UAB Student Housing Community Expectations

Student Housing offers a unique community living environment. These Community Expectations are designed to promote and maintain an atmosphere conducive to community living and academic success. All residents are responsible for being familiar with and following these expectations. These expectations are a supplement to university policies found in the Residence Hall Handbook, student handbook, “Direction” and the Student Housing Agreement. Any violation of the expectations may result in judicial action.

I. Respect for Persons
   (a) Resident Relations
      1. Residents must be mindful of the rights of others and avoid activities that unnecessarily disturb individuals or groups, or interfere with the normal activities of the University. This includes, but is not limited to intimidating behavior, physical assault, hazing and unsuitable or boisterous conduct.
      2. Student Housing respects and celebrates the diversity of its residents. Acts of intolerance and/or harassment due to race, ethnicity, gender, religion, disability, or sexual orientation are neither appropriate nor tolerated.
      3. Residents will refrain from harassment and verbal abuse of other students.
      4. Residents without roommates paying a double rate are expected to have the room prepared for a roommate at any time, as well as be receptive when assigned a new roommate.
   (b) Noise Level
      1. Quiet hours are in effect from 8 p.m. until 9 a.m. Sunday through Thursday, and midnight to 9 a.m. Friday and Saturday. During this time no noise should be heard outside student rooms and minimal sound through the walls between rooms.
      2. Moderate noise levels that promote an atmosphere of academic success should be maintained during courtesy hours (all hours other than those designated as quiet). Residents should be considerate by observing these hours. If asked to lower their noise level, residents are expected to comply.
      3. Residents using balcony areas are expected to uphold the courtesy and quiet hour policy.
   (c) Residents’ Guests
      1. Residents who entertain visitors are expected to maintain appropriate group living behavior standards; a roommate’s right to privacy will take priority over the privilege to entertain a guest.
      2. Hosts should meet their guest(s) at the building entrance, sign their guest(s) in and out, and escort their guest(s) at all times while in the building. At no time should any resident provide entrance to the building to someone who is not his or her guest.
      3. Hosts are responsible for all actions of their guests.
      4. Each resident is allowed four overnight guests in a 30-day period. Cohabitation is not permitted.

II. Respect for Health, Safety, and Welfare
   (a) Students are prohibited from keeping or using firearms (including rifles, handguns, shotguns, pistols, etc.), ammunition, fireworks, explosives, weapons (including pellet, air guns, paintball guns, crossbows, etc.), or other dangerous articles or substances in Student Housing.
   (b) Alcohol and Illegal Drugs
      1. No person under 21 years of age may consume alcoholic beverages in the residence halls.
      2. Students who display signs of intoxication (e.g., glazed eyes, slurred speech, unsteady gait, etc.) or students who require staff assistance due to their consumption of alcohol shall be subject to judicial action.
      3. Possession of alcoholic beverages and containers is not permitted in the residence halls by individuals under 21 years of age.
      4. Residents 21 years and over are not permitted to consume or have open containers of alcohol in a common area, e.g. hallways, lounges, kitchens, bathrooms, elevators.
      5. Decorative container collections (e.g. bottles, cans, bottle caps, etc.) are not permitted.
      6. Possession or use of illegal drugs or drug paraphernalia are prohibited in the residence halls.
      7. Kegs, beer balls, funnels, bongs, and other devices that promote irresponsible drinking are not permitted in the residence halls.
(c) Fire Safety
   1. Activating a false fire alarm intentionally is strictly prohibited.
   2. Students are not to tamper with or remove any fire or safety equipment including smoke detectors and sprinkler systems in the residence halls.
   3. Cooking food must be attended at all times to prevent fires and unintentional fire alarms.
   4. Students must vacate the building whenever the fire alarm system is activated.
   5. Halogen lamps, candles, incense, and other open flame or incendiary devices are not permitted in the residence halls.

(d) Residence Hall Cooking
   1. All cooking areas should be cleaned immediately after use.

(e) For personal safety reasons, the propping open of exterior doors is strictly prohibited.

(f) Sales and solicitation
   1. No door-to-door solicitation is allowed in the residence halls.
   2. All non-Student Housing materials to be posted in the residence halls/students must be approved by the Assistant Director for Residence Life.
   3. Student Housing rooms may not be used for business purposes of any nature.

(g) Because of health and sanitation problems they pose, pets are not permitted in the residence halls.

(h) Students are never permitted to be out on ledges or roofs.

(i) In consideration of safety and of students with disabilities, hallways, sidewalks and stairwells must be kept free of obstructions at all times.

(j) Smoking is not permitted in the residence halls, including balconies, vestibules, etc. Smoking is permitted in designated smoking areas in front of each building.

(k) Students are responsible for the cleanliness of their room and disposing of trash properly in the dumpster outside of the residence hall. Residents may be charged judicially and/or financially for special cleaning necessitated by improper care of rooms.

III. Respect for Residence Hall Operations

(a) Residence Hall Staff
   1. Students will comply with reasonable requests from residence hall staff or other university officials.
   2. Students will identify themselves when asked.
   3. Students will provide true and accurate information when asked.
   4. Students will refrain from harassment and verbal abuse of staff members.

(b) All room changes must be authorized by the appropriate residence life staff members and must follow established change procedures.

(c) Students are not allowed to give their UAB ID, room and/or card keys to others.

IV. Respect for Property

(a) Students are expected to respect Student Housing property as well as the property of other community members. Students shall be financially liable for damages, alterations, or removals that they cause, including damage caused by their guests, to residence hall rooms, buildings and community member’s property.

(b) Because of the potential for damage to the floor, liquid filled furniture is not permitted in the residence halls.

(c) Student Housing property may not be removed from student rooms or from public areas.

(d) Out of respect for community property, sports and horseplay are not permitted in the hallways.

(e) Screens must remain in windows at all times.

(f) Students may not remove, alter, or tamper with door closures, peepholes or locks. Additional locks may not be added to any door.

(g) Throwing or dropping objects (including cooking oil or grease) from windows or balconies is prohibited.

(h) Student Housing furniture is not to be kept on the balconies.

(i) Rollerblading or riding bicycles inside the residence hall is not permitted.
IMPORTANT TELEPHONE NUMBERS

**Residence Life Coordinator**
(Camp Hall) ...........................................................975-4018
(Rast Hall)..............................................................975-3797
(Hixson Hall, Denman Hall) ..................................934-4760

**RA On-Duty**
Camp Hall ..............................................................934-6130
Hixson Hall/Denman Hall .....................................934-4897
Rast Hall ................................................................975-3798

**Campus Offices**
Admissions (Undergraduate) ....................................934-8221
Arena ......................................................................934-7296
Bookstore ...............................................................934-4686
Career Planning .....................................................934-4324
Communication Services .......................................934-6272
Counseling .............................................................934-3704
Disability Support Services ....................................934-2547
Dragon Lair Café .................................................934-8045
Financial Aid Office ...............................................934-8223
Graduate School ....................................................934-8227
Gym .......................................................................934-5008
Health Sciences Bookstore ....................................934-6937
Information Desk, Hill University Center .................934-8000
International House ..............................................934-1205
Intramural Sports ...................................................934-8224
Jobs (Student Placement) ........................................934-4470
Lister Hill Library ...................................................934-3306
Lost and Found (University Police) .........................934-4649
Mervyn Sterne Library ...........................................934-4338
Registrar’s Office ...................................................934-8222
Student Accounting ...............................................934-3570
Student Activities ...................................................934-8225
Student Development Office ..................................934-8170
Student Health ......................................................934-3580
Student Housing Office ........................................934-2092
Student Life Office ................................................934-4175
Student Organizations ..........................................934-8225
Student Relations .................................................975-9509
Telephone Repair .................................................934-7777
Transportation Services .........................................934-3513
Trio Academic Services ........................................934-2729
UAB Police ............................................................934-4434
EMERGENCY.......................................................934-3535
HOUSING PRECINCT ...........................................934-3999
Veterans Affairs .....................................................934-8115

