

# RESIDENCE LIFE GUIDE

A photograph of three students sitting on a red modular sofa in a common area. The student on the left is a woman with curly hair, wearing a light blue cardigan and dark pants. The student in the middle is a man wearing a red t-shirt, grey pants, and a white baseball cap. The student on the right is a woman with short hair, wearing a black denim jacket and light blue jeans. They are all smiling and holding video game controllers. In the background, other students are visible sitting at tables, and there is a framed picture on the wall.

*Your Guide to Living on Campus*

2023 - 2024

**UWA**

The UNIVERSITY of  
WEST ALABAMA

*-Housing and Residence Life-*

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## YOUR ROOMMATE

The University of West Alabama encourages educational, social, and cultural diversity within the residence halls. Therefore, room assignments are made without regard to race, color, national origin, sexual orientation, or religion. However, we do want you to get along with your roommate. So, if you are not assigned with someone that you already know, we encourage you to talk with your roommate and get to know each other.

### Getting Along with Your Roommate

Whether you have known your roommate for a while or you just recently met, several factors are critical to a successful roommate experience:

- **Cleaning:** Cleanliness and neatness will go a long way in making residence hall life more enjoyable. Make definite commitments with your roommate on cleaning responsibilities and stick to them. If someone forgets, a timely reminder is often more helpful than complaints.
- **Borrowing/Lending:** Some people love to loan things to anyone. Some residents do not mind if a roommate borrows. Some residents do not 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, "My microwave may be borrowed without asking; my clothes may be borrowed, if you ask first. However, my car cannot be borrowed, unless there is an emergency."
- **Sleeping/Studying:** During the first week of school, decide what your study and sleep schedule will be. If your hours coincide, determine who will set and turn off the alarm. Decide if either of you require total darkness or complete silence to sleep, but be willing to compromise. If you need total darkness, you may need to purchase a sleeping mask, in case your roommate wants to read or watch TV (with headphones) after you have gone to bed. Talk about the environment needed to study. Do you need the room to be quiet, or can you study with music or the TV on?

- **Guests:** Be courteous when inviting guests to your room. Make sure that having a guest in the room is not going to be a disturbance to your roommate at that particular time. Likewise, let your roommate know when you are not comfortable having a guest in the room, for example, if you are not feeling well or if you are studying for a test. When your roommate has a guest, be respectful. While you are not expected to be friends with all of your roommate's acquaintances, you should still be courteous. When you have a guest to the room, make sure you and your guest are respectful of your roommate and your roommate's property. Residents are expected to maintain standards of appropriate group living behavior. This includes, but is not limited to, refraining from intimate relations 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. While guests are only permitted during Visitation Hours, remember that your roommate's right to privacy **always** take priority over your privilege to have a guest in the room.
- **Independence:** Spend time getting to know your roommate. Find out what interests you share and build on them. However, 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. While you may develop a lasting friendship with your roommate, your primary goal should be to develop a positive roommate relationship.
- **Communication:** The easiest way to solve a roommate problem is to talk about the issue with your roommate. Your roommate may not even realize that something is bothering you and silence will only make things worse. A small problem will develop into a major conflict if you do not discuss it with your roommate. Tact and communication can smooth out problems before they become major obstacles in your roommate relationship.
- **Cooperation:** Remember that residence hall living means cooperating and sharing the space. 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 resident assistant (RA). Your RA has been trained to help with such situations and will be happy to work with both of you.

## Roommate Conflicts

You will probably get along with your roommate most of the time. However, having a disagreement with your roommate occasionally can happen, as roommate conflicts are a natural part of community living and can actually 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.

When tension or a disagreement occurs, talk with your roommate before it becomes a major conflict. If talking with your roommate does not solve the problem, you should submit a **Mediation Request Form** [HERE](#). This will notify your RA that you need assistance with a roommate conflict. RAs are experienced and trained in dealing with roommate concerns and can help you resolve the issue. Remember to speak with your roommate about the problem before submitting a Mediation Request Form. Your roommate may not even be aware there is a problem. Just talking with your roommate may solve the issue.

## Roommate Mediation

Once a mediation form is submitted, 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, and 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 may take the form of a roommate agreement (or may 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, most roommate conflicts can be resolved. However, there are times when issues 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 require both residents of the room to move. If space is not available, the Housing Office will randomly select one of the residents to change rooms.

## Ground Rules for Mediation

- 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

## RESIDENCE LIFE

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 plans 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.

Your Hall Director (HD) is responsible for the day-to-day management of your residence hall. Your HD also oversees the social and educational programming in your residence hall and supervises the RAs assigned to your building. In addition, your HD is available to assist you with issues that cannot be resolved by your RA.

## Community Activities

One of the many benefits of living on campus is the development of skills and abilities that compliment in-class learning and that will help you be successful in life. Your residence hall staff will host and support a variety of programs and activities throughout the year, with offerings ranging from educational and academic-oriented programming, to social and service activities. Programs are designed to support your needs; so, programming for freshman will be different from programs for upper division students. We encourage residents to get involved with





the planning and implementation of activities in their community. So, if you have a programming idea or would like to help, talk with your RA!

## Community Meetings

Resident Assistants host meetings with their residents at various times throughout the year, including the beginning of the year, weekly during the first six weeks of the Fall semester, monthly throughout the remainder of the year, and prior to University breaks and hall closings. You should attend all community meetings since important information is provided. Community meetings are also an opportunity to meet others in your community, and a time when you can provide feedback to your RA about issues that are concerning you, as a member of the community. If you are unable to attend a specific community meeting, you should notify your RA prior to the meeting, either in person or by e-mail.

## Items Available for Resident Use

UWA Housing provides a number of items that residents may borrow, though some of the items may not be available during the pandemic. Mallets are available for residents that want to adjust the height of their beds. While residents are expected to make the adjustments, your RA can provide instructions for adjusting bed height, if needed.

Gilbert Hall residents may visit the Front Desk to check out any of the following items:

- PlayStation 4, Xbox One, & various video games
- Board games, like Monopoly, Checkers, Chess, Clue, and the Game of Life
- Outdoor games like Frisbee, badminton, and horseshoes
- Dry-Erase markers
- Various tools

Gilbert Hall residents that check out game consoles and other items that are used in the Gilbert Hall lobby/TV room are required to leave their student ID at the Gilbert Hall Front Desk. For all other items, including carts/bins and mallets, a driver's license or other official picture ID is required to check out the item. Residents are fully responsible for the items that they borrow and accountable for any damages caused to the items while checked out to them.

## Quiet Hours and Courtesy Hours

An environment appropriate for positive community living, studying, and sleeping is vital, so **Quiet Hours** have been established **between 10:00 PM and 8:00 AM**. During Quiet Hours, the atmosphere inside and outside of your residence hall must be one that is conducive to sleep and study. For this reason, all residents must refrain from disruptive conversations, loud music, and unnecessary noise from 10 PM - 8 AM.

**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. Some recommendations and helpful tips are as follows:

- Close your door so that sound does not travel.
- Use headphones if you enjoy listening to loud music.
- Add a rug to your room, to dampen the sound in your room.

If you feel that someone is being too noisy, talk to the person and politely ask that they modify the noise level. Most people do not realize when they are speaking loudly and may not be aware that their music is too loud. So, a courteous request will usually solve the problem. If, however, the noise continues, see your RA or the RA On Call while the noise is taking place. **Using social media to express your opinion regarding the**

*noise level or behaviors of another resident is not helpful in addressing the issue, often exacerbating it, and is highly discouraged.*

## Periodic Room Inspections

A major part of living in a community is learning to understand how your actions affect those around you. Although you are a busy college student, you must set aside time to clean your room. Cleaning your room includes the following:

- Sweep your floor, as needed, and wipe up spilled drinks. If you have carpet, vacuum regularly.
- Trash must be disposed of properly.
- Dirty clothes must be laundered on a regular basis.
- Clean up after yourself and wash your dishes.
- Clean your oven with an oven cleaner, such as Easy-Off, at least once a month, or more frequently if needed.
- Clean your refrigerator regularly and defrost the freezer at least once a month. Reed residents should defrost the provided refrigerator at least twice a month.
- Scrub your toilet and bathtub/shower at least once a week. Regular cleaning of the tub/shower is vital to keeping it from staining!
- Wipe wooden surfaces with a non-chlorine cleaning solution (use Pledge, not Clorox or other cleaner with bleach).
- Clean everything else on a regular basis.

Your resident assistant will inspect your room once a month, to make sure that you are keeping your room (or apartment) clean and neat, as required by the Housing Agreement. If your room (or apartment) does not meet the standards of cleanliness, you will be subject to disciplinary action. If this occurs, one or more of the following actions will be taken:

- You will be given a **written warning**.
- You will be placed on **Housing Cleanliness Probation (HCP)** for a specific length of time.
- You will be **required to move** to a different room or residence hall and will be responsible for paying any cleaning and/or damage fees assessed when you move.
- Your **Housing Agreement will be terminated** without a refund of rent and you will be required to move out of campus housing.

