

# THE UNCG NEIGHBORHOOD: LIVING IN THE RESIDENCE HALLS

(This document was accurate as of the date printed. For the most current revisions to this and Housing and Residence Life policies, refer to <http://hrl.uncg.edu>.)

Welcome to The University of North Carolina at Greensboro's Residence Halls! The Office of Housing and Residence Life Staff is excited that you are here. Living in a residence hall is a unique opportunity to meet and live with a variety of people from different cultures providing unlimited possibilities for learning and growth for everyone in a safe and secure environment. In order to accomplish this, the following policies and procedures have been implemented:

## (In Alphabetical Order)

### **Abandoned Property**

If a resident vacates an assigned space and leaves personal possessions, these will be considered abandoned property. All items left will be removed by the facilities staff, at the resident's expense, and recycled or donated.

### **Alcohol (Summary of the UNCG Student Code of Conduct)**

In compliance with state law, no person under the age of 21 can possess or consume alcoholic beverages. The University of North Carolina at Greensboro residence hall policies also prohibit the possession or consumption of alcoholic beverages by those under 21. Residents who are 21 or older may consume alcoholic beverages in the privacy of their room, within the established alcohol policies stated below, but not in the common areas of any residence hall, suite or apartment. The UNCG housing and residence life alcohol policy is summarized in the following points:

Residents under the age of 21 are prohibited from being in the presence of, possessing, and/or consuming alcohol.

Alcoholic beverages are permitted in residence hall rooms for persons 21 years of age and over and where at least one resident of the room, suite, or apartment is 21 or over.

It is the responsibility of the resident 21 years of age or over not to put his/her underage room/suite mate at the risk of violating the alcohol policy.

It must be clear that the beverage is the possession of the overage room/suite mate. Alcohol in a mixed age room/suite should be kept in the private refrigerator or storage space of the overage room/suite mate, not in a shared storage space or refrigerator.

The overage resident should not consume alcohol in the presence of the underage resident or leave empty or open containers in the room.

No alcohol is permitted in the residence hall common and public areas.

No kegs or other forms of bulk alcohol are allowed in the residence halls.

No empty containers are allowed (e.g. bottles used as decorations).

Open containers of alcoholic beverages are prohibited in all common areas of the residence halls.

Some halls have more restrictive policies on alcohol, specifically South Spencer. No alcohol is permitted in South Spencer, regardless of age.

### **Bicycles**

The majority of the residence halls have bicycle racks located near the entrance of the building for proper bike storage. Bike storage is also permitted inside a resident's room. If a resident's bike is found elsewhere, s/he will be asked to remove the bike immediately. If the bike is not removed within 24 hours, University Police will impound the bike. Bicycles should not be ridden inside the residence hall.

### **Break Closing**

The residence halls at UNCG are open during the academic year and summer school sessions. The residence halls will be open for students to stay during Fall Break, Thanksgiving Break, and Spring Break. However, the dining hall will be closed and a minimal staff will be in the halls during the break periods. The halls will be closed during the Winter Break (for specific dates, refer to <http://hrl.uncg.edu>). Please consult the Housing and Residence Life website for more information about winter break housing, which is available on a limited basis and for an additional fee.

#### Break Housing Lockouts

Winter Break - Follow the information on signs posted within your residence hall, or call the police at 334-5963.

**Note: Residents will be charged \$25 for any lockout or building admittance during this time.**

Summer Break(s) (Before summer session and after summer session of classes) – If there is not a member of Housing and Residence Life available to you in the building, contact University police at 334-5963 for assistance.

### **Building Entrance/Safety**

The security of residents is a primary concern at UNCG. For safety reasons, residents must use their access FOBs for entry. Residents should never give their access FOBs to anyone else to use nor should doors be propped open. Please remember that safety starts with each resident.

#### Access to Residence Halls

Access to residence halls is governed by computerized twenty-four hour electronic control system. All halls maintain controlled access on a twenty-four hour, seven day/week basis.

