HOUSING AND RESIDENCE LIFE POLICIES

Residency Policy

Effective the 2014 Fall Semester, the University of Arkansas at Monticello will require all first time full time students (enrolled in 12 hours or more) who are LESS than 21 years of age (as of the 1st day of class each academic term) to live on-campus for the academic year. This requirement excludes summer sessions and is applicable until the completion of 24 credit hours or the receipt of an exemption from the Residence Life Department. This policy is not applicable to students enrolled full time at the Colleges of Technology at Crossett and McGehee; however, students attending those campuses do qualify and are welcome to reside in University Housing.

Students who fail or refuse to comply with the Residency Requirement Program and/or who furnish false information to a University official or office in connection with a request for exemption will be referred to the Dean of Students Office for further action. Disciplinary action could include responsibility for all back charges for room and board incurred while living off-campus.

Exemption Request

Exemptions to this residency requirement must be made in writing (on an Exemption Request Form obtained from the Residence Life Department) and submitted by July 20th for a Fall Semester release or November 15th for a Spring Semester release. Students admitted after the above dates, who seek exemption from the Freshman Residential Requirement, must submit the exemption petition as soon as possible after admission notification, but no later than the 1st day of classes each academic term.

Because of unforeseen changes in a student’s circumstances due to illness or other personal reasons, some petitions are considered after the above dates. Unless it is clearly established that illness or personal reasons which were not known prior to the above dates have arisen to necessitate a student’s living off-campus, students should not expect to be relieved of their housing requirement.

Additional information related to the residency policy and exemption request can be located at http://www.uamont.edu/reslife/respolicy.htm

GENERAL POLICIES & PROCEDURES

Cleanliness of Residence Hall Rooms

University custodial service is responsible for cleaning the lobby, lounge, halls, laundry rooms, and community baths in the residence halls. Residents are responsible for the cleanliness of his/her own room. Students are asked to assist custodians in keeping common areas clean. Failure to maintain one’s assigned on-campus housing unit in a clean and sanitary manner will result in disciplinary action.

Computer/Internet Network Connection

Each resident hall (except for family housing) offers Ethernet and Wifi Connectivity. All use of this service must be consistent with the policies outlined in the Information Technology part of the Student Handbook.

Additional information can be located at http://www.uamont.edu/InformationTechnology/studentIT.htm

Roofs, Ledges, Windows

Residents are not allowed on the roof, room ledges, or windowsills of any University residential facility. Students are prohibited from using the areas outside windows for any reason. No objects may be stored, hung, thrown or dropped from windows, roofs, balconies, or elevated areas.

For your safety, windows should remain locked at all times. Window screens must not be unfastened or removed. Any window or screens broken or missing at the end of the year will be charged to the residents of that room.
UAM recognized student groups are allowed to display official club/group symbols in residence hall windows. Each organization must agree on one "official" symbol for their group. All official display symbols must be approved by the student organization, Director of Student Activities and Director of Housing. Official organization symbols must be printed on static cling vinyl. Symbols may not be larger than 15" x 20". Tape, glue and stickers are not allowed to be used on windows. All signs must be approved by the Director of Housing.

**Entering & Exiting Residence Halls**
Residents should always enter and exit a residence hall through the front doorways. Other modes of entering and exiting, such as through windows or emergency exits, are strictly prohibited.

**Evacuation**
All residents must evacuate the residence hall during an emergency situation or when directed to do so by a University Official, including Resident Assistants, Hall Directors, and Public Safety Officers. Failure to exit the building during an emergency situation will result in disciplinary action.

**Fire Alarms/Drills/Equipment/Prevention**
Each building is equipped with fire alarms and is provided for use in emergency situations. Tampering with fire alarms/equipment is a serious matter and could result in harm to you or others. Tampering with such could result in legal proceedings and university judicial sanctions.