# ADMINISTRATIVE INFORMATION AND POLICIES

## Release of Information

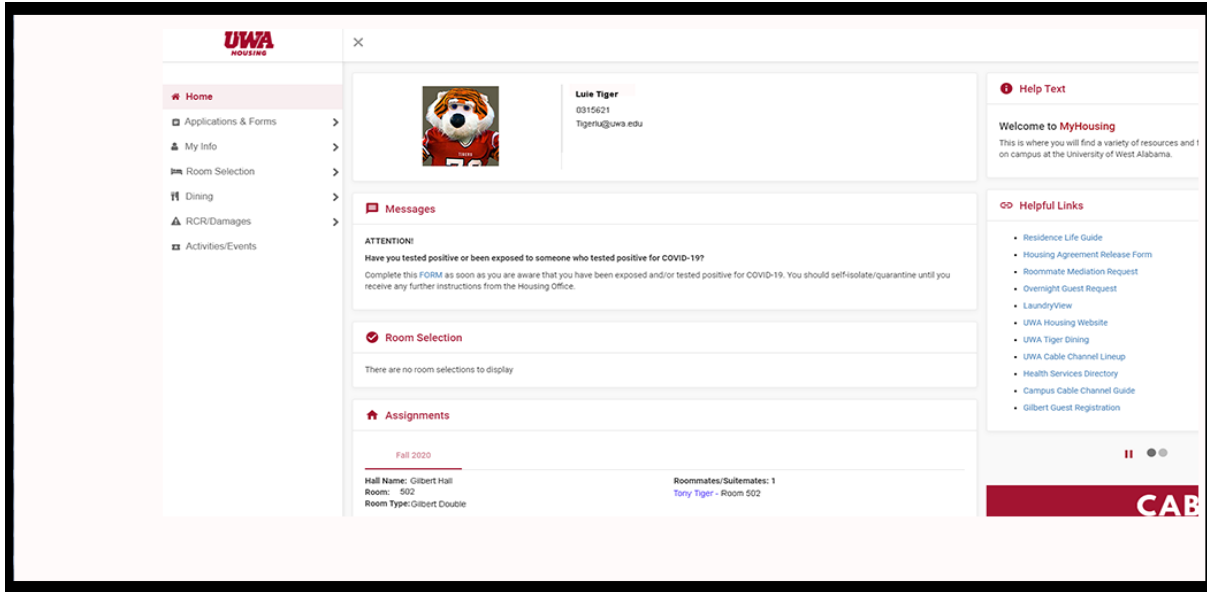
UWA Housing provides resident information (building and room number) upon request, either in person or by phone. We do this so that friends and family can get in touch with you. If you do not wish to have your residence hall or apartment information released, you must e-mail both your Hall Director and the Housing Office. By contacting your 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.

## Official Communication

The Housing Office uses several channels by which information is conveyed to residents, including e-mail and the [MyHousing](#) portal, both of which are considered official Housing 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**. You should continue checking your e-mail regularly during University breaks, and up to 60 days after checking out of campus housing, since 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. Your HD or RA can assist you with this. In addition to e-mail, residents should check their [MyHousing](https://myhousing.uwa.edu/) portal regularly. The housing portal will have timely messages regarding policies and procedures, including upcoming deadlines, potential issues, and more. In addition, you can update your information, check your housing assignment and dining plan, submit maintenance requests and your RCR, and find many online housing forms. The MyHousing portal can be found online at <http://myhousing.uwa.edu/>.



## Room Changes

Room assignments are for the academic year (fall and spring). Prior to the beginning of the fall semester, students may change their residence halls and rooms through the Open Room Change Process. First-year freshmen may change their room but not their building since all new freshmen must live at Gilbert Hall.

Once you have checked into your room, you may only change rooms if you are approved, in writing, for a room change by the Director or Associate Director of Housing and Residence Life. To be considered for a room change after moving on campus, you must submit an online **Room Change Request Form**, found in your MyHousing portal.

There are four types of room changes that utilize the online Room Change Request Form:

1. **Room Swap** – If you and another resident want to swap spaces, all four involved residents (you and the person with whom you want to swap, and the current roommates) must be in agreement with the swap.
2. **Requested Roommate Has a Vacancy** – If your preferred roommate has a vacancy in their room, you may request to move to the vacant space.
3. **Requested Roommate Does Not Have a Vacancy** – If neither you nor your preferred roommate have a vacancy in your rooms, you may both request to move to an empty room together. This option is only available if there is an available room in your residence hall.
4. **No Preference** – If you want to change rooms but you do not have a specific roommate in mind, you may request to move to any vacant space. *You are highly encouraged to seek to find a roommate with which you are compatible to minimize the chances of changing into a space that is less ideal than where you are currently assigned. The Housing Office can provide you with the names of others who may need a roommate, and your HD or RA can help you connect if you reach out to them.*

If you are interested in changing rooms under one of the above scenarios, you should submit a Room Change Request Form. A link to the form is located on your Housing portal: <http://MyHousing.uwa.edu>

**NOTE:** If you submit a Room Change Request Form, you will be charged an administrative fee of \$25 – \$50 if you cancel your room change request after it has been approved.

If you want to move to a different residence hall, you must sign up on the waiting list for your preferred building unless you have been requested by someone that has a vacancy. The waiting lists are located on your Housing portal. Room changes are processed according to the following schedule:

#### 1<sup>st</sup> Two Weeks of Classes

August 16<sup>th</sup> – 25<sup>th</sup>

January 10<sup>th</sup> – 19<sup>th</sup>

Generally, only room swaps and requests to move into a vacancy with a preferred roommate are permitted.

#### 3<sup>rd</sup> – 4<sup>th</sup> Week of Classes

August 28<sup>th</sup> – September 8<sup>th</sup>

Jan. 22<sup>nd</sup> – February 2<sup>nd</sup>

Roommate mediation is not required. A resident may request a room change, for any reason.

#### After the 4<sup>th</sup> Week

September 11<sup>th</sup> – November 15<sup>th</sup>

February 5<sup>th</sup> – March 17<sup>th</sup>

Roommate mediation is required before a room change will be considered unless requested to fill a vacant space.

After the fourth week of classes, you are expected to resolve roommate conflicts instead of requesting for a room change. If you cannot resolve a roommate problem on your own, you should submit a [Mediation Request Form](#). There is a two-week waiting period after mediation, before a room change will be considered. **An exception will be granted if you will be filling a vacant space in a room of a preferred roommate.** If mediation is not successful, you may submit a **Room Change Request Form**. Room changes for the current term are permitted until the 60% point of the semester (October 22<sup>nd</sup> and March 17<sup>th</sup>).

### Room Changes at the End of Fall Semester

#### Semester

If you want to change rooms for the Spring semester, you must request a room change by **November 15<sup>th</sup>**. If your room change is approved and your new space is already vacant, you may be able to move into your new room during the week following the Thanksgiving Break. Be aware that most spaces will not be available until January. If your room change is approved but the new space is not already vacant, you will be



required to check out of your current room at the end of the Fall semester, which includes removing all belongings, cleaning the room, and checking out with your hall director. You will then be able check in and move into your new room in January.

### Single Rooms

Due to the limited number of residence hall spaces on campus, single rooms are not always available. Single rooms cost an additional 50% in all residence halls except in Selden and Hoover – Phase 2. The standard cost at Selden and Hoover – Phase 2 is the single room rate since all bedrooms are single rooms. Once a single 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 the end of the first week of classes, you may request to change your assignment to a single room by emailing the Housing Office ([housing@uwa.edu](mailto:housing@uwa.edu)). 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 wanting to move to your residence hall. If you have a roommate but want a single room, you may email housing at [housing@uwa.edu](mailto:housing@uwa.edu) to check on availability of single rooms.

## Room Consolidation

Room consolidation occurs as vacancies become available during the first four weeks of each semester. If you are without a roommate once Room Consolidation begins, you will be given the following options:

1. You may request an eligible student to be your new roommate.
2. You may request to move to a vacant space in an occupied room, filling a vacancy for another resident that is subject to consolidation.
3. You may request to be consolidated by the Housing Office.
4. If space is available, you may request that your room assignment be changed to a single room. If your room assignment is changed to a single room, you will be charged the single room rate. Single rooms cost an additional 50% of the rent.

While Room Consolidation usually occurs during the first four weeks of each semester, the Housing Office reserves the right to consolidate residents at any time during the semester, to create empty rooms. This may be done to accommodate students on the building's waiting list, or to close rooms, wings or floors in the residence hall. In keeping with the principles of fairness that guide community living, students must welcome new roommates. If a resident actively seeks to create a hostile environment, to encourage a roommate to move out or to discourage a new roommate from moving in, the resident will be subject to disciplinary action.

If you choose to be consolidated, or you do not inform the Housing Office of your preference by the specified deadline, a new roommate will be assigned to your current room OR you will be reassigned to a new room: *The Housing Office staff will make the decision.* If you are reassigned, you will be sent an email with room change instructions and a specific deadline to complete your room change. If you are reassigned and you fail to move to your newly assigned room by the stated deadline, the Housing Office may charge a penalty fee of \$25 per day until you complete the room change. If space is available, you may be reassigned to your original room, as a single room, since you failed to move to your new room. If this occurs, you will be charged an additional 50% of the rental fee for a single room.

To assist in the room consolidation process, a resident should talk with their Hall Director about others needing a roommate to help them find a compatible roommate. It is beneficial to select your own roommate, but if you cannot, the Housing Office will match you with another person needing a roommate.

## Re-Applying for Housing

All Housing Agreements are for a specific period of time (Fall & Spring, Spring Only, or Summer), and all room assignments expire at the end of the Spring semester (end of the Summer for Summer agreements). Applications for Fall/Spring of next year will be available **February 1<sup>st</sup>**, and residents should re-apply for housing for next Fall/Spring no later than **March 1<sup>st</sup>**. Applications for summer will be available April 1<sup>st</sup>. All applications are on your Housing portal.

**Residents must have at least a 1.8 cumulative grade point average, to be eligible to re-apply for housing.** If you have less than a 1.8 GPA during the Spring semester, you will have to wait until Spring semester grades have been posted, before you can re-apply for housing. If you still have less than a 1.8 cumulative grade point average after grades are posted, you may request a Housing GPA Waiver by emailing the Director of Housing and Residence Life at [housing@uwa.edu](mailto:housing@uwa.edu).

If you need special housing accommodations, due to a disability covered by the Americans with Disabilities Act, you should contact the Director of Retention and Student Advocacy, Will Atkinson ([watkinson@uwa.edu](mailto:watkinson@uwa.edu)).