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**Fall 2004** & **Spring 2005** \\
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Classes Begin & Classes Begin \\
Room Change Week & Room Change Week \\
Consolidation Week & Consolidation Week \\
Classes/Exams End & Classes/Exams End \\
Move-Out after Fall 2004 & Move-Out after Spring 2005 \\
\hline
August 19 & January 4 \\
August 30 & January 10 \\
September 7 & January 17 \\
December 15 & May 4 \\
December 16 & May 5 \\
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**Summer 2005** & **Dates Subject to Change** \\
\hline
Classes Begin & January 9 \\
Room Change Week & May 16 \\
Consolidation Week & May 23 \\
Classes/Exams End & August 10 \\
Move-Out after Summer 2005 & August 11 \\
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WELCOME

On behalf of the Department of Student Housing and Residential Life – WELCOME!! I hope your stay with us will prove to be rewarding and fun. Living on-campus at The University of Alabama at Birmingham can be an exciting educational experience.

By choosing to live on-campus, you have guaranteed yourself numerous opportunities for interpersonal growth and learning. It is our intention to provide an environment that is supportive and complimentary of your academic pursuits. You will meet a variety of new people, have chances to participate in new activities, and experience a number of joyous and sometimes sad occasions.

Our buildings are more than a place to sleep and eat a meal. I feel that by living on-campus you have become a part of a community of students, staff, and faculty that will enhance your educational, social, and cultural experiences. But, you alone will determine the amount you learn by the commitment you make to this process. I encourage you to get involved by attending floor/hall programs, campus activities, hall councils, cultural events, athletic competitions, lecture series and pursuing many of the leadership opportunities available.

The Department of Student Housing and Residential Life is committed to provide an atmosphere in which appreciation of the individual is nurtured, encouraged, and supported. By becoming a member of the on-campus living community, we are expecting that you be supportive and respectful of your neighbors’ academic needs, as well as your own academic goals. This handbook will help you to understand how the residential halls function, how to utilize the services available to you and how to take advantage of the many opportunities provided. The policies and procedures contained in this handbook and the UAB Student Housing Contract have been established to support our unique position of being a residential setting within an academic institution.

The Department of Student Housing and Residential Life is committed to working with you to help you benefit from living on-campus. Get involved, challenge yourself and others, and make a difference. Best wishes for a great year!

Sincerely,

Marc Booker, Director
Student Housing and Residential Life

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REMINDER!
By signing your student housing contract, you agreed to follow all policies contained in this handbook. It is your responsibility to familiarize yourself with these policies and our expectations of resident behavior.

The UAB Inclusive Campus Commitment

I will strive to build an inclusive community at UAB. I believe that every student, faculty member and staff has the right to be treated with dignity, respect and self-worth. I will work to ensure that my behavior and my actions do not harass, make fun of anyone due to their race, gender, culture, faith, class, sexual orientation or any other differences. Although I know I am not perfect and I will make mistakes, I believe that it is my responsibility to act in a manner free of bias, exclusion and discrimination. I believe I have the power to build an inclusive UAB!
RESIDENTIAL LIFE

Staff
Residential Life staff lives in each of the halls to help make your living experience a pleasant and enjoyable one. All staff members are trained to provide leadership, assistance and support.

Residence Life Coordinators
Residence Life Coordinators (RLCs) are full-time professional staff who supervise the Resident Assistants (RAs) within the hall or area. Their primary job is to coordinate the operation of the area for which they are responsible and maintain an environment conducive to learning, growth and development.

Resident Assistants (RAs)
Resident Assistants (RAs) are full-time students who are chosen for their positive attitude, leadership potential, ability to relate interpersonally, and sense of commitment. Your RA is your primary resource for information and assistance. RAs are on call evenings and on weekends to assist you with problems or emergencies. Please refer to the back page of this handbook for telephone numbers.

Residence Hall Association
The Residence Hall Association (RHA) is comprised of residents living in the residence hall. All residents are automatic members of the RHA. The main function of the RHA is to develop and establish a communication link between the residents living within the residence halls and the Department of Student Housing and Residential Life. Every resident is encouraged to get involved in the RHA. Details about RHA can be obtained from your Residence Life Coordinator.

Office Staff
The staff in the Department of Student Housing and Residential Life is responsible for the administrative coordination of Student Housing. If you have questions concerning your Student Housing Agreement, policies and procedures, room assignments, maintenance, housekeeping or judicial procedures, please visit the Department of Student Housing and Residential Life in Denman Hall, Room G101. This is the location of the Director of Student Housing and Residential Life, Assistant Director for Facilities Operations, Assistant Director for Residential Life, Business Officer and Assignment Coordinator, and Support Staff.

Maintenance Specialists
Housing Maintenance Specialists are assigned to the Student Housing area. Maintenance Specialists care for common areas in the residence halls.

Housing Police Precinct
The Office of Student Housing and Residential Life in cooperation with the UAB Police Department established a Housing Police Precinct. The precinct comprises of a police supervisor and five housing officers who routinely patrol the residence halls and parking areas. These officers are dedicated to aiding students and staff, while maintaining law and order in and around Student Housing residence halls. For more information regarding the Housing Precinct, contact the Housing Sergeant at 934-3999.

YOUR ROOM

Balconies/Patios
Residents residing in areas that have balconies/patios are expected to keep them clean and orderly at all times. University furniture is not intended for use on the balcony. Balconies/Patios cannot be used for storage. Small charcoal grills in good condition may be used on apartment balconies/patios. Lighter fluid may not be stored in rooms/apartments, but small quantities (16 oz or less) may be stored on the balconies/patios. Do not allow hot coals to fall from the balconies. Only propane gas grills using 1 pound or less LP gas tanks can be used on the balconies/patios. Do not store propane tanks in the room/apartment or hallway at any time. Because of the potential of serious injury, throwing objects from the balconies/patios is strictly prohibited. Residents are requested to maintain reasonable levels of noise when using their balcony/patio so as not to disturb others. Abusing the use of the balcony/patio (i.e. loud noise or music disturbing others, throwing objects, displaying unapproved banners, storing trash, debris, or paper products, storing University owned property) will result in locking the glass sliding door. In addition, an administrative charge of $200.00 will be assessed to the resident(s’) student account to defray the expense of securing the door, as well as referral to the disciplinary system. The door will remain locked until the resident(s) vacates the apartment.

Furniture
Residents are requested to notify the Department of Student Housing and Residential Life should they desire to have their beds bunked. Stacking of furniture is not allowed. Also furniture may not be modified, dismantled or moved out of the room. Furniture may be rearranged, but it is required that you leave the furniture in the appropriate room (i.e. beds in bedroom, sofa in living room, etc.) Furniture may not be transferred from one room/apartment/suite to another. Violation of this policy will result in a $25.00 fine to all residents of each
room/apartment/suite. In the event furniture cannot be accounted for, replacement cost of the furniture will be assessed to the resident’s student account. Because of potential damage to the floor, liquid filled furniture is not permitted.