Each residence hall will conduct at least one fire drill per semester to educate and prepare residents for evacuation procedures. **All residents must evacuate the residence hall when a fire alarm sounds. Residents who do not comply with this regulation are subject to disciplinary action and possible arrest.**

**Guests**
Assigning or allowing the use of an assigned on-campus housing space to another person is prohibited.

As a resident in UAMs Residence Halls, you are allowed to have visitors. Each hall (with the exception of Maxwell and the Apartments) requires that you sign your guests in at the front desk. Guests will be required to leave a photo ID with the DA or RA working at the desk. Any guest that does not have appropriate ID will not be allowed past the front lobby. A resident of the building must always escort guests. Guests must abide by UAM policies and must not infringe upon the rights of roommates and other residents. Residents are responsible for informing their guests of UAM policies and will be held accountable for the behavior of their guests. Residents are responsible for all items found in their rooms and for all activities occurring within their rooms while hosting a guest. The residential student is responsible for the behavior of their family member(s). No more than two (2) visitors will be allowed in an individual’s room. Guests are never allowed to be left alone in a resident’s room. Residents should never allow a guest to use his/her keys.

**Private rooms**
Private rooms are approved after all students have checked-in. Private rooms are not guaranteed. Private rooms are awarded on availability. Private room contracts are awarded on a semester-by-semester basis. There is an additional charge for students who agree to a private room contract.

**Propping Doors**
Exterior doors to a residence hall should never be propped open. This allows intruders to access the building and endangers the entire residential community. Doors found propped open should be closed immediately and the incident reported immediately to a Resident Assistant or Resident Hall Director. Propping a door open is a serious offense and will result in judicial charges.

**Smoke Detectors**
Tampering, altering, or removing smoke detectors in any residential room and/or facility is strictly prohibited. Judicial sanctions will result for such violation and could include, but is not limited to: probation and/or removal from University Housing.

**Solicitation & Sales**
The University does not allow any type of sales or solicitation in the residence halls. Persons selling door-to-door or setting up demonstration parties should be reported to a member of the Hall staff or Public Safety. This policy includes the attempted sale of cosmetics, magazines, insurance, credit cards, food, etc.
Unauthorized/illegal live-ins
Only the student(s) officially assigned by the Office of Residence Life may live in a residence hall room or apartment. Assigned students who permit unauthorized persons to live with them in their assigned space will be evicted from any and all on-campus residential facilities and will forfeit any future residential privileges.

Window Screens
Window screens must not be unfastened or removed. Any window or screens broken or missing at the end of the year will be charged to the residents of that room.

Care of Residence Hall Rooms
The University of Arkansas at Monticello has provided each room with basic furnishings. It is understood that each student will care for this furniture as if they were his/her own. Damage to room or room furnishings will be charged to the occupants of that room. A room condition report (RCR) will be provided to protect against improper charges to a student’s account. It will be assumed that any damage to the room or room furnishings, which is not noted on the RCR, will have occurred during occupancy. **Failure to properly complete the RCR form will make the occupant liable for all repair and replacement costs.** The cost of repairing and replacing damaged furniture, fixtures, room equipment, or other property will be assessed against the student responsible. If responsibility cannot be determined, the cost of damages will be divided among the occupants.

Cooking
For fire prevention, as well as health and sanitation reasons, cooking is not allowed in student rooms. Making coffee, hot chocolate or tea in a coffee maker will not be considered cooking. Also, use of a microwave in a student’s room will not be considered cooking.

Loss of Personal Property
The University does not assume any legal obligation to pay for loss or damage to the student’s personal property if it occurs in its buildings or on its grounds, prior to, during, or subsequent to the contract period. The University is not responsible for loss of personal property in the residence hall due to fire, theft, and interruption of water, heat, utilities, or other causes. The student is encouraged to carry appropriate insurance to cover such losses.

Quiet Hours
Quiet hours are daily from 12:00 a.m. until 8:00 a.m.

