

RESIDENCE LIFE HANDBOOK

STUDENT
HOUSING
&
RESIDENCE
LIFE



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STUDENT HOUSING
AND RESIDENCE LIFE

The University of Alabama at Birmingham

Our Mission

Student Housing and Residence Life supports students utilizing a residential curriculum approach in a safe and comfortable living-learning environment that is student-centered, inclusive, and focused on the holistic development of the student.

Our Vision

Provide a nationally recognized resident student experience, enhancing the personal, academic, and social growth of the individual.

Our Values

Service

To meet students where they are and promote personal responsibility and community.

Integrity

Integrating ethics into our practice and a commitment to treating others in a respectful, fair, and consistent manner.

Collaboration

Supporting students' best interests by working together with other departments, divisions, faculty, and community agencies.

Inclusion

Prepare students to thrive in a global society. Seek to understand all identities we serve and foster a community where students can engage in respectful dialogue and peacefully challenge individual assumptions.

Stewardship

To use all resources through efficient, effective, and responsible means with the students' needs at the center of our decisions.

WELCOME

Dear Student:

Welcome to the University of Alabama at Birmingham. On behalf of Student Housing Residence Life staff, we are excited that you have chosen to live on campus within our residential community. Our goal is to assist you with getting acclimated to our diverse campus. We have worked to create a welcoming, supportive environment for you and your family.

The residence halls are great places to find your niche on campus. Whether you are a new first-year, transfer, or a returning upper-class student, life on campus is full of opportunities to get engaged! When you live on campus, you have the distinct advantage to be surrounded by resources at your fingertips to help you achieve success. Research shows that living on campus provides significant opportunities for students to transition to college. Students who live on campus typically have higher GPAs and are more likely to return their second year of college. Also, on-campus students demonstrate higher graduation rates and benefit from the positive aspects of living in a community during their first year of college.

Our talented professional and student staff are here to serve you and create an atmosphere in which you will experience a safe living environment that promotes holistic learning and personal growth. Through our programs and services, we will challenge students to be engaged, community-minded, and academically successful. We hope to provide residents with the support and resources to promote successful transitions throughout their collegiate experiences.

Student Housing and Residence Life is committed to providing you with opportunities to develop leadership skills to equip you for a successful academic journey and professional career. The Residence Hall Association (RHA) and individual Hall Councils are your student voice on campus awaiting your participation in the hall governance system. We look forward to your engagement within your living environment.

Welcome, Home Blazers!

Sincerely,

Brian O. Johnson

Brian Johnson, Director of Residence Life
Student Housing and Residence Life

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A Reminder

By signing the Student Housing Contract, a resident agrees to follow all policies contained in this handbook. It is the resident’s responsibility to be familiar with these policies and the Office of Student Housing and Residence Life’s expectations of resident behavior. Student Housing & Residence Life reserves the right to change and/or update policies at any time throughout the year.

The UAB Inclusive Campus Commitment

I will strive to build an inclusive community at UAB. I believe that every student, faculty member, and staff member 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 or make fun of anyone due to their race, gender, culture, faith, class, sexual orientation, disability, or any other difference. 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!

UAB STUDENT HOUSING COMMUNITY EXPECTATIONS

The Office of Student Housing and Residence Life 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, the UAB Code of Conduct, and the Student Housing Contract. Any resident found in violation of the expectations may be subject to the conduct process.

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. The Office of Student Housing and Residence Life respects and celebrates the diversity of its residents. Acts of intolerance and /or harassment due to race, ethnicity, gender identity and expression, religion, disability, or sexual orientation are neither appropriate nor tolerated.
3. Residents will refrain from harassment and verbal abuse of other residents, which includes, but is not limited, to harassment and verbal abuse through the internet.
4. Residents paying a double rate but who do not have a roommate are expected to have the room prepared for a roommate at any time and be receptive and courteous when assigned a new roommate.

B. Noise Level

1. Quiet hours are in effect from 8:00 PM until 9:00 AM Sunday through Thursday and midnight to 9:00AM Friday and Saturday. During this time, no noise should be heard outside resident rooms and minimal sound through the walls between rooms, in hallways, common areas, and outside areas surrounding the building.
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 hours 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. Residents are required to 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 their guest.
3. Residents are responsible for all actions of their guest(s).
4. Each resident is allowed four overnight guests in a calendar month. Cohabitation is not permitted.

II. Respect for Health, Safety, and Welfare

A. Residents are prohibited from keeping or using firearms (including rifles, handguns, shotguns, pistols, etc.), ammunition, fireworks, explosives, weapons (including pellet guns, 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 have or consume alcoholic beverages in the residence halls.
2. Residents who display signs of intoxication (e.g., glazed eyes, slurred speech, unsteady gait, etc.) or residents who require staff assistance due to their consumption of alcohol will be subject to the conduct process.
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 of age 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 is prohibited in the residence halls.

7. Kegs, beer balls, funnels, bongos, and other devices that promote irresponsible drinking are not permitted in the residence halls.
8. In addition to these restrictions, alcohol and illegal drugs are prohibited in Blazer Hall, New Freshman Residence Hall, first-year floors in Camp and other designated areas by residents or their guest(s).

C. Fire Safety

1. Activating a false fire alarm is strictly prohibited.
2. Residents are not to tamper with, remove, or hang any items from any fire or safety equipment, including smoke detectors, fire extinguishers, emergency doors marked "do not exit," and sprinkler systems/devices in the residence halls.
3. Use of emergency exits when no emergency is present is strictly prohibited. Failure to comply will result in a monetary fine of \$100 per instance.
4. Cooking food must be attended at all times to prevent fires and unintentional fire alarms.
5. Residents must vacate the building whenever the fire alarm system is activated.
6. Halogen lamps, medusa lamps, candles, incense, and other open flame or incendiary devices are not permitted in the residence halls.
7. Use of portable space heaters must be approved by the Office of Student Housing and Residence Life.
8. Failure to comply with any of these policies will result in disciplinary actions or fines up to and including removal from Student Housing.

D. Residence Hall Cooking

1. All cooking areas should be cleaned immediately after use.
2. Grease should not be poured down the drain or over balconies. Grease must be disposed of properly in a trash receptacle after cooling completely.
3. Do not place food items/scraps in the sink drain.

E. For personal safety reasons, the propping of exterior doors is strictly prohibited.

F. Sales and solicitation

1. No solicitation is allowed in the residence halls.
2. All non-Student Housing materials to be posted in the residence halls must be approved by the Assistant Director for Residence Life; this includes all materials that promote a non-Student Housing event.
3. Student Housing rooms may not be used for business purposes of any nature.

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

H. Residents 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 any type of tobacco product or product intended to mimic tobacco products or the smoking or vaping of any other substance is not permitted in the residence halls, including balconies, vestibules, etc. This includes but is not limited to cigarettes, cigars, cigarillos, smokeless tobacco, electronic cigarettes, pipes, bidis, and hookahs. UAB is a smoke free campus. There is no smoking permitted in the residence halls or near the exterior of the building.

K. Residents are responsible for the cleanliness of their room and disposing of trash properly in the dumpster outside of the residence hall or the trash compactor in Blazer Hall and the New Freshman Residence Hall. Residents may be subject to the conduct process and/or charged financially for special cleaning necessitated by improper care of rooms or disposal of trash.

III. Residence Hall Operation

A. Residence Hall Staff

1. Residents will comply with reasonable requests from residence hall staff or other University officials.
2. Residents will identify themselves when asked.
3. Residents will provide true and accurate information when asked.
4. Residents 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. Residents are not allowed to give their UAB ONE card or room keys to others.

IV. Respect for Property

- A. Residents are expected to respect Student Housing property as well as the property of other community members. Residents will be financially liable for damages, alterations, or removals that they and their guest(s) cause to residence hall rooms, buildings, and other residents' property. If the responsible individual(s) cannot be identified, a community group may be held responsible (for example, an entire floor).
- B. Residents are expected to respect the personal property of their roommate(s).
- C. Because of the potential for damage to the floor, liquid-filled furniture is not permitted in the residence halls.
- D. Student Housing property may not be removed from student rooms or from public areas.
- E. Out of respect for community property, sports and horseplay are not permitted in the hallways.
- F. Screens must remain in windows at all times. Students may not remove, alter, or tamper with door closures, peepholes, or locks. Additional locks may not be added to any door.
- G. Throwing, pouring, or dropping objects or substances including cooking oil or grease from windows or balconies is strictly prohibited.
- H. Student Housing furniture is not to be kept or used on the balconies. Students may be fined if Student Housing furniture is found on balconies.
- I. Rollerblading, skateboarding, and riding bicycles inside the residence hall are not permitted.

RESIDENCE LIFE

Staff

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

Residence Life Coordinators (RLCs)

Residence Life Coordinators (RLCs) are full-time, professional staff who supervise the Resident Assistants (RAs) within their 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 living, learning, and engaging.

Graduate Assistants (GAs)

Graduate Assistants (GAs) are part-time professional staff who are enrolled in a graduate program at UAB. GAs oversee the development of Resident Assistants (RAs), provide assistance in carrying out the duties of the Residence Life Coordinators (RLCs) or work directly with facilities.

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. The RA is the primary resource for information and assistance. RAs are on call evenings and on weekends to assist residents with problems or emergencies. Please refer to the index page for important contact information.

Desk Assistants (DAs)

Desk Assistants (DAs) are students who work part-time at the front desks of all 6 Residence Halls. DAs monitor check-in and out procedures at the front desk for safety and security, while also serving as a resource for students and guests and performing various clerical and administrative tasks. DAs are expected to have a friendly disposition, professional demeanor, willingness to help others, and excellent customer service skills. These students must receive an award through the Federal Work-Study program (FWA). Students unsure about their FWS status should visit the One-Stop Student Services for more information.

Residence Hall Association

The Residence Hall Association is comprised of every student who lives in the residence halls. RHA runs events on campus throughout the year for the benefit of all students who live on campus. In

addition, officers facilitate communication between residents and Residence Life staff, involved faculty, and other employees of the University of Alabama at Birmingham.

Peer Wellness Ambassadors (PWAs)

Peer Wellness Ambassadors (PWAs) are a committed group of students who understand the importance of health and wellness and the value of connecting students to resources on campus to be successful while at the University of Alabama at Birmingham. Through intentional collaboration and support from University resources and the Office of Student Housing and Residence Life, the Peer Wellness Ambassador helps to foster a healthy environment within first-year residence halls by connecting their peers with mental and physical health and wellness resources that allow each member of our community to thrive and sustain the challenges, rigors, and stress of pursuing an academic degree while living in the residence halls.

Hall Council

Hall Councils are student-led and supported groups comprised of residents living in the residence halls. All residents in a hall are automatically members of the corresponding Hall Council. The main function of Hall Councils is to develop and establish a communication link between the residents living within the residence halls and the Office of Student Housing and Residence Life. Every resident is encouraged to get involved in the Hall Council in their building. Ask an RA or RLC for more information.

Student Housing Office

The staff in the Office of Student Housing and Residence Life is responsible for the administrative coordination of Student Housing. If a resident has questions concerning the Student Housing contract, policies and procedures, room assignments, maintenance, housekeeping, or conduct procedures, please visit the Office of Student Housing and Residence Life at 900 17th Street South. This is the location of the Associate Director for Housing and Dining, Director of Residence Life, Assistant Director for Residence Life, Assignments Coordinators, Operations Coordinator, and Captain for the Student Housing Police precinct, and support staff.

Housing Police Precinct

The Office of Student Housing and Residence Life, in cooperation with the UAB Police Department, operates a Housing Police Precinct. The precinct is comprised of a police supervisor and a team of housing officers who routinely patrol the residence halls and parking areas. These officers are dedicated to aiding residents and staff while maintaining law and order in and around the residence halls. For more information regarding the Housing Precinct, contact the Police Supervisor at 996-0411.



RESIDENT APARTMENTS OR SUITES

Balconies/Windows/Roofs

Residents residing in areas that have balconies are expected to keep them clean and orderly at all times. University furniture is not permitted on the balcony. Balconies cannot be used for storage. Grills, lighter fluid and charcoal are not permitted in the residence halls and cannot be used or stored on balconies or in the resident's room. Residents can use the university provided grills located at the Rast/Blount gazebo. Because of the potential of serious injury, throwing, pouring, or dropping objects or substances from the balcony, windows, or roof is strictly prohibited. Residents are required to maintain reasonable levels of noise when using their balcony so as not to disturb others.