While there is not a deadline, it is recommended that Mr. Atkinson be contacted by **March 1<sup>st</sup>** so as to process paperwork prior to the room selection process. Accommodations are general approved for one academic year, . Even if you have a housing accommodation this school year, you must contact Mr. Atkinson again, if you think you will need a housing accommodation next year since all accommodations expire at the end of each school year.

## Room Selection

Each spring, the Housing Office conducts Room Selection for the upcoming school year. Room Selection is an online process in which housing applicants select their residence hall and room assignment. The Room Selection process assigns priority at random based on a lottery process for all students who apply for housing and complete the roommate matching process by the priority deadline. Office.

Although the Housing Office attempts to notify each resident about Room Selection, UWA Housing does not assume any liability if you do not receive the information. If you do not receive Room Selection information by **April 1** (if you re-apply for housing), you should contact the Director of Housing and Residence Life at [housing@uwa.edu](mailto:housing@uwa.edu). If you apply for housing by the priority deadline but do not participate in the Room Selection Process in April, you will not be able to select your room until **AFTER** Room Selection has ended.

## Hall Opening

Move-In Week during the Fall semester occurs the weekend before Registration Day and the weekdays leading up to Registration Day. Check-In takes place at the Student Union Building and is by appointment only. Students with room reservations will be notified about signing up for a Check-In appointment through their UWA email account.



If you are returning to the same room in the spring, you may move back on campus after 10 AM on **Sunday, January 7<sup>th</sup>, 2024**. If you have changed rooms for the spring, you may check in on Friday, January 5<sup>th</sup>. You must sign up for a Check-In appointment on your Housing portal. Spring Check-In will be held at the Housing Office (Brock Hall 123). Note that you will **NOT** be able to check-in over the weekend if you are a new student or moving into a new assignment, as the office will not be open over the weekend.

## Room Condition Report (RCR)

A member of the Housing staff inspected your room prior to your arrival on campus, to determine the general condition of the room and to make sure it was ready for occupancy. After checking into your room, but before moving personal items into the room, you **MUST** inspect your room thoroughly. It is your responsibility to determine if there is any pre-existing damage in your room. You should check walls, furniture, fixtures, windows and everything else in your room.

After checking your room for pre-existing damage, you must submit your **Room Condition Report (RCR)**. Your **RCR** is an official inspection report, documenting the condition of your room at the beginning of your occupancy. The RCR is located on your Housing portal: <http://myhousing.uwa.edu> or at the direct link below:

[Gilbert  
Reed](#)

[Hoover I  
Hoover II](#)

[Patterson A & C  
Patterson B](#)

[Selden  
Stickney](#)

Any pre-existing damage that you discover when inspecting your room MUST be recorded on your RCR so that you are not held responsible for the damage when you move out of the room. **If you fail to complete the RCR during your first week on campus, you may be held responsible for existing damage since there will be no record of the existing damage when you check out of the room.**

At the end of the school year (or whenever you move out of your room), your room will be inspected by a member of the Housing staff. Your RCR will be used as a guide to determine if you left the room clean, and whether you caused any damage to your room. A final inspection for damages and cleanliness will occur once all occupants of the room have checked out. Residents may be charged for damages and unclean conditions found at that time.

## Release from Housing Agreement

When you applied for housing, you entered a legal agreement with UWA, confirming that you would live on campus for the entire period of the application (Fall & Spring, Spring Only, or Summer). Whether you are withdrawing during the semester or leaving the University after the Fall semester, you must formally request to be released from your Housing Agreement. Notifying the Registrar's Office or another office that you are leaving the University does not release you from your Housing Agreement. You must complete the online [Housing Agreement Release Form](#) in order to be considered for a release from your Housing Agreement. Until you are released from your Housing Agreement (and you check out of your room properly), you will be charged rent for your room (and will be charged for your meal plan, if you have one).

### Withdrawing During the Semester

- Contact the Registrar's Office (320 Webb) and submit a withdrawal form.
- Submit the [Housing Agreement Release Form](#).
- Check your UWA email for check-out instructions.
- Plan to move out of your room within 48 hours after submitting the Housing Agreement Release Form.

**NOTE:** If you terminate your housing before the end of the agreement period, you will be charged a \$250 cancellation fee.

- You will be charged rent until you have completed the release form and checked out of your room through your hall director. **Rent is not refunded after 60% of the semester has transpired.**
- Students that are required to move off campus for disciplinary reasons, students that are administratively withdrawn from the University and students that are suspended or expelled from the University for conduct reasons, will NOT receive a refund for the semester's residence hall and meal plan charges.
- If your departure is an emergency and you are not able to return to campus, a family member must contact the Housing Office to arrange for removing your personal belongings.

### Graduating or Not Returning to Campus Housing in the Spring

- Submit your release form by **November 15<sup>th</sup>**.
- You will receive an email from the Director of Housing within ten days, verifying whether you have been released from your Housing Agreement.
- 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.

**NOTE:** Residents are usually only released from their housing agreements for the following reasons:

1. Graduating at the end of the fall
2. Not enrolling at UWA during the spring

3. Participating in a full-time internship, at least ten miles from Livingston
4. Marriage
5. Enrolling for less than 12 hours at UWA during the spring semester

Except for reasons 1 – 3, an approved release will result in a \$250 cancellation fee. **NOTE:** Signing a lease for an off-campus apartment is not a valid reason for being released from your housing agreement for the spring semester.

### Academic Suspension

If you are placed on academic suspension after the Fall semester, you should remove your belongings from your room and check out before **January 4<sup>th</sup>**.

- You should check your e-mail and the MyHousing portal after Fall Commencement for additional information regarding moving out if you are placed on academic suspension. There will be dates during Winter Break when you will be able to move and check out of your room.
- 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 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 4<sup>th</sup>, you will be charged rent for the spring semester for the days until you have checked out of your room. While all cancellations made after November 15 result in a late cancellation fee, the earlier you check out, the lower your cancellation fee will be.

If a resident is placed on academic suspension for Summer or Fall, their room reservation may be cancelled. If you are appealing your suspension and do not want your space cancelled, you must contact the Director of Housing and Residence Life at [housing@uwa.edu](mailto:housing@uwa.edu).

### Residence Hall Closings and Break Periods

All on campus housing closes for Thanksgiving Break, Winter Break and Spring Break. They close for the academic year in May. Residents may leave personal belongings in their rooms during the break periods prior to May, but will not be able to access their items during break periods unless they are approved for Break Housing. When halls close in May, all residents must move out and check out, leaving no personal belongings in the room. Rooms must be thoroughly cleaned.

#### Thanksgiving and Spring Break

The residence halls and campus apartments will close at 10 AM on Saturday, **November 18, 2023**, for **Thanksgiving Break**, and will remain closed until 10 AM on Sunday, **November 26, 2023**. Halls will close at 10 AM on Saturday, **March 22, 2024**, for **Spring Break** and will remain closed until 10 AM on Sunday, **March 31, 2024**. Prior to Thanksgiving Break and Spring Break, residents are required to have their rooms inspected by their RA. Prior to the inspection, residents must complete the following tasks:

- Defrost and clean refrigerator
- Unplug personal devices
- Clean bathroom, including tub/shower, sink and toilet
- Clean floors and cabinet area
- Discard easily perishable food (unless staying over the break)
- Pick up items off floor
- Remove trash
- Lock wardrobe closet
- Close and lock windows
- Turn heat to 65 at Thanksgiving and AC to 75 at Spring Break
- Close and lock door

## Winter Break

The residence halls and campus apartments will close for the **Winter Break** at **2:00 PM** on **Thursday, December 7, 2023**. Unless you have been approved to stay in your room over the Winter Break, you should depart campus no later than 24 hours after your last final exam, OR by December 7 at 2:00 PM, whichever is EARLIEST.

If you are returning to the same room in January, you may keep your room key (if applicable) and leave belongings in your room over the Winter Break. If you choose to leave personal belongings over the break, you assume full risk of loss, damage, and theft of your personal 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. To ensure that a pest problem does not develop over the break, you must leave your room in a clean and neat condition. You may not store food, beverages or other perishable items over Winter Break, except as noted below. If you are returning to the same room in January, you must have your room inspected by your RA prior to leaving campus 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 (if applicable):

- Empty and clean refrigerator
- Empty, defrost and clean freezer
- Clean oven, stovetop, microwave, and dishwasher
- Unplug personal devices
- Clean bathroom (including tub/shower, sink and toilet), floors, and kitchen
- Place unopened canned goods and unopened beverage containers on the kitchen counter.
- Leave cabinet doors open. No food items are allowed.
- Pick up any items on floor, in case of flood or leak
- Remove all trash
- Take home all valuables;
- Lock wardrobe closet and desk
- Close and lock windows
- Turn heat to 65°
- Turn off all lights
- Close and lock 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 **hall director** (not your RA) and returning your room key to your hall director.

## End of Year Closing

The residence halls and campus apartments will close at **2:00 PM** on **Thursday, May 2, 2024**. You should depart campus no later than 24 hours after your last final exam, OR by May 2, 2024, at 2:00 PM, whichever is EARLIEST. Approximately two weeks before final exams, your RA will contact you, to set up a checkout appointment. At your appointment, your RA will check your room for cleanliness, compare the condition of the room with the Room Condition Report (RCR), and collect your room key. All residents will receive an email from the Housing Office, with information about Check Out. Residents should check their e-mail and MyHousing portal in mid-April for additional information regarding end of year closing.

## Break Housing

Your residence hall rent covers periods when classes are in session. If you need to stay on campus over the **Winter Break**, you must sign up for break housing on the Housing portal (<http://MyHousing.uwa.edu>) by the first day of final exams for the fall semester (**December 1, 2023**). The fee to stay over the Winter Break is \$300. Signing up after December 3 will result in an additional fee of \$150 (late fee). If you need Winter Break housing for three nights or less, you may choose to pay a nightly rate of \$25 per night by contacting Shelly at the Housing Office.