Quiet hours are intended to provide an atmosphere conducive to study. If your music or television can be heard outside your room, it is too loud. Residents are requested to respect the rights of their neighbors. Social and friendly gathering of residents and their guests is welcomed. Residents are entirely responsible for the conduct of their guest in and outside their residence. Conduct that is boisterous, obscene or generally objectionable to other residents, as well as conduct which endangers the safety of any person, will not be tolerated. Stereos, radios, televisions and musical instruments are to be played at a minimal level, particularly between the hours of 12 a.m. and 8 a.m. Avoid entertaining more guests than your room can handle with respect to your neighbors. Residence halls may increase their quiet hours during certain times in the semester.

Courtesy Quiet Hours
Courtesy quiet hours are observed 24 hours a day and 7 days a week. During courtesy hours residents are required to be courteous of other residents’ needs. A resident should never make so much noise that it is disturbing to the study and sleep habits of another resident. You should be able to approach your neighbor at any time to let them know if they are disturbing you. If they follow this policy, they should be considerate of your request and reduce their noise level. Likewise, if you are requested to be quiet by a fellow resident, RA, or RD, you should be respectful of their wishes. Documentation for noise violations can be made at any time.
Visitation Hours
Visitation is designated times when a resident may have a guest visit his/her room.

Bankston, Horsfall & Royer
Monday-Thursday 3:00pm-Midnight
Friday 3:00pm-3:00am
Saturday Noon-3:00am
Sunday Noon-Midnight

Maxwell
Sunday-Thursday 11:00am-Midnight
Friday-Saturday 11:00am-2:00am
University Apartments
The University Apartments maintain 24 hour visitation policy.

Overnight Guests
Residents are permitted to have overnight guests of the same gender in their individual rooms in the residence halls. Guests are required to check-in with the RD of the respective hall and a guest housing form must be filled out. All guests must abide by all University and Residence Life policies while visiting the UAM Campus. Residents are responsible for the behavior of their guest. In the case of a double room, prior consent of the roommate is needed. Residents are limited to three overnight guest visits in an academic year. Each overnight guest may only stay for two nights. All overnight guests must be 18 year of age. The RD of each residential facility may grant special permission for overnight guests under the age of 18.

Visiting Children/Dependents
Children may only visit the residence halls during daytime hours. Children may only visit residents in the main lobby or entry common areas of each residential facility. In order to protect against injury, promote safety, and provide privacy for other residents the following restrictions apply:

- Children must be attended at all times. They are not permitted to run through hallways, stairwells, or in public areas unattended.
- Visiting children who disturb other residents may be removed from the hall.
- Residents may not provide paid babysitting service in the halls.
- Residents with children who visit more than once a week must meet with the Director of Residence Life to discuss their individual situation. UAM reserves the right to limit or deny the visitation privileges of children of residential students.

Children are defined as those persons 17 years of age and under.

NOTE: The University of Arkansas at Monticello does not assume responsibility or liability for children visiting the residence halls.

Residential Children for Married/ Family Housing
Parents are reminded that children need to be watched closely because parents are responsible for any damage done by children to University property or other resident’s property. It is also requested that residents with children keep their yards free of toys. If you have children and they are playing outside, make sure that you know where they are at all times. If you see individuals who do not live in the apartments, report this to the Coordinator of Family Housing or Public.

Lounges/ Lobbies
Each residence hall has lobbies and lounges available for student to interact in a recreational environment. Several lounges include television, pool table, foosball, ping ball, work-out equipment and much more. Each residence hall has one lounges reserved for individual or group studying. The furniture should not be removed from the lounge areas and is to be taken care of by all hall residents. If lounge furniture is found in a resident’s room, a fine will be assessed. Any unattended property found in the common areas, hallways, porches, stairway, or communal restroom will be removed by an RA at the resident’s expense.

The main lobby and other lounge areas are for the use of hall residents and guests. Guests may use these areas only during visitation hours as long as a resident accompanies them. Residents and other UAM students wishing to use lounges for activities should seek approval from the RD. Lounge furniture is not to be removed at any time for any reason.
**Pest Control**
Residence Life offers pest control service on the third Wednesday of every month. If you are having a problem with pests, please notify your RA immediately.

