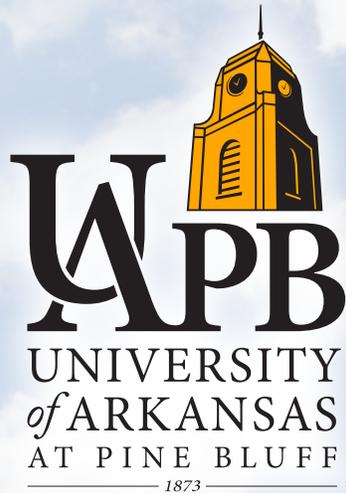


UNIVERSITY OF ARKANSAS AT PINE BLUFF



Guide To ***UniversityLiving***



Residential Life Handbook
2018-2019

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Dear Valued Student:

Welcome to the University of Arkansas at Pine Bluff and the University Residential Living and Learning environment. While you are away from home, we hope that our living and learning facility becomes a home. It is our ongoing commitment to ensure that your living and learning environment provide many avenues for student involvement as well as opportunities for positions of leadership.

The UAPB Guide to University Living is a summary of services, policies and programs that relate to campus housing at UAPB. This publication is designed to let you know what you can expect from us and what we will expect from you as a student living on campus. We ask that you familiarize yourself with the information in this publication.

The chief objective of University Housing at UAPB is Academic Success and Education. Our hope is that living on campus will help you reach your potential as a well-rounded person through living in a community of people with a variety of needs, cultural diversity, interests, and philosophies. The policies and procedures described in this handbook are developed to give you maximum freedom while defining your responsibilities as a member of a living and learning community.

The staff in residential life are pleased to welcome you as a student to our residential living and learning environment. We will do everything reasonably possible to make your college career meaningful, exciting and productive.

University of Arkansas at Pine Bluff

Department of Residential Life

COMMUNITY COMMITMENTS

The University strives to provide an atmosphere where students can learn and effectively pursue their academic and personal goals. In addition, the residential life staff attempts to create a community where ideas are freely discussed, topics of concern are explored, individuals develop new skills and a sense of community is fostered among all residents.

Over the years, students and staff have developed several community commitments; encouraging members to share in the creation of a safe and peaceful living environment where people and property are respected and awareness of global and local issues and concerns are promoted. We hope you will join your fellow residents in developing a community dedicated to the following goals.

Community Watch

Much like the Neighborhood Watch program found in many communities, we ask you to watch out for and protect your “home away from home” and the members of your “neighborhood.” The safety and security of each residence hall depends in a large part on the actions and responsibilities exercised by each community member. No lock or security measure is effective when ignored or used improperly. So, for your safety and the safety of your fellow residents, please observe appropriate safety and security practices.

Valuing Diversity

The student leaders and the residential life staff at UAPB are committed to strengthening the relationship and level of understanding among people by supporting them in their learning about the diversity that exists in our communities. We encourage each person to see this as a lifelong learning process in which we continue to develop the skills and attitudes necessary to be positive and productive members of society. Developing these skills and attitudes involves a commitment to value human diversity. We therefore, encourage acceptance and appreciation of people regardless of race, gender, age, ethnicity, able-bodiedness, sexual orientation, socioeconomic status or religious affiliation. While holding to the belief that society is strengthened by the acceptance of human diversity and the ideas that generate from that diversity, we encourage staff and students to reach out to each other and develop positive relationships. Each person has individualized values that should be treated with dignity and respect.

RESIDENTIAL LIFE STAFF

The Residential Life Staff (consisting of both students and full-time professionals) are here to assist you in the development of your academic, social and personal growth while at the University. The primary goal of the residential life program is to provide residence halls with an atmosphere that is conducive to growth in these areas.

The staff believes that students are not an interruption of work, but rather, the purpose of this work. They will be eagerly, equipped, and glad to assist you in any way possible.

The Associate Dean of Students for Residential Life supervises the residential life program.

Resident Hall Specialists

Resident Hall Specialists are professionals who manage the daily operation of the residence halls. These staff members make every effort to provide you with a comfortable place to live and learn. They are responsible for coordinating the work of the building staff, for encouraging a residential living experience in which you may expect them to actively support the residence hall government and judicial board activities and to respond to your questions and concerns. Ready with a listening ear.

Graduate/Resident Assistants

Graduate Assistants (G/RAs) are undergraduate and graduate students who have been selected because of their leadership skills and their desire and ability to be of service to other students within the residence halls. Graduate/Resident Assistants are assigned to the residence halls to assist the Resident Hall Specialist with administrative duties, help in the advisement of hall government and assist in other areas of residential life where their help is needed. Graduate/Resident Assistants are valuable resources if you need help with academic, social or personal concerns. They attend in-service training programs and workshops throughout the year to help facilitate individual growth and development and to better respond to your needs. Graduate/Resident Assistants usually know the answers to questions you may have or know where to find the right kind of assistance. Your G/RA is available to help you achieve your personal goals and to help you achieve a sense of community and cooperation.

RESIDENCE HALL GOVERNMENTS

Student government is very important, if not the most important part of residential life. Residence hall governments are your link to the administration and are responsible for social, educational and service activities in the buildings. Many students choose to become involved in various leadership roles that are designed to provide better programs and services for all residents. The residence hall government provides a tremendous opportunity for you to get involved and have a positive effect on your living environments.

Each government is composed of an executive board and floor representatives. They meet weekly to plan activities, to vote on expenditures and to work for positive changes and building improvements.

By taking advantage of the numerous leadership opportunities in residence hall government, you may gain much in the way of personal strength and confidence. There are many ways in which your overall college education is enhanced by becoming involved in student government.

First, by participating in many different experiences you will gain insight into your own personal strengths and begin to match your strengths and skills to academic and extracurricular areas.

Second, hall government provides the opportunity to participate in the planning and implementation of a variety of activities. Through your involvement in diverse programs, you may begin to think broadly about issues, try new experiences and most importantly, gain confidence in newly developed abilities and skills and community outreach and empowerment opportunities. Programming is an exciting way to share and experience new activities. It is a creative way for you to grow and develop new interests.

Finally, programming for groups is one way to build communities and to develop personal support within

a group setting. It is an excellent way to meet new people and develop lifetime connections.

Involvement in residence hall government can add a significant dimension to your college experience. Whether audience or planner, your experiences with programming while living in the residence hall government offers students the opportunity to grow and learn beyond the textbook. Make use of it!

The Residence Hall Association

In addition to individual residence hall governments, there is another level of hall governance and programming in which you may participate. The Residence Hall Association (RHA) serves as a unifying body for all the residence halls on campus. Besides sponsoring such activities as Fun Day, RHA voices the opinions of residence hall students to University administrators on a variety of issues relating to residential life. The organization's primary channel of communication is through the Residential Life Office.