If you need to stay on campus over **Thanksgiving Break**, you must sign up for break housing on the Housing portal by **November 16**. There is not an additional charge to stay in your room over the Thanksgiving Break, but you must sign up by the deadline.

If you need to stay on campus over **Spring Break**, you must sign up for break housing on the Housing portal by **March 15**. There is not an additional charge to stay in your room over Spring Break, but you must sign up by the deadline.

Residents that need to stay over the **May Break** must sign up on the Housing portal by the first day of final exams for the spring semester (**April 29, 2022**). The fee to stay over the May Break is \$300. Signing up after April 29 will result in a late fee of \$150. May Break housing is only available to spring semester residents that have reserved housing for the summer semester, and will require relocation to a central residence hall.

## Damages

For residents checking out of a room in the middle of semester, damage/cleaning issues will be recorded after you check out of your room and any charges will be assessed to your student account.

At the end of the semester (or end of your housing agreement), damages and cleanliness issues will be recorded after you check out of your room. In addition, 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 room/apartment is completely vacant. If university Physical Plant staff, Housing 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. 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.

## Abandoned Personal Property

At the end of the spring 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. 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. If you think you have forgotten personal property in your room after you have left campus, you should contact your hall director 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, by the Monday following Commencement, all bicycles must be removed from the bicycle racks around the residence halls. 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.

## SAFETY AND SECURITY

Resident Assistants (RAs) are available after the Housing Office closes, to respond to emergencies and students concerns, such as lockouts and emergency maintenance issues.

### Staff Members On-Call

<b>Gilbert</b>	<b>Hoover</b>	<b>Patterson, Reed, &amp; Selden</b>	<b>Stickney</b>
205 499-8711	205 499-6746	205 499-5983	205 609-8154

- The RA On-Call can be reached after business hours:
  - Monday – Thursday, 5 PM – 8 AM
  - Friday at 5 PM – Monday at 8 AM
- In addition to an RA on-call, the Gilbert Hall Front Desk generally open for assistance from 10 AM – 12 Midnight each day. Residents can go to the Front Desk in person or call 205 652-3788.
- The Housing Office is open during regular business hours, Monday – Friday, 8 AM – 5 PM. Resident can drop by Brock 123 or call 205 652-3686 for assistance.

### Theft Prevention

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 residents 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.

#### Ways to Prevent Theft:

- Lock your room door at all times.
- Place money or valuables out of plain sight.
- Stay with your laundry while in the laundry room.
- Keep your personal items with you and watch them while in public areas.
- Notify the Housing Office immediately if your keys are missing or lost.

Hopefully, you will never be the victim of theft, but if you are, contact your hall director immediately. In addition, contact the Campus Police (205 652-5555), to file a police report.

### Security Precautions

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

- Keep entrance and exit doors closed and locked at all times. Do not prop 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 123). A lost ID card should be reported on the Tiger Card website at [www.tigercard.uwa.edu](http://www.tigercard.uwa.edu) or at Information Technology (Webb Hall 125).

- Report suspicious individuals and behavior to a residence hall staff member, or call Campus Police at 205 652-5555.
- 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 laptop computer, you should use a security cable, to lock your laptop to a bigger object, such as your desk.

## 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 that cameras will be monitored in real time.

## Fire Alarms

Each residence hall is equipped with a fire alarm that will sound in the case of a fire. When the fire alarm sounds, you **MUST** exit the building.

Every occupied residence hall holds a fire drill each semester. Residents are required to evacuate the building 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 evacuate the building quickly, in the case of an emergency, members of the housing staff **will not** personally notify you of the emergency. Your notification of the emergency is the sounding of the alarm. If you are a deep sleeper or otherwise concerned that you may not hear the alarm, it is your responsibility to arrange with your roommate or neighbors to inform you when the alarm rings. If you need assistance in evacuating, you should make prior arrangements with neighbors to assist you during an emergency. You should also meet with your hall director, to create an emergency plan of action. If you are hearing impaired and/or need evacuation assistance due to a disability covered by the Americans with Disabilities Act, you should contact the Director of Retention and Student Advocacy, Will Atkinson.

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 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, they should make prior arrangements with other residents to assist them 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 grassy area 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 parking lot, in grass near Washington St.

False fire alarms (those where there is no actual fire) disturb the community. So, it is important to prevent false fire alarms by taking the following actions:

- Do not leave appliances unattended.
- Open your window when cooking.
- Only use appliances approved for use in your residence hall, 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 the 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 (i.e.: Popcorn does not take 30 minutes to cook).
- Do not overload circuits. Only use surge protectors with circuit breakers.
- Follow UWA Housing policies regarding prohibition of items such as candles, incense, hot plates, etc.

If university or emergency personnel determine that a false fire alarm has been caused by the negligence of a resident, including 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 may result in removal from campus housing.

Any student found responsible for the following, will be subject to disciplinary action, which may result in removal from campus housing and/or suspension or expulsion from the University:

- Tampering with fire extinguishers, smoke detectors, exit lights, emergency lights and other fire safety devices
- Propping fire doors
- Obstructing halls and stairways with furniture or debris

## 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).

“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.

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

Student violations will 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.

## **Tobacco and Smoking**

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. 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 Tobacco and 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 first offense. A second offense may 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.

## **Prohibited Cooking Devices**

The following cooking devices are not permitted in campus residence halls and student apartments:

- George Forman grills (and similar device)
- Rice cookers without auto shut-offs
- Fry Daddies (and other types of deep fryers)
- Air fryers
- Coffee makers and electric tea kettles without auto shut-offs
- Waffle makers
- Electric woks
- Crock pots (and other brands of slow cooker)
- Instant Pots (and other pressure cookers)
- Fondue pots
- Toaster ovens (and pizza ovens)
- Hot plates
- Charcoal and propane grills (and other types of grills and hibachis)
- Microwave ovens that use more than 800 watts
- Other appliances with a heating element

## **Permitted Kitchen Appliances:**

- One microwave oven per unit/room or apartment (800 watts or less)
- Coffee makers with auto shut-off
- Electric tea kettles with auto shut-off
- Toasters – only on the counter in the kitchen/kitchenette area

- Rice cookers with auto shut-off – only on the counter in the kitchen/kitchenette area

**\*Permitted at Hoover Apartments, only in the kitchen area:** Electric Skillet

**\*Permitted at Gilbert Hall, Reed Hall, and Selden Hall:** One mini-refrigerator per resident (4.0 cubic feet or smaller, that uses 350 KWH per year or less)

## Use of Kitchen Appliances

Appliances (other than refrigerator) must be attended to at all times during usage. Do not walk away from the stovetop, microwave, coffee maker, toaster, etc., while it is in use.

## Other Prohibited Items

- Washers and dryers (and other large appliances)
- LED Light Strips attached to *any* university property
- Refrigerators (Except mini-fridges at Reed, Selden, and Gilbert)
- Electric blankets
- Hover Boards
- Exercise poles, chin-up bars and any other exercise equipment that attached to the floor, ceiling, wall or doorframe.
- Halogen lamps (and other halogen lights)
- Electric heaters (and other types of space heaters)
- Wireless routers
- Multi-plug adapters without surge protection
- Wireless printers
- Irons (unless they have auto shut-offs and are used with ironing boards)
- Candles and incense
- LED and other string, rope and strip lights
- Lava and oil lamps
- Potpourri simmer pots and wax warmers
- Weapons, ammunition and fireworks
- Darts and dartboards
- Bed risers and bed lofting equipment
- Water beds
- Ashtrays (Smoking inside is prohibited)
- Alcoholic beverages and alcoholic beverage containers
- Non-prescribed medications
- Prescribed drugs that are illegal in Alabama
- Drug paraphernalia
- Live Christmas trees
- Fabric/Tapestries attached to/hanging from the ceiling or walls
- Dogs and cats (and all other animals, domestic or wild)
- Pets (Non-poisonous fish in a 20-gallon or smaller aquarium are permitted)
- Any item not listed here that is deemed by housing staff to pose a threat.

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

## 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 location below, if you are in a residence hall or campus apartment at the time of the warning. NOTE - **If you have any mobility issues, you must make prior arrangements with your neighbors to assist you during a tornado warning or other emergency:**

- **Gilbert Hall:** Must go to the first floor of Wallace Hall, where staff will direct you. Anyone with mobility impairments must go to Spieth Hall, as the first floor of Wallace is only accessible via stairs. 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.
- **Hoover Apartments:** Must go to the first floor of Wallace Hall, where staff will direct you. Anyone with mobility impairments must go to Spieth Hall, as the first floor of Wallace is only accessible via stairs. If you do not have enough time to get to Wallace (or Spieth), you should go to your bathroom, close the door, and get into your tub.
- **Stickney Hall:** Must go the first floor hallway; however, if you do not have enough time to get to the first floor hallway, you should go to your bathroom, close the door, and get into your tub.
- **Reed Hall:** Must go to the first floor of Spieth Hall, where staff will direct you. However, if you do not have enough time to get to Spieth, you should go to your bathroom, close the door, and get into the tub.
- **Patterson Hall:** Must go the first floor of Spieth Hall, where staff will direct you. If you do not have enough time to get to Spieth Hall, you should go to your bathroom, close the door, and get into the tub.
- **Selden Hall:** Must go to the basement of Selden Hall, where staff will direct you.

## Other Emergency Concerns

### Emergency Notifications and Testing

Each resident must sign up for UWA Alerts [here](#). The university uses this alert system to send texts and make calls regarding emergency alerts, as well as alerts regarding inclement weather. Each month, in cooperation with local authorities, the university tests this alert system and the university's siren system. These monthly tests are generally held on the first Wednesday of each month at 10 AM.

### Shelter in Place

"Shelter in Place" is a general term meaning to stay in a safe place. If you are outside, go into the closest building to avoid possible danger. If you are in your residence hall, go to your room. You should lock your door and window, close your blinds, and stay in your location for further information.