**Laundry Facilities**
Laundry facilities are available in each residence hall. Commercial washers and dryers are available to hall residents free of charge. The Office of ResLife or the University is not responsible for articles left in the laundry room and residents are urged to wait for their clothes to wash/dry rather than leaving them unattended. Laundry should not be dried on sun balconies, in windows, or suspended on lines between buildings or walls.

All problems with laundry equipment or facilities should be reported in accordance with the online maintenance request process. Students are prohibited from doing laundry for non-residents. The University reserves the right to enforce these guidelines by all necessary means to ensure compliance. Persons who violate these guidelines may be subject to disciplinary action according to the Code of Student Conduct. Groups or associations that repeatedly violate these guidelines may be prohibited from further use of University grounds and facilities.

**Maintenance/ Housing Keeping**
Requests for repairs or pest control should be submitted through the UAM ResLife Home page via the “UAM Fixit Portal” located at [http://www.uamont.edu/reslife/workorder.htm](http://www.uamont.edu/reslife/workorder.htm). Repairs are then turned into the Maintenance Department. Work orders will be completed in a timely manner. For status updates or emergency maintenance issues contact your RA/RD on duty immediately.

Although residents are responsible for cleaning their own rooms/ living spaces, custodians are on staff to regularly maintain/ clean common areas of the dorms (e.g., lounges, lobbies, hallways, stairwells, and communal restrooms).

**Waste/ Trash Disposal**
Trash containers are conveniently located on each floor of the hall. Trash is not, at any time, to be thrown out windows or left in the common areas. Before discarding coals, ashes, or other materials used in barbecue grills, residents should ensure that the debris is thoroughly cold. In an effort to keep our community clean and orderly, let’s keep our parking lots and lawns free of debris.

**Balconies and Breezeways**
Please sweep and maintain your own balcony keeping it free of any unsightly items. Avoid sweeping and dusting onto your neighbors balcony. Garbage should not be placed on or dropped from balconies. No objects may be hung, thrown, or dropped from windows, roofs, balconies, or elevated areas. Do not hang towels or clothing from the balcony or railing. It is not permissible to use grills on the balcony. When cooking outdoors, place grill at least 10 feet away from the building. Any property found on breezeways, passageways, or stairs will be removed by management at the resident’s expense.

**Bicycles, Motorcycles, In-line Skates, Skateboards**
Motorcycles, mopeds, scooters may not be stored in the residence halls due to fire safety regulations. Bicycle racks are available outside each residence hall. Bicycles are not to be stored or parked in public areas, hallways, or stairwells, nor are they to be ridden in these areas. Bicycles left in the racks should always be chained and locked to prevent theft. Bicycles, motorcycles, mopeds, scooters, in-line skates, and skateboards are not to be ridden or used in the residence halls. Bicycles may be kept in your room with your roommate’s consent.

**Bulletin Boards**
Do not remove or tamper with items hung on the bulletin boards. The RD must approve all flyers before being hung. See the Student Handbook for more details on distribution of literature on campus.

**Climbing on Campus Buildings**
Climbing, repelling, and related activity is prohibited on campus buildings and structures.

**Break/ Closing Periods**
Maxwell Hall, Bankston Hall, Royer Hall, and Horsfall Hall residents are not allowed to reside in their rooms during break periods. Residence Halls will be closed for Thanksgiving break, Christmas break, spring break, between the spring and summer semesters, and between the summer and fall semesters. Health and Safety inspections will be conducted during these break times. (See “Closing Notice”) University Apartment residents are allowed to reside in their apartments during spring break, holiday breaks and during the summer as long as their lease is valid. Residents are
to notify the RA or RD if they choose to remain on campus during break periods or opt to leave during this period. Health and Safety inspections will be conducted during these times.

Filthy rooms

• Dirty clothes throughout the room and bathroom
• Open containers of food left for extended periods of time
• Trash that has not been disposed of properly
• Other conditions which attract insects and other unsanitary conditions

When the Office of Residence Life comes to the room for any reason and finds the room in any condition mentioned above, the resident will be given 24 hours to remedy the situation. If after 24 hours the room has not been cleaned, you will be considered in violation of policy and the proper procedures will be instituted.

