it must be housebroken. *So, young puppies are not allowed.* The resident must take the dog outside on a regular basis so that it can relieve itself. The resident will be responsible for cleaning up all animal waste immediately. *Dogs that are not housebroken are not eligible to serve as an ESA on our campus.*

- If the animal is a cat, it must be litterbox trained. *So, young kittens are not allowed.* The resident will be responsible for cleaning the litterbox each day. *Cats that are not litterbox trained are not eligible to serve as an ESA on our campus.*

- ESA’s may not disturb, annoy, or cause nuisance to other members of the residence hall or University community. The resident will be held responsible for any odors, noise, damage, or other conduct of the ESA that disturbs others or damages the premises.

- The ESA must be under the resident’s control at all times, such as on a leash or in an animal carrier, when being transported to and from the resident’s room or apartment. If the resident lives in a building with interior hallways (Gilbert Hall, Selden Hall and Stickney Hall), the resident must take the most direct route when entering and exiting the residence hall. If the animal is on a leash, the resident must use the stairwell, and may not use the elevator. Residents are not permitted to take ESAs into the lounge area of the residence hall or to another resident’s room/apartment.

- When the resident is not in his/her assigned room, the animal must be in a crate, kennel or animal carrier that provides enough room to turn around. However, the ESA may not be left alone in the room for extended periods of time.

Residents who fail to follow these guidelines for an ESA may be required to remove the ESA from the residence hall temporarily or on a permanent basis. UWA Housing does not require a special deposit from residents with Emotional Support Animals. However, the resident will be held financially responsible for any damages caused by his/her ESA.

### Internet Service

Every residence hall and campus apartment has free wireless Internet service. If you have a computer and a wireless network card, you are able to connect to the University’s local area network by way of several wireless access points. Using the 802.11b/g standard, the wireless network allows you to connect to the internet at a very high speed. Residents of Gilbert, Hoover, Patterson, and Reed should connect to TigerNet, while residents of Selden and Stickney will have access to UWANet (until updated).

In order to connect to TigerNet, residents will need a wireless password (also called a PPSK). To retrieve your PPSK, please perform the following steps prior to connecting:

- Go to [http://myaccount.uwa.edu](http://myaccount.uwa.edu)
- Click on “Retrieve TigerNet wireless network code (PPSK)” to get code
- Follow the on-screen instructions to connect to TigerNet.
- Type your code when it asks for it and click OK.

You should now be connected to the TigerNet wireless network. This only has to be done once. Your passcode is valid for up to
5 of your devices, but should not be shared with others. If you have issues retrieving your PPSK or connecting to TigerNet, please create a Helpdesk ticket at https://hd.uwa.edu.

**Wireless Access Points, Routers & Other Devices**

The operation of personal 802.11 (A, B, G, or N) wireless devices in buildings with University provided wireless networking causes radio frequency (RF) interference with the University wireless devices, degrading and/or inhibiting the use of the University network and is therefore, prohibited. Common devices include access points, routers, “MiFi” devices, and ad hoc networks created by wireless printers.

In order to maintain the highest level of wireless services, all unauthorized (rogue) wireless devices that are interfering with the University wireless network must be disabled.

When an unauthorized wireless AP is detected by the University wireless network, the following procedure will be followed:

1. The UWA wireless network will block traffic to the rogue device.
2. University staff will locate the rogue device and the owner will be instructed to turn off the device.
3. If needed, UWA staff will assist the owner disabling the rogue device and/or connecting to the UWA wireless network.
4. The owner of the rogue device will have 3 days to comply and turn off the device.
5. If the rogue device is not removed, UWA staff will physically remove it and the owner will be referred to the Student Life Committee for disciplinary action.
6. If the rogue device is removed by UWA staff, the owner will be notified and instructed on the procedure to reclaim the device.

**Decorations**

Pictures, posters, and other items used to decorate a student’s room can make residents feel more at home. Decorations are encouraged as long as they do not create health or fire hazards, damage the room, or block vents or windows. All decorations are subject to the approval of roommates so as to avoid a roommate conflict. Residents are responsible for any damages, including nail holes and chipped paint, incurred due to decorations. Minor damages, such as pin/small nail holes and chipped paint, are billed at $20 per mark, while larger holes and excessive damage can cost even more. Decorations that are not allowed for safety purposes include a live Christmas tree and fabric/tapestries on/hanging from the ceiling.

While residents of Stickney, Reed, Patterson, Selden, and Hoover Phase I may use command strips/adhesive to attach decorations to the wall, residents of Hoover Phase II and Gilbert should use caution and are discouraged from using 3M Command Strips or similar adhesives. While the strips may not damage if used appropriately, excessive damage can be caused if the object is too heavy or the strips is otherwise not removed properly. Residents of Gilbert and Hoover Phase I may choose to use a few small tacks/staples to hang posters and other light decorations as long as there is not an excessive amount of use (more than 5 – 8 on any wall) and the holes left by tacks/adhesive are less than 1/16” in size.