Representatives from each residence hall serve on RHA's executive council. Any resident may participate in all projects and meetings sponsored by RHA.

RHA actively participates at the regional level by holding membership in the Southwest Association for College and University Residence Halls (SWACURH) and sends delegates to fall and spring conferences.

Judicial Board

The Residential Life Judicial Board (representatives from all residence halls) provides students with the opportunity to become actively involved in the disciplinary process of the University. The judicial board conducts hearing that deal with violations of residence hall policies and University rules and regulations by students residing on campus. Students who are alleged to have violated residence hall policies, depending on the individual circumstances, be required or elect to appear before the Residential Life Judicial Board. Several board positions are available at the beginning of each semester. Members of the board are trained in the disciplinary process and student rights and responsibilities. The Residential Life Office supports the judicial board in a philosophical manner that holds students accountable for their actions.

RESIDENCE HALL SERVICES

Telephone Service

Local telephone service is provided by the University to all residence. Telephone instruments are provided in the Lobby Area of Johnny B. Johnson Complex and Delta Housing Complex. Hallway/Lobby area of each Resident Hall.

When making a call between residence hall rooms, simply dial the last four digits of the number you're trying to reach. To call any other numbers, you must first dial "9" to reach an outside line.

Auxiliary Desk Operations

The Reception Desk in all residence halls are open 24 hours a day, seven days a week for your convenience. This is the area that students should report all roommate conflict issues, maintenance issues and any other concerns that students may have while living in the residence halls.

Custodial Services

Residents are responsible for keeping their rooms in reasonably clean condition and emptying waste-baskets into hallway trash containers. To ensure a healthy environment, bi-weekly room health and safety inspections will be conducted by housing staff.

The custodial staff cleans all community restrooms and public areas on a regular basis. At the Johnny B. Johnson and Delta Complexes, students are responsible for cleaning their own bathrooms and suites.

Vending Machines

Vending machines are located in each residence hall. These machines supply soft drinks, chips, juice, candy, etc. Students losing money in these machines must call Mid-South Vending 1-800-554-9780 or Coca Cola 1-870-723-1870 for reimbursement.

Keys

Residents are responsible for their room keys. Lost keys can be replaced by reporting the loss to the front desk of the residence hall. A key request form will be completed at that time. Room keys are replaced at a cost of \$100.00 for all halls. This cost includes keys and replacing the lock. Lock changes are performed as a safety precaution to prevent unauthorized entry into student rooms. However, the ultimate responsibility for the safety and security of a student's room rests with the student.

Please remember!

1. Lock your room door whenever you leave and when you are asleep.
2. Do not duplicate or allow duplication of your keys.
3. Report lost keys immediately.
4. Do not mark your keys with your room number.
5. Never leave your keys unattended.

The possession or use of an unauthorized or stolen key for University building entry will be cause for disciplinary and/or legal action. Keys obtained from sources other than the University are considered unauthorized.

Students are responsible for carrying their room keys at all times. In the event a resident is locked out of his/her room, the student may check-out a key through on duty staff after he/she presents proper identification to the person on duty. In some cases, hall governments assess charges for key check- out privileges.

Kitchen Facilities

Kitchens are available in Harrold Complex Delta Annex, and Hunt Hall. Kitchens are equipped with a stove, refrigerator, oven, microwave and sink. The kitchen is kept locked when not in use, but the key may be checked-out at the reception desk by leaving the student's ID with the personnel on duty. Failure to return

the key or damage to the equipment may result in loss of kitchen privileges and/or assessment of charges. The suites at the Johnny B. Johnson (JBJ) Complex have kitchens. The kitchens at JBJ are equipped with refrigerators, microwaves, and sinks.

Laundry

The following residence halls on campus have laundry facilities:

Delta 1st- Floor A Side
Fischer/Stevens Hall
Johnson/Copeland Hall
Douglas Hall

Delta 2nd Floor A Side
Hunt 1st Floor
Lewis Hall

Delta 3rd Floor A Side
Hunt 2nd Floor
New Delta Hall

A Laundry card is required to start the laundry machines. The machines do not accept quarters. The card costs \$10 and includes a \$7 value (actual card costs \$3). The cost per wash and dry is \$1.25 each.

The Laundry cards are reloadable either using Cash or Credit. The Add Value Stations are located in LA Davis Student Union.

Adding Value to your laundry card:

1. Add Value to your laundry card with Credit, Debit or a VISA/Mastercard Gift Card at the Wavepoint Add Value Station. *Minimum of \$10.00 purchase
2. Add value using Cash (\$5, \$10 or \$20) at the Cash to Card Station.

Lounges

Each residence hall has a lounge with color television and seating area.

Study Lounges

Study lounges are equipped with tables and chairs are available in all residence halls. These facilities provide a private area to study during the day or night and are large enough to accommodate several students. So that all residents may benefit from the study area, lounge furniture is not to be removed from the study lounges or any other area.

Computer Labs

All residence halls have computer labs for the convenience of their residents. To use the labs, residents must sign-up at the front desk and leave their University I.D.

FOOD SERVICE

Facilities

The University has two dining halls, a Starbucks, Chick-Fila, Pizza Hut and Pod Market. The main dining hall, Chick-Fila and Starbucks are located inside the Student Union. Pizza Hut and Pod Market are located inside the Johnny B. Johnson Housing Complex. There is also a dining hall located in the Delta Housing Complex.

Meal Plans

All students residing on campus are required to participate in the University's board plan. Students have the option of selecting the 10 meal plan, 15 meal plan or 20 meal plan per week. In addition to the standard cafeteria fare, the dining halls offer salad bars, ice cream bars, cereal bars and waffle bars to provide students with a variety of items from which to choose.

Special Meals

In addition to the regular menu, Food Services offer special meals which may include "steak night" and "outdoor picnics". Special meals are also provided to celebrate Thanksgiving and Christmas.

The following minimum standards of dress must be maintained at all dining facilities:

1. Shoes and shirts must be worn at all times.
2. Sleepwear and swimsuits are not acceptable.

In addition, no beverage or food may be taken from the dining hall. The removal of glasses, dishes, or silverware from the dining halls is a violation of residence hall policy. The replacement cost of these items can lead to increased board cost all residents. Students and their guest are expected to display appropriate behavior in the dining hall. Disruptive, destructive, excessively noisy or injurious behavior will lead to disciplinary action.

Temporary Assignment

There are some semesters in which more students' desire housing than can be accommodated in designed student rooms; also, several students withdraw shortly after each semester begins. Therefore, especially for fall semester, the University considers it advisable to make additional space available for temporary housing, such as residence hall conference rooms, guest rooms, apartments, local hotels and study lounges, which are converted during this period to provide housing. Room change requests based on discrimination by age, ancestry, color, creed, sexual preference, handicap, race or religion will not be granted. Permanent assignments are made as spaces become available. A student will be assigned to a designated room based on his/her priority date as determined by the date of admission to the University and receipt of a Residential Life Office signed contract. The use of temporary assignments gives students the opportunity for housing and it also keeps housing rates as low as possible by making maximum use of facilities.