Flyers and Announcements

All flyers and announcements from the Residence Life Office will be posted on the bulletin boards located in the lobby and hallways. Any flyers or bulletins that need to be posted by student organizations should be forwarded to the Office of Residence Life for distribution. Any flyers found posted at any other location in the residence halls will be removed and turned over to the Office of Student Activities.

Grilling

Personal Grills are only permitted at the University Apartments and the Family Housing Complex. Grills are not to be used on the balconies, breezeways, or porches. Residents should not leave grills unattended. Grills should be used at least 10 feet away from the building. Use only recommended charcoal starter fluid. Never use gasoline. We encourage residents to take advantage of the courtyard area for cookouts and picnics. In addition, the pavilion beside Maxwell Hall is available for residents use.

Health & Safety Inspection

Health and Safety inspections are conducted on a weekly/monthly basis. Residents will be notified at least 24 hours in advance of an actual inspection. Health and Safety inspections are done to promote and maintain a healthy, sanitary and safe building.

Horseplay

Residence hall corridors and walkways are designed as passageways – not as playing fields. Hall sports – such as football, Frisbee, basketball, baseball, etc. – may be potentially harmful to residents and/or furnishings and fixtures. All hall sports are prohibited. Water balloons (only as part of a university sponsored activity), water guns, paintballs, airsoft etc. are not allowed in the residence halls. The courtyard is made available for sports and recreation. We encourage residents to take advantage of this area for activities and sports.

Housing Contract

The housing contract is a legal and binding contract between the resident and the University. The housing contract spells out the conditions under which a room is rented. Please read the contract carefully before signing. It is very important that a resident fully understands his/her rights and responsibilities as outlined in the Housing Contract and housing policy outlined in the student handbook.

Residence Hall Reservations

Any group wishing to have a meeting or program in a residence hall common room or lounge must obtain approval from the RD of the respective hall.

Sublease

At no time shall residents sublease premises. Subleasing shall consist of charging another person, in whole or in part, rent to live in the unoccupied space of a room in which you reside. No resident shall allow another person to live in the unoccupied space of a room. Subleasing a room will justify grounds for eviction from UAM Residence Halls.

Verbal Abuse

Any derogatory or abusive language used toward any resident or staff will result in Judicial Action.

Abandoned Apartments

Apartments that have been deserted for thirty days and which have past due rent will be considered abandoned. An abandoned apartment and all the items left inside become UAM property. All items left inside the apartment will be considered unwanted and removed at the resident’s expense.
Appearance of Apartments
Each resident is responsible for the front porch of their apartment. There is to be nothing kept on the front porch (with the exception of a few small potted plants). Residents are requested to keep their premises neat at all times.

Care of Heaters
It is requested that all room heaters be turned low and that bathroom heaters be turned off when the residents are out of the apartment.

SECTION 2: RIGHTS AND RESPONSIBILITIES

UAM Residential Community Standards
The Residence Hall community at the University of Arkansas at Monticello is dedicated to the Integrity and personal growth of each individual. Choosing to join the community obligates each resident to make positive contributions to the community and abide by a code of behavior.

Rights and Responsibilities
The Residence Hall community at the University of Arkansas at Monticello is dedicated to the Integrity and personal growth of each individual. Choosing to join the community obligates each resident to make positive contributions to the community and abide by a code of behavior. The following is a list of student’s “rights” – what you are entitled to as a student living in one of UAM’s residence halls, and your “responsibilities” – what is expected of you as a member of a residence hall community.

**YOU HAVE THE RIGHT** to a safe, clean, and well-maintained residence hall space,

**YOU HAVE THE RESPONSIBILITY** to keep your door and hall doors locked, not prop them open or allow in strangers, and to clean up common areas.

**YOU HAVE THE RIGHT** to a quality-learning environment conducive to your academic and social pursuits,

**YOU HAVE THE RESPONSIBILITY** to observe quiet hours, keep your stereo and voice at a volume in the residence halls, and to remind others that you expect the same from them.