**Items Available for Resident Use**

UWA Housing provides a number of items that residents may check out and use as needed. Vacuums are available in Hoover, Reed, and Stickney Hall, to help students clean their carpet. Residents should see their RA to check out a vacuum. Mallets are available in Patterson, Hoover II, and Gilbert Hall if residents would like to adjust the height of the beds in the room. In Gilbert Hall, residents may visit the Front Desk to check out any of the following items (available only to Gilbert residents):

- PlayStation 3, Xbox 360, & various games for each
- Board games including, but not limited to, Monopoly, Checkers, Chess, Clue, Apples to Apples, Would You Rather, and Game of Life
- Outdoor games including corn hole, KanJam, Frisbee, badminton, ladder ball, horseshoes, etc.
- Dry erase markers to use in study rooms
- Various tools
- Luggage bins/carts

For video game systems and other games, residents will need to leave their student ID at the Gilbert Hall Front Desk. For all other items, including carts/bins, a driver’s license or other official picture ID will be required for check out. Residents are fully responsible for the items and accountable for any damages caused to the item while checked out to them.

**Inspection and Entry of Rooms**

The university appreciates our residents’ desire for privacy, particularly in the context of group living, and will do all it can to protect this privacy. However, it is occasionally necessary for the university to exercise its contractual right to room entry for inspections for cleanliness, to provide maintenance, in the event of an emergency, for suspected violations of policy, and for pest control measures. The established procedures are designed to ensure reasonable, restrained use of the right of entry.

**Grills**

There are a number of grills around campus provided by the Student Government Association for residents’ use. Residents wishing to use these facilities may do so as long as they clean up after each use. Students may not bring personal barbecue grills or similar cooking devices onto the premises of the residence halls or apartments. An exception to this policy applies to full-time faculty and staff that live on campus.
**Solicitation & Commercial Activities**

Commercial activities, sales parties, and babysitting are not permitted in the residence halls or campus apartments. Door-to-door solicitation by persons not affiliated with the university is prohibited. Please ask a salesman to leave your building if you are approached. If he or she refuses to leave, call your RA, RLC/HD, or university police. Recognized student organizations and qualified candidates in university-related elections may obtain permission to solicit or campaign in the residence halls from the Director of Campus Life and Housing. Prior approval from the Housing Office is also required for scavenger hunts and similar activities in the residence halls.

**Housing Regulations**

The following policies apply to all University residence halls and apartments. Resident Assistants, RLC/HDs, and other members of the University staff have the authority to enforce these regulations and to report individuals suspected of violating these rules and policies in or around the campus housing facilities.

These regulations apply to residents, their guests and all other persons who enter a UWA residence hall or apartment. Each resident is responsible for his/her room and/or apartment. Residents are also directly responsible for the behavior of their guests and will be held jointly responsible for any violations of these regulations by their guests. Residents are expected to inform their guests of these regulations; however, failure on the part of the resident to inform their guests does not exempt guests from following these policies.

If you are accused of violating a Housing policy, you will be notified by e-mail of the alleged violation and be summoned to a disciplinary hearing to discuss the charges. If you are found in violation of a Housing regulation, you will be sanctioned. Minor violations may result in a fine, educational sanction, and/or work reparation. In addition, major violations or repeated minor violations may also result in removal from campus Housing and/or referral to the UWA Student Life Committee. If you disagree with a disciplinary decision, you may appeal your case to the UWA Student Life Committee. To do so, you must submit a written request for an appeal to Luther Gremmels within 48 hours of your Housing disciplinary hearing.

**I. Alcohol, Drugs & Tobacco**

A. The use and/or possession of alcoholic beverages, non-prescribed (illicit) drugs or any other controlled substances is prohibited in residence halls and on all University property, and are subject to confiscation. Anyone present in a room or apartment when an unauthorized beverage or substance is found will be in violation of this policy.

B. Alcoholic beverage containers (bottles, cans, etc.) and drug paraphernalia (pipes, bongs, etc.) are also prohibited in residences halls, campus apartments, and in parking lots adjacent to these residential buildings.

C. Public intoxication is prohibited in and around residential buildings.

D. Smoking or the burning of any type of pipe, cigar, cigarette, e-cig, or similar product is prohibited in the residential areas, both in common areas and in individual rooms, and within 50 feet of the residence halls and campus apartments. Water pipes, hookahs, and other smoking devices are prohibited, and are subject to confiscation. The presence of cigarette butts, ashtrays with ashes, and other remnants often associated with smoking and smokeless tobacco are considered evidence that the tobacco policy is being violated in the room. Anyone present in a room or apartment when someone is smoking or one of the above listed devices are found will be in violation of this policy.