**Keys**

All residents receive their necessary keys at check-in. Each resident is responsible for his/her keys and should carry them at all times. Do not lend keys, including card keys, room keys, and mailbox keys. Residents are responsible for the replacement cost of any key or card key. All keys are the property of The University of Alabama at Birmingham and may not be duplicated under any circumstances. Please report lost or stolen keys immediately to the Residence Life Coordinator responsible for your building. In the event you are locked out of your room, contact a Residential Life staff member in your building. There will be a $5.00 administrative fee for every lock out assessed to your student account. Please note that a lock out is not a life threatening issue and will be handled when a staff member is available.

**Moving In**

Prior to your arrival, your room was inspected and existing conditions were listed on the Inventory Sheet. You should make sure that any discrepancies are noted to prevent being charged for damages or missing items. Resident completes inventory sheet with their RA within 24 hours of moving in. Failure to review and sign the Inventory Sheet will result in your acceptance of the Inventory Sheet and waiving your right to challenge any discrepancies. All light bulbs should be operating at the time of move-in. Burned out fluorescent bulbs should be reported at the front desk. However, it is required that residents keep incandescent bulbs replaced after they move-in. No colored light bulbs are permitted in university provided light fixtures. This hinders the staff from conducting inspections.

**Pets**

For health and sanitary reasons, pets are not permitted in the residence halls with exception of animals necessary for students with disabilities. Students with a disability that requires the assistance of an animal must immediately present certification from their doctor of the need of the animal and certification that the animal has been trained for their specific needs and be registered in the Office of Disability Support Services.

**Room Cleaning**

Residents are responsible for the cleaning of their rooms/suites/apartments. In a group living situation, pest control can be a major problem. Garbage, uncovered food and empty cans and bottles provide excellent breeding areas for roaches and other pests. Please wrap food and dispose of garbage and recyclables on a regular basis. Trash and garbage from your room must be placed in designated receptacles only. It is imperative that the current resident keep the room/suite/apartment in a condition that is acceptable at all times (i.e. cleanliness, adequate storage space, closet space, etc.) for receiving a new roommate. Upon moving out, the room/suite/apartment must be left in a clean, acceptable condition. This is applicable even if one roommate is moving and the other roommate is staying. Failure to comply with this request will result in the roommate moving out being charged $50.00. The remaining roommate will be responsible for bringing the room/suite/apartment up to acceptable standards.

**Room Decorations**

We encourage you to personalize your room to fit the tastes of yours and your roommate(s). Room decorations can transform your room into a comfortable home, but certain restrictions are necessary. Wall murals are not permitted. Only small nails may be used for hanging items on the walls of Denman, Camp and Rast Halls. Only removable adhesive or white putty can be used in Hixson Hall. Please take care to hang items so that walls are not damaged. **Double sided tape, contact paper and wallpaper are not permitted.**

Individual Christmas decorations must follow these guidelines:

1. Only artificial trees are permitted. Bring trees in by stairwells or elevators. Do not allow lighting wires to come in contact with metallic parts of the tree.
2. Provide safe distance between all displays and do not string decorations from room-to-room or from hallway-to-hallway.
3. All decorations must be flameproof or fire retardant. Check package labels to ensure fire safety. Materials not generally flameproof include natural leaves, tree branches, cornstalks, hay, cotton, batting.
4. Electrical devices such as lights, etc. must be UL approved. Electrical cords must not have frayed parts or loose connectors.
5. Any decoration with an open flame such as candles, incense, gas- or- oil fired lanterns, is prohibited.
6. Turn off all decorative lights before leaving your room/apartment.
7. Halogen lamps are not permitted.
8. Hanging anything from the ceiling is not permitted.
9. String hanging lights are not permitted outside your room/apartment/suite, including balconies.
Shopping Carts
Shopping carts are not allowed to be stored in the apartment or on the balcony.

Window and Screens
As a safety feature, certain windows in the apartments have been equipped with devices to limit the distance they can be opened. It is vital that these clips not be removed or altered. Removal will result in a replacement charge. Screens and blinds must not be removed. Displays or any form of window covering may not be placed between blinds and window or hung outside the window. The throwing of objects from windows is strictly prohibited. Failure to comply will result in disciplinary action.

ROOMMATES AND ROOM CHANGE

Consolidation
After the waiting list has been exhausted each term, residents without roommates will be notified that they may choose one of the following options:
• Find a roommate in your hall or another hall also involved in the consolidation process to move in with you, be reassigned to another room/hall, or have someone assigned to your room.
• Elect to retain the room as a single occupant and pay the single room rate (if eligible).
If you fail to notify the Department of Student Housing and Residential Life of one of the above choices, you will be billed for single occupancy. If you should need assistance with consolidation, please contact your Residence Life Coordinator.

Roommate Bill of Rights
The right to sleep and study free from undue interference in one’s room. Unreasonable noise, guests, and other distractions inhibit the exercise of this right.
The right to expect that a roommate will respect one’s personal belongings.
The right to a clean environment in which to live.
The right to free access to one’s room and facilities without pressure from a roommate.
The right to privacy.
The right to be free from fear of intimidation, physical and/or emotional harm.
The right to expect cooperation in the use of “room-shared” appliances and a commitment to honor agreed-upon payment procedures.
The right to be free from peer pressure or ridicule if one’s lifestyle choices differ from one’s roommate.
The right for redress of grievances. Residence life staff members are available for assistance in settling conflicts.

Getting Along With Your Roommate
You and your roommate will not only be sharing a living area together, you will also be sharing your habits, your values, and your emotional ups and downs. There will be differences between you, as you are unique individuals, so getting along will be an ongoing adventure and challenge. You can greatly enhance the chances of having a good relationship with your roommate if you make a sincere attempt to get to know each other well and to accept and respect each other’s differences. We strongly encourage you to share the following information with each other as soon as you can: How much sleep you need and when you like to get it; how important it is for you to have a clean, neat room; what are your study habits; your possessions, what is okay and not okay to borrow; how you feel about guests in the room; some things that really annoy you. If you and your roommate do not agree on something, take time to talk it out - communicate with one another! In order to assist you with this process, RAs are available to work with residents to fill out roommate agreements. A roommate agreement is a document used to guide new roommates through the process of determining standards for shared living space. The agreement is kept on file in the building and can be referred back to or amended as needed.

Room Changes
Should you wish to change your room assignment, you should discuss the matter with your Resident Assistant. He/she will inform you about the room change procedure. Learning to get along with others is an important part of a college education; therefore, we encourage roommates to try and work out their differences before we process a room change. Residents wishing to make a room change should speak with their Residence Life Coordinator. Room Change Week is the second week of the term. Exceptions will be at the discretion of the Residence Life Coordinator. The Department of Student Housing and Residential Life reserves the right to change the date for room change. There is a $25 fee for room changes. Residents who change rooms without following the proper room change procedure will be required to move back to their original room assignment and will be assessed a $50 administrative fee for improper room change.
SERVICES

Computer Labs
Computer Labs are located in Rast Hall, Camp Hall, Denman Hall and Hixson Halls. Ethernet connections are in each bedroom of Rast Hall, Denman Hall and Camp Hall.