Check-In Procedures

When students move into their rooms, they must sign and submit to their Resident Specialist a clearance sheet that includes a completed room/suite inventory. This inventory serves as the basis for check-out and assessment of damages when a student moves out of his/her room.

Check-Out Procedures

In order to properly move out of a room, the student must check-out with a housing staff member. Resident Specialist will provide residents with sign up times for check-out during finals week. These

appointments are necessary for the convenience of residents and allow GA/RAs to plan if a schedule conflict requires the assistance of another staff member in the check-out process. Failure to do any of the above constitutes improper check-out. Failure to check-out properly will result in a \$35.00 assessment of charges in addition to any other charges. If a student must check-out of a room during a vacation period, the student should make arrangements in advance by contacting the Residential Life Office during the hours (8:00a.m. - 5:00 p.m.) Monday through Friday. The cost of damages to the room/suite will be billed to the student. Students have 30 days from the billing date to dispute charges. After 30 days, all charges become final.

Room Changes

Residents are encouraged to first discuss room changes with their roommates. If room assignment problems continue, the student seeking the room change should contact his/her G/RA who will initiate the room change process. Room change requests will not be accepted before August 28 of the fall semester or January 20 of the spring semester. Room changes will be made based on availability. Room change requests based on discrimination by age, ancestry, color, creed, sexual preference, handicap, race or religion will not be granted.

Private Room/Consolidation Policy

All rooms are designed for double occupancy and therefore, room consolidation is part of the housing policy. Students can occupy double rooms as singles if space is available and if they pay the higher single rate. When a room is occupied by only one student, the Department may move the student to another room, assign the student a roommate or assess the student a higher rate for single room occupancy.

POLICIES AND REGULATIONS

People living in University housing have an opportunity to live in a community environment and accept the responsibility of being a member of such a group. When you live with several hundred students, you come to recognize the ways in which their behavior affects your life and vice-versa. To help insure that students can exercise their rights as individuals, while simultaneously insuring that the rights of those around them are upheld, certain basic policies have been established to facilitate mutual respect and consideration among all residents.

Residential Life Code of Conduct

Residents are to respect the property and rights of others. To make group living more harmonious, a residence hall code of conduct has been established. Clarification of the policies listed in the Code of Conduct is provided in this section. Violations of these regulations will be referred to the residence hall staff and disciplinary action will be taken. A student is considered in violation when involved in any of the following:

1. Possession or use of illegal drugs or narcotics.
2. Possession or use of alcoholic beverages in the residence halls.
3. Excessive noise and/or disturbance which infringes on the rights of others.

4. Possession or use of weapons and/or explosives.
5. Violation of visitation hours and/or escort policy.
6. Misuse of fire alarms, fire extinguishers, telephones, keys, fire doors or residence hall equipment.
7. Physical abuse, intimidation or threats of violence.
8. Failure to comply with the directions of University officials, including security and residence hall staff acting in the performance of their duties.
9. Use of the roof or ledge of the residence hall.
10. Removal, abuse or unauthorized possession of furniture in rooms, suites or lounge areas.
11. Theft or possession of stolen goods, including street and road signs.
12. Malicious destruction, damage or misuse of private, public or University property.
13. Disorderly conduct or breach of peace, to include aiding, abetting or influencing another to break the peace.
14. Lewd, indecent or obscene conduct or expression.
15. Solicitation in the residence hall without the approval of the hall government and/or the Residential Life Office.
16. Possession of pets, including gold fish.
17. Removal of window screens.
18. Failing to honor the decision of a judicial body or giving false testimony to a judicial board.
19. Behavior that threatens the safety and/or security of Residential Life community members.
20. Violation of any of the policies outlined in this Guide.
21. Violation of the Room and Board Contract.
22. Violation of the disciplinary Code and other policies outlined in The ROAR.

Alcohol

Alcoholic beverages are not permitted on University property, which includes all residence halls.

Zero Tolerance Policy

The University has a Zero Tolerance Policy relating to possession or use of Illegal drugs, possession of any type of weapon, fighting and other physical abuse actions and health and safety violations in the residence halls.

Common Area Damage

Residents may be charged on a prorated basis for public area damages where responsible parties cannot be identified

Controlled Substances

The use, possession or distribution of illegal stimulant, depressant, hallucinogen or narcotic drugs in or around the residence hall is prohibited.

HOVERBOARDS/ELECTRONIC SKATEBOARDS POLICY

It is the policy of the University of Arkansas at Pine Bluff to prohibit the use, possession or storage of Hover boards/electronic skateboards including self-balancing boards/scooters, and other similar equipment on the property or grounds at UAPB.

Dress Code

The University of Arkansas at Pine Bluff student is expected to dress in a manner appropriate for responsible adults in an educational setting.

Darts and Dartboards

Darts and dartboards are not permitted at any time in hallways or residents' rooms/ suites.

Electrical Appliances

The following UL-approved electrical appliances are authorized for use in residence hall rooms: radio, television, sewing machines, study lamp, stereo equipment, DVD Player, shaver, coffee pot, computer, clock, iron, fan, electric blanket, heating pad, hair curlers, electric toothbrush, humidifier and calculator. Other heating and cooking appliances, toaster ovens, appliances with open heating coils, sunlamps and electric heaters may not be used because of the fire hazard associated with these appliances.

Entering and Exiting Halls

In the interest of safety and security, all residence halls are locked 24 hours per day, 7 days per week. A Resident may access his/her hall by using their UAPB ID Student ID. A non-resident may enter only as the guest of a current contract holding resident.

Escort Policy

Guests of the opposite sex must be escorted at all times. This policy requires residents to be in the presence of their guests at all times, including travel in hallways and stairwells. The escort policy is in effect to enhance the security of the facilities and to protect individual privacy.

Guests

Students are encouraged to meet people, develop relationships and learn more about themselves through interaction with others. Serving as a host to one or more guests, whether for a study session, late-night talk with new friends or relatives from home is a big part of college life. For clarification, guests are defined as individuals who are not contractual occupants of the specific room or suite in question. In order to

provide a secure environment and to protect the rights of all the residents, the following policies have been established for residents and their guests:

1. Guests must abide by all policies of the residence halls and floors, with guests and host mutually responsible for the conduct of the guest. Guests not observing University housing policies may be escorted from the building and restricted from further access. Residents are subject to disciplinary action for the inappropriate behavior of their guests.
2. Each guest must be accompanied by his/her host at all times. Any persons not in the presence of a host may be escorted from the building and restricted from further access.
3. Guests of the opposite sex are permitted on floors or in suites in accordance with the University's visitation policy.
4. All overnight guests must be same sex and be registered at the reception desk at their time of arrival. Overnight guest can stay on Friday and Saturday nights. During homecoming overnight guest are not permitted to stay in the residential halls. Any policy violation will result in the overnight guests being asked to leave the residence halls.
5. The length of stay for any same sex overnight guest may not exceed two consecutive nights. Overnights guests are permitted only if the guest does not violate the visitation policies established for the residence hall.
6. Consideration for roommates and other floor residents dictates that guests do not infringe on another's right to the quiet enjoyment of the facilities he or she has under contract, therefore all visitors must be approved by residents of the room or suite.