E. The use of smokeless tobacco, such as chewing tobacco, snuff, and smokeless pouches, is prohibited within the residence halls and campus apartments.

**II. Weapons**

A. Weapons are strictly prohibited since they pose a potential threat to the campus community. If any of these items are found, University Police will be contacted and you may be immediately removed and suspended from housing.

1. Firearms, including but not limited to guns, pistols, and rifles (including air rifles)

2. Explosives

3. Hunting knives, swords, axes

4. Ammunition

5. Any other item intended or constructed to be used as a weapon or which poses a potential threat as determined by housing staff

**III. University Facilities**

**A. Room Assignments**

1. Residents may not change room assignments without written authorization from the Assistant Director of Housing or her designee. A resident may not occupy, store personal belongings in, or otherwise use a vacant space within a room or apartment.

2. A resident may not create a hostile environment
to encourage a roommate to move or to discourage a new roommate from moving into the room. Any resident that creates a hostile environment for his/her roommate is subject to disciplinary action and may be removed from campus housing.

3. All residents are required to check out properly when they change rooms, when housing agreements end, and/or at the end of the year.

B. Keys & ID Card
1. Residents are required to report lost and stolen keys immediately to the Housing Office so that new keys can be issued and the lock(s) can be changed. Lock changes cost $60. However, if a key is not turned in at the time that the resident checks out of his/her assigned room, the resident will be charged $100. For a lost or stolen ID card, please notify the Information Systems office.

2. Keys and ID cards may not be loaned to any other person. ID cards and keys may not be used by anyone other than the person to which the key/card is assigned.

3. Residents are responsible for carrying their key/card with them at all times. While staff will let a student into a room when locked out, excessive lockouts will result in disciplinary action.

C. Damage
1. Residents are responsible for damage to their room and/or apartment. Residents share responsibility for damage, unless responsibility is claimed by a specified roommate in writing or can be determined by housing staff.

2. Damage or special cleaning to common areas such as lobbies, hallways, stairwells, laundry facilities, etc., is billed to all residents living in that area (wing, floor, or building) based on a cost assessment and divided per resident, unless damage can be assigned to a responsible individual.

3. Any damage deemed as “vandalism” will be charged to the responsible party (if known) or to residents of the wing, floor or building. Judicial action will follow when applicable.

D. Furniture Adjustment/Removal
1. Furnishings, plants and any other University property may not be removed from their designated location.

2. Mattresses, drawers, and other furniture may not be moved from other rooms or switched with other residents unless approved in writing by the Director of Campus Life and Housing. Under no circumstances may furniture be removed from the assigned residence hall or apartment. No university furniture may be used outside of any residence hall rooms or apartments.

3. Beds may not be dismantled, even if not in use.

4. Homemade items that lift a bed off the floor are not permitted. Commercial bed risers are permitted at Reed Hall, Stickney Hall, and Hoover Phase I, with prior written approval of the Director of Campus Life and Housing. Beds in Patterson, Gilbert, and Hoover Phase II are junior lofts, which can be height-adjusted, so bed risers are not permitted in these buildings. Residents should consult an RA for instructions for adjusting the height of a junior loft.

5. Beds in all residence halls except Stickney are unbunked. They may be bunked with approval from the Director of Campus Life and Housing, but must be unbunked anytime either roommate moves out of the room.

6. Room furniture may be rearranged with mutual agreement of both roommates, but must be returned to its original location or configuration whenever a resident moves out of the room and upon final departure from the space. Otherwise, charges may be applied. This includes re-bunking beds in Stickney Hall or de-bunking beds in all other halls, leaving them as they were at the beginning of the school year. Failure to do so will result in a $75 assessment per resident per room affected. If a resident moves into a room that is not in the standard configuration, he/she must notify the Director of Campus Life and Housing in writing within 24 hours. Failure to do so will result in the new resident being responsible for returning the room configuration to the standard setting upon departure.

E. Room/Apartment Restrictions:
1. Due to the potential damage associated with the following items, they are not allowed in university apartments or residence halls:
   a. Waterbeds
   b. Darts and dart boards
   c. Shower and tub appliqués

2. The following should be considered when decorating rooms/apartments:
   a. Contact paper, stickers and wallpaper may not be applied to walls, cabinets, closets, or furniture in any residence hall or apartment.
   b. Rooms/apartments may not be painted.
   c. Curtains may be hung with tension rods. Curtain rods may not be attached to walls with nails, tacks, screws, or other items that will damage the wall. Window coverings not provided by the Housing Office may not be installed where they are visible from the outside of the room or apartment.
   d. No material may be placed directly on windows
or between the window and the blinds/curtains (ex. Aluminum foil, newspaper, etc.)

e. Decorative lights (Christmas Lights) may not be visible from outside the residence halls/apartments unless they are part of an official University display or approved by the Director of Campus Life and Housing.

f. Bricks and concrete blocks are not allowed to be used as shelves and may not be placed on counters or furniture.

g. Nails, screws, and bolts with a point-size of more than 1/16th of an inch are not permitted in walls.