Improper use of the balconies/windows (i.e., climbing over balconies, smoking, loud noise or music disturbing others, throwing objects, displaying unapproved banners, or storing trash, debris, paper products, or University property) will result in locking the door/window(s). Also, an administrative charge of \$200.00 will be assessed to the resident(s)' student account to defray the expense of securing the door/window(s), as well as referral to the Student

Housing conduct process. Unless a responsible party is identified, charges will be divided equally among the resident(s) of the suite/apartment. The door will remain locked until the resident(s) vacates the apartment. Please report any dangerous behaviors or concerns for a person's well-being to your Residence Life staff immediately.

Damage Policy

Roommate(s) are responsible for the condition of the furnishings and the condition of the suite/apartment. In the event of damage or abuse of furnishings or common areas (wall, doors, windows, etc.), unless a responsible party is identified, charges for damages will be divided equally among the resident(s) of the suite/apartment. Residents are expected to report all damages to the Office of Student Housing and Residence Life immediately. All bills will include the cost of both labor and materials. Failure to make payment may result in the University instituting standard collection procedures that may include placing a hold on the student's records and possible eviction. Upon moving out, RAs will conduct an initial check for damages; however, the RLC will conduct a final walkthrough and assess charges for any damages. Damages identified subsequent to a

student's departure will be billed to the student. Residents are not allowed to do their own repair work or bring an outside person or company in to do the work.

Damage Billing

Damage billing is used to address all vandalism in public areas. These areas include lobbies, hallways, social and student lounges, recreation rooms, bathrooms, and elevators. When public areas are vandalized, or University property is damaged, a group of students, a floor, or a building where students live in close proximity to the damage will be assessed fees for the damages if no one resident or group of residents accept responsibility. Each time an incident occurs, a Resident Assistant, Residence Life or Facilities staff member will document it.

There are two types of damage billing: Individual Damage Billing and Community Damage Billing

- **Individual Damage Billing:** Individual damage billing refers to damages to an individual residence hall room whereby the resident of a room is responsible for the costs associated with any repair or replacement within his/her room.
- **Community Damage Billing:** The philosophy behind community damage billing is that all residents in housing are part of a larger community on campus. Therefore, residents of housing are not only responsible for their personal accommodations, but also the community areas they share with fellow residents. One unfortunate aspect of this responsibility is that damages that may occur in common areas. It is our hope that students will create a sense of ownership of and pride in their community. As a result, residents will work to prevent damage and address incidents as they occur. Instead of requiring a damage deposit from each resident, we choose to bill the students for individual incidents. Depending on the building and the physical configuration, as well as the nature of the incident, our staff will determine whether the incident should be shared by all members of the building or by members of a particular floor, wing, or section.

Community Damage Billing Process

Prior to posting community damage charges, residential students will have an opportunity to assist Student Housing and Residence Life in identifying those

responsible for vandalism. An email will be sent to your UAB email account, reporting the damage and associated billing charges. Students will have until a predetermined date to either accept responsibility for all or part of the damage or provide information leading to the adjudication of the person(s) responsible for the damage. If no community member steps forward, the charges will be distributed among all members of the community. Fees will not be placed on your student accounts until a minimum of \$5.00 has been reached. This may occur immediately, at the end of the semester or even at the end of the academic year, pending the number of unidentified damages within your area. Please contact your Residence Life Coordinator if you have any pertinent information. Residents who wish to appeal may do so within 20 days of receiving the charge on their student account by contacting their Residence Life Coordinator.

Furniture

Stacking of furniture is not allowed. Furniture may not be modified, dismantled, or moved out of the room. Furniture may be rearranged, but it is required that residents return the furniture to the original room and position before checkout (i.e., beds in the bedroom, sofa in the living room, etc.). Furniture may not be transferred from one apartment/suite to another. Violation of this policy will result in a \$25.00 fine to all residents of each apartment/suite. In the event furniture cannot be accounted for, the 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. Only manufactured bed risers are permitted, no cement blocks.

Residents are requested to notify the Office of Student Housing and Residence Life should they desire to have their beds bunked within the first three (3) weeks of each semester. Requests should be submitted via the UAB Housing Maintenance Request system (www.uab.edu/fixit). After the first three (3) weeks, a \$25.00 charge will be assessed to all students who submit a request to have their beds bunked. Safety rails are not provided by the Office of Student Housing and Residence Life, however students may lease approved safety rails from Collegiate Bed Loft Company, Inc. (www.cblorder.com). Collegiate Bed Loft Company will remove leased items after the resident moves out.

Lofting of beds is permitted in all residence halls. Only free-standing lofts leased directly from Collegiate Bed Loft Company (www.cblorder.com) are permitted.

Under no circumstances are residents allowed to construct their own lofts. The Office of Student Housing and Residence Life assumes no liability for injury or damages due to lofts.

Keys

All residents receive keys at check-in. Each resident is responsible for their keys and should carry them at all times. Do not lend keys, including UAB ONE Card, room keys, and mailbox keys. Residents are responsible for the replacement cost of any key or UAB ONE Card. 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 the building. In the event, a resident is locked out of their room, apartment/suite, or residence hall, contact a Residence Life staff member in the appropriate building. There will be an administrative fee assessed to the resident's student account for every lockout. Please note that a lockout is not a life-threatening issue and will be handled when a staff member is available.

Violation of the key policy will result in action through the conduct process.

Moving In

Before check-in, each room is inspected, and preexisting conditions are noted on the electronic Room Condition Form (RCF). When the resident arrives to check-in with their Resident Assistant, an email will automatically be sent to their UAB email account. The resident has 48 hours from the time of check-in to review their RCF and make any necessary edits. **NOTE:** All edits will be reviewed by the building's Residence Life Coordinator before they are added to the RCF.

Residence Life Staff reserves the right to make any adjustments, if necessary. Failure to review the RCF within 48 hours of the check-in will result in the acceptance of the RCF and waive the right to challenge any discrepancies.

Service & Assistance Animals

If a student desires that a service or assistance animal live in Student Housing, the student should notify Disability Support Services within a reasonable amount of time (at least 60 days is preferred) prior to the desired move-in date so that Student Housing & Residence Life can best accommodate the student and the animal. If all other criteria are met, as set forth by DSS, it is recommended that a meeting is arranged

between the student and the Office of Student Housing & Residence Life to discuss how best to accommodate the student and the animal within the Student Housing community.

Students approved to reside in UAB residential facilities with an assistance animal should submit documentation to DSS from a licensed veterinarian dated within the past year stating that the animal is in good health and has been immunized against diseases common to that type of animal. Service animals must be registered with an animal certification.

Guest(s) of residential students who require an assistance animal should submit documentation, prior to their arrival, from a licensed veterinarian dated within the past year stating that the animal is in good health and has been immunized against diseases common to that type of animal. In addition, guest(s) must provide disability documentation that specifically addresses their need for a Service/Assistance Animal. This information can be faxed or emailed to the Student Housing and Residence Life office at 205-975-7297 or studenthousing@uab.edu. Once the supporting documentation has been submitted and reviewed by Disability Support Services personnel, the resident will be notified of the decision regarding their guest request.

Per the Fair Housing Act, Student Housing & Residence Life is not required to permit a service or assistance animal if the animal would pose a direct threat to the health and safety of others; would cause substantial physical damage to the property of others; would pose an undue financial or administrative burden; or would fundamentally alter the nature of Student Housing & Residence Life's operations.

Pets

For health and sanitary reasons, pets (including fish) are not permitted in the residence halls with the exception of service animals, pre-approved assistance animals (see Service and Assistance Animals), and service animals in training.

Immediately upon applying for housing, residents whose abilities require the assistance of an animal must be registered in the Office of Disability Support Services and a present verification from their doctor of the need for the animal and certification that the animal has been trained for their specific need. Failure to do so in a timely manner may result in a lack of accommodations for the service animal. Residents of Student Housing hosting a service animal must complete an Animal

Friendly-Roommate Agreement (if applicable) and have it signed by their room/suitemates and their Residence Life Coordinator or the Assistant Director of Residence Life.

Rules of Conduct:

- Regardless of the circumstances, the animal owner is ultimately responsible for the actions of the animal.
- All animals must live with their owners.
- The animal owner and their roommate must complete an Animal-Friendly Roommate Agreement.
- All cats must be litter box trained.
- Feces must be disposed of properly and immediately.
- Owners must clean up after their animals. Additional cleaning charges will be applied to the student's account for deep cleaning done by a professional cleaning company. Owners must keep their animals properly crated/caged while they are away from the room.
- No animal is allowed to become a nuisance to the members of the residence hall community. A nuisance is defined as, but not limited to, excessive noise, physical harm to humans or other animals, destruction of property, and acts otherwise deemed by the Office of Student Housing and Residence Life. Animals attacking other animals or humans will not be tolerated. The matter will be referred for disciplinary action, and removal of the animal may be required.
- The resident animal owner is responsible for coordinating the care of an animal for any absence from campus longer than one night.
- The resident animal owner is responsible for the cost of all damages caused by the animal, including the cost to remove animal odors. Inspections of rooms and the assessment of damages will occur at least twice a year by Student Housing and Residence Life staff. Any pet supplies that obstruct the prompt and efficient completion of the maintenance will be moved and may or may not be moved back by a maintenance technician depending on the nature of the repair.
- The owner's residence may be inspected for fleas, ticks, or other pests during regular Health and Safety checks or as needed. Student Housing and Residence Life staff will schedule the inspection. If fleas, ticks or other pests are detected through inspection, the residence will

be treated using approved fumigation methods by a university-approved pest control service. The owner will be billed for the expense of any pest treatment to the room or any necessary corresponding areas above and beyond standard pest management in the residence halls.

- All animal owners must schedule a meeting with their Residence Life Coordinator to review Housing animal expectations.

Room Cleaning

Residents are responsible for cleaning their suite/apartments, including the kitchen and bathroom(s). In a group living situation, pest control can be an issue. 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 must be placed in designated receptacles only. It is imperative that the current resident keep the 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 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. The remaining roommate will be responsible for bringing the suite/apartment up to acceptable standards and may be subject to the conduct process if the issues are not rectified.

Room Decorations

The Office of Student Housing and Residence Life strives to create a positive environment within the Residence Halls. Materials that are found inappropriate or offensive to members of the community are prohibited in any common spaces, including windows and balcony doors. Student Housing reserves the right to remove anything not conducive to an educational environment and to define what is conducive to an educational environment.

Residents are encouraged to personalize their room. Room decorations can transform a room into a comfortable home, but certain restrictions are necessary. Colored light bulbs, including black lights, are not permitted in University-provided light fixtures. Please refer to Fire Safety Regulations for additional information. Wall murals are not permitted. Please take care to hang items so that walls and doors are not

damaged. Double-sided tape, contact paper, and wallpaper are not permitted. Individual decoration, including holiday decorations, must follow these guidelines:

- 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.
- Live trees and cut vegetation are prohibited except for small house plants and cut flowers that can sit on a table and are no taller than 3 ft.
- Provide a safe distance between all displays and do not string decorations from room to room or from hallway to hallway.
- All decoration must be flameproof or fire retardant. Check package labels to ensure fire safety. Materials not generally flameproof include natural leaves, tree branches, corn stalks, hay, cotton, and batting. Electrical devices, such as light, etc., must be UL approved. Electrical cords must not have frayed parts or loose connectors.
- Any decoration with an open flame such as candles, incense, and gas or oil-filled lanterns are prohibited.
- Turn off all decorative lights before leaving the room/apartment.
- Halogen lamps and medusa lamps are not permitted.
- Hanging anything from the ceiling and/or fire safety equipment devices is not permitted.
- String hanging lights are not permitted outside apartments/suites, including balconies.

- Alcohol and other drug paraphernalia are not permitted for decorations, including decorative, alcohol-container collections (e.g., bottles, cans, bottle caps. etc.).

Student Housing reserves the right to place further restrictions on room decorations if necessary.

Room Temperature

The temperature in Camp, Rast, and Denman Hall is controlled through a central heating and cooling system. As a result of this system, there are times of the year that the building temperature can fluctuate depending on the outside temperature. Switching the system in the fall (from cooling to heating) and spring (from heating to cooling) will be changed in a time that is closely monitored by UAB Maintenance and The Office of Student Housing and Residence Life.

Windows 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 of any form of window covering may not be placed between blinds and window or hung outside the window. The Office of Student Housing and Residence Life reserves the right to require residents to remove anything not conducive to an educational environment and to define what is conducive to an educational environment. The throwing of objects, including trash, from windows, is strictly prohibited. Failure to comply will result in disciplinary action.