Card-readers, which are located just outside the entrance, will only recognize and grant access to a properly encoded University identification card. The door will unlock and then immediately re-lock when it closes.

Access to each residence hall is limited to only those students that reside in the building or otherwise require access (for classes, etc).

#### What Steps Can I Take to Help Ensure My Safety?

- \* Never let someone into your building or your room that you do not know.
- \* Never prop open an exterior door or tamper with propped door alarms.
- \* Always know the location of your room access key and FOB.
- \* Lock your door at all times. At all times means whenever you are in the room, if you go across the hall to visit with friends, if you go to take a shower or if you go to sleep. It only takes a few seconds for a thief to enter a room and steal property.
- \* Walk in groups when traveling outside the residence hall, especially at night. If this is not possible, utilize the University services available to you such as Spartan Chariot, Safety Escort and HEAT buses. Always travel in well-lighted, heavy traffic areas.
- \* Immediately call the UNCG Police if you see any suspicious activity at 334-4444.

### **Candles/Incense**

Candles, incense and any other devices that produce an open flame are extremely hazardous and prohibited in the residence halls.

### **Conduct in the Residence halls**

The University has established residence halls in order to provide campus living that is safe and conducive to the academic and personal development of all students. Residence halls are private areas, managed by University staff to ensure protection of the rights of students to study, to sleep, and to function as part of the living-learning community. As members of the University community, students are responsible for obeying all federal, state, and local laws, as well as the regulations of the University. By signing the "Contract for Housing and Food Service," the student has agreed to accept that responsibility. Housing and Residence Life staff will review key rules and regulations during floor meetings. However, failure to know and understand these laws and University policies does not excuse individuals from compliance with these policies. The *2007–2008 Policies for Students*, The University of North Carolina at Greensboro *Undergraduate Bulletin*, and this publication contain policies to which students will be held accountable. The student, by signing the "Contract for Housing and Food Service," takes on the responsibility to become knowledgeable of, and abide by, all the published University and Housing and Residence Life rules, policies, and procedures. For more information on the Community Standards policies for the residence halls, visit <http://hrl.uncg.edu>.

### **Curtains**

Curtains, unless marked flame retardant with a factory label (UL listed as flame retardant), are not permitted in the residence halls.

### **Common Area**

Furnishings/Equipment in the common areas is available for all residents to use. As shared spaces, residents are not permitted to move this furniture into their rooms. If it is determined that a resident has moved common area items into his/her room, the furniture/equipment will be removed and a removal fee will be billed to his/her student account.

### **Damages**

Residents are expected to use care in the use of University facilities and furnishings. When damage occurs in the residence halls, repair and/or replacement costs will be billed to the student(s) responsible. If individual responsibility for damage cannot be determined, the cost may be divided among residents of the room, floor or building.

### **Drugs**

Use or possession of illegal drugs/paraphernalia by any member of the University community is prohibited in the residence halls.

## **EMERGENCY/SAFETY PROCEDURES**

### **FIRE SAFETY**

Resident students are responsible for reading emergency/evacuation procedures posted in the corridors of each hall, knowing locations of exit stairwells and doors, planning more than one exit route and not tampering with fire safety equipment in their rooms or throughout the building. If a resident becomes temporarily injured during the year, they need to notify the CA and the CRL and ask to be placed on the "Evacuation Assistance List." Tampering with life safety equipment is a felony and is taken extremely seriously. Tampering of any kind could result in a fine and/or imprisonment and dismissal from campus housing.

#### **Fire Alarm Sounds**

When a building's fire alarm is heard, each person must:

Always assume an emergency, never assume a false alarm.

Immediately exit the building, close your room door and assemble at the appropriate meeting place(s) outside designated by your hall staff.

Do not open doors if the door knob is hot to the touch or if you cannot get out of your room because of a reported disability – stay in room and call 334-4444 (Campus Police) *first and inform authorities of your location. Campus Police are able to respond quicker and communicate more effectively with Greensboro emergency personnel. However, if you are unable to call Campus Police, please call 911 immediately.*

Use stairways to exit. Never use elevators during an emergency evacuation.