3. Air conditioners may not be set colder than 65° and heaters should not be set warmer than 75°.

4. Windows must be closed when the air conditioner or heater is in use.

5. Air intake vents and air conditioner/heater vents may not be blocked, covered or removed.

6. The University will replace burned out light bulbs if a maintenance request is submitted. A resident may not remove a light bulb from a lamp or other fixture unless the resident chooses to replace the bulb instead of submitting a maintenance request.

7. A resident may place a message board on the exterior of the door to his/her residence hall room or apartment as long as the message board does not cause damage to the door. However, a message board on the exterior door is not considered a ‘free speech area’ as other members of the community do not have the option to avoid passing the board. For this reason, members of the Housing staff may erase or cover up messages that a reasonable person would consider offensive.

8. Exterior door decorations must be approved by Housing staff. Unauthorized decorations may be removed by University staff members.

9. Bikes are not allowed in rooms/apartments (except during university break periods). Bikes MUST be stored outside on bike racks and may not be attached to any other structure. Bikes must be removed from campus when the resident moves out for the year.

10. The operation of unauthorized 802.11 (A, B, G, or N) wireless devices in buildings with University provided wireless networking causes radio frequency (RF) interference with the University wireless devices, degrading and/or inhibiting the use of the University network by authorized users, and is prohibited.

11. Selden residents may not plug hair-dryers or other high wattage appliances into the outlet over the dresser. This outlet is only for TV’s, DVD players, video game consoles, and other low wattage devices.

F. Common Area & Building Restrictions:

1. Lobbies and lounges are open to all building residents and their escorted guests and cannot be used for non-housing related events unless approved by the Director of Campus Life & Housing at least ten days in advance of the event.

2. Laundry rooms are for use by residents of the assigned building only. Unlocking a laundry room for anyone but you is prohibited. Powdered detergent is not permitted to be used in the on campus washers.

3. Stairwells and hallways are not storage areas. Personal belongings, including bikes, chairs, shoes, etc., may not be stored there and will be removed.

4. Climbing on roofs and ledges of buildings is prohibited.

5. Windows may not be used as an entrance or exit, except in the case of a fire emergency. Hanging out of windows in hallways, stairwells, rooms, or apartments, is prohibited. Windows at Gilbert Hall may not be raised more than 4”. The residents of the room will be responsible for repair if the window is raised more than 4”.

6. Exterior doors may not be propped open nor may residents allow people who are not their guests into the building. Exterior doors with restrictions, such as emergency exit doors and those doors locked after a specific time, may not be used except as posted on the door.

7. Sitting on the steps and blocking the entrance is prohibited at all UWA Housing facilities.

8. Vehicle maintenance, including the changing of oil, is prohibited on campus, including residential parking lots.

9. Items checked out by residents, such as vacuum cleaners, games, and equipment, must be returned immediately after use. Residents will be billed for broken items and/or items not returned.

10. Scavenger hunts are prohibited unless approved in writing by the Director of Campus Life & Housing at least 48 hours in advance of event.

11. Gilbert residents and their escorted guests may only enter and exit the building through the lobby entrances of the residence hall and the entrance near the retail dining facility. Exterior stairwell doors are for emergency exit only.

12. Hover boards are not allowed in any university-owned or university-leased building, including any residential facility.

IV. Health & Sanitation

A. Food must be kept in sealed containers for health and sanitary reasons. Food may not be stored in any
residential building over extended breaks or holidays.

B. Fish in tanks of 20 gallons or less are permitted. All other pets/animals are prohibited in the residence halls and apartments, as well as within 50 feet of any residence hall or apartment entrance. Emotional Support Animals are not allowed in any room/apartment for which they have not been approved.

C. All trash, especially leftover food, must be taken out in a timely manner to avoid odor and pest control issues. Residents of Stickney, Patterson, Reed and Hoover must dispose of their trash in the dumpsters outside of their building. Trash bags or items for disposal may not be left outside room/apartment doors or in laundry garbage cans. Gilbert residents may dispose of small bags of trash (generally 3 gallons or less) in the trash chute on each floor. Any unbagged trash or bags larger than 8 gallons must be disposed of in the dumpster outside.

D. Your room/apartment must be cleaned on a regular basis and kept free of excessive debris. This includes, but is not limited to, refrigerators (clean and defrost), stoves, ovens, microwaves (where provided), and bathrooms.