Food Service
Meal plan cards called Blazer Bucks may be purchased at the Dragon’s Lair Café; checks should be made payable to “Blazer Dining Service”. Blazer Bucks cards are valid during the term of purchase and are transferable to the next term. Initial purchase is either $300, $500 or $700; afterwards money can be added in $50.00 increments. If you have questions regarding meal plans, please contact the Dragon’s Lair Café at 934-8045.

Garbage Removal
A dumpster is conveniently located outside each residence hall. Residents are reminded to properly dispose of their household trash by depositing it inside the dumpster. The dumpsters are emptied several times a week. The minimum sanction for improper disposal of trash is $50.00 and community service. Furniture, mattresses, and other large items which will not fit inside the dumpster are prohibited from being disposed of on campus. Residents found throwing items including cooking oil/grease off balconies will be subjected to disciplinary action up to and including removal from housing.

Illness
Students who participate in Optional Student Health Services or who have major medical insurance through Viva Health Optional Student Health Plan may schedule appointments through UAB Student Health Services at 933 South 19th Street, 934-3580. Office hours are M-W 8:00 a.m.-5:00 p.m., Thursday 8:30 a.m.-5:00 p.m., and Friday 8:00 a.m.-4:30 p.m. On evenings, weekends and holidays, when Student Health is closed, students participating in Optional Student Health or who have major medical insurance through Viva Health Optional Student Health Plan may contact the physician on call for for Student Health (instructions on how to reach the physician on call may be obtained by calling 934-3580); or for emergency services, go to the University of Alabama Hospital Emergency Department located on 6th Avenue South between 19th and 20th Streets. (Students should consult their insurance policy for specific coverage.)

There are a number of clinics in the area including UAB Family Practice Center, 930 20th Street South, 934-9700, available to treat illnesses. Some of the clinics require appointments and some see patients as necessary. Consult the South Central Bell Yellow Pages for a complete listing of clinics. (Students should consult their individual policy for coverage of outpatient care). Students who have no insurance coverage may use the services available through Cooper Green Hospital, 1516 6th Avenue South, 930-3200.

Requirements are:
If employed
- Show Medicare/Medicaid Card
- Annual Salary
- Proof of Address

If employed without Medicare/Medicaid
- Show Social Security Card
- Proof of Address
- Proof of Income

If unemployed
- Show Social Security Card
- Proof of Address
- Someone who is helping with bills

**UAB HEALTHFINDER - 934-9999, is a service available to UAB students who need assistance in locating suitable health care. Regardless of your health coverage, the qualified attendant will assess your needs, including urgency and make an appropriate referral. The hours available are Monday through Friday, 8 a.m. to 5 p.m.

Laundry
Each residence hall has laundry facilities for residents’ use only. In Hixson Hall, laundry facilities are on every floor. In other halls, there is a centrally located laundry room. Please use the trash cans in your laundry room to keep it clean and orderly at all times. Please use caution when operating machines. Overloading machines can cause tears to articles being washed, as well as create the potential for an electrical fire. Residents are encouraged to stay with their laundry; UAB
nor the Department of Student Housing and Residential Life are responsible for lost or stolen articles in the laundries. If a washer or dryer breaks down, please post an “OUT OF ORDER” sign on it and notify the front desk. You may receive laundry refunds in the Department of Student Housing and Residential Life, Denman Hall G101.

Mail Service
Mailboxes are located in the lobby area of each residence hall for delivery of U.S. Postal Service Mail. Although your mailbox key is issued by the Department of Student Housing and Residential Life, only postal officials have access to your mailbox. Upon moving out or changing room/hall, a change of address should be completed and returned to the U.S. Post Office. Deliveries from florists, UPS, Federal Express, etc. are received in the Department of Student Housing and Residential Life. A notice of receipt will be sent to you for pick up of these deliveries.

Maintenance
If an item in your room/suite/apartment requires repair or maintenance please report the problem directly to your front desk. The University reserves the right to allow staff members to enter a room/suite/apartment to examine, inspect and maintain all of the Student Housing areas or halls. Residents are not allowed to do their own repair work or bring an outside contractor in to do the work.

Pest Control
The Department of Student Housing and Residential Life have all halls treated for pest control regularly.

The schedule for Pest Control spraying is as follows:
- Camp Hall - First (1st) Tuesday of every Month
- Denman Hall - Fourth (4th) Tuesday of every Month
- Rast Hall - Second (2nd) Wednesday of every Month
- Hixson Hall - Two (2) Floors every Wednesday

If there are special problems and you live in Hixson Hall, please call 934-4897. Others should report special problems to the Department of Student Housing and Residential Life at 934-2092. Problems will be responded to as quickly as possible and will require the resident’s cooperation in ensuring that the treatment is effective (cleaning out kitchen cabinets, windowsills, etc.). Place garbage in a sealed plastic trash bag before throwing it out. Loose garbage attracts roaches and makes pest control difficult. You play an important role in pest control. Dispose of your garbage and trash properly!

Residential Life Staff On-Duty
In order to ensure that a resource person is available to residents nightly, each residential area will have a Resident Assistant (RA) on-duty nightly from 5:00 pm – 8:00 am. If residents need assistance when their RA is not available, they are to contact the RA on-duty in their residential area. The RA on-duty will be available in their room unless they are responding to a residence hall emergency or conducting rounds. The RA on-duty can be contacted at the following: Camp Hall 934-6130; Rast Hall 975-3798; Hixson Hall and Denman Hall 934-4897. If the RA on-duty and your Residence Life Coordinator are not available, contact the UAB Police Department at 934-4434.

Summer Camps/Conferences
Camps/Conferences are housed in Student Housing residence halls during the Summer Term. Rast Hall closes at the end of Spring Term to accommodate camps/conferences. Residents needing to remain on campus for the Summer Term are relocated to other residence halls. Student Housing reserves the right to relocate any student to another room or building during the summer term.

Telephone
Each room/suite/apartment has the option for local and long distance telephone service. Necessary forms for this service must be filled out in UAB Communication Services located in the Rust Research Center on the corner of University Blvd and 18th Street South, Monday through Friday, 8:30 am to 4:30 pm. There is an installation charge of $10, and a monthly charge for line service. Any long distance charges for the month will be billed to the resident. If your account balance exceeds $150.00 and/or your local telephone charges are two months past due, your telephone service will be suspended. When service is suspended, you will need to go to Communication Services to have your telephone service reactivated. All residents must provide their own touch tone telephone.

Utilities
The University provides all utilities except telephone service (see Telephone) in all residence halls.

Vending Machines
Vending machines are provided in each of the residence halls. If a vending machine malfunctions, please report it to the Department of Student Housing and Residential Life. You may receive vending refunds at the Department of Student Housing and Residential Life, Denman Hall G101.
High priority is given to the security of residents and this is the basis for policies regulating access into the residence halls. All of the halls are locked 24 hours a day and require a card key for entrance. Card key and student I.D. must be presented to the Residence Hall Staff/Desk Assistants upon entering the residence hall to verify residency. Entrance through doors marked Exit Only is not permitted. The propping, or otherwise obstruction of the closing of exterior doors, is prohibited. Residence Hall Staff/Desk Assistants monitor the access to the halls and enforce the visitation policy. These individuals are in communication with the UAB Police and Housing Precinct for immediate response to emergencies.