If smoke is encountered, crawl on floor where air is cleaner.

### **Smoke or Fire is Present**

If a person smells or sees smoke or fire he or she must:

Pull the nearest alarm station.

Close your room door(s). Most important is to get out of the building.

Safely exit the building.

Call 334- 4444 (Campus Police). *(See above explanation for this)*

Never attempt to fight or put out a fire.

Inform staff or the authorities of the exact location of fire or smoke.

### **Being trapped by Smoke or Fire**

If a person is trapped by smoke:

Sometimes it is safer to stay in place. If all exits are blocked, go back to your room or unit and close the door(s). Don't jump! The fire department will rescue you.

Call the Campus Police at 334-4444 and report that you are trapped in your room.

Keep the door(s) closed: seal cracks under the door with a wet towel or clothes.

Signal for help: Hang an object from the window (a bed sheet, jacket, or shirt) to attract the fire department's attention.

### **Fire prevention**

Remind residents of the common causes of fires in residence halls: arson, candles, incense, smoking, overloaded electrical outlets, extension cords, cooking equipment and halogen lamps all are illegal and therefore in violation of UNCG policy.

Remind residents to keep exits and stairwells clear and unobstructed at all times.

Report any fire safety issues to the residence hall staff.

Residents should report damaged or suspected malfunctioning equipment to Housing and Residence Life Maintenance Department at 334-3498 or online via the SchoolDude.com web site, which can be accessed from the Housing & Residence Life main web page under "Residential Services".

### **Sprinklers**

If you are in the following buildings you have an automatic sprinkler system: Cone, Moore/Strong, Phillips/Hawkins, Reynolds, Spring Garden Apartments, and Tower Village.

*Sprinkler Note: If your building is equipped with a sprinkler system, do not touch, hang or attach anything to or from the sprinkler head. This could cause the sprinkler system to activate and flood rooms and damage property for which you will be held accountable to the other residents and the University.*

## **INCLEMENT WEATHER PROCEDURES**

In the event that a severe weather warning (such as a tornado warning) is issued, the University Police and/or a Residence Life staff member will notify you of the building evacuation plan. To ensure your safety and the safety of others, it is important that you follow directions given by the University official.

- \* TORNADO WATCH means that conditions are right for a tornado to develop.
- \* TORNADO WARNING means a tornado has been sighted. Seek shelter! Students and staff should be ushered to a safe area: lower floors of the residence halls, basement, or other centralized protected areas. STAY INSIDE!

## **MEDICAL PROCEDURES-EMERGENCY**

If a medical emergency arises, please contact the police at 334-4444.

## **Escort Policy**

All residents of the UNCG Neighborhood must meet guests in the main lobby of the hall and then escort them at all times, including visits to vending machines or the bathroom. Residents are also responsible for the conduct and behavior of their guests. Guests must abide by University policies.

## **Furnishings**

Students may not remove or exchange furniture from common areas of the residence hall (or house) or from any residence hall room.

Lofts and waterbeds are not permitted.

Screens are not to be removed from windows.

Student owned furniture, including couches, chairs, tables and futons must be UL labeled as flame retardant.

## **Guest Visitation Policy**

Guests must be escorted by their host at all times during their visit in the residence halls. Residents are reminded that any guest/visitor who is of the opposite gender must be out of the residence hall at the end of visitation hours. For residents in buildings with 24-hour visitation, see the policy on overnight guests. In order to provide for safety in accordance with the state and University fire safety codes, no more than 6 (15 in a Tower Village suite or Spring Garden Apartment) people may be present in a resident's room at any time. There are three different guest policy options offered in different buildings. The Guest Policy options are:

1. Traditional Guest Visitation— Coit, Gray and Jamison Residence Hall

Students can host guests:

12:00 p.m.–12:00 a.m. Mon–Thurs

12:00 p.m.–2:00 a.m. Fri–Sat

12:00 p.m.–1:00 a.m. Sun

2. Weekend Guest Visitation—Cone, Grogan, Ragsdale-Mendenhall, Reynolds, Moore/Strong and Weil-Winfield

Students can host guests:

12:00 p.m.–12:00 a.m. Mon–Thurs

Students can host guests at any time:

12:00 p.m. Fri–12:00 a.m. Mon

Residents in these residence halls will have the option to vote on changes in the existing visitation policy. In order for the current policies to be amended, residents will be required to attend the start of the year floor meeting, complete a roommate agreement, and 90 percent of the hall residents must vote in favor of the change.