Explosives

Firecrackers, BB guns, cap guns, explosives or pyrotechnics of any nature are not permitted within or around the residence hall for reasons of safety and noise.

Fire Alarms/Equipment Abuse

The fire alarm system, fire extinguishers and the exit lights are installed for the residents' protection. Tampering with fire equipment may result in civil prosecution, disciplinary measures and/or possible assessment of charges up to \$1,000.00.

Flammable Fluids/Flammable Chemicals Use or storage of flammable fluids and/or flammable chemicals is prohibited.

Holiday Decorations

If students decorate their /suite doors/rooms, or floors for the holidays, these guidelines must be followed:

1. All materials used (i.e. paper, foil) must be flame resistant.

2. Lights must be UL-approved and of low wattage.
3. Fire alarm pull stations, fire extinguisher cabinets, smoke detectors and exit signs must not be covered and exits must not be blocked.
4. All decorations are to be removed within two days following the holiday or prior to the last day of semester finals, whichever occurs first.
5. Candles or any open flame devices are prohibited in any floor decorations.
6. Decorations, unless totally nonflammable, cannot be used to cover entire hallway areas due to the fire hazard these decorations present.

Identification of Personal Property

Students are encouraged to identify personal property (bikes, stereos, TVs, etc.) with their driver's license number. An engraver is available through campus police.

Insurance Coverage

The University will not be responsible for any damage or loss of property due to fire, facility failure, severe weather or theft. Students are therefore encouraged to carry their own personal property insurance.

Maintenance and Damages

The University employs a maintenance and custodial staff to keep the halls in good physical condition. Requests for maintenance should be taken to a G/RA or the front desk. The condition of each room/suite is checked at the beginning of the fall semester and at the end of the spring semester. To avoid being charged for damages for which they are not responsible, students should carefully check room inventory sheets provided by the G/RA to make sure all existing damages are noted on the sheets. Damages that occur during the school year will be the responsibility of the residents of the room/suite. Residents are responsible for the damages to University property that may be caused by them or their guest. In the event of damages to common areas, including furniture, fixtures, doors, walls and windows; the Residential Life Office reserves the right to assess the residents for reasonable damage charges if the responsible person(s) cannot be identified.

Musical Instruments

In consideration of other community members, the playing of musical instruments is not allowed in the residence hall and courtyard.

Open Flame Burning

Open flame burning, including the use of candles or incense is prohibited.

Pets

Due to health and sanitation reasons, (pets including gold fish) are not allowed in the residence halls. Student have been approved for services and emotional animals must be approved by disability services before animal will be allowed in the residence halls.

Physical Abuse and Harassment

Physical abuse and harassment, including verbal abuse or threats against an individual are expressly forbidden.

Quiet Hours

Quiet hours are maintained to help provide an atmosphere and environment where individuals can learn from the experience of group living. The enforcement of quiet hours is the responsibility of each resident, with assistance from building staff as needed. Each residence hall will observe quiet hours from 8:00 p.m. - 8:00 a.m. seven days a week. During final exams, 23-hour quiet hours are in effect for the entire residence hall system. One hour of each day will be designated by the individual hall governments as a "Finals Make Me Want to Holler Hour."

Room Entry

The Residential Life Office respects the student's rights for privacy within the group living-learning environment and will strive to protect this privacy. This policy is designed to ensure only legal and appropriate entry into a resident's room by specifically authorized staff members and to define the condition under which authorized personnel may enter a student's room.

Rooms may be entered under the following conditions:

1. To provide room maintenance inspections and repair service.
2. To conduct periodic health and safety inspections.
3. When there is reasonable cause to believe that university regulations or laws are being violated.
4. For an emergency that requires the room to be entered.
5. When a resident permanently vacates the room.
6. When a resident vacates a room for a break period, authorized personnel may enter a room to provide room maintenance inspections, repair service or safety inspection.
7. Illegal materials or items in plain view will be removed if they are noticed during a room maintenance, vacation inspection or in the response to a violation of University or departmental policy. The resident will receive written notification of this action if confiscation of property is required when the student is absent.
8. A student's room will not be entered without knocking. A sufficient time lapse will be allowed to provide the resident ample opportunity to open the door. If no response is received, the room may be entered under the six conditions listed above. Before entering a room with the use of keys staff members will identify themselves.
9. Authorized Residential Life Staff who may enter a student's room are administrative staff members, Resident Hall Specialists, GA/RAs, maintenance and custodial personnel accompanied by an administrative staff member.

Screens

Removing screens from the windows is prohibited and should only be removed for emergency purposes. For safety reasons, students are not allowed on ledges nor are ledges to be used for storage. Students will be held liable for damages to property or personal injury resulting from items being thrown from windows or falling from ledges.

Selling and Soliciting

Selling and soliciting of any kind is prohibited unless the activity has been authorized by the residence hall government or Residential Life Office. Door-to door selling or soliciting is never permitted.

Signs, Picture, and Posters

Traffic or street signs are not permitted in the residence halls and can be confiscated for return to the appropriate authorities. Pictures and other material that may be considered objectionable are not to be displayed in areas that may be visible outside the student's room. Pornographic materials are not to be displayed in student rooms. Displays of alcoholic beverage containers are prohibited in the residence halls. Alcoholic beverage signs are not allowed as window displays. Aluminum foil may not be used in windows.

Smoking Policy

The University is committed to providing a safe and healthy work and educational environment for all students, staff and visitors on campus. Since we now know that secondhand smoke can contribute too many health problems, the University has adopted a policy that restricts smoking on campus. Smoking is prohibited in all residence halls.

Telephone Harassment

Telephone harassment includes annoying, abusive or obscene telephone calls designed to irritate, anger or threaten a listener. Such harassment is in violation of University and housing policy. Students found responsible for or associated with the harassment of a resident are subject to University and residence hall disciplinary action, including suspension of telephone service and/or other actions. If a resident should receive a harassing telephone call, he/she should notify a member of the housing staff immediately.

Threats to Community Safety, Security and any behaviors that potentially endanger the safety of the campus community are addressed specifically throughout this Guide and the ROAR (UAPB's Student Handbook). However, as a general policy, no student shall engage in any activity which endangers the safety, well-being or property of another member of the University community. The following are defined as particularly dangerous practices in a residential community:

- Compromising the security of the halls by propping open doors or permitting unauthorized access to the building by person other than contract holders.
- Entering restricted areas, including but not limited to roofs, storage areas and ledges.
- Tampering with fire equipment, exit signs and other safety equipment and notices.