Desk Operations
All halls are locked 24 hours a day and require a card key for entrance. Desk operations are as follows:

Camp Hall, Hixson Hall and Rast Hall
8:00 am to 4:00 am, Monday through Sunday

Police Precinct Coverage is as follows:
Through all the residence halls, Monday through Sunday,
8:00 am to 3:00 am.

Elevator Safety
All of the residence halls at UAB have elevators. If the elevator becomes impaired while in operation, residents should press the alarm button and remain inside the elevator until help arrives. UAB police officers and trained elevator personnel are the only people authorized to remove occupants trapped in an elevator. Under no circumstances should anyone else attempt to release trapped occupants or to force elevator doors open.

Emergency Procedures
Assault
For further information on UAB’s Policy on Sexual Harassment and Sexual Assault look in the University Student Handbook, “Direction.” Students who have been assaulted or have information regarding any type of assault should contact UAB Police at 911.

Fire/Bomb Threats
In the event of a fire/bomb threat, all residence hall buildings will be evacuated in order to protect the health and safety of the residents, guests and visitors. When an alarm is sounded you must assume there is an emergency and you must follow the following steps:
1. REMAIN CALM.
2. Evacuate by the nearest safety exit stairway (see diagram for each hall page 17-18)
3. DO NOT USE ELEVATORS. Elevators will either automatically return to the first floor or the UAB Police will return them to the first floor.

(4) In Camp Hall, handicapped residents living on the first floor should exit by the main entrance. Second-and-third floor handicapped residents using wheelchairs should proceed to the elevator lobby where emergency personnel will take them by elevator to the first floor for evacuation from the building. If unable to reach the elevator lobby, these persons should evacuate via the west stairway. Emergency personnel or Student Housing and Residential Life staff will be there to help.

(5) After departing the hall, proceed directly to the designated assembly point away from the building. Do not leave the assembly area until told to do so by a responsible official. Suitable emergency shelter will be provided as soon as possible.

(6) Return to the hall ONLY when told by Fire Department Officials, UAB Police, or a Student Housing and Residential Life staff member.

Inclement Weather
In the event of a Tornado Warning, all of Student Housing residence halls are marked as shelters. You should move to the basement of Hixson Hall. In Rast, Denman and Camp Halls, you should move to the first floor hallways.

Tornado Watch: This means that conditions are favorable for a tornado to form in the area. Please tune your radio or TV to a local station for information and advice from local authorities or the U.S. Weather Bureau. A tornado can come from any direction, but usually approach the Birmingham area from the south or southwest (Interstate 65 area).

Tornado Warning: This means that one or more tornados has been sighted in the area and may strike at any time. TAKE SHELTER IMMEDIATELY when a tornado warning is issued. The Civil Defense will sound a siren to warn of a tornado in the area; radio and TV stations will also announce them. Basements, interior corridors and underground shelters offer the best protection. If you are outside, lie flat in the nearest ditch, culvert, excavation ravine or low spot.

Winter Storms: During winter months, with the possibility of snowstorms, WBHM 90.3 on the FM dial is the official radio station for closing information about the university.

Fire Drills
To comply with state and local fire regulations and for fire safety education, unannounced fire drills are conducted semestery. All persons inside the building during emergency drills are required to evacuate the building. Failure to evacuate the building for any reason, including sleeping through an alarm, may result in disciplinary action.

Fire Safety Equipment
All rooms/suites/apartments are equipped with smoke detectors. Also each floor in each residence hall is equipped with fire extinguishers. Fire alarm pull stations are located on each
corridor of each hall. Tampering with fire safety equipment or setting off a false alarm is against the law. It also will make the system ineffective and endanger the lives of other residents. Any person who sets off a false alarm, interferes with the operation of the alarm system, damages or removes any part of the alarm system, fire extinguishers, smoke detectors, or exit signs is subject to severe disciplinary action, including dismissal from the residence halls, possible suspension from the University, and/or criminal prosecution.

Fire Safety Regulations
It is essential that residents observe the following fire safety regulations:

(1) Do not leave appliances unattended while in use.
(2) Do not overload electrical circuits.
(3) No open flames (candles, incense, kerosene lamps, etc.) or any incendiary devices are permitted in the residence halls, rooms/suites/apartments.
(4) The storage or use of flammable liquid or substances is prohibited.
(5) Fireworks are not permitted.
(6) Electrical appliances with exposed heating elements are prohibited. All appliances must be UL approved.
(7) The use of multi-outlet plugs is prohibited, except for those with built-in circuit breakers.
(8) Motorcycles, motor scooters, and other internal combustion engines are not permitted inside or adjacent to residence halls, room/suite/apartment, except in approved parking lots.
(9) Bicycles may not be kept in hallways/stairwells, attached to fire equipment, or placed in any manner that interferes with exit from the building.
(10) Smoking is prohibited in all public areas.
(11) In the event of a grease or food fire on top of the stove eye, do not attempt to lift the container. Simply slide the container to another stove eye that is not on and turn all stove eyes off. If the container is inside the oven, turn the oven off and leave the oven door closed.
(12) Halogen lamps are not permitted.
(13) Hanging anything from the ceiling is not permitted.
(14) String hanging lights are not permitted outside your room/apartment/suite, including balconies.

Housing Police Precinct
The Department of Student Housing and Residential Life in cooperation with the UAB Police Department established a Housing Police Precinct. The precinct comprises of a police supervisor and five housing officers who routinely patrol the residence halls and parking areas. These officers are dedicated to aiding students and staff, while maintaining law and order in and around Student Housing residence halls. For more information regarding the Housing Precinct, contact the Housing Sergeant at 934-3999.

Police Department
If you are a victim of a crime or have witnessed a crime, contact the UAB Police Department at 911. For Non-Emergencies call 934-4434.

Theft, Loss, or Damage of Personal Property
The University is not responsible for loss or damage to personal property of residents. We encourage you to carry personal property insurance. You should check your parent’s policy to see if your property is covered in your room/suite/apartment. If not, it is recommended that you purchase a policy. Report all thefts, vandalism, or attempted thefts to the UAB Police Department. Be alert for persons who appear out of place or act in an unusual manner in the residence hall. Alert the UAB Police Department at 934-4434 to any suspicious persons immediately.

Theft Prevention
Most thefts result from residents’ carelessness. By observing the following precautions you can help protect your personal property.

(1) Lock your room/suite/apartment when out - even for just a few minutes. Keep your door locked when sleeping.
(2) Never lend your room/suite/apartment key to anyone.
(3) Keep our valuables in a safe place. Do not leave valuables in the open and unattended.
(4) Report suspicious persons to your residence hall staff or the UAB Police (934-4434).
(5) Do not prop locked outside doors and stairwell doors. Be certain they close and lock behind you.
(6) Do not allow anyone other than guests for which you are responsible to enter the building behind you.
(7) Do not remove window security clips.
(8) Report lost keys to your Residence Life Coordinator immediately.

Weapons, Firearms and Explosive Devices
The following are strictly prohibited in or around residence halls and may not be stored in vehicles parked on university property or on streets adjacent to university property:

- Firearms, including rifles, handguns, air guns, paintball guns, pellet guns, shotguns, and pistols.
- Ammunition for firearms or any explosives such as dynamite cartridges, bombs, grenades, mine explosive devices, including fireworks and firecrackers.
• Bowie knives, daggers, slingshots, crossbows, leaded cans, switchblade knives, blackjacks, metallic knuckles or any other weapons.