ROOMMATES AND ROOM CHANGES

Roommates will not only be sharing a living area together, but also habits, values, and emotional ups and downs. There will be differences, as each roommate is a unique individual, so getting along will require ongoing communication. Roommates can greatly enhance the chances of having a good relationship by making a sincere, mature attempt to get to know each other well and to accept and respect each other's differences. The Office of Student Housing and Residence Life strongly encourages roommates to share the following information with each other as soon as possible: how much sleep each resident needs and when each resident likes to get it; how important cleanliness is and what cleanliness means to each resident; study habits; what is okay and not okay to borrow; how both residents feel about guests in the room; and some pet peeves. If roommates do not agree on something, they should take time to talk it out-communication is key. In order to assist with this process. RAs will work with residents to fill out roommate agreements. A roommate agreement is a document used to guide and assist new and seasoned roommates through the process of determining standards for a shared living space. The agreement is kept on file in the residence hall and can be referred back to or amended as needed.

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 and physical and/or emotional harm.
- The right to expect cooperation in the use of "room-shared" appliances.
- The right to be free from peer pressure, discrimination, and ridicule if one's lifestyle differs from one's roommate.
- The right for redress of grievances. Residence Life staff members are available for assistance in settling conflicts.

Room Changes

Learning to get along with others is an important part of a college education; therefore, The Office of Student Housing and Residence Life encourages roommates to try and work out their differences before requesting a room change. The formal room change process is initiated by your attendance at the mandatory information sessions for your respective residence hall within the first two weeks of each semester. Room change information sessions are required of all residents requesting a new assignment. Should a conflict arise, we encourage to reach out to the Resident Assistant staff, as they are trained and ready to assist in mediating conflicts and help navigate difficult conversations between roommates. The RA will gather information about the situation and try to further mediate the process so both roommates can learn and grow from the experience. Exceptions to the room change process will be at the discretion of the Residence Life Coordinator for each residence hall. The Office of Student Housing and Residence Life reserves the right to change the date for a room change. The room change request and moving process are offered to residents free of charge. However, a fee will be charged to those residents that submit a

request, are approved, and then remove themselves from the process on their own accord. Room change requests are not guaranteed and must be approved by the Residence Life Coordinator. Residents who change rooms without following the proper room change procedure will be required to move back to their original room assignment and all parties involved may be assessed an administrative fee for an improper room change.

Consolidation

Consolidation is the process where students without roommates are paired together to combine partially filled suites/apartments. After the waiting list has been exhausted each term, residents assigned to any space that has one or more vacancies will be notified that they are required to participate in the consolidation process. Each resident involved in the process will be given a list of other students from which they may select a roommate within a specified amount of time. Residents who do not self-select by this deadline will be assigned a new roommate and may be required to move to a different suite/apartment in the building.

SERVICES

ResNet Services

High-speed internet and Wi-Fi services, in the Residence Hall, are provided by Apogee Telecommunications. Apogee provides wireless and wired internet access. You must sign up for this service by going to www.myresnet.com. Once you have created your account, you will have access to both services. Apogee provides tech support 24 hours a day, seven (7) days a week in case you have any questions or concerns.

- Call 1-866-478-8865
- Text "ResNet" to 84700

- Chat www.myresnet.com
- Email support @myresnet.com

Print Stations

Every Residence Hall at UAB has a WEPA print station located on the first floor. Each resident is able to upload their documents to the WEPA cloud from their phone, tablet, or computer. Once they have sent their document via the WEPA cloud, they can log in at any WEPA print station. Residence Hall print stations accept Blazer Bucks and WEPA print cards as methods of

payment. For help and support with any of our WEPA Print Stations log on to their website at wepanow.com, call at 1-800-675-7639 and email them at help@wepanow.com.

Student Counseling Services and Wellness Promotion

Student Counseling Service and Wellness Promotion (934-5816) located in the Student Health & Wellness Center can provide students with confidential counseling, educational materials, and a variety of programs focusing on overall health. The Center's philosophy comes from a personality model that identifies five dimensions of optimal health: physical, emotional, social, intellectual, and spiritual. The Office of Student Housing and Residence Life and the Student Counseling Services and Wellness Promotion believe that wellness is dependent on a conscious commitment to grow and seek improvement in all of these areas.

Disability Support Services

Disability Support Services (DSS) is located in Hill Student Center. DSS serves as the central campus resource for students with disabilities. Having a partnership with many individuals and departments on campus, the main purpose for DSS is to provide a physically and educationally accessible environment that ensures that the individual is viewed on the basis of ability, not disability. For more information, please contact DSS at 934-4205 (voice) or 934-4248 (TDD).

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 and not in the hallways, stairwells, and balconies. Residents of Blazer Hall and the New Freshman Residence Hall should take garbage to the trash compactor located on the 2nd floor. The dumpsters are emptied several times a week. The minimum sanction for improper disposal of trash is a \$25 monetary fine and possible referral to the Office of Student Conduct. Residents found throwing or pouring items or substances (including cooking oil/grease) off balconies/windows or down the drain will be subject to the conduct process with sanctions up to and including removal from housing. Furniture, mattresses, and other large items which will not fit inside the dumpster are prohibited from being disposed of on campus. See also, recycling. Any personal items accidentally thrown away are considered non-retrievable.

Health Services for Students

Residents 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 1714 9th Ave South, 934-3580 or online at uab.edu/studenthealth. Office hours are Monday through Thursday, 8:00 AM – 5:00 PM, and Friday 8:00 AM – 4:30 PM (closed daily 12:00 PM to 1:00 PM). On evenings, weekends, and holidays, when Student Health Services is closed, residents 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 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 UAB Hospital Emergency Department located on 18th Street South between 5th and 6th Avenues. (Students should consult their insurance policy for specific coverage.)

There are several clinics in the area, including UAB Medicine Urgent Care, 125 20th Street South, 205-801-5251, that are available to treat illnesses. Some of the clinics require appointments, and some see patients as necessary. Consult the Yellow Pages for a complete listing of clinics. (Residents should consult their individual policy for coverage of outpatient care). Residents who have no insurance coverage may use the services available through Cooper Green Hospital, 1516 6th Avenue South, 930-3200.

UAB HEALTHFINDER- 934-9999, is a service available to UAB students who need assistance in locating suitable health care. Regardless of health coverage, the qualified attendant will assess needs, including urgency and make an appropriate referral. The hours available are Monday through Friday, from 8:00 AM – 5:00 PM.

Laundry

Each residence hall has laundry facilities for residents' use only. Laundry facilities are centrally located in each residence hall. The laundry machines run on a "credit" system. To use a washer or dryer, residents input the number of the washer or dryer that they wish to use and swipe their UAB ONE Card. Each swipe will register as a credit being used (1 credit= \$1). Each load costs \$1 to wash and \$1 to dry. Each week, on-campus residents will receive six complimentary credits to use for laundry. Please note that credits do not roll over from week to week, similar to meal plan swipes. In addition, once laundry credits have been used, students may elect to use their Blazer Bucks by swiping their card like normal.

Credits will reset back to six on Monday mornings. Residents can check their laundry balance at www.uab.edu/onecard. Please note, one week after each semester, all loose or left behind clothing will be bagged and donated.

Please use the trash cans in the laundry room to keep it clean and orderly at all times. Please use caution when operating machines. Overloading machines can cause tears to clothes being washed, as well as create the potential for an electrical fire. Residents are encouraged to stay with their laundry: neither UAB nor the Office of Student Housing and Residence Life is responsible for lost or stolen articles. If a washer or dryer stops working, please post an "OUT OF ORDER" sign on it and notify the front desk. For a refund for money lost in the laundry machine, please visit our online work order site, www.uab.edu/fixit.

Mail Service

Mailboxes are located in the lobby area of each residence hall for delivery of U.S. Postal Service Mail. Although mailbox keys are issued by the Office of Student Housing and Residence Life, only postal officials have access to mailboxes. Upon moving out or changing rooms/halls, a change of address should be completed

Meal Plans

Fall and Spring meal plans are a combination of Meal Swipes and Dining Dollars.

Meal Swipes are accessed via your ONE Card and can be used at the Commons on The Green for all-you-care-to-eat meals. Individuals with Dragonfire plans have unlimited daily meal plan access (either 7 or 5 days per week depending on the plan chosen), and individuals with all other plans can use up to five meals per day. Meal swipes can also be used at any Simply to Go location through the "Take 3" program at the C-Store in Camp Hall and the newest dining location in the Business & Engineering Complex. For all plans, individuals may use one meal exchange at Simply to Go locations per meal period (Breakfast, Lunch, Dinner, and Late Night).

Upgrade: Individuals with Dragonfire plans are eligible to upgrade to MVP status for an additional \$100 per semester. MVP allows one meal swipe per day to be used at select UAB dining locations (WOW Café, Sandella's Flatbread Café, Jamba Juice, and the newest dining location in the Business & Engineering Complex) for a value of up to \$7.00. Any remaining balance can be paid with Dining Dollars, Dragon Cash, BlazerBucks, cash, or credit.

For all plans, individuals may use one meal exchange at Simply to Go locations per meal period (breakfast, lunch, dinner, and late-night). Individuals with Dragonfire plans are eligible to upgrade to MVP status for an additional \$140 per semester. MVP allows one meal swipe per day to be used at select UAB dining locations (WOW Cafe', Sandella's Flatbread Cafe', Jamba Juice, and the newest dining location at the Business & Engineering Complex) for a value of up to \$7. Any remaining balance can be paid with Dining Dollars, Dragon Cash, Blazer Bucks, cash or credit.

Meals on the Green & Gold plan will reset each week on Sunday night. Meals are exclusive to the meal plan holder aside from designated Guest Passes:

- Dragonfire and Gold Block Plans: You may use up to 15 meals per semester for your dining guests.
- Green & Gold Plan: You may use up to one of your meals each week for your dining guests.

and returned to the U.S. Post Office. Residents will not have access to mailboxes after checking out. Deliveries from florists, UPS, Federal Express, etc., should be sent to the building address. Deliveries to all six (6) residence halls will be automatically directed to the Package Office located in Blazer Hall. An email notification will be sent to the resident's UAB email account for pickup of these deliveries. It is the resident's responsibility to collect deliveries in a timely manner.

Maintenance

Any item in a room, suite/apartment, common space, or elevator which requires repair or maintenance should be reported through the UAB Housing Maintenance Request website (www.uab.edu/fixit). Residents can sign in with their BlazerID and strong password. Failure to report issues promptly may result in disciplinary action. Note: Residents may incur charges or fines for any damage repairs or replacement of items not previously noted on the Room Condition Form (RCF) completed during move in. The Office of Student Housing and Residence Life strives to address all maintenance concerns within two (2) business days whenever possible. The University reserves the right to allow staff members to enter any room/suite/apartment.

Dining Dollars may be used for guests at any time in the UAB Campus Dining destination.

Dining Dollars is a declining balance account that may be used for purchases (and guests) at any time at all UAB Campus Dining destinations. After each semester, any unused Dining Dollar funds will be removed from the individual’s meal plan account one day following the last day of final exams.

Meal Plan	Meals	Dining Dollars	Cost per Semester
Dragonfire 7 + MVP	7 days per week, unlimited	\$25	\$2030
Dragonfire 5 + MVP	5 days per week, unlimited	\$150	\$2030
Dragonfire 7	7 days per week, unlimited	\$25	\$1930
Dragonfire 5	5 days per week, unlimited	\$150	\$1930
Green & Gold	9 per week	\$600	\$1930
Gold Block 75	75	\$250	\$900
Gold Block 25	25	\$300	\$500
Dining Dollars	-	\$500	\$500

UAB policy requires that the following students be assessed a \$225 Campus Dining Fee (Dragon Cash) during fall and spring semesters:

- Students living on campus or under a UAB contract with an off-campus property.
- All undergraduate students taking twelve (12) or more credit hours who do not reside on campus.

Campus Dining Fee funds will be accessed through a student’s Dragon Cash account. Students must present their OneCard at the time of purchase to access their Dragon Cash funds. Funds in student Dragon Cash accounts will roll over through all three terms included in one academic year (i.e., fall to spring to summer). After the last class day of the summer semester, 25% of any remaining balance in student Dragon Cash accounts will be converted to Blazer Bucks and the remainder of the funds removed. Blazer Bucks is a declining balance account that can be used anywhere the UAB ONE Card is accepted. Deposits are optional and can be made at any time, in any amount. Blazer Bucks balances roll over continuously from year to year. Refund of any remaining Blazer Bucks balance is available by request after the student has left the University.