- Possession, use or storage of flammable materials, open flames, candles or other heat producing materials and devices.
- Throwing objects, including but not limited to bottles, cans, food, trash, water balloons and balls, in or from the halls.
- Group activities which may lead to injury or destruction of property.
- Any action which consciously or unconsciously compromises the safety and security of the residents.

Visitation Policy

All visitors are REQUIRED to check in at the front desk (exchange a form of picture identification and obtain a badge). The badge must be worn and visible at ALL TIMES. Visitors must be greeted at the front desk and escorted at ALL TIMES. When leaving the residence hall, please stop by the front desk to return the badge and pick up your identification card.

Visitation

Visitation policies apply specifically to guests of the opposite sex, indicating the time frame in which guest may visit a resident's room. The visitation policy also applies to hallways and stairwells. Residents must meet their guests at the reception desk. Both the resident and the guest must sign the guest registry. The guest must leave valid photo bearing identification. Guests will have their identification returned to them when they are escorted back to the reception desk by the resident to checkout and exit the building.

The following rules are expected to be observed during visitation:

- No more than 2 guests per resident.
- All guests must register at the reception desk. Unregistered guests will be asked to leave the residence hall and shall be subject to state and local trespassing laws as well as University disciplinary action.
- All identification materials not picked up by the end of the co-visitation period will be forwarded to the Associate Dean of Students for Residential Life and the guest will be considered in violation and disciplined accordingly.
- Guests of the opposite sex must use the public restroom facilities available in the main lobby area. Restrooms in student living area are not open to guests of the opposite sex under any circumstances.
- Guests must restrict their visit to the living area and not congregate in public areas.
- Guests must be properly attired in street wear at all times.
- Guests are not permitted during registration week, holidays, mid-term and final examinations.

Visitation Hours

The University reserves the right to designate certain halls or hall areas as regular visitation, or non-visitation areas and/or to revoke visitation privileges. All residence halls, including the Johnny B. Johnson

Housing Complex will have limited visitation hours from Sunday through Thursday 5:00 p.m. until 10:00 p.m., Friday and Saturday 5:00 p.m. until 1:00 a.m.

Wall Hangings

Nails, masking tape, screws and double stick tape on, or in the wall, furniture or fixtures are prohibited. Only command adhesive tape may be used.

Water Fights and Toilet Tissue Fights, etc.

Water fights and toilet tissue fights are prohibited due to the potential for personal injury and property damage.

Weapons

Weapons such as firearms, BB guns, ammunition, bows and arrows and knives other than for cooking and kitchen purposes are prohibited in the residence halls due to the potentially dangerous nature of these items.

STUDENT CONDUCT

Policies for the residence halls have been developed to establish an environment in which many residents may live together with maximum freedom while recognizing the rights of fellow residents. Ideally, all residents accept the responsibility involved with living in a community situation and make an effort to be aware of how their actions affect their neighbors and suitemates. When a resident violates this basic standard of community living by endangering the safety of other residents or violating any of the policies outlined by the University or this Guide, this behavior must be confronted.

Residents are encouraged to confront and report violations of policy to their G/RAs. Graduate Assistants are required to report violations of University and residence hall policy to the Resident Hall Specialist. Depending on the severity of the alleged violation, the reported violation can be handled in several ways. The report can result in one or a combination of the following sanctions; a creative sanction, a conference with a University official, residence hall probation, University charges and removal from the residence hall and/ or the University. Students may also be referred to or elect to appear before the Residential Life Judicial board.

Any administrative or judicial board decision involving a sanction may be appealed. Additional information about the appeal procedure can be obtained from a professional staff member or in THE ROAR.

The Judicial board is composed of students from residence halls who meet regularly for planning purposes and to hear cases involving behavioral concerns. This system is based on the belief that peers can often best understand a fellow resident's situation and how resident's behavior affects other residents of the hall. The judicial system is concerned with the individual and his/her actions, with an emphasis placed on due process to insure a fair hearing.

When a case is referred to the judicial board, the resident will be notified as to the date, time and location of the hearing. The resident is required to attend. During the hearing each resident is given an opportunity

to present his/her account of the incident. At the close of the hearing, the board will decide the resident's involvement and if necessary, recommend corrective disciplinary measures.

Incident Reports

Incidents requiring the attention or intervention of residence hall staff members are reported to the Residential Life Office. Violation of University policies, medical emergency situations and instances of property loss or damage are documented on Incident Report Forms by the Resident Hall Specialist and forwarded to the Residence Hall Office for appropriate follow up and/or referral.

Confidentiality of Records

In accordance with the Family Educational Rights and Privacy Act (FERPA), which is a federal law, access to student records maintained by the Housing Office is limited to other personnel within the University who have a legitimate educational interest, officials of other institutions in which students seek enrollment, information needed in connection with the receipt of financial aid, information released by accrediting organizations, to appropriate parties in health and safety emergencies or as otherwise authorized by FERPA. Other individuals and agencies outside the University shall not have access to nor will the Housing Office disclose any information (other than directory information) without the written consent of the student.

If the student wishes to have directory information withheld, the student must file written notification to this effect during regular business hours. Forms for this purpose are available in the Office of Admissions and Academic Records. (For more information see The ROAR).

DISCRIMINATION, HARASSMENT, RETALIATION AND SEXUAL MISCONDUCT COMPLAINTS

JURISDICTION – SEXUAL MISCONDUCT POLICY. Entire policy is located in ROAR Student Handbook.

Title IX protects the University community from sexual discrimination, harassment and misconduct in a school's education programs and activities. Title IX protects the University community in connection with all academic, educational, extracurricular, athletic and other University programs, whether those programs take place on University property, in University transportation, at a class or training program sponsored by the University at another location or elsewhere.

This Policy shall not be construed or applied to restrict academic freedom at the University, nor shall it be construed to restrict constitutionally protected expression. Consistent with state and federal law, reasonable accommodation will be provided to persons with disabilities.

All Complaints of or concerns about conduct that may violate this policy should be submitted to:

Title IX Coordinator For Students

University of Arkansas at Pine Bluff Deputy Title IX Coordinator

Office of Affirmative Action Dean of Students

Administration Building, Room 102 Caldwell Hall, Room 201

P: 870-575-8406 or F: 870-575-4753 P: 870-575-8361 or F: 870-575-4652

e-mail: affirmaction@uapb.edu e-mail: dsl@uapb.edu

FILING REPORT WITH LOCAL LAW ENFORCEMENT

In some instances, sexual misconduct may constitute both a violation of University Policy and criminal activity. The University grievance process is not a substitute for instituting legal action. The University encourages individuals to report alleged sexual misconduct promptly to campus officials AND to law enforcement authorities, where appropriate.