3. 24/7 Guest Visitation—Bailey, Cotten, Guilford, Mary Foust, Hinshaw, North Spencer, Phillips-Hawkins, Spring Garden Apartments, Shaw, South Spencer, and Tower Village. With 24/7 Visitation, students can host guests at any time in public areas of the residence halls. The hosting of guests in the student room is subject to the provisions of the roommate agreement.

## **Hall Sports**

Engaging in Hall Sports can potentially cause serious/minor injuries or damage to residents and facilities. Safety is important to us, and therefore playing sports in the residence hallways or common areas is prohibited. "Sports" includes any competitive or non-competitive use of sporting equipment, including balls, rackets, bats, Frisbees, and other objects, as well as racing, wrestling and other sporting activity.

## **Health & Safety Inspections**

Health & Safety inspections are conducted at least 2 times a semester to maintain a wholesome living environment. Housing and Residence Life staff will post a room inspection notice at least 48 hours prior to inspection. Inspections may take place regardless of a resident's presence.

Residents are expected to contribute to the general cleanliness of both the hall as a whole, and their individual room. Excessive garbage, generally unclean rooms, and any behavior which contributes to health concerns are not acceptable for members of the residence hall community. All residents should work together to promote healthy living for themselves and the members of their hall.

## **Holiday Decoration Guidelines**

Lighting: Do not use nails, staples or thumbtacks to hang decorative lighting.

Limit the bulb count to 100 bulbs.

No extension cords can be used unless equipped with an in-line fuse. We prefer that surge protectors are used.

No cords are permitted to pass through doorways.

Turn decorative lighting off when you retire for the evening or if you leave your room for an extended period of time.

The buildings that are equipped with a sprinkler system, do not hang anything within a 2 foot diameter of a sprinkler head or within 2 feet of the ceiling.

Do not hang anything from any fire protection equipment i.e.: sprinkler heads, smoke detectors etc.

Do not hang anything from the suspended ceiling systems. These are the ceiling systems that have a grid system and tiles in place. They are a component of the fire protection for the building.

Do not limit egress in either your room or the corridors. Egress is defined as the path you take to exit or enter your room or building.

Do not place anything in the corridors that would protrude more than 4 inches into the corridor.

Do not place anything in the stairwells of any building.

No live greens, trees, wreaths or garlands.

No more than 10% of the area of room doors or corridors can be covered with **NON** - combustible items. Combustible items can be treated with non combustible treatments but the 10% coverage limitation still exists. Do not cover room numbers or name plates.

Any decorative window items; such as snow, must be removed by the resident by the 15<sup>th</sup> of January.

### **Involvement in the Community**

There are many ways to get involved in your residential community. Not only can you provide leadership by becoming a member of the Housing and Residence Life staff, but you can also get involved in any of the following activities. For more information, contact the Office of Housing and Residence Life at 334-5636 or visit with your residence hall staff.

**The Residence Hall Association (RHA)** is the central student organization of the UNCG residence halls. The RHA assembly consists of an executive board and a representative from each hall council. RHA gathers ideas from and provides information to residents; shares residents' views on housing and campus concerns to the Office of Housing and Residence Life; and improves the residence hall community through campus-wide programming, communication, and involvement.

**Hall Councils** are established in each residence hall by students with the help of the Residence Life staff for the purpose of building a strong, responsive, and active community within the hall. Each Hall Council has an Executive Board with a variety of leadership opportunities. As a resident, you are a member of the Hall Council for the residence hall in which you live. Hall Council meets regularly to organize activities and to discuss policies.