Any questions regarding meal plans should be directed to 996-0407 or visit www.uab.edu/dining for more information.

Pest Control

Each residence hall is treated for pest control regularly. If there are special problems, please complete a maintenance request through the UAB Housing Maintenance Request website: www.uab.edu/fixit. 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.). Residents play the most important role in pest control. Since loose garbage attracts insects and makes pest control difficult, place garbage in a sealed, plastic trash bag before throwing it out. Dispose of garbage and trash properly and timely in the designated area for the building.

One Stop

The One Stop aims to be every student’s first stop for information and assistance regarding financial aid, registration, and their student account. Students can contact the One Stop on the first floor of the HSC, Monday through Thursday, 8:00 A.M. -5:00 P.M, and Fridays 9:00 A.M – 5:00 P.M.

Students can also call, email, or visit the One Stop website: **(205) 934-4300, toll-free at (855) UAB-1STP (822-1787), onestop@uab.edu, <https://www.uab.edu/students/one-stop>.**

Reapplication

Since on-campus housing at UAB is limited, students should apply as early as possible, particularly if desired for the fall semester. Submitting a housing application does not guarantee a space for fall. Every effort will be made to inform applicants of availability. Application should be completed online at www.uab.edu/housing. Questions may be directed to studenthousing@uab.edu or by telephone at (205)996-0400. For first time applicants, a \$25 non-refundable application fee is due along with a \$250 prepayment of the room fees for the fall term. Returning residents are also required to submit a \$250 prepayment at the time of application. Prepayments will be applied towards the fall housing balance owed and are refundable through June 1. Applicants will also electronically sign a Student Housing Contract at the time of application and prepayment.

The Office of Student Housing and Residence Life appreciates students who want to return to housing the following academic year. All on-campus students during the spring are encouraged to reapply for fall housing during the priority period, normally in February of each year. Information and instructions for the reapplication process will be emailed out to students before reapplication to assist students with the reapplication process.

Residents are encouraged to familiarize themselves with this information in advance so they can be familiar with how to reapply for housing. Reapplication mistakes may result in losing the room, roommate, and/or hall preferences or forfeiture of priority status.

If current, on-campus students do not apply for fall housing during the priority period, these students forfeit their priority status. The Office of Student Housing and Residence Life reserves the right to make changes to any information stated here regarding the reapplication process in the interest of making the process smoother and more effective for everyone involved.

Recycling

Each residence hall has recycling bins to collect paper, plastic (nos. 1 and 2 only), and aluminum cans. Recycling bins are located on each floor and the lobby area of each building. Residents should make every effort to recycle as much as possible. When recycling, please take recycled goods to designated areas at least twice a week. This will prevent garbage build up in the apartment. Improper use of recycling bins will result in \$25 fine and possible referral to the Office of Student Conduct.

Residence Life Staff on Call

In order to ensure that a staff member is available to residents nightly and on weekends and holidays, each residence hall will have a Resident Assistant (RA) on call in the building Monday through Friday from 5:00 PM – 8:00 AM and 24 hours a day over the weekend. If residents need assistance when their RA is not available, they are to contact the front desk at their residence hall. In the event of an emergency in the hall, contact the UAB Police Department at 934-3535 (emergency), 934-4434 (non-emergency), and the RA on call.

Summer Accommodations

Camps/Conferences are housed in Student Housing residence halls during the summer term. Residents needing to remain on campus for the summer term may be relocated to other residence halls. The Office of Student Housing and Residence Life reserves the right to relocate any student to another room or building at the beginning of the summer term.

Utilities

All residence halls include utilities in the room fee with the exception of telephone service.

Vending Machines

Vending machines are provided in each of the residence halls. If a vending machine malfunction or a refund is needed, please contact the front desk.

SAFETY AND SECURITY

High priority is given to the security of residents, and this is the basis for policies regulating access into the residence halls.

Residents are required to carry their UAB ONE Card with them at all times and must surrender their UAB ONE Card at the request of a University official, Student Housing staff member, and/or desk assistant for identification purposes at any time. With the exception of NFRH, all of the halls are locked 24 hours a day and require a UAB ONE Card for entry. Lobby desks are operated 24 hours a day, Monday through Sunday. Entrance through doors marked Exit Only is not permitted.

Propping or otherwise obstructing exterior doors is prohibited. Residence Hall Staff monitors the access to the halls and enforces the visitation policy. These individuals are in communication with the UAB Police and Housing Precinct for immediate response to emergencies. Housing Police Precinct Coverage is through all the residence halls and surrounding areas 24 hours a day, seven (7) days a week.

Violation of this policy may result in a fine up to \$100.

Exit Doors/Propping

Residents found propping open any door to a residence hall will be held responsible for endangering the safety of the residents living within the community.

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, even if the doors open between floors. 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. In the event of inclement weather or a fire, do not use the elevator.

Emergency Notification System

UAB's diverse community requires multiple, overlapping means of communicating with the campus. Communication plans are reviewed frequently to consider alternatives and enhancements in technology. UAB's response would depend upon the situation but might include any or all of the following: web and internet, announcements to the media, emergency message through telephone and email to building administrators, and direct communication from officers on the scene. Targeted announcements to faculty, staff, and students appear on the BlazerNet portal. Emergency alerts appear also on the UAB home page. Messages are sent to cell phones via the UAB Emergency Notification System. (To register with the system, log on to BlazerNet and fill out the form found on the Student Resources tab in the Registration Tools channel and on the Employee Resources page in the Policies & Forms channel). Mass emails are sent to all students, faculty, and staff. In emergency situations, residents are expected to comply with the directions from University staff, emergency responders such as police, and emergency notification systems such as "B-Alert" and tornado sirens.

Assault

Residents who have been assaulted or have information regarding any type of assault should

contact residence hall staff or UAB PD for more information about dealing with the situation properly.

Fire/Bomb Threats

In the event of a fire/bomb threat, all residence hall buildings will be evacuated to protect the health and safety of the residents, guests, and visitors. When an alarm sounds, residents should assume there is an emergency and follow these steps:

1. Remain Calm.
2. Evacuate using the nearest safety exit stairway.
3. Do NOT use the elevators. Elevators will either automatically return to the first floor or the UAB Police will return them to the first floor.
4. Residents who cannot traverse stairs should exit through the main entrance if they are on that floor. If on a higher floor, these residents should report to the nearest stairwell and wait safely inside. Emergency personnel or Student Housing and Residence Life staff will help residents and guests waiting in the stairwell.
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 Residence Life staff member.

Inclement Weather

In the event of a tornado warning, all residence halls are marked as shelters. Follow the evacuation route in the building or go to the bottom two floors. Gathering points are marked with "Severe Weather Gathering Point" symbols:



Tornado Watch

This means that conditions are favorable for a tornado to form in the area. Please tune a radio or TV to a local station for information and advice from local authorities or the National Weather Service.

Tornado Warning

This means that one or more tornadoes have been sighted in the area and may strike at any time. TAKE SHELTER IMMEDIATELY when a tornado warning is issued. Jefferson County will sound a siren to warn of a tornado in the area and radio, and TV stations will also announce them. Basements, interior corridors, and underground shelters offer the best protection. If outside, lie flat in the nearest ditch, culvert, or low spot. Tornado sirens are tested on the first Wednesday of every month. In the event of a tornado on the test day, siren testing will be interrupted by an actual siren warning.

Winter Storms

During winter months, with the possibility of snowstorms, WBHM 90.3 FM 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 each semester. All persons inside the residence hall during emergency drills are required to evacuate the building. Failure to evacuate the residence hall for any reason, including sleeping through an alarm, may result in disciplinary action.

Fire Safety Equipment

All suites/apartments are equipped with smoke detectors. 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, or 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. If a smoke detector is detached from the wall for any reason, it is the responsibility of the resident to report it immediately. If not reported, all residents will be held responsible for tampering

with fire safety equipment and will be disciplined and/or fined.

Shelter In Place

Should the situation arise, the Office of Student Housing and Residence Life and/or "B-Alert," the UAB Emergency Notification System, may issue a "Shelter In Place" warning via text message and email. During this time, all residents and guests in a residence hall should report to their room, the room of their escort, or another safe place where they can close all blinds and lock doors. Residents should remain quiet in this room away from windows and doors until further instructions are disseminated and the warning lifted. Residents elsewhere on campus should find their closest safe spot and make no effort to return to their residence hall unless the hall is the closest shelter. Residents not on campus should not return to campus until the warning is lifted. Updates will be given through "B-Alert" and on the University homepage: www.uab.edu.

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 residence hall rooms/suites/apartments.
4. The storage or use of flammable liquid or substances is prohibited.
5. Fireworks are not permitted.
6. Electrical appliances (toaster ovens and deep fryers) 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 the buildings. Consult the UAB Department of Transportation Services for approved parking areas.
9. Bicycles may not be kept in hallways/stairwells, attached to fire equipment, or placed in any manner that interferes with exiting from the building.

10. Smoking is prohibited in all University buildings, including residence hall balconies.
11. In the event of a grease or food fire on top of the stove eye, do not attempt to lift or move the container. Instead, turn off the stove eye and cover the pot with a metal lid. If the container is inside the oven, turn the oven off and leave the door closed.
12. Halogen lamps and medusa lamps are not permitted in the Residence Halls.
13. Hanging anything from the ceiling and/or balcony is not permitted. This includes, but is not limited to: hanging lights, string lights, and hanging baskets.
14. String hanging lights are not permitted outside apartments/suites, including balconies.
15. Fog machines are not permitted in the residence halls. This includes using fog machines for decorative purposes.
16. Any use of portable space heaters must be approved by the Office of Student Housing and Residence Life.

Security & Identification Stickers

Residence Life Coordinators (RLCs) will place building-specific stickers on each resident's UAB ONE Card. Residents are expected to present their UAB ONE Card so that the picture and the building-specific sticker are visible to the staff member at the desk every time the resident enters the building. These stickers improve security and efficiency by allowing Residence Life staff to verify a student's residency without verifying the resident's information on the building's roster. If the sticker is altered or copied, any residents involved may be subject to the conduct process for inhibiting the safety and security of the residence hall's community. If the sticker becomes damaged or the UAB ONE Card is replaced, it is the resident's responsibility to procure a new sticker from the RLC. Anyone caught sneaking visitors into the residence hall may be fined and referred to the Office of Student Conduct.

Pandemic Influenza

In the event of a pandemic flu outbreak, the Office of Student Housing and Residence Life in conjunction with the University will communicate a response plan and up-to-the-minute, detailed information and instructions regarding classes, living arrangements, safe-guarding measures, and other relevant information for minimizing health risks to the campus community. Residents are encouraged to familiarize themselves with the concept of "social distancing" as it

will be employed as a first step in mitigating a localized flu outbreak.

Police Department

Residents who become a victim of or have witnessed a crime can contact the UAB Police Department at 911 from a campus phone. Residents who use cell phones to dial 911 will be routed to the Birmingham Police, who will contact UAB Police, which could delay response times. It is recommended that residents save the following phone numbers to their cell phones: for non-emergencies call 934-4434 and for emergencies call 934-3535.

Theft, Loss, or Damage of Personal Property

The University is not responsible for loss or damage to personal property of residents. It is recommended that each resident check their parent or guardian's homeowner's policy to see if it covers property in the residence hall. If not, The Office of Student Housing and Residence Life encourages residents to purchase renter's insurance. 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 of any suspicious persons immediately.

Theft Prevention

Most thefts result from residents' carelessness. By observing the following precautions, residents can help protect personal property.

- Lock doors when leaving—even for just a few minutes. Keep doors locked when sleeping.
- Never lend room/suite/apartment or mailbox key to anyone.
- Keep valuables in a safe place. Do not leave valuables in the open and/or unattended.
- Report suspicious persons to residence hall staff or the UAB Police (934-4434).
- Do not prop locked outside doors and stairwell doors. Be certain they close and lock after exiting.
- Residents should not hold doors open for anyone other than the guests for whom they are responsible.
- Do not remove security clips from windows.
- Report lost One Cards to One Stop immediately. Submit an online work order at www.uab.edu/fixit for any lost residence hall keys.
- Report lost keys to Residence Life staff immediately.