Individuals may file a report directly with local law enforcement agencies by dialing 911.

Individuals may also contact any of the following for assistance in filing a report with local law enforcement:

UNIVERSITY POLICE DEPT. PINE BLUFF POLICE DEPT. JEFFERSON COUNTY SHERIFF

1900 REEKER STREET 200 EAST 8TH AVENUE 101 EAST BARRAQUE STREET

PINE BLUFF, AR 71601 PINE BLUFF, AR 71601 PINE BLUFF, AR 71611

870-575-8102 870-543-5100 870-541-5351

STUDENT AND VISITOR RESPONSIBILITY TO REPORT

Students and visitors to the University are strongly encouraged to report allegations of discrimination, harassment, retaliation and sexual misconduct to the Title IX Coordinator and/or deputy. A report, written or verbal, should be made as soon as possible, preferably within 24 hours, after the incident in order to facilitate an effective response. The longer a report is delayed, the more difficult it will be for the University to investigate. Reports may be made by the person experiencing the misconduct or by a third party, such as a witness or someone who is told of the misconduct.

SAFETY AND SECURITY

Loitering

Loitering in the residence hall area including parking lots is expressly prohibited. Violators will be subject to disciplinary action and/or assessment of charges.

According to Arkansas Statute 5-71-213,

- A. A person commits the offense of loitering if he/she:
1. Lingers, remains or prowls in a public place or the premises of another without apparent reason and under circumstances that warrant alarm or concern for the safety of persons or property in the vicinity and upon inquiry by a law enforcement officer, refuses to identify himself and give a reasonably credible account of his presence and purpose; or
 2. Lingers, remains or prowls in or near a school building, not having any reason or

3. relationship involving custody of or responsibility for a student and not having written permission from anyone authorized to grant permission; or
 4. Lingers or remains in a public place or on the premises of another for the purpose of begging; or
 5. Lingers or remains in a public place for the purpose of unlawful gambling; or
 6. Lingers or remains in a public place for the purpose of engaging or soliciting another person to engage in prostitution or deviate sexual activity; or
 7. Lingers or remains in a public place for the purpose of unlawfully buying, distributing or using a controlled substance; or
 8. Lingers or remains in a public place for the purpose of unlawfully buying, distributing or consuming an alcoholic beverage; or
 9. Lingers or remains on or about the premises of another for the purpose of spying upon or invading the privacy of another; or
- B. Among the circumstances that may be considered in determining whether a person is loitering is that the person:
1. Takes flight upon the appearance of a law enforcement officer; or
 2. Refuses to identify himself; or
 3. Manifestly endeavors to conceal himself or any object.
- C. Unless flight by the person or other circumstances make it impracticable, a law enforcement officer shall, prior to an arrest for an offense under subdivision; (a) (1) of this, afford the act an opportunity to dispel any alarm that would otherwise be warranted by requesting him/her to identify himself/herself and explain his/her presence and conduct or if it appears at trial that an explanation given by the defendant to the officer was true and if believed by the officer at that time, would have dispelled the alarm.
- D. Loitering is a Class misdemeanor.

Emergency Situations

In the event of an emergency, assistance may be obtained by contacting a G/RA at the front desk of the residence hall. Give a clear description of the problem, your location, (including floor and room), and your name.

Fire Regulations

All residents are required to follow the fire and safety regulations listed below:

- A. Periodic fire drills are required to insure that residents know what to do in the event of a fire. All residents should be on the alert to prevent fires. Residents should be familiar with the fire instructions in this Guide.
 1. All residents and visitors are required to evacuate the building when the hall fire alarm is sounded.
 2. Those refusing to cooperate with staff or evacuate the building are subject to disciplinary action.

B. In the event the fire alarm sounds:

1. Everyone is required to leave the building at once using the nearest stairway exit. Depart the room immediately but dress in preparation for exiting outdoors (shoe, coats, etc.).
2. If you are away from your room when the fire alarm sounds, do not return to your room but leave the building via the exit.
3. Do not return to the building until given the all is clear signal by security or residence hall staff.

C. In the event of a fire:

1. Contain the fire, if possible, by closing the door upon leaving the room/ area.
2. Notify the front desk or your G/RA immediately. Fire alarms are located in each hallway.
3. Leave the building via the nearest stairway. Close the room and hallway doors behind you.
4. Remain calm at all times. Do not use the elevator!!!!!!
5. No matter how small the fire, and even if it is already extinguished report it to the front desk or your G/RA immediately.

Fire Marshals/Captains

Two fire marshals are selected from among the residents of each floor to assist the G/ RA in clearing the floor during fire drills, fires and other emergencies. In addition, each resident is encouraged to assist his or her room/suitemates to facilitate a smooth and safe evacuation.

ZERO TOLERANCE POLICY

The University has a Zero Tolerance Policy relating to possession or use of illegal drugs, possession of any type of weapon, fighting and other physical abuse actions and health and safety violations in the residence halls.

Bomb Threats

1. Note the exact time of the call.
2. Write down as accurately as possible all statements made by the caller.
3. Listen to the voice to determine sex, age, accent and distinguishing features of the voice.
4. Listen for background noises.
5. Immediately notify the residence hall reception desk.
6. Remain by the telephone until contacted by resident staff member or UAPB campus police.

In the event of a bomb threat requiring evacuation of the building, students will be alerted through the fire alarm system. Residents are asked to follow the evacuation procedures outlined for fire emergencies/ drills.

A bomb threat (even one made as a prank) is a violation of both federal and local laws, punishable by a \$250.00 fine and up to five years in prison. Such threats, also subject to University and residence hall disciplinary action, act as a major disturbance to the residence hall community and may create extreme stress for residence hall students and staff. Reflecting its severity, rewards may be paid to individuals assisting in the convictions of persons making and/or involved in making a bomb threat.

Rave Alert

The Department of Residential Life ask each student to sign up with RAVE Alert. It is the official campus emergency notification system. It alerts the campus if there is an active shooter on campus, severe weather in the area, etc. Individuals seeking to sign up can visit Public Safety and Security webpage at www.uapb.edu.

Corridors and Fire Doors

It is absolutely essential that corridor and stairwell doors be kept closed at all times. Closed doors prevent the travel of smoke, heat, toxic gases and fire from the area of origin.

Entrance and Exit Doors

Entrance and exit doors to the residence halls should remain closed at all times. Propping open entrance and exit doors endangers the safety and security of all residents. Any suspicious behavior or unfamiliar person(s) should be reported to the G/RA or reception desk immediately. Ultimately, the responsibility for personal security rests with each resident.

Tornado

Two types of tornado alerts are issued by the National Weather Service: tornado watch and tornado warning. Residents should be familiar with the distinction because it dictates which course of action to follow. All residents should also become familiar with the tornado emergency procedures for their living areas.