**YOU HAVE THE RIGHT** to privacy and the proportionate use of your room both in terms of space and time, and the right to be free of unwanted guests in your room;

**YOU HAVE THE RESPONSIBILITY** to let your roommate know of your wishes and preferences for hours of sleep, study and visitation, and to work through any differences you may have in a peaceful manner.

**YOU HAVE THE RIGHT** to choose your means of recreation and relaxation.

**YOU HAVE THE RESPONSIBILITY** to know and abide by the laws of the State of Arkansas, including those that pertain to alcoholic beverages and illegal drugs. You have the responsibility to follow the rules and regulations established to support the educational purposes of the University and to sustain a safe and comfortable living community in the halls.

**YOU HAVE THE RIGHT** to appropriately confront another’s behavior that infringes on your rights.

**YOU HAVE THE RESPONSIBILITY** to examine your own behavior when confronted by another and work toward resolving conflicts. You also have the responsibility to confront others in a non-aggressive and non-threatening manner.

**YOU HAVE THE RIGHT** to influence policy that affects you by participating in floor meetings, student government, and University organizations.
YOU HAVE THE RESPONSIBILITY to participate in floor meetings, and share responsibility for adhering to and enforcing community policies and guidelines.

Your Rooming Rights
The best advice we can offer is to be courteous, thoughtful, and considerate of your roommate. Please keep in mind these basic rights of a roommate:

- The right to live in a clean building and room
- The right to expect that a roommate will respect one’s personal belongings
- The right to read and study without undue interference
- The right to sleep without undue disturbance from noise, roommate’s guests, etc.
- The right to free access to one’s room and facilities without pressure from a roommate
- The right to personal privacy
- The right to be free from fear or intimidation and physical or emotional harm
- The right to have guests during visitation hours with the expectations that guest are to respect the rights of the host’s/hostesses roommate or other hall residents
- The right to expect reasonable cooperation in the use of room telephone and cable services

SECTION 3: HOUSING REQUIREMENTS AND REMOVAL

Rental Policy for Returning University Apartment Residents:
Eligibility to reserve a University Apartment for 12 months requires year-round rental payment. A student choosing not to pay rent for both the Summer I and Summer II terms, must vacate his/her assigned apartment, forfeits the right to retain a University Apartment for the upcoming fall semester. The student may choose to be placed on the University Apartments’ waiting list for future terms.

Room Consolidation
Any student who does not have, or is not assigned a roommate and does not wish to pay for a private room, must consolidate with another resident in the same situation. A student will be given ample opportunity to voluntarily select a roommate of his or her choice. If the student does not choose a roommate by the advertised deadline, that student will be charged for a private room from the date there was only one student assigned to the room until the date consolidation occurs. If the student refuses to consolidate the student will be billed for the private room fee.

When two students are required to consolidate, the submittal date on the residence hall application will be used to determine which student must vacate a room and move. The earlier application date will be given priority.

Denial of Housing
Housing will be denied to anyone who is not officially enrolled or plans to enroll at the University, in addition, housing will be denied to any person who fails to apply for housing and pay the required housing deposit as set by the Department of Residence Life.

Any person living in University Housing must be officially enrolled by the “last day to register/add classes” date, as set by the Office of the Registrar/Academic Affairs. Customarily, this date is the fifth class day. After this date, any resident not officially enrolled will be evicted from any on-campus living facility including the University Apartments and the Married/Family Housing Complex.

UAM reserves the right to evict/ remove any residential student from his/her dwelling for failure to pay tuition/room/board charges or other charges assessed by the University, or abide by any and all University Policies and/or Residence Life Policies. If a student is evicted for non-payment, he/she has 24 hours to remove his/her belongings. If a student is evicted for behavioral problems, he/she must remove his/her belongings immediately and vacate the assigned room immediately (unless special circumstances are approved by the Vice Chancellor for Student Affairs).