V. Fire Safety and Emergencies

A. Improper activation of the fire alarm system is a Federal Offense. Anyone found doing so may face disciplinary and criminal charges, and may be suspended from housing, pending a disciplinary hearing. Tampering with fire alarms or smoke detectors, including deactivating, disconnecting, or covering a fire alarm/smoke detector, is prohibited.

B. All residents must evacuate during a fire alarm, as well as participate in all other emergency evacuations (such as those for tornado warnings). Residents must follow the directions of housing staff and emergency personnel when evacuating.

C. For the safety of our residential community, the following are prohibited, including within 50 feet of any residence hall or apartment:
   1. Candles and incense
   2. Halogen lamps
   3. Electric, gas or propane grills, including George Foreman grills
   4. Personal heaters and electric blankets
   5. Hot plates, deep fryers (including deep frying using a skillet/pot), toaster ovens, or any other electrical appliances that use heating elements
   6. Pressure cookers
   7. Large personal appliances, such as washers and dryers, air conditioners etc.
   8. Fireworks (neither the use or possession of)
   9. Live Christmas trees
   10. Fabric/Tapestries attached to/hanging from the ceiling
   11. Any item not listed here that is deemed by housing staff to pose a threat. It must be immediately removed upon request

D. The following are permitted with limitations:
   1. One microwave that does not exceed 800 watts may be used in the kitchen/kitchenette area of each room/apartment.
   2. Refrigerators that do not exceed 4.0 cubic feet and 350 kWh/year are permitted in Gilbert and Selden only. The university provides refrigerators in all other facilities, so personal refrigerators are not permitted.
   3. Coffee makers, toasters, and irons with an automatic shut off function are permitted and should be monitored carefully while in use. Coffee makers and toasters may only be used on countertops in the kitchen area of each room/apartment.
   4. Electric tea kettles, rice cookers, and electric skillets are permitted in Hoover Apartments only. These appliances may only be used on the kitchen counter and must be monitored while in use.

E. Appliances may not be left unattended, even for a moment, while in use.

F. All residents are required to have a flashlight in their room in case the power goes off in their building.

VI. Visitors and Guests

A. Guests must be escorted at all times by a resident of the building they are visiting and are only permitted during the following times:

<table>
<thead>
<tr>
<th>Location</th>
<th>Hours</th>
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<tbody>
<tr>
<td>Gilbert Hall</td>
<td>Sunday – Thursday</td>
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<tr>
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<td>10:30 AM – 12 Midnight</td>
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<td>Friday &amp; Saturday</td>
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<td></td>
<td>10:30 AM – 2:00 AM</td>
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<tr>
<td>Upperclass Halls</td>
<td>Daily</td>
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<tr>
<td></td>
<td>10:30 AM – 2:00 AM</td>
</tr>
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B. Residents are responsible for the conduct and actions of their guests.

C. Residents are permitted to have overnight guests of the same gender if approved by the resident’s roommate and the RLC/HD. Residents must register the guest via the online form at least 48 hours prior to the visit (or by Thursday at 5 PM if visiting over the weekend). Each overnight guest is limited to 2 consecutive nights and may not exceed 4 nights per semester unless approved by the Director of Campus Life and Housing by completing the online form at least 72 hours in advance of the visit.

D. Guests of the opposite gender and any guest under 17 years of age are not permitted overnight visitation.
E. Children under 10 must be escorted by a parent at all times. **Children under 3 years of age are not permitted in the residence halls or campus apartments except on Move-In Day and during official open house events.**

VII. Noise

A. Quiet hours are in effect in and around all residential buildings (including parking lots) from 10:00 PM to 8:00 AM daily. Excessive noise could include loud talking and laughing, as well as audio devices being played at a volume that can be heard and/or felt from outside the room/apartment.

B. Courtesy Hours (an understanding that excessive noise is never permitted) are in effect at all times in and around residential buildings.

C. Stereos or speakers may not be placed in windows to direct music outside of the residence hall except during official university functions. Commercial sound systems are discouraged and may be banned by housing staff if issues arise.

D. Cheers, dance performances, stepping, or any activity that causes excessive noise is prohibited in and around all residential areas unless approved in writing by the Director of Campus Life and Housing at least 48 hours in advance.

E. During finals week, all buildings observe 24 hour quiet hours.

VIII. Solicitation & Fundraising

A. Solicitation (including the sale of merchandise, memberships, and services, babysitting, hair cutting/styling, and other commercial activities) and fundraising are not allowed in or around the residence halls or apartments unless otherwise approved in writing by the Director of Campus Life and Housing at least 24 hours in advance.

B. All signs and information posted in and around the residential areas must be approved by the Housing Office. Unapproved signs and posters will be removed and thrown away. Any damages caused by these signs and posters will be assessed to persons/organizations who posted the sign/poster. Posters and flyers promoting events taking place at bars and similar establishments are prohibited.