Students possessing these items may be removed from Student Housing and Residential Life. The only exception for this is kitchen tools.

RESIDENCE HALL DISCIPLINE

General Expectations
In the residence halls where a large number of people with varying lifestyles live in such close proximity, rules and regulations are necessary to promote the general welfare of the community. There are some behaviors which cannot be tolerated since they disrupt the development of a positive community atmosphere and because they infringe on the rights of other students. It is your responsibility as a resident to be familiar with and abide by the guidelines that have been established. You will be held accountable for your actions if you fail to adhere to these guidelines. Infractions of residence hall policies and regulations may result in disciplinary action, including dismissal from the residence hall. We have a responsibility to the student and the community, and we will not hesitate to terminate the housing agreement of a student who disrupts the welfare of the residence hall community.

Residence Hall Regulations
Students living in the residence halls are subject to the Student Disciplinary Policies and Procedures, including the Code of Student Conduct, which is contained in the University Student Handbook, “Direction”. In addition to the Code of Student Conduct, residence hall students are also subject to the policies and procedures contained in this handbook.

Residence Hall Discipline Procedures
It is the responsibility of all members of the residential community to report violations. Violations can be documented by any member of the residential community or University staff. All violations which occur on the premises of the residence hall (including but not limited to outdoor grounds, parking areas, and outdoor recreation areas) will be adjudicated by the Department of Student Housing and Residential Life. Once a student has been notified by a staff member of the Department of Student Housing and Residential Life. The staff member to hear the case will be determined by the Department of Student Housing and Residential Life.

If a student fails to schedule or appear for a Disciplinary Conference or Hearing, the adjudicator will hear the case in absentia and, based on the information available, render a sanction. The student who fails to schedule/appear for a Disciplinary Conference/Hearing cannot appeal the sanction rendered unless the student can present clear and convincing evidence of extenuating circumstances that made the attendance impossible. The student will be notified of the decision, in writing, within three business days of the absentia conference or hearing.

Disciplinary Hearing
If a student desires to expedite resolution of an alleged violation(s) then he/she may choose a Disciplinary Hearing with the Residence Life Coordinator. The Disciplinary Hearing can take place during the Disciplinary Conference or it can be scheduled at another date and time. The Disciplinary Hearing must occur within three business days unless a later time is mutually agreed upon. During a Disciplinary Hearing the following will occur:

1. If the student desires a Disciplinary Hearing, then he/she will be required to sign a Disciplinary Hearing Agreement that indicates the student understands the Disciplinary Hearing procedures.
2. The student will then present his/her view of the events and may include the testimony of any witnesses to the event.
3. Once the incident has been discussed, the adjudicator may either render an immediate decision of “in violation” or “not in violation of the alleged charge(s), or may delay notification no more than three business days. If the student is found to be violation, then sanctions will be imposed as described in the “Student Housing and Residential Life Sanction Guidelines.”
4. If a student found in violation wishes to appeal, the appeal must be based upon one of the grounds listed in the “Right of Appeal Guidelines”. The student may direct an appeal to the Assistant Director for Residential Life within three business days after receiving the results.
of the Disciplinary Hearing. A student will be considered “notified” when he/she has received written notification or once notification has been placed in his/her campus mailbox.

Right of Appeal Guidelines
A student may appeal an adjudicator’s decision based on the following grounds:

1. A substantial procedural error that unreasonably impaired either party.
2. An unduly harsh sanction against the accused student.
3. Substantial bias on the part of the adjudicator.
4. Newly discovered evidence of a substantive nature not available, in spite of all due diligence of the proponent, at the original hearing. If this is the case, the student’s appeal is for a new hearing and his/her letter needs to state the new evidence as well as a request for a new hearing based on the evidence.

Student Housing and Residential Life Sanction Guidelines
If the student is found to be in violation of a policy or procedure, the Disciplinary Hearing adjudicator will determine the sanction or sanctions to be imposed. It is important to note that the sanction guidelines are intended to be the recommended format for the adjudicator. It is possible that an adjudicator may choose to deviate from these guidelines. Subsequent or repeated violations of policy may result in more serious sanctions. If a student has a subsequent violation of residence hall policy, previous violations will be taken into consideration when imposing sanctions. Serious violations of residence hall conduct codes and the Code of Student Conduct which is contained in the University Student Handbook, will be reported to University Student Judicial Affairs Officer. Sanctions can include any combination of the following:

1. Counseling: A dialogue between the Residence Life Coordinator and the student to correct the behavior and to inform the student of the consequences of any further violations.
2. Fine: A sum imposed for an offense or violation.
3. Restitution: An action where the student makes payment for damages to residence hall property or facilities.
4. Assigned Project: An assignment of a specific duty or work project that is related to the violation.
5. Relocation: A reassignment to another floor, room, suite, apartment or residence hall.
7. Residence Hall Warning: A written notice that indicates a violation has occurred and explains that subsequent violations could result in more serious action.
8. Residence Hall Probation: A written notice that indicates multiple violations, serious and/or repeated violations of the rules and regulations. Probationary status is issued for a specific period of time and specific restrictions may be imposed on the student. Residence Hall Probation is usually the step before a student is placed on University Probation and/or dismissed from the residence halls.

9. Recommendation for Dismissal: A recommendation that the student’s Student Contract is terminated and the student be dismissed from the Department of Student Housing and Residential Life. This recommendation will automatically be reviewed by the Director of Student Housing and Residential Life in accordance with the informal disposition procedures.

University Discipline Action
In the event of a serious infraction, repeated infractions, or violations of the University’s Code of Student Conduct within the residence halls, the Residence Life Coordinator may refer the case to the Assistant Director for Residential Life for formal University discipline action. The Assistant Director for Residential Life is designated as the representative for the Vice President for Student Affairs for the purpose of investigating and making informal disposition in accordance with Student Disciplinary Policies and Procedures, as outlined in the University Student Handbook, “Direction”.

Summary Dismissal
Summary dismissal is the immediate dismissal of an individual from Student Housing, as authorized by the Director of Student Housing and Residential Life, when the continued presence of the student in housing constitutes a threat to the health, safety, or well being of other students or the housing facilities. At the time a student is summarily dismissed, the student will be informed of his/her right to a hearing in accordance with the Student Disciplinary Policies and Procedures. The student shall not return to housing unless, as a result of the hearing, it is decided that the student may continue to reside in Student Housing.

POLICIES AND PROCEDURES

The policies and procedures contained in this section have been written in an effort to provide a living environment that is supportive of your academic pursuits. The policies also reflect a need to be supportive of local, state, and federal laws; the knowledge that the residential living experience has the ability to enhance academic success and general feeling of satisfaction and the belief that the total residential experience balances comfortable facilities, comprehensive program, and services. While structured policies are part of community living, the ideal community will be governed by behavior that considers respect for self, others, and facilities essential. In addition to knowing Student Housing and Residential Life policies, you are encouraged to become familiar with the University of Alabama at Birmingham Student Handbook, “Direction.” Disregard for others or UAB and Department of Student Housing and Residential Life policies, procedures, or regulations, may result in a referral to the University student conduct officer.
Abandoned Property
Abandoned property will be disposed of as provided by Law.