- Keep vehicles locked at all times.
- Do not leave valuables in plain sight inside a vehicle.
- Report damage, loss, or theft of vehicles or property within vehicles to UAB Police immediately.

Violence

The Office of Student Housing and Residence 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 with no refund of the semester’s housing fees. Referral and enrollment in an anger management course at the cost of the resident. The Office of Student Housing and Residence Life, at its discretion, may refer residents being charged to the University’s Student Conduct Officer for additional investigation and sanctions.

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

Weapons, Firearms, and Explosive Devices

The University prohibits the possession, transportation, and use of firearms and other dangerous weapons on campus, including the residence halls. This policy applies to all persons on campus, including faculty, staff, students, contractors, patients, and visitors. University students may not possess firearms at any time on campus (except as expressly authorized by the University Police

Department). Dangerous weapons are not allowed on campus at any time. Any dangerous weapons may be confiscated. Other dangerous weapons include, but are not limited to, stun guns, asps, tasers, bowie knives, daggers, slingshots, crossbows, leaded cans, switchblade knives, nunchucks, blackjacks, metallic knuckles, etc. Residents possessing these items may be removed from the residence halls. Persons on campus and in violation of University policy are trespassers and may be dealt with accordingly, including, but not limited to, being removed from campus and receiving a written directive to remain off-campus. Student violations may be addressed in accordance with the Non-Academic Student Conduct Policy as well as other applicable policies and may include sanctions, up to and including removal from the residence hall and expulsion.

Note: “Campus” means all property owned, leased or controlled by the University and any affiliated foundation or health care entity, including buildings and outdoor premises, such as parking lots and other outdoor property. “Dangerous weapon” is defined to include: any device that shoots or delivers a bullet, BB, pellet, arrow, dart, flare, electrical charge, or other projectile, whether loaded or unloaded, including those devices powered by CO2, any explosive device, including fireworks, any instruments/devices that are designed or may be used as a weapon to injure or threaten another individual, including non-culinary knives with a blade greater than four (4) inches, a firearm, as defined herein, is not included in this definition of dangerous weapon. “Firearm” means a pistol, handgun, rifle, or shotgun, and any ammunition.

A gun permit does not authorize a resident or visitor to bring firearms into a Residence Hall at any time (except as expressly authorized by the University Police Department “UPD”)

RESIDENCE HALL CONDUCT

The purpose of the University of Alabama at Birmingham (“University”) student conduct process is to support the vision, mission, and shared values of the University and the tenets of the University’s creed, The Blazer Way. Through a student-focused and learning-centered lens, the process strives to uphold individual and community standards; foster an environment of personal accountability for decisions; promote personal growth and development of life skills; and care for the well-being, health, safety, and property of all members of the University community.

The Student Conduct Code (“Code”) describes the standards of behavior for all students and student organizations and outlines students’ rights and the process for adjudicating alleged violations. It is set forth in writing in order to give general notice of non-academic prohibited conduct. The Code should be read broadly and is not designed to define non-academic conduct in exhaustive terms. All students and student organizations are expected to conduct themselves in accordance with the Code. The current version of the Code, which may be revised periodically, is available from the Office of Student Conduct & Outreach or online.

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 because they disrupt the development of a positive community atmosphere and infringe on the rights of the other residents. It is the resident’s responsibility to be familiar with and abide by the guidelines that have been established. Residents will be held accountable for their actions and the actions of their guests if they fail to adhere to these guidelines. Infractions of residence hall policies and regulations may result in disciplinary action, including dismissal from the residence hall. The Office of Student Housing and Residence Life has a responsibility to the resident and the community and will not hesitate to terminate the Student Housing Contract of a resident who disrupts the welfare of the residence hall community. Residents cited for violating any Student Housing policies will be notified electronically to their UAB email account through Maxient, the Office of Student Housing and Residence Life’s official conduct notification system.

Residence Hall Regulations

Residents living in the residence halls are subject to the Student Conduct Policies and Procedures found in the UAB Student Code of Conduct. In addition to the Student Code of Conduct, residence hall residents are also subject to the policies and procedures contained in this handbook.

Residence Hall Conduct 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) may be adjudicated by the Office of Student Conduct. A resident will be notified by a staff member in the Office of Student Conduct of an

alleged violation via email, through Maxient, the University’s official conduct-notification system.

If the Director of Student Conduct and Outreach or designee initiates the Conduct Procedures, a University Conduct Officer will deliver a written notice of referral to the Responding Party via the Responding Party’s official UAB email. The notice of referral will include the following:

- a. notice of the alleged violation(s) of the Code;
- b. information regarding next steps in the Conduct Procedures (e.g., a request that the Responding Party participate in a meeting with a University Conduct Officer to discuss details related to the alleged violation(s), or a referral to an investigation);
- c. a statement indicating that the Responding Party has the right to have a Support Individual present during the Conduct Procedures; and
- d. if a meeting is requested, notice that the Responding Party is required to respond to the meeting request within three (3) business days of delivery of the notice of referral.

A resident will be considered “notified” when Maxient sends them an email concerning the incident. It is the resident’s responsibility to check their email regularly and respond promptly. Student Housing and Residence Life or the Office of Student Conduct is not responsible for technological errors or residents not checking their email. A business day is defined as a day when the business offices of the University are in operation. It is the residents’ responsibility to schedule a Conduct Hearing with the Conduct Officer or designee. If the proper person(s) responsible cannot be identified after a reasonable effort is put forth, a community or the persons present when the incident occurred may be held responsible. In addition to the Residence Hall conduct procedures defined above, violations of local, state, and federal codes and statutes are subject to criminal prosecution in the appropriate court.

Hearing

If the case is not resolved through a Joint Resolution or an In Absentia Resolution, the University Conduct Officer shall refer the case to a Hearing. The University Conduct Officer may modify the alleged violation(s) based on information provided before or during the Joint Resolution process.

The scheduling of a hearing may be delayed at the discretion of the Director or designee due to reasons including, but not limited to, if the alleged violation(s) occurs close to the end of an academic term, in the event of the reasonable need of the Responding Party for additional time to gather information for the Hearing, or upon request of the Responding Party due to extenuating circumstances.

At any time before the scheduled hearing, the Director of Student Conduct and Outreach or designee may offer or accept a Joint Resolution.

Please visit the UAB Student Code of Conduct for more information about the Conduct Hearing.

Right of Appeal Guidelines *(Excerpt from the UAB Student Code of Conduct)*

Within five (5) days after delivery of the written notice of the outcome, the Responding Party may submit written rationale for the appeal of the determination on finding(s) and/or the determination on sanction(s) to the Director via an online form available from the Office of Student Conduct & Outreach. In extenuating circumstances, an extension of time may be granted by the Director of Student Conduct and Outreach. A request for an extension of time must be made in writing and approved by the Director of Student Conduct and Outreach.

The appeal must clearly state the grounds on which it is based and present specific reasons or justifications to support the appeal. Appeals will be considered if based only on the following grounds:

- a. a specified procedural error(s) occurred that significantly impacted the outcome of the Hearing;
- b. new information exists that was not known or could not have been known at the time of the Hearing and could substantially impact the determination on findings and/or sanction(s);
- c. the determination on findings was not based on substantial information, that is, whether there

were facts that, if believed by the University Conduct Board or Administrative Hearing Officer, were sufficient to establish that a violation(s) of the Code occurred; or

- d. there is no reasonable basis for the sanction(s) and/or the sanction(s) is not proportionate to the severity of the violation(s).

For more information about the Appeal Process, please view the UAB Student Code of Conduct.

Student Housing and Residence Life Appeal Process

A decision reached by a member of the Student Housing and Residence Life staff (for an incident adjudicated through Student Housing and Residence Life) may be appealed by the accused student/appellant to an administrative review within three (3) business days of the date the decision notice is delivered to the student's mailbox or email account (documentation for proof of delivery is required). The written appeal request must include what is being appealed (decision and/or sanctions).

A resident may appeal a Student Housing and Residence Life imposed decision explicitly stating one of the following:

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 at the original hearing in spite of all due diligence of the proponent. If this is the case, the resident's appeal is for a new hearing and their letter needs to state the new evidence as well as a request for a new hearing based on the evidence.

Conduct Sanctions

One or more of the following sanctions may be imposed on a Student found responsible for a violation(s) of the Code.

1. Conduct Warning – Formal written warning that the Student's behavior was unacceptable and that if the Student is subsequently found responsible for a violation(s) of the Code, more severe sanctions could result.
2. Conduct Probation – A status in which the Student is deemed not to be in good conduct

standing with the University for a specified period of time. Conduct Probation does not affect the Student's academic standing (i.e., the Student may continue attending the University), is not shared with instructors, and is not notated on the Student's permanent academic record. If the Student is subsequently found responsible for a violation(s) of the Code while on Conduct Probation, more severe sanctions, including Conduct Suspension or Expulsion, could result. Conditions restricting the Student's participation in University activities may also be imposed.

3. Conduct Suspension – Separation of the Student from the University for a specified period of time. During the Conduct Suspension period, the Student is administratively banned from the University and may not be present on University Premises (excluding UAB Medicine and UAB Health System Foundation facilities unless otherwise specified); attend or participate in classes; access various University electronic systems; or participate in Student Organizations or any University-sponsored activity. Violation of the terms of Conduct Suspension may subject the Student to additional sanctions pursuant to Section V.H.2. and Section V.R.1. of the Code or criminal action. The Student will be automatically withdrawn from registered courses based upon the effective date of the Conduct Suspension. The Student will be responsible for any financial obligations to the University but may be eligible for a refund of tuitions and fees based upon the effective date of the Conduct Suspension and the University's Institutional Refund Policy. Notation of the Conduct Suspension will appear on the Student's permanent academic record and will remain until the end of the Conduct Suspension period.
4. Expulsion – Permanent separation of the Student from the University. The Student is administratively banned from the University and may not be present on University Premises (excluding UAB Medicine and UAB Health System Foundation facilities unless otherwise specified); attend or participate in classes; access various University electronic systems; or participate in Student Organizations or any University-sponsored activity. Violation of the

terms of Expulsion may subject the Student to criminal action. The Student will be automatically withdrawn from registered courses based upon the effective date of the Expulsion. The Student will be responsible for any financial obligations to the University but may be eligible for a refund of tuitions and fees based upon the effective date of the Conduct Suspension and the University's Institutional Refund Policy. Notation of the Expulsion will appear on the Student's permanent academic record until the date the Expulsion is rescinded, if it is rescinded. The Student may petition the Vice President or designee in writing for the Expulsion to be rescinded, but not earlier than five (5) calendar years from the effective date of the Expulsion.

5. Removal from University Housing – Loss of the privilege of living in University housing. Removal may be for a definite period of time not less than the remainder of the semester in which the Removal is imposed or for an indefinite period of time. If the Removal is for an indefinite period, the Student may petition Executive Director for Housing and Dining in writing for restoration of University housing privileges, but not earlier than one (1) calendar year from the effective date of the Removal. The Student will be responsible for any financial obligations to the University as set forth in the student housing contract between the University and the Student.
6. Post-Enrollment and Post-Graduation Sanctions – A Student who is found responsible for a violation(s) of the Code, but who graduates from the University before imposition of a sanction, is subject to (a) rescindment of any degree awarded; (b) temporary or permanent withholding of the degree or the transcript for any degree earned, regardless of whether the degree has been awarded; and/or (c) having sanction(s) imposed as a condition of re-enrollment at the University.
7. Additional Sanctions – The following sanctions may be imposed in addition to those listed in the UAB Student Code of Conduct:
 - a. restitution for actual financial loss incurred by an individual or the

- University as a result of the Student's violation(s);
- b. exclusion and/or administrative ban from all or a portion of any University Premises or any University-sponsored activity, as specified in the sanction, for a definite or indefinite period of time;
- c. reassignment to another University housing location or facility;
- d. an administrative no contact order with an individual(s);
- e. community service and/or participation in educational programs;
- f. restitution for expenses incurred by individuals or the University as a result of providing educational programs or other educational experiences related to the violation(s);
- g. Loss of Privileges: Denial of specific privileges for a period of time;
- h. parental/guardian notification, pursuant to the University's Student Records Policy; or
- i. any other appropriate sanction as determined by the University Official appointed to resolve the case.

University Disciplinary Action

In addition to policy violations being addressed through the process outlined above, the Office of Student Housing and Residence Life, at its discretion, may refer the residents(s) being charged to the University's Student Conduct Office for additional investigation and sanctions. These sanctions will be in addition to the sanctions imposed by the Office of Student Housing and Residence Life and may include, but are not limited to, University probation, suspension, or expulsion. It is the responsibility of the resident to respond to any and all correspondence from the Student Conduct Office.