IX. Parking

A. Orange parking spaces are reserved for hall directors and full-time Housing staff.

B. Spaces marked “15 minute parking” are for the loading and unloading of your vehicle. You must move your vehicle to another space before the 15 minute time limit has expired.

C. Parking is not permitted by residents in any other reserved/designated space, such as the state/service vehicles space at Gilbert hall.

D. Parking on the grass, in fire zones, on sidewalks, and in handicapped designated spaces (unless authorized by permit) is also prohibited. This applies to all vehicles, including motorcycles and golf carts.

X. E-Mail Communication

A. The University conducts most communication via e-mail. The Office of Housing and Residence Life considers e-mail the official form of communication. Therefore, students must check their university e-mail account at least every other day (excluding weekends).

XI. Community of Learning & Respect

A. All residents and their guests should have respect for others and respect their views and ideas. Each person should conduct themselves in such a manner as to maintain a learning environment in and around the residence halls.

B. The housing staff at UWA accommodates people from various backgrounds, including but not limited to: race, color, national origin, gender, religion, disability and sexual orientation. Residents are to treat each other with respect at all times. Reports of harassment, including name calling, bullying, physical abuse, mocking and any activity that could be perceived as harassment, will be investigated and appropriately resolved.

C. To maintain an educational environment, students should respect the rights of others to carry on conversation. However, loud or abusive language is not conducive to a positive environment and will not be tolerated.

XII. Statement of Compliance

A. Students must abide by all Federal, State and local laws, as well as the UWA Code of Conduct. Any violations of these laws and policies in the residence halls will result in disciplinary action.

B. Residents and guests must comply with instructions of Housing staff members acting in the performance of their duty.

C. Students are required to carry their student ID whenever they are in or around the residence halls and campus apartments, including parking lots adjacent to housing facilities. Housing staff, including professional staff, Hall Directors, and RAs, have the right to ask for your name and student ID card any time you are in or around a residential building. Failure to comply, including not presenting proper ID or providing false information, will result in judicial action and potential intervention by University Police.
I. Terms Governing This Agreement

1. All questions on the Housing application must be answered honestly and completely. Failure to do so may result in denial or termination of campus housing.

2. The student is required to indicate whether he/she has been involved in criminal and/or disciplinary matters. All criminal behavior and disciplinary violations will be reviewed on a case-by-case basis. The University may deny campus housing to a student who has a criminal and/or disciplinary history that presents a risk to the residence hall community.

3. Current UWA students and transfer students must have at least a 1.8 cumulative grade point average when they apply for housing. If a current resident’s GPA drops below a 1.8, the resident may remain on campus for the remainder of the agreement period, if enrolled, but may not re-apply for housing for a new school year until the GPA is at least a 1.8. Students may request a waiver of this policy by contacting the Director of Campus Life and Housing.

4. The student must be at least 17 years of age to live on campus, unless the age requirement is waived by the Director of Campus Life and Housing.

5. The student is prohibited from having pets in the residence halls and campus apartments. This includes all animals, reptiles and birds.

6. Students are subject to meal plan charges as long as they are being charged for a residence hall space on campus. All first-year freshmen, and students that live in a residence hall room without kitchen facilities, are required to have a 14-meal plan. A 9-meal plan is required of all other residents. Hoover residents that have lived on the UWA campus at least two semesters are exempt from the meal plan requirement.

7. Under this agreement, the student is entitled to the use of his/her assigned space and the facilities of his/her residence hall/apartment.

8. All new students are required to pay $140 when they apply for housing. This consists of a $40 non-refundable application fee and $100 security deposit. Current students that already have a $100 deposit on file are only required to pay the $40 non-refundable application fee.

9. This agreement, with appropriate signature(s) and payment, is effective from the date of the University’s acceptance of this agreement until the end of the agreement period noted on the application. The University’s acceptance of this agreement is indicated by notice of building assignment. It shall be a part of the agreement that in order for a student to be eligible for or continue to reside in University housing, the student must be enrolled at the University on a full-time basis unless a waiver is given by the Director of Campus Life and Housing. It shall also be part of this agreement that upon a student’s failure to enroll for classes on a full-time basis (unless waived), or upon a final decision by the University to expel, suspend or administratively withdraw a student for academic, misconduct or disciplinary reasons, or for any other breach of the terms of this agreement, the student’s housing assignment will terminate and the student will be required to vacate the premises within 48 hours.