**The National Residence Hall Honorary (NRHH)** is an organization that recognizes the top one percent of students living in the residence halls who have provided outstanding leadership and who have achieved a set grade point average. All residence hall students who have lived on-campus for at least a semester are eligible to apply. NRHH meets on a monthly basis, and plans activities, fundraisers, and service projects.

### **Keys**

Residents are strongly encouraged to maintain personal and community security by doing the following:

Keys and FOBs must be in the possession of and/or only used by the resident to whom they were issued. Failure to adhere to this policy may result in conduct action.

*University keys may not be duplicated or altered.*

Lock Change Policy

Residents who check into their assigned living spaces are issued a key and a access FOB. It is the resident's responsibility to maintain and turn in key/ access FOB at time of vacating the room. A fee will be assessed for all keys/access cards, which are not returned properly.

Failure to Both Return Key/Access FOB Fees:

\$45.00 charge against the student's account.

\$85.00 charge against the student's account (Spring Garden and Tower Village).

Failure to Return Key Only

\$35.00 charge against the student's account .

\$75.00 charge against the student's account (Spring Garden and Tower Village).

Failure to Return Access Card Only

\$10.00

### **Lock-Out Policy**

In the event that a resident is locked out of his/her living space, a UNCG Housing and Residence Life staff member is available to open your door.

**You will need picture identification in order to be assisted with a lock-out.**

The lock-out schedule\* is as follows:

Monday-Friday 8:00 a.m. – 5 p.m. Housing and Residence Life Main Office (Ragsdale-Mendenhall). They can issue you a temporary key that must be immediately returned. (For faster service, locate a Community Advisor or Residence Life Staff member in your building.)

Monday – Friday 5:00 p.m. – 7:00 p.m. Call University Police at 334-5963.

Monday – Sunday 7:00 p.m. – 7:00 a.m. Contact a Community Advisor on duty.

Saturday – Sunday 7:00 a.m. – 7:00 p.m. Call University Police at 334-5963.

**On the third lockout in an academic semester and for each lockout thereafter a \$10 fee will be charged and placed on a resident's student account.**

\* SEE BREAK HOUSING FOR INSTRUCTIONS ON LOCK-OUTS DURING WINTER AND SUMMER BREAK.

## **Maintenance Services & 334-FIXT (4-3498)**

The Office of Housing and Residence Life is responsible for maintenance services in the residence halls. If you require services, you should call 334-FIXT (3498) or go to <http://hrl.uncg.edu/services/fixt/>. Between the hours of 7:30 a.m. to 4:30 p.m. Monday through Friday, FIXT is available for services; after these times, for maintenance emergencies, the student will be given instructions via voicemail. It is our policy to respond to routine work requests within 36 hours. Staff who are in and out of the buildings between 8:00 a.m. and 4:30 p.m. to make necessary repairs are required to announce themselves and to knock before entering student rooms/suites and public bathrooms. When a representative from our Maintenance Shop/Physical Plant arrives, he or she will be wearing a UNCG uniform or nametag and carrying a work order that describes the job to be done. You are entitled to ask to see these credentials before permitting the individual into your living space.

## **Overnight Guest Policy**

Guests are permitted to stay in a resident's room up to three consecutive nights under the following provisions:

1. The resident host must be with his/her guest at all times during the stay. The host will assume all responsibility for his/her guest's actions. Guests are expected to adhere to the same policies as resident students.
2. All roommates MUST mutually agree to have overnight guests/visitors in the room.
3. Residents may host guests no more than three nights in one calendar month.

Students are reminded that lounges may not be used as sleeping areas and that a guest may be required to leave if his/her behavior is deemed inappropriate by the Housing and Residence Life staff or University Police. Violations of the Guest Policy may result in the termination of guest privileges.

## **Pets**

Small fish, in bowls or aquariums, of less than 10 gallon capacity, are permitted in the residence halls, suites, and apartments. For health and safety reasons, all other pet(s) are not allowed in on-campus housing (except for service animals).