### Active Shooter

In the case of an active shooter or other campus violence, you should move to a safe area that can be secured immediately. Personal judgement will be needed to determine which option is most prudent for each situation. The most common method for determining course of action is called **Run. Hide. Fight.**

- **Run:** Have an escape route and plan in mind. If it is safe to do so, RUN, leaving your belongings behind, and keep your hands visible.
- **Hide:** If it is not safe to run, HIDE in an area out of the shooter's view, block entry into your hiding place, lock and barricade the doors, and silence your cell phone.
- **Fight:** As a last resort and only when your life is in imminent danger, attempt to incapacitate the shooter. Act with physical aggression and throw items at the active shooter.

Finally, as always, call Campus Police at **205 652-5555** when it is safe to do so. For an instructional video from the city of Houston regarding surviving an active shooter event, click [here](#). For an informative guide from **The Washington Post**, click [here](#).

## Automated External Defibrillator (AED)

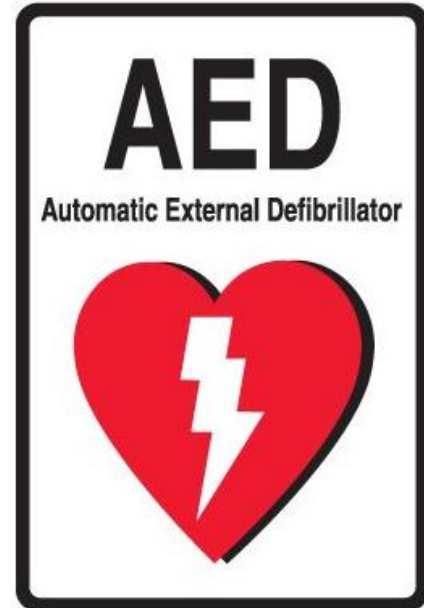
Automated external defibrillators (AEDs) are located in our residence halls and around campus. AEDs were developed to save the lives of people experiencing sudden cardiac arrest. Even untrained bystanders can use these devices in an emergency, as the device will talk the user through its use.

A person whose heart stops from sudden cardiac arrest must get help within 10 minutes to survive. Fainting is usually the first sign of sudden cardiac arrest. If you think someone may be in cardiac arrest, try the following steps:

- If you see a person faint or if you find a person already unconscious, first confirm that the person cannot respond. The person may not move, or his or her movements may look like a seizure.
- You can shout at or gently shake the person to make sure he or she is not sleeping, but never shake an infant or young child. Instead, you can gently pinch the child to try to wake him or her up.
- Check the person's breathing and pulse. If the person is not breathing and has no pulse or has an irregular heartbeat, prepare to use the AED as soon as possible.

When using an AED:

- Call 911 or Campus Police (205-652-5555) or have someone else call. If two rescuers are present, one can provide CPR while the other calls 911 (or Campus Police) and gets the AED.
- Make sure the area around the person is clear; touching the person could interfere with the AED's reading of the person's heart.
- If an electric pulse or shock is needed to restore a normal rhythm, the AED uses voice prompts to tell you when and how to give the shock, and electrodes deliver it. Some AEDs can deliver more than one shock with increasing energy.
- The device may instruct you to start CPR again after delivering the shock.



## FACILITIES AND TECHNOLOGY

### Maintenance Concerns and Requests

UWA's Physical Plant provides maintenance and custodial services within the residence halls and campus apartments. The maintenance staff is responsible for repairing damaged or malfunctioning university property. The custodial staff provides cleaning services in the public areas of the residence halls. Although the staff members 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 HD or RA.

Should you become aware of a **routine maintenance problem** related to your room or a public area in your residence hall, you should report the problem via the **Maintenance Request** option in your [MyHousing](#) portal. In MyHousing, click on **RCR/Damages** tab, and then click on **Maintenance Requests**.

When submitting a Maintenance Request, provide a simple title and a detailed description of the issue. For example, if you have a light out, your title may be "Light Out" but the description would indicate which light is out, such as: main light, bathroom light, front room light, back room light. Your hall director will follow up within 3 – 5 days, to ensure that the request has been resolved. If the issue has not been resolved within a few days and your hall director has not contacted you, call Shelly at the Housing Office at 205-652-3686.

## Emergency Maintenance

If you are aware of an **emergency maintenance concern**, you should contact a member of the Housing staff immediately. Emergency maintenance concerns include, but are not limited to, the following:

Power outage (entire room)

- Loss of water
- Water leaking (more than a drip)
- Overflowing toilet
- Smoke
- No AC/Heat
- Broken lock



On weekdays between 8 AM and 5 PM, call the Housing Office at **205 652-3686** to report an emergency maintenance problem. Between 5 PM and 8 AM, and on weekends, call the RA on Call for your building:

**Gilbert**  
205 499-8711

**Hoover**  
205 499-6746

**Patterson, Reed, & Selden**  
205 499-5983

**Stickney**  
205 609-8154

## Residence Hall Access

For security reasons, the exterior doors at Stickney, Selden, and Gilbert Halls are locked 24 hours a day.

**Stickney Hall** residents must use their room key to gain entrance to Stickney. Selden and Gilbert Hall residents must use their UWA Student ID to gain entrance to their assigned building.

**Exterior doors at Gilbert Hall** have limited access. Gilbert Hall residents may enter Gilbert Hall through the East Entrance (the main door facing the parking lot) 24 hours a day, using their Student ID. 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:

### Main Lobby

*East Side - facing parking lot*

24 hours a day

*West Side - facing Wallace Hall*

Daily: 7 AM – 2 AM daily

**South Entrance** facing Patterson Hall

Daily: 7 AM – 7 PM

**Classroom Entrance** near Burger & Fries

Sunday – Thursday: 7 AM – 2 AM

Friday – Saturday: 7 AM – 7 PM

**Interior South Door** across from restrooms

Sunday – Thursday: 7 AM – 2 AM

Friday – Saturday: 7 AM – 7 PM

## 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 always. Keys may not be loaned to any other person. You 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. For safety reasons, residents must report a lost or stolen key to the Housing Office immediately so the lock can be changed. 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.



## Access Cards

Residents of Gilbert Hall and Hoover Apartments use their UWA Student ID card to gain entrance to their room. Your student ID card is treated just like a room key – it may not be loaned to any other person and should be carried at all times. At Gilbert Hall, residents will have a validation sticker placed on the ID at check in; each



time you get a new ID card, you should go to the Gilbert Front Desk to get a new validation sticker. Lost cards should be reported to the Information Systems office (Webb Hall, room 125). After business hours, students should log into their account at [www.tigercard.uwa.edu](http://www.tigercard.uwa.edu) and mark that the ID has been lost. This will deactivate the card so that it cannot be used by someone who finds it. If you find your ID 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.

## Lock-Outs

If you are locked out of your residence hall room, you should contact your RA. On weekdays, from 8 AM – 12 Noon and 1 PM – 5 PM, call the Housing Office (205-652-3686) if your RA is not available. Outside of business hours, call the RA on Call for your building. 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.

## Heating and Cooling

While utilities, including electricity, are included in your residence hall rental rate, it is important for residents to be mindful of their energy consumption, both for environmental concerns and to keep rates low. As such, residents should consider the following regarding 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.



While most HVAC panels are self-explanatory, the panels at Gilbert Hall use symbols that may or may not be universal, so use the legend above as a guide to your thermostat.

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

## 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.

## Cable

Cable television service is provided in every residence hall room. Residents must provide their own digital-ready TV (most flat screen TVs produced after 2007) in order to utilize cable service. See the channel guide link on your Housing portal for the most up-to-date channel line-up. If you have problems with your cable

service, call **833-548-0087** for cable TV support. You also text “MyVideo” to **84700** or visit the live chat option <https://mycampusvideo.com/support> (click the “Live Chat” button).



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## Laundry

Each residence hall has laundry machines for residents that building only. It is a violation to provide access to laundry room in your building to someone that does not live in your building.

While there is no additional charge for residents to use the washers and dryer in their assigned building, residents will swipe their student ID card to confirm their eligibility for laundry at no charge.

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 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 clothes. The University is not responsible for laundry left unattended.

If you have trouble with any washer or dryer, please place a sign or note on the machine and let your RA know that the machine is not working properly.

While in-room drying racks are permitted, laundry may not be placed in windows, lounges, on fences or other outside areas, to dry.

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When using the washers and dryers, you must:

- Scan your TigerCard ID at the TigerCard machine, located in the laundry room. While some washers and dryers have card slots built into them, the slots are empty. Do not place your TigerCard into the actual washer or dryer. Only use the TigerCard machine (See image to the right).
- Use only liquid detergent. Powdered laundry detergent is not allowed to be used in washers on campus unless the powder is in a sealed pod.
- If using a detergent pod, throw the pod directly into the washer, with your clothes. Do not put the pod in the detergent receptacle.
- 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 garments.
- Clean the lint filter before each dryer load (not applicable at Gilbert and Hoover).



UWA offers [Laundry View](#), a service that allows residents to see which washers and dryers are available, and to set alerts (to notify them when their clothes are done in the washer or dryer).

## Internet Services

All residence hall and campus apartments have free wireless Internet service. If you have a computer and a wireless network card, you are able to connect to UWA’s network (TigerNet) by way of several wireless access points. In order to connect to TigerNet, you will need a wireless password (PPSK).

To retrieve your PPSK, please perform the following steps prior to connecting:

- Go to <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, and should not be shared with others. If you have issues retrieving your PPSK or connecting to TigerNet, please create a Helpdesk ticket at <http://hd.uwa.edu>.

### Wireless access points, routers, and 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 Conduct 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.

## UNIVERSITY RESOURCES

### Post Office/Campus Mail



Residents should rent a campus mailbox through the UWA mailroom, which is located at the Student Union. 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 Student Union hours.