Release of Conduct Information

Provisions of the Family Educational Rights and Privacy Act of 1974 (FERPA), as amended, by the Higher Education Amendments of 1998, govern access to a student's academic transcript or conduct file. The student and/or those university officials who demonstrate a legitimate educational need for conduct information may have access to the student's conduct file. Parent(s)/guardian(s) who provide proof that a student is a dependent as

defined in Section 152 of the Internal Revenue Code of 1954 are allowed access to the student's conduct file without written consent of the student. In this case, parent(s)/guardian(s) may also have access to a conduct file even if the student has requested otherwise. A copy of the last federal income tax return listing the student as a dependent will serve as proof of dependency.

In addition, parent(s)/guardian(s) may be notified if a student under 21 years of age is found responsible for a violation involving use or possession of alcohol or other drugs. All other inquiries, including, but not limited to, inquiries from employers, government agencies, news media, family, friends, or police agencies, require a written release from the student before access to University conduct files is granted. An exception to the foregoing is that information may be released pursuant to a lawfully issued subpoena and as otherwise provided by the Campus Security Act as amended by the Higher Education Amendments of 1992.

The Campus Security Act permits higher education institutions to disclose to alleged victims of any crime of violence (murder and manslaughter, forcible sex offenses/non-forcible sex offenses, robbery, aggravated assault, burglary, motor vehicle theft, arson, destruction/damage vandalism of property) the results of the conduct proceeding conducted by the institution against an alleged perpetrator with respect to such crime.

The Campus Security Act also requires that both the Respondent and the Complainant be informed of the result of campus conduct proceedings involving a sexual assault.

A student may file a complaint with the U.S. Department of Education, Family Policy Compliance Office, concerning alleged failures by the university to comply with the requirements of FERPA.

Summary Dismissal

Summary dismissal is the immediate dismissal of an individual from Student Housing, as authorized by the Assistant Director of Residence Life, when the continued presence of the student in housing constitutes a threat to the health, safety, or well being of themselves, other students, or the housing facilities. At the time a student is summarily dismissed, the resident will be informed of their

right to a hearing in accordance with the Conduct Process. The resident 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.

Termination of Student Housing Contract

The University of Alabama at Birmingham will not refund residents' unused portion of the Student Housing Contract fees when termination results from dismissal for behavioral cause. The residential living experience has the ability to enhance academic success and the general feeling of satisfaction; the total residential experience balances comfortable facilities, a comprehensive residence life 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. The policies and procedures contained in this section have been written in an effort to provide a living environment that is supportive of academic pursuits. The policies also reflect a need to be supportive of local, state, and federal laws. In addition to knowing Student Housing and Residence Life policies, residents are encouraged to become familiar with the Student Handbook. Disregard for others, including UAB and the Office of Student Housing and Residence Life policies, procedures, or regulations, may result in a referral to the Student Conduct Office.

POLICIES AND PROCEDURES

Abandoned Property

Abandoned property will be disposed of as provided by law.

Alcohol

Blazer Hall, New Freshman Residence Hall, and any other designated freshman apartments/suites are substance-free areas. Alcohol is not allowed in these locations, whether the resident or guest is of legal age or not.

1. The use of alcoholic beverages must comply with federal, state, and local laws, including the regulations of the Alabama Alcoholic Beverage Control (ABC) Board. Use of alcoholic beverages must also comply with University regulations (see the Student Code of Conduct). Violations of the law or failure to comply with University policy may result in civil and/or University action with a minimum sanction or automatic probation.
2. Alabama State Law prohibits purchasing, consuming, or serving 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. Underage residents/guests are expected to know and understand state and federal laws as well as UAB Student Housing policies as they pertain to alcohol.
4. Alcoholic beverages may not be stored, consumed, or served in public areas or in the common areas of apartments where underage residents reside and/or are present. Public areas are generally defined as hallways, stairwells, entranceways, lobby areas, lounges, recreation areas, or outside areas such as parking areas or sidewalks on University property.
5. Alcoholic beverages may be possessed and consumed by a person of legal age inside the resident's apartment with the exception of Blazer Hall, New Freshman Residence Hall and identified freshman apartments in other buildings.
6. 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.
7. Decorative container collections (e.g. bottles, cans, bottle caps, etc.) are not permitted.
8. Residents 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 the conduct process.

Bicycles

Bicycle racks are located near each residence hall. Bicycles may not be chained to trees, signposts, railings, or any other University property other than the bicycle racks provided. Upon mutual consent of roommates, bicycles may be stored in common area of residence hall rooms of Blount, Camp, Denman and Rast Halls provided the exit from the room is not obstructed. Bicycles may not be kept in hallways/stairwells, attached to fire equipment, or placed in any manner that blocks building exits. Blazer Hall and New Freshman Residence Hall do not permit residents to store bicycles in the building. Bicycle hooks or other physical alterations to the ceilings, walls, closets, or furniture may not be made to accommodate bicycle storage. Bicycle hooks or other physical alterations found in rooms will be removed at the resident's expense. Pedals and other protruding parts may scratch walls and cause personal injury to others.

When transporting bicycles indoors, avoid tracking dirt into the hall and causing congestion. Residents may not ride bicycles indoors. Violations of the Bicycle Policy may result in disciplinary action and loss of privilege to store bicycles indoors. The owner of the bicycle will be responsible for all expenses and fines associated with facilities damage and/or removal of the bicycle.

At the conclusion of the spring semester, all bicycles must be removed/relocated from racks around any residence hall not housing students during the summer semester. Student Housing will tag all remaining bicycles approx. 10 days before commencement to encourage residents to make arrangements to get their bicycles to a safe place for the duration of the summer. Any bicycle left after move out will be considered abandoned. Student Housing reserves the right to remove any bicycles considered abandoned from racks and dispose of them according to the abandoned property policy. The University is not liable for any damage caused to locking mechanisms during removal.

Business from Rooms/Suites/Apartments

Student Housing 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 the residence halls. Residents are not permitted to post signs on the doors to their suites/apartments to solicit business for goods or services.

Community Disruption

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, rollerblading, bouncing balls, pranks, horse playing, or any activity that hinders the educational community. See also, Quiet Hours.

Computer Software Copying and Usage

No illegally obtained or illegally copied ("pirated") computer software is allowed at UAB. UAB and Apogee, Student Housing's internet provider, will not condone illegal copying of computer software nor the use of illegally copied or obtained computer software. Any questions regarding computer usage within the Residence Halls should be directed to UAB Student Housing's Apogee Program Coordinator. Should you be caught illegally copying, distributing, or using any software you will be subject to the Student Housing Conduct Process and the loss of your internet privileges.

Documentation

The Office of Student Housing and Residence Life staff are instructed to thoroughly document all violations of University policy, whether or not formal disciplinary action is appropriate at that time. Upon request, residents documented for policy violations may receive a copy of reports pertaining to the incident. Any resident wishing to review their documentation should contact the Assistant Director of Residence Life.

Eligibility

Access to Student Housing is limited to students who are admitted to UAB and not on academic or disciplinary suspension. As an additional eligibility requirement, an undergraduate student must be enrolled for 12 credit hours each term and graduate students for nine (9) credit hours per term. The Summer Term is treated under a separate contract. The resident will be required to satisfy these eligibility standards through the term of their contract and to inform the Office of Student Housing and Residence Life of any changes in their status, which may affect their eligibility. Exceptions must be approved by the Associate Director of Student Housing and Dining or their designee. As space allows, the Office of Student Housing and Residence Life may grant eligibility to Graduate and Professional Students, Interns, Residents, and Post-Doc Fellows after verifying that person's affiliation with the University.

Email

All residents are required to have a UAB Blazer ID email account. Per UAB's policies, the Office of Student Housing and Residence Life uses this as an official form of communication. Failure to keep up with email correspondence could result in missing important notices, updates, deadlines or schedules, and/or policy changes/updates. It is the residents' responsibility to read all Student Housing email correspondence. Any appeals to the Office of Student Housing and Residence Life based on not seeing, reading, or adhering to information provided in an email will be denied. Student Housing utilizes EMMA, a web-based email service to communicate with students. Students are encouraged to adjust their email settings to prevent EMMA emails from going to their junk/clutter folders. The Office of Student Housing and Residence Life's official conduct notification system is Maxient, which notifies residents via UAB email accounts regarding conduct matters. Residents are responsible for all official correspondence.

Facility Reservation and Usage

First preference for all Student Housing and Residence Life spaces (Blazer RLC, NFRH: Underground, Steel City Lounge, Cahaba Rooms, Rast/Blount Lawn, and Blount Gazebo) is given to UAB Student Housing and Residence Life. UAB Departments and registered student organizations may request to reserve these spaces; however, approval is at the discretion of the Director of Residence Life. Some areas taken into consideration is the purpose of the event, whether it is open to all residential students, and how residential students will benefit from the program, event, or activity.

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 Office of Student Housing and Residence Life. The University reserves the right to remove hazardous or unsightly items.

Harassment

Harassment is defined as an attempt made to threaten another person(s) physically, emotionally or mentally by using verbal language, or electronic communication, including, but not limited to, text messaging and social networking sites. For further information on UAB's Policy on Sexual Harassment and Sexual Misconduct, please visit uab.edu/titleix. Harassment involving any UAB student is not tolerated and is grounds for disciplinary action. The Office of Student Housing and Residence 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 will be subject to disciplinary action.

Sexual Misconduct

Sexual misconduct is any physical contact or other non-physical conduct of a sexual nature in the absence of clear, knowing and voluntary consent, but not limited to:

- A. Non-consensual sexual intercourse, defined as any sexual penetration (anal, oral, vaginal), however slight, with any body part or object, by any person upon another person that is without consent and/or force.
- B. Non-consensual sexual contact, defined as any intentional sexual touching, however slight, with any body part or object, by any person upon another person that is without consent and/or by force.
- C. Sexual exploitation, defined as taking non-consensual, unjust or abusive sexual advantage of another for their own advantage or benefit, or to benefit or advantage anyone other than the one being exploited.

- D. Sexual harassment of any person, defined as unwelcome, gender-based verbal or physical conduct that is sufficiently severe, pervasive and objectively offensive that it unreasonably interferes with, limits or deprives someone of the ability to participate in or benefit from the University's educational program and/or activities and is based on power differentials, the creation of a hostile environment or retaliation.

Health and Safety Inspections

The Office of Student Housing and Residence Life expects all rooms/suites/apartments to maintain basic health and safety standards at all times. Student Housing Staff inspects all rooms/suites/apartments to ensure compliance with basic health and safety standards. These inspections are conducted monthly and are unannounced. Residents whose suite/apartment does not pass inspection have at least 48 hours to correct infractions. A second inspection will occur after 48 hours. If the suite/apartment fails to pass the second inspection, a \$25 fine will be added to each resident's student account. Failure to correct these infractions after further inspections may result in referral to the conduct process. Repeated failures can result in probation and/or the termination of a resident's Student Housing Contract. Conflicts between roommates regarding shared cleaning responsibilities must be resolved before the beginning of the inspection process. Notification of pass/fail will occur by written notification either by a Health and Safety Inspection sheet or email.

The Office of Student Housing and Residence Life staff may confiscate personal items causing a health and safety violation or in violation of a Student Housing policy, including, but not limited to, alcohol, drugs, weapons, candles, and appliances left on like an iron or curling iron. Confiscations may also occur inside of health and safety inspections. The following is a list of expectations for Health and Safety Inspections:

- Floors must be swept, mopped, and cleared of objects that may obscure a pathway for entrance or exit. There must be a clear pathway from the door to the window and, where applicable, balcony door.
- Dishes must be washed.
- Food in the refrigerator and freezer must be covered or in a closed container.
- Trash must be taken out regularly.
- Bathtubs and sinks must be cleaned regularly to prevent soap scum and mildew.
- Any other policy violations will be noted and sanctioned during health and safety inspections.

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 or controlled drugs. These drugs are strictly prohibited in Student Housing. Residents in violation of this policy may lose Student Housing privileges and be disciplined by the University in accordance with its policies. Residents in violation of this policy also face criminal prosecution. The Office of Student Housing and Residence 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 Office of Student Housing and Residence Life's drug policy may result in the following sanctions:

- Termination of Student Housing Contract.
- Referral to the Counseling Office or Substance Abuse Agency.
- Referral to the Office of Student Conduct for further sanctioning, including possible suspension or removal from UAB.