## **Policies Related to Technology at UNCG**

Proper usage of personal computers on the UNCG campus can prevent residents from violating one of the policies in accordance with the Student Code of Conduct. To find more information on this policy, please visit the University website at [http://its.uncg.edu/Technology\\_Policies](http://its.uncg.edu/Technology_Policies).

## **Quiet/Courtesy Hours**

The UNCG Neighborhood supports a living/learning environment for all residents to engage in academic studies and scholarship. As members of this community, resident adherence to the quiet hour policy is enforced by each resident and the Housing and Residence Life staff. In order to achieve an atmosphere that is conducive to studying and sleeping well, courtesy/quiet hours have been established.

Courtesy Hours are in effect 24 hours a day in the residence halls.

To extend quiet hours, residents may do so upon a petition signed by a minimum of three-fourths of the residents in their assigned residence hall. Each hall, through its hall council, may extend, but not decrease, specific rules and times for quiet hours. In the event that a residence hall council declines the opportunity to establish specific quiet hours, the Office of Housing and Residence Life have set the following quiet hours:

Gray Hall (20 Hour Quiet Halls):

Daily 10:00 p.m.–6:00 p.m.

All Other Halls:

Sunday–Thursday 10:00 p.m.–8:30 a.m.

Friday–Saturday 1:30 a.m.–8:30 a.m.

Final Exam Period 23 hours daily + 1 Courtesy Hour

The time of the courtesy hour and duration of 23 Hour Quiet Period will be determined each semester by the Office of Housing and Residence Life and posted prior to exam dates.

It is the student's right and responsibility to request that his/her neighbor(s) keep any noise (e.g., stereos, TVs, radios, and verbal interactions) at a level that does not interfere with their sleep or studying. In the event that the community members are unable to come to an agreement on an appropriate level of noise, they should seek assistance from the CA on duty, or another Housing and Residence Life staff member.

## **Restroom Usage**

To ensure the privacy of residents' use of the toilet and shower facilities, residents and visitors must use a same sex restroom.

## **Roommate/Suitemate**

The Roommate/Suitemate Agreement is a written document developed so that residents can discuss mutual expectations of sharing a living space. The discussion should include such matters as study and sleep hours, cleanliness, visitation, overnight guests, and sharing of possessions. Some compromising by all roommates/suitemates is usually necessary to ensure a pleasant living experience. A copy of the roommate/suitemate agreement can be obtained from a staff member in your building or by visiting <http://hrl.uncg.edu>.

Roommates (suitemates) are individuals with particular interests, goals, likes, and dislikes. Residents may not find it necessary to share every aspect of college life with your roommate (suitemates). If conflicts arise, a resident should speak with his/her roommate (suitemates) first and talk the problem through before it becomes a major conflict. If this step is not successful, residents should meet with a Community Advisor. Hall staff is experienced in dealing with these problems, and should be able to assist in conflict resolution.

Roommate/Suitemate Rights and Responsibilities:

1. To read and study free from undue interference in one's room.
2. To sleep without undue disturbance.
3. To have one's personal belongings respected.
4. To a clean environment in which to live. Optimal physical conditions are essential to sharing space with others.
5. To have free access to one's room and facilities at all times.
6. To personal privacy.
7. To host guests in common areas of the residence halls (e.g., lounges, recreation areas, parlors, etc.).
8. To address grievances. (Housing and Residence Life staff members are available for assistance in settling conflicts.)
9. To be free from intimidation and/or physical or emotional harms.
10. To respect and appreciate differences in individuals.

## **Room Searches**

A search of a room will be made only in the case of emergency, such as suspected medical emergency, facility problems or potential safety concerns, and will be made under the following conditions:

1. With permission of the occupant in his/her presence if possible, or
2. With authorization of the Director or Associate Director for Housing and Residence Life, the Vice Chancellor for Student Affairs or another Vice Chancellor, or
3. With authorization of the highest residence hall administrative official available, if time is of the essence, and the individuals named in 1 and 2 above are not available.