Once you reserve your mailbox, your mailing address will be as follows:

Your UWA Box Number  
1 College Dr.  
Livingston, AL 35470

**Example:**

UWA Box 5000  
1 College Dr.  
Livingston, AL 35470

Please double check your mailing address for any package that is being shipped, so that it goes to the address listed above. If you cannot enter two lines for your street address, include your UWA box and leave off “1 College Dr.”

The Housing Office will not accept any packages for you since all packages MUST be mailed to your UWA campus mailbox.

## Parking

Limited parking facilities are provided for each residence hall. Please note that the orange colored spaces are reserved 24 hours a day for hall directors, Housing graduate assistants, and full-time members of the 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 thereafter. Parking in the grass, on sidewalks, blue zones (unless disabled) and fire zones is also prohibited. If you are disabled and need a parking permit for the blue zones, you should contact the Campus Police.

## Dining Services

The University has contracted with ARAMARK to provide food service on the UWA campus. All resident students (except 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 changed for any reason during the first 3 weeks of each semester. After the third 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 at <https://uwa.campusdish.com/> and via Tiger Dining’s social media channels. 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 and when there is severe weather. The other dining locations are also closed during these times and may be closed at additional times.

## Counseling Center

A range of counseling services are available to students free of charge through the UWA Counseling Center. The Counseling Center is located in Foust Hall #7 and is open Monday through Friday, 8 AM to 5 PM. For appointments or for additional information, call 205 652-3651. For afterhours crisis assistance, contact your RA or the RA on duty for your hall. If the situation is potentially life threatening, call Campus Police (205-652-5555).

## UWA C.A.R.E.S.

The University of West Alabama Center for Achievement, Retention, and Enrichment Services (UWA CARES) offers a variety of academic support services to students, including free tutoring in many 100 and 200 level courses, academic skills workshops and socials, and academic advising for 1<sup>st</sup> and 2<sup>nd</sup> year students. UWA CARES is located on the second floor of Spieth Hall and has a computer lab available for student use.

## Student Health

UMC-Livingston provides confidential services to any UWA student, regardless of the type of insurance they holds. Health services are available to all undergraduate students enrolled for seven (7) or more hours that have paid the mandatory student health fee. There is a co-pay for each visit. Expenses incurred for care beyond that provided by the University are the responsibility of the student. Information about student medical insurance is available on the UWA website. For information about UMC-Livingston, go online to <https://umc.ua.edu/umc-livingston/>.



For a comprehensive list of health services available in Sumter County, check out the online [Sumter County Health Services Directory](#).

## Student Engagement

The University provides a variety of activities and events through the offices under the area of Student Engagement. One of the offices is Intramurals. 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.

# OTHER HOUSING POLICIES AND INFORMATION

## Visitation Policy

To insure a degree of privacy for residents and maintain a secure environment, the residence halls and on-campus apartments have a visitation schedule that limits visits by guests. Visitation is defined as the time-period when guests are permitted to be in the residence hall and in your room or apartment. 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, hall directors and professional members of the Housing staff have 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 hall director. The Housing Office staff may limit visitation hours and adjust the visitation schedule, as deemed necessary (such as noted in the Covid-19 Plan).

## Visitation at Gilbert Hall

- Non-residents of Gilbert Hall must check in at the front desk, or one of the visitation stations.
  - Visitor must leave a form of photo identification (student ID card, driver's license, etc.) with the staff member.
  - The visitor will receive a numbered visitor lanyard that must be worn at all times while visiting Gilbert Hall.
  - The lanyard must be returned by the visitor AND resident at the desk or visitation station (where checked out) to check-out.
- A guest is defined as **anyone** (male or female) that is not assigned to your room or apartment.
- While residents of Gilbert Hall do not have to check in at the front desk or visitation station, to visit another resident at Gilbert Hall, they are considered guests/visitors once they enter another Gilbert resident's room.
- 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 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. Gilbert is locked 24 hours a day, so residents must arrange to meet guests at the front door of the residence hall, to provide access to the building.
- 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. 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.
- Loitering in the residence hall area is prohibited. This includes wandering around the building or hanging out in the lobby without being signed in.
- 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. The number of guests may be reduced during the pandemic.
- Children under 10 years of age must be escorted by a parent/legal guardian at all times. Both the child and parent must be checked in.
- 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.
- 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.
- Residents must maintain standards of appropriate group living behavior, including refraining from intimate activity, when a roommate is present.

### Gilbert Hall Visitation Hours

Sunday - Thursday  
10:30 AM – 12 Midnight

Friday & Saturday  
10:30 AM – 2:00 AM

## Visitation in Upper-Division Halls – Hoover, Patterson, Reed, Selden, & Stickney

- A guest is defined as **anyone** (male or female) that is not assigned to your room or apartment.
- 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 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/apartment or any common areas within the hall, and when the guest exits the

### Upper-Division Halls Visitation Hours

Daily  
10:30 AM – 2:00 AM

hall. Selden and Stickney are locked 24 hours a day, so residents of these buildings must arrange to meet guests at the front door of the residence hall, to provide access to the building.

- 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.
- 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. The number of guests may be reduced during the pandemic.
- 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.
- 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.
- Residents must maintain standards of appropriate group living behavior, including refraining from intimate activity when a roommate is present.

## Overnight Guest Policy

A resident may have a person of the **same** sex stay as an overnight guest in their residence hall room, **IF** approved in advance by the resident's roommate **AND** approved **IN WRITING** by the hall director. Overnight guest will not be approved during the pandemic when the severity level is yellow, orange or red. For approval of an overnight guest, you must do the following:

- Talk with your roommate, to get verbal approval from them.
- Complete the online form in your MyHousing portal **at least 48 hours prior to the visit** (or by Thursday at 5 PM, if visiting over the weekend). **NOTE:** *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 Housing and Residence Life.*
- Wait for approval from roommate (Your roommate will have to respond to the e-mail they receive indicating they approve).
- If approved by your roommate and your hall director, you will receive an e-mail with additional instructions.

Note the following since it applies to overnight guests:

- 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. The visitor may not be left in the room without the host present.
- **NOTE:** Overnight visitation are not permitted during pre-season housing, before the second week of classes each semester, during final exam periods, during university breaks, and when the pandemic severity level is yellow, orange or red.
- Overnight visits are not permitted by guests younger than 17 years of age. Guests that are 17 years of age must provide a written letter of permission to the Housing Office at least 48 hours prior to the visit, unless the guest is a registered UWA student.

## Alcohol and Drug Policy

The use and/or possession of alcoholic beverages, non-prescribed (illicit) drugs, or any other controlled substances, is prohibited in all residence halls, campus apartments, and on all University property, and are subject to confiscation. 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.) and drug paraphernalia (pipes, bong, 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.

Examples:

- Resident vomits in the lobby or causes a disruption to the community due to alcohol intoxication
- Resident causes damage while under the influence of drugs

Students who violate the alcohol policy are subject to disciplinary action, including educational sanctions and fines. For students under 21, parents are notified.

All alleged violations of the drug policy will be referred to the Student Conduct Committee, with sanctions for a first offense ranging from complete social probation to suspension from the University. A second offense will result in suspension or expulsion from the University.

## Garbage Disposal

Trash may not be set outside of rooms or apartments prior to disposal of trash, even for a few minutes. Residents of upper-division halls (Hoover, Patterson, Reed, Selden and Stickney Halls) must take all of their trash to the dumpsters outside each hall. The Stickney dumpster is located behind Sisk Hall, the building behind Stickney. *Do not use the dumpster at Tiger Apartments or the small trashcan near the bench in front of Stickney 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.

The **black trashcans** located around the residence halls and parking lots are for incidental trash only, such as a chewing gum wrapper or soft drink can. These trashcans may not be used for the disposal of bags of trash. Improper disposal of trash, including the use of bags larger than 8 gallons in the Gilbert Hall trash chute, will result in a fine of up to \$200 per bag.

## Loitering

Gathering near residence halls and campus apartments is prohibited unless specifically approved by the Director of Housing and Residence Life. 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.

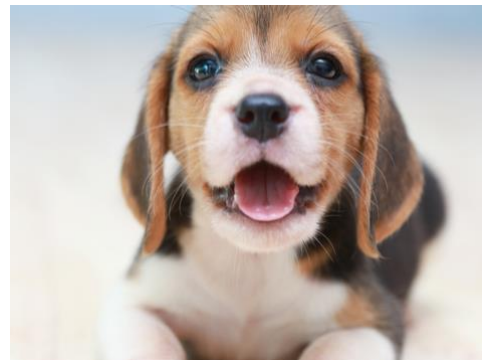
## Parking

Limited parking is provided for each residence hall. Please note the following:

- **ORANGE** colored spaces are reserved 24 hours a day for hall directors 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 prohibited.

## 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. Non-poisonous fish are permitted as long as they are contained in a 10-gallon or smaller aquarium.



- Residents may 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 prohibited in common areas, hallways, breezeways, and within 50 feet of all residence hall entrances, rooms, and campus apartments.
- 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 Housing, as an authorized Emotional Support Animal for you, 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.
- For information regarding Emotional Support Animals, please contact Will Atkinson, Director of Retention and Student Advocacy, at [watkinson@uwa.edu](mailto:watkinson@uwa.edu).



## 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 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 will cost even more. Decorations that are **not allowed** for safety purposes include a live Christmas tree and fabric/tapestries on walls or hanging from the ceiling.

While residents of Stickney, Reed, Patterson, Selden, and Hoover Phase I may use command strips/adhesive to attach decorations to non-sheetrock walls, residents of Hoover Phase II and Gilbert are not permitted to use

3M Command Strips or similar adhesives. While the strips **may** not cause damage if used appropriately and for a short time period, excessive damage can easily be caused if the object is too heavy, the strip is otherwise not removed properly, or it is on the wall for more than a few weeks. Residents of Gilbert and Hoover Phase II 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 (no more than 12 thumbtacks and 4 nails) and the holes left by tacks/nails are less than 1/16" in size.

## 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

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 is also prohibited, except where noted below.