Tornado Watch

A tornado watch signifies that atmospheric conditions are such that a tornado may develop. The National Weather Service will issue a tornado watch for a specific time period and geographical area. Residents should monitor both television and radio weather bulletins to listen for details and changes in weather conditions.

Tornado Warning

A tornado warning is issued when a tornado has been sighted in the immediate area. The civil defense sirens will sound when a tornado warning is issued.

In the event of a tornado warning:

1. Close room and hallway doors behind you. Bring a book, radio and flashlight with you if they can be quickly located.
2. Move to one of the lower floors immediately, remaining in the hallway until the all clear is given.
3. Do not remain in any area that has glass or windows; especially lobbies.
4. Cooperate fully with all residence hall staff members.

HOUSING TERMS AND CONDITIONS

Residing in the residence halls is considered part of the student's educational support program and is considered a privilege and is not a right. Therefore, such residency is only a license to occupy and use

residence space assigned to the student for limited purposes and is not a lease of University of Arkansas at Pine Bluff's Department of Residential Life, referred to hereafter as the "Department" and to contract with the student for housing and food services. A student cannot contract for housing without contracting for board. If there are special dietary needs, the student should contact the Department so that special arrangements can be made.

The student must indicate acceptance of this offer by the Department by completing and signing the "Room and Board Contract" and returning it to the Department. The student's signature on the front means that the student has read understood and agrees to all the terms and conditions of this contract and further agrees to abide by its provisions.

I. Eligibility for Residence

To be eligible for residence, a student must be enrolled and attending the University of Arkansas at Pine Bluff. The Department reserves the right not to extend an offer to students who have demonstrated a disregard for the terms and conditions of the Contract or the rules and regulations of the University.

II. Housing Assignment

At the end of May for Academic Year students and mid-December for Spring Semester students, the Department will begin forwarding an official housing assignment designating the residence hall to which the student has been assigned. Housing assignments are non-transferable. The University reserves the right to make assignments to halls other than those requested and to change hall assignments. Requests for hall/room changes are accepted by the Department after August 28th but no later than August 31st. All assignments become permanent after August 31st. Hall/Room change requests must be in writing and signed by the student.

All rooms are designed for double occupancy and therefore, room consolidation is part of the Department's policy. Students can occupy double rooms as singles if space is available and if they pay the higher single rate.

When a room is occupied by only one student, the Department may move the student to another room; assign the student a roommate; or assess the student a higher rate for single room occupancy.

III. Period of Assignment

All housing assignments are for one full academic year or Spring semester only, for those students who remain at the University and are eligible to reside in student housing. Summer housing is under separate contract.

A. The academic year, with reference to the residence halls, is defined as beginning one day preceding the start of orientation in the fall semester through and including the end of the day (5:00 p.m.) following the last final examination at the end of the spring semester. During the Fall Semester Residential Halls close, Thursday at 5pm after final exams. Residential halls closes for Graduating Seniors, Saturday at 12 noon. During the Spring Semester the Residential Halls Close, Friday at 5:00 p.m. after final exams. Residential halls closes for Graduating Seniors, Sunday at 12 noon. If special housing accommodations are needed, please contact the Office of Residential Services at 870-575-7256.

The residence halls are closed during semester and spring breaks and rooms may not be occupied.

B. Students who desire to occupy their assigned rooms before the designated time will be charged a fee of \$25.00 per night, payable in advance. The fee will be paid in the Cashier's Office and the receipt presented to the Resident Hall Specialist in the residence hall before being allowed to occupy the room or the fee will be collected by the Resident Hall Specialist, if after normal business hours.

C. If students fail to occupy his/ her assigned room on or before the second day of classes, by 12:00 noon, without giving the Department notice, the room may be assigned to another student.

Should the student desire a new assignment, efforts will be made to provide other space, if such is available, but it is not guaranteed.

IV. **Cancellation of Contrast**

A. Once a student is assigned housing, this contract becomes binding except under the following conditions:

1. Student becomes physically/ mentally incapacitated and must separate from the University;
2. Student receives a directed teaching assignment that prevents residing on campus;
3. Student is called to active military duty;
4. Student marries and presents the signed marriage certificate as proof;
5. Students who fail to enroll at the University or with extenuating circumstances not listed above may contact the Associate Dean of Student for Residential Life regarding their specific needs.

B. Students desiring to have the contract cancelled and apply for another academic period must state their desire in writing and file a new contract with a new application fee. Cancellation must be received no later than August 1 for Fall Semester; December 1 for Spring Semester; and May 1 for Summer. The application fee of \$100.00 consists of \$75.00 which serves as a deposit and is refundable if a written notice of cancellation is received by the aforementioned dates. If notice is received after the aforementioned dates the \$75.00 deposit is forfeited. The deposit is also refundable upon notification of graduation or withdrawal from the University. However, if a balance is owed to the University the deposit is credited to that account. The remaining \$25.00 of the application fee is an administrative processing fee and is not refundable or transferable under any circumstances.

C. The Department may terminate this contract by (1) giving the student 30 days written notice in advance of the University's desire to have student vacate; (2) giving the student three days written notice in advance for (a) failure to pay rent separation from the University (b) separate from the University (c) conduct on the part of the student that violates the provisions of residence hall or University rules and regulations including those contained in THE ROAR (UAPB's Student handbook) and The Guide to University/Residential Living or immediately for conduct which threatens life or property. Students whose contracts are cancelled by the Department for

disciplinary reasons will not be refunded any portion of the room and board charges will be prorated.

V. Charges

A. The University reserves the right to assess charges for damage or loss of University property both in student rooms and public areas. Public area charges will be assessed to individuals on a prorated basis. Charges may be assessed for damages found in student rooms during a period of seven (7) days after check out, provided that the room was not reoccupied during the elapsed time. Students have 30 days from the billing date to dispute charges. All charges become final after 30 days.

B. The right is reserved to assess a fee not to exceed \$35.00 for failure to comply with administrative check out procedures when vacating assigned accommodations, as well as to assess a fee not to exceed \$50.00 for failure to adhere to residence hall policy.

C. The University will assess a non- fundable \$25.00 fee for mailbox keys that are not returned to the Mail Center.

D. Full payment of all room and board charges is expected at registration.

VI. Rules and Regulations

The student shall comply with all rules and regulations of the University including those set forth in THE ROAR (UAPB's student handbook) and The Guide to University/Residential Living; which contains all published rules and regulations and the rules of the student government association in the hall in which the student resides along with assigned materials.

A. The University of Arkansas at Pine Bluff considers the general well-being of its students its major priority. In view of various health and safety reasons, the following are not permitted in the residence halls: heaters, pets, fireworks, firearms and weapons, possession and /or use of illegal drugs, possessions and/or use of alcoholic beverages and coffee pots. Cooking in the room is prohibited. All appliances used for food preparation (i.e. hot plates, hot pots, toaster ovens, microwaves, popcorn poppers, electric skillets, etc.) are prohibited and possession or use of these appliances will result in disciplinary action and assessment of fees.