For investigation of a suspected violation of a state or federal law (e.g., stolen goods, possession of drugs), searches will be made through procedures consistent with ordinary requirements for lawful searches (e.g., civil search warrant, probable cause with occupants' consent). Such warrants will be exercised by duly authorized legal officials and/or University officials.

## **Solicitation**

Board of Trustees of The University of North Carolina has established a Merchandising Policy which prevents harassment and nuisance to students living on campus. Off-campus firms, organizations, or individuals are restricted in conducting merchandising activities on campus and should consult Business and Student Services for information. Non-student affiliated groups and departments are subject to the "Solicitation" regulations in University Policy II: P: 007. Any merchandising activity conducted on the campus by an officially recognized student organization is subject to the regulations below.

Merchandising activities are restricted to the following areas on campus:

- The Elliott University Center "L" or other reserved areas in the Student Center

- The Dining Hall entrance
- The Quad (outside area known as Charlie's Lawn)

There will be NO door-to-door solicitation in residence halls.

## Smoke Free Policy

All indoor areas of the residence halls communities are smoke-free areas where no person shall smoke or carry a lit cigar, cigarette, pipe, or any other form of smoking object. Smoking is permitted only in designated smoking areas outside each residence hall.

## Staff

Numerous people are employed specifically to assist residents. Several of these people are particularly important, and you should become familiar with them and their responsibilities.

*Community Advisors (CA)* are students with special training to help residents learn more about UNCG, each other, and themselves. CAs create and maintain a positive living environment, communicate expectations, and enforce standards for group living. Whenever you have questions about the University or your residence hall, or if you just want to talk, your CA can be a valuable contact.

*Assistant Coordinator for Residence Life and Student Learning (Assistant Coordinator)* and *Head Residents (HR)* are senior or graduate student staff members who have demonstrated leadership through experience. Reporting to a Coordinator, ACs/HRs are responsible for the overall management of a residence hall and supervision of CA staff.

*Coordinators for Residence life and Student Learning (Coordinator)* and *Residential College Coordinators (Coordinator)* are full-time, live-in professional staff members with teaching, advising, programming, and administrative responsibilities for an assigned residence hall. These staff members provide supervision of the staff that lives in the residence halls and work to ensure that the living environment is safe and comfortable. They also offer a variety of co-curricular experiences to complement academic experiences.

## Weapons

Firearms or lethal weapons that could inflict bodily harm, including any used for decorative or collecting purposes, are not permitted on University premises.

## What to Bring to the Residence Halls

This "What to Bring to the Residence Halls" list is a general overview of items that typically are used in a residence hall room. We recommend consulting with your roommate in determining who might bring certain items due to space and economic considerations. All items on this list must, where appropriate, be Underwriters Laboratory (UL) rated. This is not an all-inclusive list; if you are unsure about an item, please contact Housing & Residence Life.

### General Items

Alarm clock  
 Bicycle/Bicycle Lock  
 Blanket  
 Broom/Small Vacuum Cleaner  
 CDs/DVDs/Videotapes  
 Can Opener  
 Carpet/Area Rug  
 Comforter/Duvet/Bedspread  
 Computer & Printer  
*Per Laptop Initiative Specifications*  
 Dry Erase Board  
 Fan (for non air-conditioned rooms)  
 Flashlight  
 General cleaning supplies  
 Lamp/Desk Lamp (*non-halogen*)  
 Lapboard  
 Pillows  
 Plastic Plates/Cups/Mugs  
 Posters  
 Radio w/ Batteries  
 Recycling Bin  
 Sheets (*for twin extra-long mattress, full sized for Spring Garden*

### *Apartments)*

Storage Crates/Boxes  
 Pillow Cases  
 Posters/Poster Putty  
 Stereo and Earphones  
 Strip for Extra Plug  
*Must have integrated circuit breaker*  
 Surge Protector  
 Television/Cable Cord  
 Telephone and Long-Distance Card  
 Trash Can  
 VCR/DVD Player