10. All Housing agreements are entered for a specific agreement period: (1) an academic year, which consists of the fall and spring semester, (2) only the spring semester and (3) only the summer semester. Students may cancel their fall/spring housing agreement without penalty (except for the $40 non-refundable application fee) until May 31st (spring contracts: November 15th, summer contracts: April 15th). If a student cancels or requests to be released from the housing agreement after May 31st (spring: November 15th, summer: April 15th) but prior to receiving access to his/her room and by July 31st (spring contracts: December 10th, summer: May 15th), the student forfeits the $40 application fee and the $100 deposit. If a student cancels (or requests to be released) after July 31st (spring: December 10th, summer: May 15th), but by Registration Day, the student forfeits the $40 application fee, the $100 deposit, and is also charged a $150 cancellation fee. Cancellations after occupancy, or after Registration Day, whichever occurs first, require written approval from the Director of Campus Life and Housing. Unless approved, the student will be charged rent for the entire length of the agreement period. If approved, the student forfeits the $40 application fee, the $100 deposit, and is charged a $250 cancellation fee. Rent is refunded on a prorated basis, effective the end of occupancy, until the 60% point of the semester. After 60% of the semester has transpired, rent will not be refunded, unless an exception is made by the Director of Campus Life and Housing. The cancellation fee will be waived for students that are suspended for academic reasons or not admitted...
to the University, PROVIDED the student notifies the Director of Campus Life and Housing in writing of his/her academic status and ceases occupancy by the day before Registration Day for the current semester. (See Section III, paragraph 2 below).

11. Students requesting to be released from this agreement must fill out a “Housing Agreement Release Form”. Fall residents released for the spring semester are subject to deposit forfeiture and a $250 cancellation fee. The cancellation fee will be waived for residents that are not enrolling, graduating or participating in a full-time internship at least 10 miles from the UWA campus, as long as they submit the Release Form by November 15th.

12. Anyone that is eligible for a refund of the deposit must send a written request for a refund to the Housing Office within 275 days after cancelling their agreement or moving out of the residence halls. Otherwise, the deposit will be forfeited.

II. Conditions of Withdrawal

1. Withdrawing from the University results in automatic release from the Housing agreement, effective the date that the Housing Office is notified in writing of the withdrawal or date that the room key is returned to the Housing Office (whichever occurs last), unless the student is administratively withdrawn from the University. Students that are required to move off campus for disciplinary reasons, students who are administratively withdrawn from the University and students that are suspended or expelled from the University for conduct reasons will not generally be released from the terms of this agreement.

2. The student is required to vacate his/her assigned space within two (2) days of withdrawal. The student’s failure to provide written notification to the Housing Office of withdrawal from the University will result in the student’s continued responsibility to pay Housing charges hereunder, despite his/her having vacated the premises, until official notification of withdrawal is received, or until the agreement is cancelled by the Housing Office.

3. This agreement may not be terminated without approval of the Housing Office. In the event of termination without approval, obligation to pay rent will continue during the agreement period.

4. Notice of Withdrawal and/or Cancellations of Housing Must Be Made In Writing Directly To The Housing Office. Notices made to the Registrar’s Office or other University offices do not constitute official notice of the withdrawal from, and/or cancellation of, housing accommodations. After 60% of the semester has transpired, rent is non-refundable (See Section I, paragraph 10 above).

III. Conditions of Agreement

1. The University’s acceptance of the agreement does not guarantee assignment to a particular type of accommodation (hall or room) or final admission to the University. The preferences indicated in this agreement are only preferences and room requests cannot be guaranteed. Assignment is contingent upon final acceptance for admission.

2. Occupancy shall begin when the student is provided access to his/her room, and shall terminate when the student has moved out of the room, removed his/her property from the room and has had his/her room inspected and key collected (if applicable) by the Director of Campus Life and Housing or his designee. Termination of occupancy does not imply a release from the Housing Agreement and the obligation to pay for the room and meal plan. (See Section I, paragraph 10 above).

3. The Director of Campus Life and Housing or his/her designee reserves the right to require changes in room assignments in order to maintain an educational environment conducive to intellectual and personal growth after due notice to the student.

4. The Director of Campus Life and Housing or his/her designee reserves the right to require changes in room assignments, i.e., consolidation, in order to insure maximum utilization of space and resources. Students who lose a roommate, or were not assigned a roommate, will be given the option to use a room as a single when space will permit. The private room rate is one and a half times the standard rate, unless otherwise noted.

5. Authorized University personnel may enter individual student rooms without the resident’s permission for maintenance and housekeeping purposes, fires and safety inspections, and inspection for damage. General room inspections will be conducted periodically. When University personnel have reasonable belief that a violation of University, state, or federal policy is in progress, and/or for other emergency purposes, they may enter a student’s room without notice.

6. This agreement may be cancelled or terminated by the University, and room assignments may be changed in the interest of order, discipline, health, safety, security, maximum utilization of facilities, or for the occupant’s failure to pay rental charges. The University shall have the right to change or modify the terms of conditions of this agreement as the University so determines.