Residence Life staff members also have authority to conduct a "plain view" search of 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 any illegal substances found in the suite/apartment or area. UAB PD will determine if further action is necessary.

Posting

Only Student Housing staff members may post and remove banners, posters, flyers, and other printed materials in the residence halls. Residents are not permitted to post signs on the doors to their suites/apartments to solicit business for goods or services. The distribution of flyers or any other promotional materials within the residence halls and/or parking lots/decks is prohibited.

Advertisements from recognized student clubs/organizations may be submitted to the Office of Student Housing and Residence Life. These advertisements can come in the form of either (1) one banner/poster for posting in each lobby area of the residence halls (6) or (2) one flyer (8½" x 11") per staff member or floor (85). If a banner or poster and flyers are submitted, The Office of Student Housing and Residence Life may use discretion in what will be displayed, based on space in the buildings. Advertisements left with the Department that are beyond this number or in different forms risk being disposed of at the discretion of the Department. In order to keep halls tidy and to ensure advertisements are seen, flyers and posters will be displayed for no more than two weeks. Student Housing staff will use their discretion when displaying flyers, posting them no sooner than two weeks before an event date and removing flyers with no end date after two weeks. Residents are encouraged to see the TV screens in the building lobbies for announcements and other postings. During USGA elections, candidates must follow posting policies for campaign materials. All candidates should consult with the USGA advisor for posting regulations.

Noise

Since one of the purposes of the University is to foster learning, the Office of Student Housing and Residence Life and its staff promote and uphold a quiet environment, respecting a resident's right to study and sleep in their assigned room/suite/apartment without disruption. Therefore, noise or other distractions that interfere with this right are prohibited. The Department also realizes that community living 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 lowered. In order to properly balance a resident's rights to quiet and the noises associated with community living, the halls uphold the following policies regarding noise.

- **Quiet Hours:**
 - A. 8:00 PM – 9:00 AM Sunday through Thursday and from midnight to 9:00 AM Friday and Saturday.
 - B. Quiet Hours are enforced both inside and outside of the residence halls.
 - C. Loud conversation, loud music, or any other interference is prohibited.
 - D. If a resident's right to sleep or study during Quiet Hours is violated, the student should:
 - a. Politely ask those causing the disturbance to stop.
 - b. If the noise continues, tell a Desk Assistant, Resident Assistant, or the Residence Life Coordinator while the noise is still occurring.
 - E. During the week before, and continuing through final exams, 24-hour Quiet Hours are enforced in the residence halls, the Residence Life Center and designated study areas.
 - F. Rast Hall and Blazer Hall have a study room where quiet is observed at all times. 24-hour quiet hours will be observed year-round in all designated study areas.
- **Courtesy Hours:**

Courtesy hours are in effect at all times. It is important that residents are aware of their responsibility to monitor their behavior, regardless of the time of day, so as to not interfere with other residents' right to sleep or study in their own rooms. This includes noise both inside and outside, whether part of an organized activity or not. If a staff member asks residents to lower their volume, compliance is expected. Those who violate this policy will be subject to the conduct process.
- **Amplified Sound:**

Residents must be respectful when playing stereos or other audio equipment in the residence halls. Stereos and studio 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 expectations will result in the immediate removal of the stereo or audio equipment from suites/apartments/rooms and/or further disciplinary action.

Smoking

UAB is dedicated to providing a smoke-free campus inside and out of their buildings. This includes all of UAB's residential facilities. Smoking (including but not limited to cigarettes, cigars, cigarillos, smokeless tobacco/vaping, electronic cigarettes, pipes, bidis, and hookahs) is not permitted in the residence halls, including balconies, vestibules, etc. If a resident is found in violation of smoking on a balcony, the balcony door will be locked and an administrative charge will be assessed to the resident(s)' student account for securing the door. The resident will also go through the Student Housing conduct process. The door will remain locked until the resident(s) vacates the apartment. Smoking a hookah is not permitted in the residence halls. Hookahs may not be used for decoration in common areas of suites/apartments, i.e. living rooms, hallways, and study lounges. Residents with hookahs are required to store them in their bedrooms. Hookahs left in plain sight may be subject to inspection for residue and possible confiscation.

Solicitation

Door-to-door solicitation is not permitted in the residence halls. The distribution of flyers or any other promotional materials within the residence halls and/or parking lots/decks is also prohibited. If a resident encounters solicitors, the student should ask the solicitor to leave the building immediately, then contact a Student Housing staff member or the front desk.

Vandalism

There is no acceptable excuse for damaging, altering, replacing, or removing University or another's personal property. Any resident who commits an act of vandalism will be charged for the damage and will face strict disciplinary action, up to and including dismissal from the residence hall.

Visitation/Visitors

Visitors are permitted in the residence halls 24 hours a day. Residents who entertain visitors are expected to maintain standards of appropriate, group-living behavior. A 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. All residence halls have 24-hour desk coverage. Residents must sign in visitors at the front desk of each residence hall. Proper sign in for all residence halls includes room number and name of the resident, name of the visitor, and arrival and departure time.

Visitors and residents must present a university ID or valid photo ID with date of birth to the staff person on duty at the front desk when signing in. Each visitor must be signed in every time the student enters the hall. Residents must accompany their visitors at all times. All visitors must obey all Student Housing and University rules and regulations. The Office of Student Housing and Residence Life reserves the right to limit the number of guests each resident, apartment, and/or suite can entertain at a time.

Each resident may have four (4) overnight guests in a calendar month. An overnight guest is defined as a guest staying more than a total of 5 hours between midnight and 8 am. Resident must fill out the Overnight Form online prior to guest arriving. Roommates must give consent to the overnight guest by approving the Overnight Form. Once all roommates have consented the resident will receive a confirmation email which they must present to the front desk. If the Overnight Form is not properly and completely filled out, then the resident with the overnight guest will be referred to the conduct process. Residents without roommates must still fill out the Overnight Form and are still limited to their respective number of overnight guests per calendar month. Please note that cohabitation is not permitted in the residence halls. Cohabitation is defined as visitors residing with a resident in excess of the four (4) allowed nights in a calendar month. Any resident found having an individual (other than roommates assigned by the Office of Student Housing and Residence Life) living with them is subject to immediate eviction.

The Office of Student Housing and Residence Life reserves the right to distinguish visitors from residents. Student Housing reserves the right to impose further restrictions through the conduct process for actions and patterns of behavior that follow these policies but still disrespect the rights of a roommate(s).

Underage Guests

For the safety and security of small children and the privacy of the residents, persons under the age of 16 are only permitted in the residence halls for a maximum of 4 hours between the hours of 10:00 AM and 8:00 PM. All underage guests must be accompanied and supervised by a nonresident parent or guardian for the duration of their visit. If a resident is planning to have an underage guest, they must fill out the Underage Guest Form. Residents can fill out this form at the front desk of their respective residence hall. The Underage Guest Form should be completed and approved before the underage guest's arrival, when practical. Under no circumstances will an underage guest be permitted to stay overnight in the residence halls. The parent or guardian of an underage guest may request an extension of the hours or time limitations for visits by contacting the Director of Residence Life in advance of the visit. Such requests will be granted only in limited circumstances, based on the need and reason for the visit.

Married Housing

Married housing may be provided upon presentation of a valid marriage certificate, based on availability. At least one member of the marriage must be a current UAB student. A formal application to request married housing must be completed through the Housing Office at least sixty (60) days before planned residence.

Gender Inclusive Statement

Student Housing and Residence Life is committed to making the residence halls a welcoming place for students of all sexual orientations, gender identities, and gender expressions. As such, Residence Life supports the academic and social success of all its residents. Within our community of residence halls, Residence Life affirms that one's full self should be valued and respected. Each year, residence hall staff are educated about the needs and concerns of Queer and Trans students. Residence Life is committed to connecting students to LGBTQ campus and community resources to foster personal, academic, and social growth.

Gender Identity/Expression

UAB Student Housing and Residence Life seeks to meet a range of student needs, which can include those related to physical ability, gender identity/expression, and medical conditions. To provide support to students who, for whatever reason, need special accommodations due to gender identity/expression, UAB Student Housing and Residence Life needs to know that a student requires such accommodations. Current and incoming residence hall students with concerns of any kind relating to their gender identity/expression are urged to identify themselves to UAB Housing staff. Staff will not ask for more information than is required to meet the students' housing needs and all disclosed information will be kept strictly confidential.

Recognizing that students are not all alike, UAB Student Housing and Residence Life addresses concerns on a case-by-case basis. We are committed to providing reasonable accommodations to students in need. Every attempt will be made to give each student a safe and comfortable housing assignment. We will partner with the student to determine eligibility and identify reasonable accommodations to promote academic and personal development and enhance a successful residential experience.

Student Housing and Residence Life is here to answer your questions and to provide you with a personal and private assessment of our available housing options. Please contact our office if you have specific questions regarding your needs and concerns. We will work with you to help you understand the housing options available to you. Also, please keep in mind, the earlier our office can consider any questions or issues that you raise, the more flexibility we will have in assisting you with exploring different housing options.

UAB is committed to providing an environment that is free of bias, discrimination, and harassment. Title IX's sex discrimination prohibition extends to discrimination based on gender identity or failure to conform to stereotypical notions of masculinity or femininity. For more information about Title IX, policy, reporting, protections, resources, and supports, please visit <http://www.uab.edu/titleix> for UAB's Title IX Policy.

Support and Resources

There are resources on campus to help you address your concerns, answer your questions, or to find a space to discuss your needs. We invite you to make use of these resources and we encourage you to contact any of these offices for assistance.

Student Housing and Residence Life

205.996.0400

studenthousing@uab.edu

Student Multicultural and Diversity Programs

<https://www.uab.edu/diversity>

205-975-8673

diversity@uab.edu

SafeZone: <https://www.uab.edu/safezone>

uabsafezone@uab.edu

SafeZone is a peer leadership and education group that provides education for all UAB students. Customized group training and general open training are held throughout the year, each semester.

Office of Student Outreach

205-975-9509

uab.edu/students/outreach

Bias Incidents

Student Housing and Residence Life values a diverse community where all members are able to participate fully in the Blazer Experience. Therefore, in Student Housing, one of our priorities is to establish inclusive, respectful, and caring communities.

What is a Bias-Related Incident?

A bias-related incident is any behavior or action directed toward an individual or group based upon actual or perceived identity characteristics or background, such as: race, sex (including gender identity/expression), color, religion, ancestry, national origin, age, disability, veteran status, military status, or sexual orientation.

Reporting

Students who have information about who is responsible for a bias incident or experience and/or witness an act of bias may report incidents of hate and bias:

***In-person:** Report to Resident Assistant, Residence Life Coordinator, or Student Housing and Residence Life main office (NFRH 103) and;

***Call the UAB Ethics Hotline at 866.362.9476 or file an online report at www.uab.edu/ethics/file-a-report-online/options**

UAB Ethics Hotline

The hotline is staffed 24 hours a day, seven days a week, by trained professionals who take calls and ensure reports are made to appropriate university personnel for follow-up. The hotline is designed for use by all members of the UAB community – the University of Alabama at Birmingham, UAB Health System, University of Alabama Health Services Foundation (HSF), and other UAB affiliates. The hotline is administered by The Network, Inc. (TNI), a third-party organization that has provided confidential hotlines for nearly 25 years. TNI employees are trained in interviewing techniques and documenting information by phone or online. All TNI employees sign a confidentiality and non-disclosure agreement as a condition of their employment.

Bias Incident Protocol in Student Housing

1. Witnesses of victims of a bias-related incident should report the details to a Residence Life professional or student staff member.
 - a. If the reported incident involves physical harm to the student or their property, contact your Resident Assistant or Residence Life Coordinator and file a police report with the University Police Department by calling (205) 934-3535.
2. Call the UAB Ethics Hotline at 866.362.9476 or file an online report at www.uab.edu/ethics/file-a-report-online/options
3. In partnership with Student Housing and Residence Life, the University Compliance Office and other university constituents, a response will be formulated and implemented.

Through voluntary participation in bias incident response team interventions, UAB intends to foster a sense of civility, the campus community, respect, and understanding to support a multicultural and diverse campus environment. It is intended that any bias-response intervention will be educational at its core. The intervention may involve a variety of activities, including discussion, mediation, training, counseling, and consensus-building.