### Personal Care & Hygiene Items

Basic First-Aid Kit  
 Contact Lens Supplies  
 Facial Tissues  
 Hair Styling Products  
 Insurance Cards  
 Medical Information  
 Nail Care Set  
 Pain Reliever  
 Prescription Drugs

Shampoo & Conditioner  
Shaving Items  
Shower Shoes  
Skin Lotion  
Soap/Shower Gel  
Toiletry Bag/Shower Caddy  
Towels/Washcloths

**Clothing-Related**

Casual Attire  
Clothes-drying Rack  
Clothes Hangers  
Dress Clothes  
Fall Clothing  
Inexpensive Jewelry  
Laundry Bag/Hamper  
Laundry Detergent  
Raincoat/Umbrella  
Robe  
Safety Pins  
Sewing Kit  
Sleepwear  
Spot Remover  
Sunglasses  
Warm Coat  
Winter Clothing/Accessories

**Optional & Specialized Items For Your Overall Well-Being**

Address Book  
Camera  
Games/Playing Cards  
Pictures of Family and Friends  
Spiritual Reading & Related Materials  
Stationery

**For Classes and Studying**

Book bag or Briefcase  
Calculator  
Computer disks  
Dictionary  
General School Supplies  
*Pens/Pencils/Highlighters/Markers*  
*Erasers*  
*White-out*  
*Tape/Stapler/Paperclips/Scissors/Ruler*  
*Paper (loose-leaf & printer)*  
Thesaurus  
Three-ring binders/spiral notebooks

**Appliances (Approved)**

Computer (laptop) & Printer  
Curling Iron (*automatic shut-off*)  
Fan  
Hair Dryer  
Iron (*automatic shut-off*)/Ironing Board  
Refrigerators (*3.5 cubic feet or smaller*)  
Stereo w/ Headphones  
Television  
VCR/DVD Players

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**Appliances(Not Approved) and What Not to Bring**

Air conditioners  
Alcohol  
Alcoholic Containers  
Ammunition  
Candles/Torches/Incense/Hookah/Pipes or Inflammables (*any open flame devices*)  
Coffee Mug Warmers  
Ceiling Fans/Track Lights  
Cinder blocks  
Coffee Machines (*unless listed for commercial use*)  
Cooking appliances (*w/ heating elements*)  
Contact/Wallpaper  
Curtains (*unless UL listed with flame retardant material*)  
Dartboards  
Drug/Drug Paraphernalia  
Deep Fat Fryers

Electric Blankets  
Electric Skillets/Woks/Griddle/Fry Pan  
Expensive Jewelry  
Explosives/Fireworks  
Extension Cords (*any type*)  
Fog/Smoke Machines  
Freezers  
Furniture (*unless UL listed with flame retardant material*)  
Glow-in-the-Dark Stars/Stickers  
Grills (*any size, including George Foreman*)  
Halogen Lamps  
Hanging Lights  
Hot Oil Popcorn Poppers  
Hotplates/Hotpots  
Illegal Drugs  
Lofts  
Mercury Thermometer

Natural-Cut Trees, Branches, or Greens  
Oil Lamps  
Paint (*except those allowed for use in art classes*)  
Pets (*only fish allowed in 10-gallon or less aquarium*)  
Power Tools  
Refrigerators (*over 3.5 cubic feet*)  
Satellite Dishes/Antennas placed outside of room  
Space Heaters (*Ceramic, Electric, Kerosene*)  
“Spider” Lamps

Street Signs (*University, city, county or state*)  
Toaster Ovens  
Toasters  
Waterbeds/Mattresses  
Weapons of any kind (*including paint ball guns, stun guns, air/gas pistols*)  
Knives  
Martial Arts Tools  
Wireless Routers/Access Points

***Microwave Ovens less than 800 watts are only  
permitted in the following halls:***

*North Spencer  
South Spencer  
Ragsdale/Mendenhall  
Weil/Winfield*