Please ask a salesperson to leave your building if you are approached. If he or she refuses to leave, call your RA, 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 Housing and Residence Life. While residents may place flyers on the door of their own rooms, as long as the flyers are not divisive or offensive, flyers may not be posted elsewhere in or around campus housing facilities. Recognized student organizations and University departments may bring flyers to the Housing Office for posting in the residence halls. Note that only flyers for events registered with the University will be approved.

# RULES AND REGULATIONS

The following policies apply to all University residence halls and apartments. Resident Assistants, hall directors, 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 their 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. Major violations, or repeated minor violations, may also result in removal from campus Housing and/or referral to the UWA Student Conduct Committee. If you disagree with a disciplinary decision, you may appeal your case by submitting a written request, as outlined in your decision letter, within 48 hours.

If you violate a Housing parking policy (parking in an orange parking space, etc.), you will be fined a minimum of \$50. Since the violation is generally clear when a parking violation occurs, disciplinary hearings are not usually held. However, if you do not believe that you violated the Housing parking policy, you should contact the Director of Housing and Residence Life at [Housing@uwa.edu](mailto:Housing@uwa.edu) within 48 hours of notification of the violation, and request a 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 or being used, will be in violation of this policy. The smell of marijuana will be considered evidence that this policy is being violated.
- B. Alcoholic beverage containers (bottles, cans, etc.) and drug paraphernalia (pipes, bongs, etc.) are also prohibited in residence halls, campus apartments, and in parking lots adjacent to these residential buildings.
- C. Public intoxication (from alcohol or drugs) is prohibited in and around residential buildings.
- D. Smoking or the use 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 tobacco smoke, e-cig vapor, cigarette butts, ashtrays with ashes, and other remnants often associated with smoking and smokeless tobacco are considered evidence that this policy is being violated. Anyone present in a room or apartment when someone is smoking, or one of the above listed devices is found, will be in violation of the 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 suspended from housing, pending a disciplinary hearing:
  - i. Firearms, including but not limited to guns, pistols, and rifles (including air rifles)
  - ii. Explosives
  - iii. Hunting knives, swords, axes

- iv. Ammunition
- v. 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. Occupancy

- i. Residence halls and apartments are closed during official university breaks. Only residents who are approved in advance for break housing are permitted to be in residential facilities during these times and no overnight guests are permitted. Residential facilities are closed as follows:

Break	Halls Close	Halls Re-Open
Thanksgiving	November 18, 2023, at 10 AM	November 26, 2023, at 10 AM
Winter Break	December 7, 2023, at 2 PM	January 8, 2023, at 10 AM
Spring Break	March 23, 2023, at 10 AM	March 31, 2023, at 10 AM
May Break	May 4, 2024, at 2 PM	May 28, 2023, at 10 AM

#### B. Room Assignments

- i. Residents may not change room assignments without written authorization from the Director of Housing, the Assistant Director of Housing, or their designee. A resident may not occupy, store personal belongings in, or otherwise use a vacant space within a room or apartment.
- ii. 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 their roommate is subject to disciplinary action and may be removed from campus housing.
- iii. All residents are required to check out properly when they change rooms, when housing agreements end, and/or at the end of the year.

#### C. Keys & ID Card

- i. Residents are required to report broken, 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 \$75. However, if a key is not turned in at the time that the resident checks out of their assigned room, the resident will be charged \$100. Keys that are broken in university locks and are reported within two business days are not subject to the lock change fee. For a lost or stolen ID card, please notify the Information Technology office (Webb Hall 125).
- ii. 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.
- iii. 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, defined as three or more lockouts in a semester, will result in disciplinary action.

#### D. Damage

- i. 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.
- ii. 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.

- iii. 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.
- iv. Residents are expected to take adequate care of their rooms. This includes reporting maintenance issues in a timely manner. Failure to provide adequate care will result in disciplinary action. If damage has occurred, or additional harm has taken place for not reporting a maintenance concern in a timely manner, the resident will also be charged for damages.

#### **E. Furniture Adjustment/Removal**

- i. Furnishings, plants and any other University property may not be removed from their designated location.
- ii. 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 Housing and Residence Life. 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 – this includes outside the resident’s door at Reed, Patterson, and Hoover.***
- iii. Beds may not be dismantled, even if not in use.
- iv. Items that lift a bed off the floor are not permitted. All beds on campus are junior lofts, which can be height-adjusted, so bed risers, bricks, concrete blocks, and similar items, are not permitted. Residents should consult an RA for instructions for adjusting the height of a junior loft.
- v. Beds in all residence halls (with the exception of small number of rooms at Stickney) are not bunked. They may be bunked with approval from the Director of Housing and Residence Life, but must be un-bunked anytime either roommate moves out of the room and upon final departure from the room.
- vi. 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 where appropriate in Stickney Hall or un-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, they must notify the Director of Housing and Residence Life by email at [housing@uwa.edu](mailto:housing@uwa.edu) 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.

#### **F. Room/Apartment Restrictions:**

- i. Due to the potential damage associated with exercise poles, chin-up bars (and any other exercise equipment that attaches to walls, doors, doorways, ceilings or floors), darts, dartboards, waterbeds and shower and tub appliques, they are not allowed in university apartments or residence halls.
- ii. The following restrictions must be considered when decorating rooms/apartments:
  - a. LED light strips, contact paper, stickers and wallpaper may not be applied to any University property, including 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.
- d. No material may be placed directly on windows or between the window and the blinds/curtains (ex. Aluminum foil, newspaper, etc.)
- e. Light ropes and light strips are prohibited unless they are part of an official University display. LED string lights, such as Christmas lights, are permitted as long as they are not attached to walls, ceilings, or any University appliances or furniture with adhesives, such as tape or Command hooks.
- f. Nails, screws, and bolts with a point-size of more than 1/16th of an inch are not permitted in walls.
- g. Fabric and tapestries may not be hung from walls or ceilings, nor may tapestries be used as window coverings.
- h. No items may be hung on or from the ceiling.
- iii. Air conditioners may not be set colder than 65° and heaters must not be set warmer than 75°.
- iv. Windows must be closed when the air conditioner or heater is in use.
- v. Air intake vents and air conditioner/heater vents may not be blocked, covered or removed.
- vi. The University will replace burned out light bulbs in university fixtures 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. Residents will be responsible for the cost to replace any light bulbs that are missing, when they check out of their room or apartment.
- vii. A resident may place a message board on the exterior of the door to their residence hall room or apartment as long as the message board does not cause damage to the door. However, 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 door. For this reason, members of the Housing staff may erase or remove messages and flyers that a reasonable person would consider offensive or divisive.
- viii. Exterior door decorations must be approved, in advance, by Housing staff. Unauthorized decorations may be removed by University staff members.
- ix. 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.
- x. 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.
- xi. 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.
- xii. Residents must maintain standards of appropriate group living behavior, including refraining from intimate activity, when a roommate is present.

**G. Common Area & Building Restrictions:**

- i. Lobbies and lounges are open at designated times to all building residents and their escorted guests and cannot be used for non-housing related events unless approved by the Director of Housing and Residence Life or his designee at least ten days in advance of the event.

- ii. Laundry rooms are for use by residents of the assigned building only. Unlocking a laundry room for anyone but you is prohibited. Powdered detergent, except pods, is prohibited in on-campus washers.
- iii. Stairwells and hallways, including exterior stairwells/hallways at Hoover, Reed, and Patterson, are not storage areas. Personal belongings, including bikes, chairs, shoes, etc., may not be stored there and will be removed.
- iv. While in-room drying racks are permitted, laundry may not be hung from windows or placed at any location outside.
- v. Climbing on roofs and ledges of buildings is prohibited.
- vi. 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. For the safety of the residents, windows at Gilbert Hall may not be raised more than 4". The residents of the room will be responsible for the cost of repair if the window is raised more than 4".
- vii. 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. 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.
- viii. Loitering within 50 feet of the building is prohibited at all UWA Housing facilities.
- ix. Vehicle maintenance, including the changing of oil, is prohibited on campus, including residential parking lots.
- x. Items checked out by residents, such as games and equipment, must be returned immediately after use. Residents will be billed for broken items and/or items not returned.
- xi. Electric scooters and 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 10 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 Selden, 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, even if for just a few minutes. Gilbert residents may dispose of small bags of trash (generally 3 gallons or less) in the trash chute on each floor. Any trash not in a bag, and any bags larger than 8 gallons, must be disposed of in the outside dumpster.
- D. Cooking grease must be disposed of in the trash properly and may not be dumped outside. Fines for dumping grease start at \$150 and may result in additional penalties.
- E. Your room/apartment must be cleaned on a regular basis and kept free of excessive debris. This includes, but is not limited to, microwave ovens, refrigerators (clean and defrost), stoves/ovens (where provided), and bathrooms.
- F. Causing noxious or offensive odors (e.g. drugs, incense, cigarettes, candles, trash buildup, failure to clean, etc.) is prohibited.