Alcohol Policy
1. The use of alcoholic beverages must comply with federal, state and local laws, including the regulations of the Alabama Beverage Control (ABC) Board. Use of alcoholic beverages must also comply with University regulations (see UAB’s Student Handbook, “Direction”).
2. Alabama State Law prohibits the purchase, consumption or serving of beer, wine or distilled spirits by persons under the legal drinking age. It is also a violation of state law to purchase alcohol for, or serve alcohol to, persons under the legal drinking age. In Alabama, the legal drinking age is 21.
3. (a) Alcoholic beverages may not be consumed or served in public areas of Student Housing. Public areas are generally defined as hallways, stairwells, entrance-ways, lobby areas, lounges, recreation areas, or outside areas such as parking areas or sidewalks on University property.
(b) Alcoholic beverages may be possessed and consumed by person of legal age inside the resident’s private room/apartment with the exception of Rast Hall and freshman floors in Camp and Hixson Halls, which are substance free.
(c) Kegs or similar containers are prohibited. Containers larger than individual bottles or cans are not permitted at any time. Beerballs, funnels, bongs, and other devices that promote irresponsible drinking are not permitted in the residence halls.
(d) Decorative container collections (e.g. bottles, cans, bottlecaps, etc.) are not permitted.
(e) Students who display signs of intoxication (e.g., glazed eyes, slurred speech, unsteady gait, etc.) or students who require staff assistance due to their consumption or alcohol shall be subject to judicial action.
4) Violations of the law or failure to comply with the policies presented in this document will result in civil and/or University action.

Business from Rooms/Suites/Apartments
Student Housing rooms/suites/apartments may not be used for business purposes of any nature. Commercial-for-profit solicitation is prohibited on University property. Student Housing residents may not act as agents for business firms requiring solicitation or the receiving of business offers or goods in the hall. Babysitting is prohibited in Student Housing.

Damage Policy
You and your roommate(s) are responsible for the condition of the furnishings and the condition of the room/suite/apartment. Unless a responsible party is identified for the purpose of billing, charges for damages will be divided equally among the resident(s) of the room/suite/apartment. Residents are expected to report all damages to the Department of Student Housing and Residential Life immediately. All bills will include the cost of both labor and materials. Failure to make payment may result in the University instituting regular collection procedures that may include placing a hold on the student’s records, and possible eviction. Damages identified subsequent to a student’s departure will be billed to the student.

Disciplinary Termination of Student Housing Agreement
The University of Alabama at Birmingham will not refund residents’ remaining portion of the Student Housing Contract or deposit fees when termination results from dismissal for behavioral cause.

Documentation
Student Housing and Residential Life staff are instructed to thoroughly document in writing all violations of University policy, whether or not formal disciplinary action is appropriate at that time. Residents documented for policy violations may upon request receive a copy of reports pertaining to the incident.

Doors
Any student found propping open any door would be held responsible for violating the safety of the residents living in that building. Failure to comply will result in disciplinary action.

Eligibility
Access to Student Housing is limited to students who are admitted to UAB and who are in “good standing”. “Good Standing” means not on academic or disciplinary suspension. As an additional eligibility requirement, an undergraduate student must be enrolled for 8 credit hours each term and graduate students for 5 credit hours per term. The Summer Term is treated under a separate contract. The student will be required to satisfy these eligibility standards through the term of the Contract and to inform the Department of Student Housing and Residential Life of any changes in his/her status, which may affect his/her eligibility. Any exceptions must be approved by the Director of Student Housing and Residential Life or his/her designee. A one-time priority is given only to Scholarship recipients. Scholarship recipients must be verified by the Admissions Office. The department must verify Professional
Students, Interns, Residents and Post-Doc Fellows they are studying with to be eligible for Student Housing. Post-Doc Fellows must have a UAB classification of 20 to be eligible for Student Housing.

**Grounds**
The grounds around Student Housing are maintained by Campus Services. The removal of existing plants or setting out of additional plants must be approved by the Department of Student Housing and Residential Life. The University reserves the right to remove hazardous or unsightly items.

**Hall Sports**
Because of the potential for damages to the facilities, personal injury, and disruption of the sleep/study atmosphere, the playing of hall sports within the hallways or common areas of the residence halls is prohibited. This includes, but is not limited to bike riding, roller blading, bouncing balls, etc. Residents are encouraged to use the appropriate recreational areas for these activities.

**Harassment**
Harassment of any type will not be tolerated. This includes harassment of students, visitors/guests and University personnel. For further information on UAB’s Policy on Sexual Harassment and Sexual Assault look in the University Student Handbook, “Direction.”

**Health and Safety Inspections**
Student Housing and Residential Life personnel inspect all rooms/suites/apartments to ensure compliance with health and safety standards. Residents whose room/suite/apartment do not pass inspection have at least 48 hours to correct infractions. If the room/suite/apartment fails to pass the second inspection, a $25 fine will be added to each resident's student account. Failure to correct infractions after the second inspection will result in a recommendation that your Student Housing Contract be terminated. Conflicts between roommates regarding shared cleaning responsibilities must be resolved prior to the beginning of the inspection process.

**Illegal Drugs/Drug Paraphernalia/Suspicion of Drug Usage**

It is against the law and University regulations for students to use, sell, and/or possess illegal, dangerous or controlled drugs. These drugs are strictly prohibited in Student Housing and Residential Life. Students in violation of this policy will lose Student Housing privileges and be disciplined by the University in accordance with its policies. Students in violation of this policy also face criminal prosecution. The UAB Department of Student Housing and Residential Life has a zero tolerance policy for the possession or use of illegal drugs/drug paraphernalia.

Failure to comply with the University’s and the Department of Student Housing and Residential Life’s drug policy will result in the following sanctions:

1. Removal from the Residence Hall system with no refund of deposit and full payment of Contract required.
2. Referral to the Counseling Office or Substance Abuse Agency.
3. Referral to the Student Discipline system for possible suspension or removal from UAB.

Residents can expect periodic drug searches utilizing a trained narcotics dog. Residence Life staff members also have authority to conduct a “plain view” search of room(s), suite(s), apartment(s) or area(s) (including a hall or building) as necessary when reasonable suspicion (smell, towels underneath the doors, etc.) is present. A search may be conducted with or without a resident present. All residents/students are responsible for reporting violations. All involved individuals will be held responsible for illegal substance found in the room/suite/apartment or area.

**Overnight Privileges**

1. Each resident has four (4) overnight privileges in a 30-day period.
2. Overnight Privilege is defined as “Visitors staying for more than a total of five (5) hours between 12:00 Midnight and 8:00 a.m.”
3. No overnight visitor is allowed without the expressed written consent of the roommate(s). A consent form is available at the front desk.
4. If it is acknowledged there is an overnight visitor without a consent form, that resident is subject to disciplinary action.

Please note that cohabitation is not permitted in the residence halls. Cohabitation is defined as visitors residing with a resident for more than a total of four (4) nights in a 30-day period. Any resident found having an individual (other than roommates assigned by the Department of Student Housing and Residential Life) living with them is subject to immediate eviction. The Department of Student Housing and Residential Life reserves the right to distinguish visitors from residents.

**Posting Policy**

Only Student Housing and Residential Life staff members may post and remove banners, posters, flyers, and other printed materials in the residence halls. Recognized student clubs/organizations may submit to the Department of Student Housing and Residential Life one poster for posting in each lobby area of the residence halls (4) or one flyer (8 1/2”x11”) per staff member or floor, whichever is applicable (50).