7. Rooms may be occupied ONLY by students to whom they are assigned. Violators will be considered in breach of this agreement. Rooms may not be sublet to other persons. Room and building changes may be made only AFTER written approval from the Director of Campus Life and Housing or his designee. Appropriate monetary charges will be assessed and/or disciplinary action will be taken against students that change rooms and/or buildings without prior written approval.
8. Rooms are to be kept clean and orderly at all times. Failure to do so will be considered a breach of this agreement. Charges will be made for damages to, unauthorized use of or alterations to rooms, equipment, locks, or buildings and for special cleaning necessitated by improper care of rooms or equipment. Students are jointly responsible for care of public areas and equipment and may be charged for damages and special cleaning in public areas or on the floor or in the section of the building where their assigned rooms are located.

9. Rooms must be inspected by the student's resident assistant (or hall director) prior to checking out of the residence hall. Failure to check out properly may result in forfeiture of the housing deposit.

10. Students are responsible for knowing and adhering to the University regulations and procedures as set forth in the Residential Life Guide, Student Handbook, and University Catalog. All administrative procedures relating to student conduct and/or student housing, as well as other University publications also apply. Residents are responsible for the actions of their guests and will be subject to disciplinary action if their guests violate any policies or regulations.

11. The student shall use the demised premises exclusively for residential purposes, under penalty of forfeiture and damages.

12. The University, as well as its representatives, employees, and agents, shall not be liable for, and the student expressly waives, all claims for loss, injury or damages to the student's person or property, or to any other occupant, visitor, patron or guests of the student, resulting from failure to repair or maintain any part of the building, its equipment or appurtenances, the student's room or any common areas, any accident in or about the same, any acts of theft, burglary or vandalism by any person, or about the same, or for any loss, injury or damage resulting directly or indirectly from any act or omission, whether negligent, wanton, intentional or otherwise, by another student, occupant, visitor, patron or guest, or any other person, including all representatives, employees or agents of the University.

The University of West Alabama does not discriminate on the basis of race, color, national origin, gender, religion, age disability or sexual orientation in employment or the provision of services.
GILBERT THERMOSTAT

**Legend:**
- Auto (cooling/heating) 
- Fan 🌬️
- Heating 🌞
- Cooling 🌙
- Drying (dehumidifying) 🌧
- Ventilation ⎯
**IMPORTANT DATES**

*dates/times subject to change

**Fall 2016**

- Classes Begin . . . . . . . . . . . . . . . . August 15
- Open Room Change . . . . . Deadline August 26
- Labor Day Holiday (No Classes) . . September 5
- Assessment Day (No Classes) . . . . October 18
- Spring 2017 Room Change Requests Due . . . November 16
- Thanksgiving Break
- Housing Deadline . . . . November 14
- Halls Close at 10 AM (Thanksgiving) . . November 19
- Halls Re-Open at 10 AM . . . . November 27
- Winter Break Housing Deadline . . December 5
- Halls Close at 2 PM (Winter Break) . . . . December 8

**Spring 2017**

- Halls Open, Check-In
  10 AM – 3 PM . . . . January 5
- Classes Begin . . . . January 9
- MLK Holiday (No Classes) . . January 16
- Open Room Change Deadline . . January 20
- Assessment Day (No Classes) . . March 7
- Honors Day (tentative) . . April 18
- Spring Break Housing Deadline . . March 20
- Halls Close at 10 AM (Spring Break) . . March 25
- Halls Re-Open at 10 AM . . . . April 2
- Housing Applications Due for 2017-2018 . . . . April 3
- May Break Housing Request Deadline . . May 1
- Halls Close at 2 PM . . . . May 4

**Summer 2017**

- Check-In . . . . . . . . May 30
- Classes Begin (Full and 1st Mini Term) . . May 31
- Check Out for 1st Term Residents Only . . June 30
- Independence Day Holiday (No Classes) . . July 3-4
- Check In for 2nd Mini Term . . . . July 5
- Classes Begin (2nd Mini Term) . . . . July 5
- Halls Close at 5 PM . . . . August 4

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**Important Phone Numbers**

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<th>Contact Information</th>
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<tr>
<td>Campus Police Tip Line</td>
<td>652-3819</td>
</tr>
<tr>
<td>Campus Police</td>
<td>652-3602</td>
</tr>
<tr>
<td>Mediacom Cable TV</td>
<td>1-800-479-2082</td>
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<tr>
<td>Anderson Family Center</td>
<td>652-5778</td>
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<td>Young Hall Cafeteria (CAF)</td>
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<td>Counseling Center</td>
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<td>Intramurals</td>
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*Effective July 12, 2016; Lineup subject to change; Requires a Digital Ready TV*
DO SOMETHING THAT MATTERS.

Housing and Residence Life

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