## 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. Residents are held accountable each time the fire alarm system is activated as a result of their actions – this includes, but is not limited to, cooking, excessive steam from showers, spraying aerosol fresheners at/near detectors,
- 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:
  - i. George Foreman grills, waffle makers, hot plates, and similar appliances that have a heating element
  - ii. Rice cookers without auto shut-offs [all rice cookers prohibited in Gilbert and Selden]
  - iii. Air fryers, deep fryers, instant pots, pressure cookers, slow cookers (such as Crock Pots), fondue pots, electric woks, and electric skillets
  - iv. Coffeemakers and electric tea kettles without auto shut-offs
  - v. Toaster ovens and pizza ovens
  - vi. Charcoal, propane, and other types of grills and hibachis
  - vii. Washers, dryers, air conditioners, and other large appliances
  - viii. Microwave ovens that use more than 800 watts
  - ix. Refrigerators, except compact fridges for Selden and Gilbert
  - x. Hover boards and electric scooters
  - xi. Candles, incense, potpourri simmer pots, wax warmers, and electric candle warmers
  - xii. Halogen lamps and other halogen lights
  - xiii. Personal heaters and electric blankets
  - xiv. Fireworks (neither the use nor possession of)
  - xv. Live Christmas trees
  - xvi. Multi-plug adapters without surge protection
  - xvii. Irons without auto shut-offs (must be used with ironing board or pad)
  - xviii. Rope lights and strip lights,
  - xix. Fabric/tapestries attached to/hanging from ceiling or wall
  - xx. Any item not listed here that is deemed by housing staff to pose a threat. It must be immediately removed upon request
  - xxi. 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:
  - i. One microwave, not to exceed 800 watts, may be used in the kitchen area of each room/apartment. In Selden, a microwave may be placed on the wall across from the dresser cabinet.
  - ii. Refrigerators, not to exceed 4.0 cubic feet and 350 KWH/year, are permitted in Gilbert, Reed, and Selden. The university provides non-compact s in all other facilities; so, personal refrigerators are not permitted.
  - iii. Coffee makers, electric tea kettles, rice cookers, toasters, and irons with an automatic shut off function, are permitted **IF** monitored carefully while in use. Coffee makers, tea kettles, rice cookers and toasters may only be used on countertops in the kitchen



area of each room/apartment. In Selden, these should only be used on a solid, stable surface. Irons may only be used on an ironing board.

- iv. 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:

Gilbert	
<i>Sunday – Thursday</i> 10:30 AM – 12 Midnight	<i>Friday &amp; Saturday</i> 10:30 AM – 2:00 AM
Hoover, Patterson, Reed, Selden, and Stickney	
<i>Daily: 10:30 AM – 2:00 AM</i>	

- B. For residents living in Gilbert Hall, when entering the building, you must show your UWA Student ID, with valid Gilbert Hall security sticker, to the front desk worker or security station worker by the elevator. After 7 PM, you must sign any guests you are hosting in when they enter and out when they exit. Guests must also have a photo ID to sign in and out.
- C. Residents are responsible for the conduct and actions of their guests.
- D. Residents are permitted to have overnight guests of the same gender ONLY if approved by the resident's roommate and the Hall Director. 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 Housing and Residence Life by completing the online form at least 72 hours in advance of the visit.
- E. Guests of the opposite gender, and any guest under 17 years of age, are not permitted overnight visitation.
- F. 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. A resident or staff member has the right **at any time** to respectfully request that the noise level be decreased. These requests are expected to be honored, as compliance is necessary to maintain community standards and to ensure an environment for academic success.
- 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 Housing and Residence Life 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 Housing and Residence Life 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 that are not registered and approved through the University of West Alabama are prohibited

## **IX. Parking**

- A. All on campus residents must provide updated vehicle information for any vehicle they bring to campus. Updated information should be sent via e-mail any time there is a change.
- B. Orange parking spaces are reserved for hall directors and full-time Housing staff.
- C. 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.
- D. Parking is not permitted by residents in any other reserved/designated space, such as the state/service vehicles space at Gilbert hall.
- E. 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. Communication**

- A. The University conducts most communication via e-mail. The Office of Housing and Residence Life considers e-mail an official form of communication. Therefore, students are required check their university e-mail account at least every other day. Students are also required to open messages regarding student conduct issues as soon as they are aware that a message has been received.

## **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.



# HOUSING AGREEMENT TERMS

**All applicants (and their legal guardians, if the applicant is under the age of 19) are required to read the terms and conditions of the Housing Agreement. By submitting the application, you are confirming that you understand that you are entering a legal agreement with the University of West Alabama and that you agree to the terms below:**

The purpose of this document is to establish the agreement between the applicant (*and the legal guardian of the applicant, if the applicant is under the age of 19*), (**STUDENT**) and the University of West Alabama (**UNIVERSITY**) with regard to the student living in University Housing. The terms, conditions and responsibilities are stated below. In addition, the student is subject to all policies listed in the Student Handbook, the Residence Life Guide, and the University Catalog:

## 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 they have 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 has a GPA that 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 Housing and Residence Life.
4. The student must be at least 17 years of age to live on campus. A student may request a waiver of this policy by contacting the Director of Housing and Residence Life.
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, unless a waiver is approved by the Director of Housing and Residence Life. All first-year freshmen, and students that live in a residence hall room without kitchen facilities in the room or apartment (Selden and Gilbert Hall), are required to purchase the All Access 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 except during the summer semester. All residents, including Hoover residents, must have a meal plan during the summer semester.
7. Under this agreement, the student is entitled to the use of their assigned space and the facilities of their residence hall/apartment.
8. This agreement, with appropriate signature(s) and payment, is effective from the date the University accepts this agreement until the end of the spring semester. The acceptance of this agreement by the University is indicated by a confirmation email to the official UWA email address of the student once the application is submitted. It shall be a part of the agreement that in order for a student to be eligible for or to continue to reside in University housing, the student must be enrolled at the University for at least six credit hours of on campus courses, unless a waiver is given by the Director of Housing and Residence Life. It shall also be part of this agreement that upon failure to enroll for classes for at least six credit hours of on campus courses (unless waived) by the student, 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 housing assignment of the student will terminate and the student will be required to vacate the premises within 48 hours.
9. This Housing Agreement is for a specific agreement period: an academic year, which consists of the fall and spring semester. Students may cancel their fall/spring housing agreements without penalty (except for the non-refundable enrollment confirmation fee or Housing application fee) until May 31. If a student cancels after May 31 but by July 1, the student is charged a \$50 cancellation fee. If a student cancels after July 1 but by July 15, the student is charged a \$100 cancellation fee. If a student cancels after July 15 but prior to receiving

access to their room and by July 31, the student is charged a \$150 cancellation fee. If a student cancels after July 31 but prior to receiving access to their room and by Registration Day, the student is charged a \$200 cancellation fee. Cancellations after occupancy, or after Registration Day, whichever occurs first, require submission and approval of a **"Housing Agreement Release Form"**. Unless approved, the student will be charged rent for the entire length of the agreement period. If approved, the student will be charged a \$250 cancellation fee. Rent is refunded on a prorated basis, effective the end of occupancy (See Section III, paragraph 2 below), until the 60% point of the semester. After 60% of the semester has transpired, rent will not be refunded. The cancellation fee will be waived for students that are not admitted to the University for the fall semester, **PROVIDED** the students do not receive access to their rooms and the students cancel their Housing Agreement online at the Housing portal by Registration Day. The students must provide documentation, confirming that they were not admitted to UWA no later than Registration Day.

10. Students requesting to be released from this agreement after checking into their room, or after Registration Day for the fall semester, must fill out a **Housing Agreement Release Form**.
11. Fall semester residents that are released from their Housing Agreement for the spring semester are subject to a \$250 cancellation fee. The cancellation fee will be waived for residents that are graduating, not enrolling spring, or participating in a full-time internship at least 30 miles from the UWA campus during the spring semester, as long as they submit the **Housing Agreement Release Form** by November 15 and cease occupancy by Commencement Day for the fall semester. (See Section III, paragraph 2 below).
12. **Cancellations and terminations of Housing must be made directly to the Housing Office.** Cancellations must be done online, at the Housing portal. Terminations after occupancy must be done by way of submission of a Housing Agreement Release Form. **Notices made to the Office of the Registrar or other University offices do not constitute official notice of the termination and/or cancellation of, housing accommodations.**

## II. Conditions of Withdrawal

1. The student is required to vacate their assigned space within 48 hours of withdrawing from the University.
2. Although students must be enrolled at the University in order to live on campus, withdrawing from the University **DOES NOT** result in automatic termination of the Housing Agreement. Students that are withdrawing from the University must submit a **Housing Agreement Release Form**. The Housing Agreement will be terminated, effective the date that the student has submitted the **Housing Agreement Release Form** AND occupancy has terminated (as defined below in Section III, paragraph 2), *whichever occurs last*, unless the student is administratively removed from campus housing: Students that are required to move off campus for disciplinary reasons, students that are administratively withdrawn from the University or campus housing, and students that are suspended or expelled from the University for conduct reasons, will not be released from the terms of this agreement and will continue to be charged rent for the length of the Housing Agreement.
3. Failure by the student to submit a **Housing Agreement Release Form** will result in the student continuing to be held responsible to pay Housing charges hereunder, despite their having vacated the premises, until the agreement is terminated by the Housing Office.
4. 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.
5. **Notices made to the Registrar's Office or other University offices do not constitute official notice of the withdrawal from, and/or termination of, housing accommodations.** After 60% of the semester has transpired, rent is non-refundable (See Section I, paragraph 9 above).

## III. Conditions of Agreement

1. The acceptance of the agreement by the University 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 their room, and shall terminate when the student has moved out of the room, removed their property from the room and has had their room inspected and key collected (if applicable) by the Director of Housing and Residence Life or their 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 Housing and Residence Life or their 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 Housing and Residence Life or their 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 permission from the resident 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 room without notice to the student.
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 failure to pay rental charges by the Occupant. 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 Housing and Residence Life or their 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 the shared spaces within rooms and apartments, and in public areas of the wing, hallway, floor, or building where their assigned rooms are located.
9. Rooms must be inspected by the designated hall director or designee prior to checking out of the residence hall. Failure to check out properly may result in assessments to the University account of the resident.
10. Students are responsible for knowing and adhering to the University regulations and procedures as set forth in the Residence 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 person or property of the student, 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 room of the student 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.**



A bronze statue of a bulldog, likely the mascot of a college or university, stands prominently on a dark pedestal. The bulldog is depicted in a three-quarter view, looking towards the left. Its fur is intricately detailed with fine lines and textures. The background features a green football field with white yard lines, a black metal fence, and a line of trees under a clear blue sky. The overall scene is brightly lit, suggesting a sunny day.

**DO  
SOMETHING  
THAT  
MATTERS.**