B. Students are guaranteed the reasonable privacy of their rooms and belongings. Rooms may be entered by University officials or staff in case of emergency; for maintenance and safety inspection requirements, pests control and when behavioral concerns appear to violate any laws or University regulations or policies.

C. The University prohibits soliciting, canvassing or use of residence hall rooms for business purposes.

D. Through its hall government, each residence hall is responsible for policies pertaining to the behavior of students living in that hall within the limits prescribed by the University.

E. Babysitting and or keeping of children are not allowed in the residence halls. Children under

the age of 12 are not allowed beyond the lobbies or the J.B. Johnson Common Building at any time.

VII. Telephones

Harrold Complex, Hunt Hall, Douglas Hall, Delta Housing Complex, and Lewis Hall have telephones located on each hallway. Johnny B. Johnson telephones are located in each suite.

VIII. Alcohol and Drug Policy Statement

Recognizing that consumption of alcoholic beverages and other drugs lead to serious problems in the residence hall community, the residence halls have been declared "DRUG FREE ZONES." Any student found in possession of any alcoholic beverage or any illegal drug will face disciplinary action by University officials and charges may be brought by federal and state authorities.

IX. Exculpatory Clause

All reasonable efforts are made to protect the residence halls and students from fire, theft and hazards, but the University is not responsible or liable for the loss, damage or injury to any person or property within the residence hall. The Department encourages students to obtain renter's insurance.

Department of Residential Services

Mr. Ralph Owens – Dean of Students	575-8360
Mr. Steven Paskel -Director of Housing	575-8553
Mrs. Lillie O’Neal- Budget Manager	575-8080
Ms. Carol Jones	575-8079
Residential Life	575-7256

Residence Halls Front Desk Numbers

Hunt Hall 575-8560

Resident Hall Specialists

Aaron Simpson

Mary Jackson

Douglas Hall 575-5831

Resident Hall Specialist

Marece Sims

Lewis Hall 575-5963

Resident Hall Specialist

Edrin Nicholson

Jesse Grandy

Johnny B. Johnson Complex 575-8099

Resident Hall Specialist

Stephanie Young

Brian C. Davis

Delta Housing Complex 575-6301

Edith Virden

Monica Mitchell

Harrold Complex**Resident Hall Specialist**

Johnson/Copeland Halls	575-5588
Wesley Smith	
Fischer/Stevens Halls	575-5168
Margaret Chime'	
Sheila Briggs	

Telephone Resources**Frequently Called Extensions**

DEPARTMENT

Academic Affairs	8475
Academic Records	8492
Admissions	8203
Addiction Studies	8714
Art Department	8236
Athletics Department	8675
Basic Academic Services	8356
Biology	7045
Bookstore	8856
Business Education/Accounting	8576
Campus Information	4706
Career Services	8461
Cashier's Office	8274
Chancellor's Office	8471
Chemistry	8759
Controller's Office	8268
Dean of Student	8361
Involvement & Leadership	7061

Dean of Student Life	8360
Disability Services	
& Veterans Affairs	8552
English, Theatre	
& Mass Communication	8624
Financial Aid	8302
Food Services	7057
Health, Physical	
Education & Recreation	8659
Health Services	7105
Honors College	8065
Human Sciences	8810
Industrial Technology/Mathematics	8876
School of Business & Management	8485
School of Education	7011
Student Union	7065
Technical Services	4774
TRIO Student	
Support Services	8594
Vice Chancellor for	
Academic Affairs	8477
Vice Chancellor for Finance	
& Administration	8970
Vice Chancellor	
for Student Affairs	8503
Library	8902
Music Department	7001
Physical Plant	8831

Printing Services	8740
Public Safety	8103
Recruitment	8963
School of Arts & Sciences	8210

Damage Assessment Charges

Bed/Frame	\$288.22
Blinds (window)	\$155.22
Box spring	\$240.00
Closet door	\$180.22
Desk drawer	\$230.22
Dresser	\$547.22
Light fixture	\$135.22
Lock change	\$100.00
Desk chair	\$90.00
Computer drawer	\$90.82
JBJ window	\$229.00
Lounge furniture placed in student's Room	\$50.00
Room deadbolt lock	\$100.00
Lewis front door glass	\$150.00
Mattress	\$230.22
Mirror	\$110.00
Peephole	\$67.72
Burning candle	\$25.00
Study Desk	\$623.22
Telephone	\$350.00
Cooking in room	\$35.00
JBJ bathroom door lock	\$43.15
Lewis Hall room entry door	\$225.00
Paint room	\$250.00
Hunt Hall entry door	\$225.00
Paint room entry door	\$50.00
Bathroom lock	\$43.15

Window screen (other halls)	\$10.75
Lewd-Pornographic materials/decoration on walls	\$30.00
Replace large window glass (Harrold)	\$637.00
Bed	\$267.02
Harrold Complex room desk	\$364.77
Chest	\$334.69
Fire Extinguisher	\$147.22
Lounge chair	\$405.22
Microwave oven	\$234.22
Painting Hallways (20gal/paint/labor)	\$817.70
Refrigerator	\$654.22
Replace exit signs	\$90.00

ASSESSMENT FOR POLICY VIOLATIONS

Alarm System	\$1,000.00
Cooking in room	\$35.00
Exit through Emergency exit	\$70.84
Replace glass in snack machine	\$60.00
Smoke Detector	\$85.98 parts/225.99 labor
Improper room change	\$45.84
Improper check-out	\$35.00
Leaving room dirty at check-out	\$100.00

LOCK OUT-CHARGES

1st Offense	Free
2nd Offense	\$1.00
3rd Offense	\$2.00
4th Offense	\$3.00
5th Offense	\$5.00

Plus Employee Labor Cost

Install metal plate on entry door/lock	\$30.00
Hole in sheet rock wall	\$60.00
Small bathroom mirror	\$18.50

Additional Housing Complex Assessments

Delta Annex Access Card	\$15.00
Delta Complex/Delta Annex entry door	\$265.00
Lewis Hall entry door	\$225.00
Hunt Hall entry door	\$225.00
Douglas Hall entry door	\$225.00
Harrold Complex entry door	\$225.00
JBJ Complex entry door	\$265.00
Harrold Complex room window pane	\$175.00
Douglas, Lewis and Hunt-room Window pane	\$213.31
Harrold Complex-room window pane	\$175.00
Douglas/Lewis window screens	\$25.00
Desk/Lights/Shelf	\$188.50
Fluorescent light bulbs	\$56.70

*These charges reflect the penalty for placing lives in jeopardy by tampering with life-saving equipment.

All charges are subject to change due to rising employee labor costs.