**Quiet Hours**

Since one of the purposes of the University is to foster learning, UAB students have the right to read and study in their own room/suite/apartment. Therefore, noise or other distractions that interfere with this right are prohibited.

1. **Quiet Hours:**
   
   (a) are from 8 p.m. to 9 a.m. Sunday through Thursday, and from midnight to 9 a.m. Friday and Saturday.
(b) are to be respected and followed.
(c) are enforced both inside and outside.
(d) lend themselves to study. Therefore, loud conversation, loud music or any other interference is prohibited.

2. If your right to sleep or study during Quiet Hours is violated, please do the following:
   (a) Politely ask those causing the disturbance to please stop. Most people don’t realize they are disturbing others and will cooperate.
   (b) If the noise continues, tell your Resident Assistant or the Residence Life Coordinator.

3. During final exam times, special Quiet Hours are posted in the residence halls.

4. Rast Hall and Hixson Hall have a study room where quiet is observed at all times.

Courtesy hours are in effect at all times. It is important that residents are aware of their responsibility to monitor their behavior, regardless of time of day, so as to not interfere with others’ rights to sleep or study in his/her own room. This includes noise both inside and outside, whether part of an organized activity or not. If a staff member asks you to be quieter, compliance is expected. Those who violate this policy will be disciplined.

Sleep/Study Atmosphere
In order to promote the academic goals of University of Alabama at Birmingham students, the Department of Student Housing and Residential Life and its staff promote and uphold a quiet environment. We strongly believe that, above all else, a resident has the right to study and sleep in their room/suite/apartment without disruption. We do, however, realize that community living also involves socializing and that at times there will be noise. It is the dual responsibility of staff and residents to monitor the level of noise, keeping it at an appropriate level at all times. A staff member or resident has the right at any time to request that the noise level be decreased.

Smoking Policy
Smoking is not permitted in the residence halls, including balconies, vestibules, etc. Smoking is permitted in designated smoking areas in front of each building.

Solicitation
No door-to-door solicitation is permitted in the residence halls. If you encounter solicitors, please ask the solicitor to leave the building immediately, then contact a Student Housing and Residential Life staff member or the front desk.

Stereos/Audio Equipment
You must be respectful when playing your stereo or other audio equipment in the residence halls. Stereos and audio equipment must be played at a reasonable time and volume that will not interfere with other residents’ right to sleep or study. Stereos and audio equipment may not be directed out of windows, balconies, or patio doors. Failure to comply with these responsibilities will result in the immediate removal of the stereo or audio equipment from your room/suite/apartment and/or further disciplinary actions.

Trash
Properly dispose of all trash in the trash dumpster outside your residence hall, not in the hallways, stairwells, balconies or patios. Failure to comply will result in disciplinary action. Residents found throwing items, including cooking oil/grease, off balconies will be subjected to disciplinary action up to and including removal from housing.

Vandalism
There is no acceptable excuse for purposely damaging University or personal property. Any student who commits an act of vandalism will be charged for the damage and will face strict disciplinary action, including dismissal from the residence hall.

Verbal Abuse
Threatening, intimidating, and/or verbally abusing anyone is not tolerated in our residence halls and is grounds for disciplinary action. Student Housing and Residential Life will not allow its staff members to be verbally abused while handling crisis situations and confronting potential policy violations. Those who choose to communicate in this manner are jeopardizing their residency in the residence halls.

Violence
The Department of Student Housing and Residential Life has a “zero tolerance” concerning acts of violence to self and/or others inside the residence halls. Acts of violence are termed as physical acts which harm or have the potential to harm self and/or others; whether in courtship or domestic violence relationships. Physical assaults are also included in these acts. Any resident engaging in such behaviors will be subject to the following sanctions:
- Immediate dismissal from the residence hall and no refund of the Housing deposit.
- Referral to counseling at the UAB Wellness center.
- Referral and enrollment in Anger Management course at the cost of the resident.

Once a resident’s contract has been terminated, the resident cannot reside in Student Housing. Residents interested in appealing should refer to the discipline process concerning appeals.

Visitation/Visitors
Visitors are permitted in the apartments 24 hours a day. Residents who entertain visitors are expected to maintain standards of appropriate group living behavior, and their roommate’s right to privacy will take priority over the privilege to
entertain a guest. Residents are responsible for the conduct of their visitors. Residents must inform visitors of pertinent residence hall policies and procedures, and they must accompany visitors at all times. Telephones are located outside the main entrance of each residence hall. Visitors may use the phones to call their host/hostess to let them into the hall. Camp Hall, Hixson Hall and Rast Hall have desk coverage. Residents must register visitors at the main desk of each residence hall. Proper registration for all residence halls is as follows:

1. Room Number and Name of the Resident Visited.
2. Name of Visitor.
3. Arrival Time.

Visitors and Residents must present a Photo I.D. to the staff person on duty at the main desk. Each visitor must be registered every time he/she enters the hall. Residents must accompany their visitors at all times. All visitors must obey all Student Housing and University rules and regulations. Visitation for children is the same as for adults.

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**MOVING OUT**

Signing a Student Housing Contract commits you to living in a university residence hall through the end of the agreement period (9 months). However, you may request a release from your contract as outlined in Section 12.C of your contract. Cancellation is not automatic and will be granted in extreme circumstances only. Students who vacate their space without notice or move out after their request is denied will be responsible for the full balance of fees through the end of the contract. A cancellation fee will be assessed for late cancellation notices. Request for Release forms are available in the Department of Student Housing and Residential Life.

At the end of the contracted period, you must notify the student housing office of the specific day you will vacate your room/suite/apartment. In the spring (e.g., May), residents are expected to move out of their assigned space 24 hours after their last exam. Failure to vacate the room/suite/apartment on the date specified will place you in default of the Student Housing Agreement and you will be liable for all costs incurred and/or damages suffered by UAB as a result of the default. In addition, there will be a charge of $50 per day for each day you hold over. Check out procedures are noted on the Request Release form and available from your RA.

Upon moving out, you must schedule an appointment with an RA to inspect your room/suite/apartment for damages and cleanliness. At this time you will need to return all keys and card key to the RA. Any charges will be deducted from your security deposit, provided you gave appropriate notice. A minimum fine of $50.00 will be assessed to your account if the room/ suite/apartment, including all appliances and fixtures, is not left in a clean condition. Furniture, bedding and household appliances may not be disposed of in the university trash dumpsters. Residents are responsible for appropriate disposal. Provided the room/suite/apartment is left in an acceptable condition, all keys and card key are returned, the terms of the Student Housing Contract have not been broken and resident owes the University no money, the security deposit will be mailed to the forwarding address given to the student housing office. Students wanting to be placed on the waiting list for a future assignment must make a new application upon checking out.
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Emergency Exits
For All Residence Halls

Rast Hall

Camp Hall

CAMP HALL, 1st FLOOR

CAMP HALL, 2nd - 11th FLOORS
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All Maintenance Calls Should Be Reported To Your Front Desk

Camp Hall - 934-5062
Denman Hall/Hixson Hall - 934-4897
Rast Hall - 975-3798

For RA Assistance in Camp Hall, Weekends or Nights
Call
934-6130

For RA Assistance in Hixson Hall/Denman Hall, Weekends, Night
Call
934-4897

For RA Assistance in Rast Hall, Weekends, Nights
Call
975-3798