Suicide Threats or Attempts

Suicide is the leading cause of death of university students. Additionally, suicide, attempted suicide, and suicidal gestures have detrimental effects on residential life staff, the student of concern, and other students in the residential community. Student Housing and Residence Life strives to foster residential communities that are free from personal abuse, directed at oneself or others. Student Housing and Residence Life commits its resources to the following two fold process: 1) to educate and promote discussion about self-abuse and violence and 2) to provide crisis intervention.

PREVENTION

The goal of educational programming is to promote understanding concerning the dynamics of suicide and to recognize behaviors that may signal suicidal intent. Periodic programming will be provided regarding depression, general principles about mental health, stress, and related topics to students concerns. The educational programs will involve staff from the UAB Student Counseling Center, Wellness Promotion, Student Housing and Residence Life, and various other staff working with students in areas across campus.

REPORTING

Early identification of persons at risk for suicide is essential. Help should be sought when individuals are talking about suicide or have taken any actions that could be interpreted as leading to a possible suicide attempt. Residential students are asked to contact Residence Life staff if they are experiencing thoughts of suicide or know someone who is.

PARENTAL NOTIFICATION

Suicide ideation or attempt is considered an EMERGENCY EXCEPTION TO CONFIDENTIALITY. Appropriate family members will be contacted, if necessary. The Family Education Rights and Privacy Act provide for the release of normally protected student data when it's believed the student represents a health or safety risk to self or others.

Attempt or Ideation Via Electronic Device (SMS)

In instances where students communicate suicide ideation or attempt via an electronic device (i.e. text message, social media, etc.) a Student Housing and Residence Life professional staff member will attempt to call the student on the number that was used to make the threat or the number listed on the students emergency contact card.

If the student does not answer or does not call back within 5-7 minutes, the Director of Student Conduct and Outreach (or designee) or the Director of Residence Life (or designee) may contact the students emergency contact as indicated on the Student Housing and Residence Life emergency contact card.

When learning a student is threatening or attempting suicide:

1. Emergency/Immediate Threat: Contact UAB PD (205.934.3535) to dispatch assistance as appropriate.

2. Non-Emergency/Non-immediate Threat: Contact any member of the Student Housing and Residence Life Staff and the UAB Police Department (205.934.4434)
3. The University Police Department will write a police report and :
 - a. Contact the on-call member of the Crisis Response Team.
 - b. Complete an involuntary emergency transport to the hospital (dependent upon the situation).
4. The family of the student who threatened or attempted suicide may, depending on the severity of the incident, be contacted by the Director of Student Conduct and Outreach (or designee) at the appropriate time. Support will be rendered to the family members and significant others as needed.
5. A student who has attempted suicide will be required to provide a release to the Director of Student Conduct and Outreach from a mental health provider before returning to campus.

Title IX & Sexual Misconduct

The University of Alabama at Birmingham is committed to providing an environment for employees, students, and campus visitors that is free from illegal harassment based on race, color, religion, ethnicity, national origin, sex, sexual orientation, age, disability, or veteran status. The University will not tolerate and will take action against individuals who retaliate against individuals who report violations of this policy or participate in investigations related to such policy violations.

Any student or applicant who has concerns about gender discrimination or sexual harassment, sexual assault, or sexual violence is encouraged to seek the assistance of the Title IX office.

Student Housing and Residence Life encourages students who have experienced sexual misconduct to report what occurred so they can get the support they need, and the university can respond appropriately. The Residence Life Staff (including Resident Assistants) has been trained to initially respond to incidents of sexual misconduct. Due to the nature of the job responsibilities of the Residence Life staff, all incidents of sexual misconduct will be reported to the UAB Title IX Office.

For more information regarding Title IX, reporting protections, to report an incident, and to find resources available for those affected by sexual misconduct, please refer to the UAB Title IX office website at www.uab.edu/titleix/.

MOVING OUT

Signing a Student Housing Contract commits residents to live in a University residence hall through the end of the contracted period. However, residents may request a release from the contract as outlined in the contract. Release is not automatic and will only be granted in extreme circumstances.

A cancellation fee will be assessed. Request for Release forms is available in the student housing office. They should be turned into the student housing office, along with any requested documentation. An email response will be sent to the student's UAB email account. If the request is approved, a move-out deadline and check out procedures will be included in the email. Students who vacate their space without notice or move out after their request is denied will be responsible for the full balance of room fees through the end of the contract. At the end of the contracted period,

residents must notify the staff of their residence hall of the specific day they will vacate the suite/apartment. In the spring (e.g., April), residents are expected to move out of their assigned space 24 hours after their last exam. Failure to vacate the suite/apartment on the date specified will place the resident in default of the Student Housing Contract and the resident will be liable for all costs incurred and/or damages suffered by UAB as a result of the default. Also, there will be a minimum charge of \$50 for each day held over the vacate day. Check out procedures are also available from RAs.

Upon moving out, residents are required to schedule an appointment with an RA for a preliminary inspection of the suite/apartment for damages, cleanliness, and removal of all personal belongings. The RA will complete the "checkout" portion of the Room Condition Form (RCF) at this time. It is the

resident's responsibility to carefully review the RCF, note any discrepancies in the check-out condition of the space, and sign the form to properly check out of their assigned space. All keys should be returned to the RA. Any charges will be posted to the student's account. A cleaning fee will be assessed to the appropriate student accounts if the room/suite/apartment, including all appliances and fixtures, is not left in a clean condition. Residents are responsible for appropriate trash removal and disposal. Furniture, bedding, and household appliances may not be disposed of in the University trash dumpsters.

The RA's inspection is preliminary. The RLC will complete a second inspection after all roommates have moved out of the room and enter additional information on the "checkout" portion of the RCF.

The Office of Student Housing and Residence Life will bill residents for damages, removal of belongings, or cleaning found during this final inspection by the RLC, even in cases where these items are not indicated on the RCF. Residents will be notified via email of any charges to their student accounts from the preliminary or final inspection.

The Office of Student Housing and Residence Life encourages residents to donate gently used items. A local donation center places large collection bins in the lobby of each residence hall during move out.

Improper Checkout

An improper checkout has occurred in any of the following situations:

1. Resident signs up for a check-out time, but does not show up for their assigned time and leaves without checking out.
2. Resident does not sign up for a check-out time and leaves without checking out.
3. Resident shows up to check-out without previously scheduling a time with their RA and no Student Housing Staff member is available to complete the resident's check-out.

Express Check Out

Residents may choose to skip the traditional room checkout process with their Resident Assistant by signing up for an Express Check-out. This method is designated to make your departure as fast and easy as possible. To utilize this method, the following steps must be taken:

1. Sign up for an Express Check-Out at the front desk of your residence hall. This informs your RA that you will not need to schedule an appointment with them.
2. Completely move-out of your room. This includes removing all belongings and trash, and returning the room to its original condition before you moved in.
3. Clean your room/apartment/suite (including bathroom, kitchen, appliances, floors, drawers, and closets as applicable).
4. When leaving the room the final time, be sure your blinds and window(s) are closed, drawers and closets doors opened, and lock the door behind you.
5. Complete the Express Check-Out Form and submit your completed form AND key(s) to the front desk in the provided sealed envelope.

It should be noted that by signing up for Express Check-Out that the student waives their right to be present while their room is being checked for cleanliness and/or damages. In addition, the student will be billed for any damaged or missing items at the current cost of labor and/or materials needed to repair/replace the item. By signing up for Express Check-Out the student waives their right to contest all associated damage and/or cleaning charges.

Residents will receive a number of notices that include instructions for check-out. It is the student's responsibility to reach out to their RA and setup a check-out time. Leaving keys at the front desk will result in the assessment of an improper check-out fee.

IMPORTANT DATES

Fall 2019

Classes Begin.....	August 26
Room Change Week.....	September 3
Consolidation Week.....	September 9
Classes/Exams End.....	December 6 / December 13
Move-Out after Fall 2019.....	December 14
(24 hours after last Final Exams)	

SPRING 2020

Classes Begin.....	January 13
Room Change Week.....	January 20
Consolidation Week.....	January 27
Classes/Exams End.....	April 24 / May 1
Move-Out after Spring 2020.....	May 3
(24 hours after last final exam)	

SUMMER 2020

Classes Begin

Summer 14-Week Session.....	May 11
Summer May Session.....	May 11
Summer 10-Week Session.....	June 8
Summer A Session.....	May 11
Summer B Session.....	June 29
Room Change Week.....	As Needed
Consolidation Week.....	As Needed

Classes/Exams End

Summer 14-Week Session.....	August 7 / August 14
Summer May Session.....	June 4 / June 5
Summer 10-Week Session.....	August 7 / August 14
Summer A Session.....	June 24 / June 26
Summer B Session.....	August 12 / August 14

Move-Out after Summer 2020

Summer 14-Week Session.....	August 15
Summer May Session.....	June 6
Summer 10-Week Session.....	August 15
Summer A Session.....	June 27
Summer B Session.....	August 15

(24 hours after last final exam)

Dates subject to change

EMERGENCY EXITS

DENMAN HALL

Exit into the hallway to the nearest stairs, take the stairs to the ground level and exit through the emergency exit door. Please go to the 16th street by the rec center or the parking lot at the east end of the building.

BLAZER HALL

Exit into the hallway to the nearest stairs. Take the stairs to the ground level and exit through the emergency exit door. Please go to the fountain on the green.

BLOUNT HALL

Exit into the hallway to the nearest stairs. Take the stairs to the ground level and exit through the emergency exit door. Please go to the corner of 14th street and 10th ave closest to the library or the Rast/Blount lawn.

CAMP HALL

Exit into the hallway to the nearest stairs. Take the stairs to the ground level and exit through the emergency exit door. Please go to the campus green.

RAST HALL

In case of fire, do not use elevators or exit through the lobby. Exit into the hallway to the nearest stairs. Take the stairs to the ground level and exit through the emergency exit door. Please go to the 16th street sidewalk closest to the tennis courts or to the Rast/Blount lawn area.

NEW FRESHMAN RESIDENCE HALL (NFRH)

Exit into the hallway nearest stairs, take the stairs to the ground level and exit through the emergency exit door. Please go across the street to the Den or across the street to the Student Health and Wellnes parking lot.

IMPORTANT CONTACT INFORMATION

Residence Life Coordinator Office Phone

Blazer Hall.....996-6715
 Blount Hall.....934-3735
 Camp Hall.....975-4018
 Denman Hall.....934-4760
 New Freshman Residence Hall.....996-0405
 Rast Hall.....975-3797

Residence Hall Front Desk

Blazer Hall.....996-5710
 Blount Hall.....934-6228
 Camp Hall.....934-5062
 New Freshman Residence Hall.....996-0401
 Denman Hall.....934-4897
 Rast Hall.....975-3798

Campus Offices

Arena.....934-7296
www.uabsports.com

AskIT.....996-5555
www.uab.edu/askit

Bookstore.....996-2665

Campus Dining.....996-6567
www.uab.edu/dining

Counseling and Wellness Center.....934-5816
counseling@uab.edu

Disability Support Services.....934-4205
dss@uab.edu

Escort Service.....934-8772

Financial Aid Office.....934-8223
finaid@uab.edu

Graduate School.....934-8227
www.uab.edu/graduate

Housing Police Precinct.....996-0411
 International House.....934-3328

Lister Hill Library.....934-2230

Lost and Found (University Police).....934-4649
 MARS.....975-6277
 Mervyn Sterne Library.....934-4338

www.mhsl.uab.edu

One-Stop Student Services.....934-4300
www.uab.edu/onestop

Rape Response.....323-7273
www.crisiscenterbham.com

Student Accounting.....934-3570
whentopay@uab.edu

Student Conduct & Outreach.....975-9509

Student Health.....934-3580

Student Housing and Residence Life....996-0400
studenthousing@uab.edu

Student Involvement and Leadership..934-4175
studentlife@uab.edu
studentprograms@uab.edu

Telecommunication Services.....934-0503
www.comm.uab.edu

Transportation Services.....934-3513
www.uab.edu/parking

TRIO Academic Services.....934-2729

UAB Career Center.....934-4324
www.uab.edu/careerservices

UAB Police.....934-4434
 Emergency.....934-3535
www.uab.edu/police

UAB Weather Hotline.....934-2165

Undergraduate Admissions.....934-8221
www.uab.edu/apply

University Recreation.....934-8224
www.uab.edu/campusreccenter

Veterans Services.....934-8115
veteransaffairs@uab.edu

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