UAM reserves the right to remove any residential student from his/her individual residence hall room, suite, apartment, or family housing unit upon the violation of three residence hall policies. Once a residential student has been charged and found guilty of violating three residence hall policies, the student’s on-campus living status will be placed in jeopardy. At this time, the Director of Residence Life and the Vice Chancellor for Student Affairs will review the
student’s discipline file to determine if on-campus living may be continued. If it is determined that on-campus living is no longer a benefit to the student or to the University, the student will be removed/evicted from his or her current residential facility and denied other on-campus housing opportunities. The evicted student will not be eligible for on-campus living for at least two semesters (not including summer semesters) from the date of eviction.

Eligibility for Married/ Family Housing
To be eligible for married student housing, a student must be enrolled in nine (09) course hours and either be married or have full-time custody of a dependent. Potential residents must provide proof of a legal marriage license and/or documentation of full-time custody of the dependent. Students who reside in married student housing are not permitted to have unauthorized persons live in their assigned apartment. Living arrangements for any addition to a family through childbirth, adoption, or other means, must be approved by the Director of Residence Life.

Removal of Personal Belongings
Students who leave the residence halls must remove all personal belongings. Personal belongings include carpet, furniture, clothing, and other personal items. Personal items that are left will be stored by the Residence Life office for up to 30 days and will then be discarded. Failure to remove items from the hall will result in an improper checkout fine.

Check In Procedure
When you first move into your room, be especially careful to thoroughly inspect and examine the room for any damage. Prior to your arrival, hall staff will conduct an inspection of each room and complete an RCR (Room Condition Report). On Check in day you are more than welcome to take the RCR to your room and double check it. When a resident checks out the room will again be inspected. Discrepancies between the condition shown on the initial Room Condition Report form and the condition at the checkout inspection will result in charges being assessed.

Check Out Procedure
The student must leave the residence hall by 4:00pm on the last scheduled day of final exams. The student must clean the room thoroughly or a minimum $25.00 cleaning fee will be assessed. This includes the following:

- Dispose of all trash and discarded items from inside the room and bathroom
- Completely clear the closets
- Clean room thoroughly (including windows, lights, blinds, and floors)

Check Out Procedure (Family Housing only)
The student must file a two-week written notice with the Office of Residence Life, giving a specific date the apartment will be vacated. Failure to complete this step will result in the forfeiture of your deposit. The student must clean the apartment thoroughly or a minimum $25.00 cleaning fee will be assessed. This includes the following:

- Dispose of all trash and discarded items from inside the apartment
- Completely clear the closets and cupboards
- Clean the bathroom thoroughly, making it ready for re-occupancy
- Clean apartment thoroughly (including windows, lights, blinds, floors, and behind the stove)
- Remove everything from storage closet

Checkout Readiness

1. The student must be sure to remove all personal belongings from the room. Items left in the room will be considered unwanted and removed at the resident’s expense. Residents who leave furniture in their rooms, or do not return their keys, will be charged.

2. The resident will be held responsible for any damage to the premises beyond normal wear that occurs during occupancy. Damage to the walls, porcelain enamel finishes, glass or screen, obstruction of plumbing, furniture, etc. will be repaired and charged to the resident at the University assessed charge, or rate.

3. Make an appointment with the RA or RD to complete final inspection of the room and complete the necessary check out forms. At this time all keys to the room should be turned in. A $100.00 key replacement fee will be assessed if keys are not returned to the RA or RD. A $200.00 key replacement fee will be assessed for the University Apartments.
4. Leave a forwarding address with the Office of Residence Life. This is used to forward any eligible refund that usually requires a period of four to six weeks.

**Minimum Course Hours Requirements**
All residents must be enrolled, and maintain, at least 9 course hours (3 hours in summer terms), as registered with the Office of the Registrar, for each semester to retain housing rights. Any resident discovered to be enrolled in less than 9 hours (3 hours in summer terms) will be immediately removed from housing. Any resident denied housing will be allowed the opportunity to appeal to the Director of Residence Life in Harris Hall.

**Minimum GPA Requirements**
All residents must have, and maintain, a semester term grade point average (GPA) higher than that of a 1.00 in order to retain housing status. Any resident discovered to have earned a term GPA less than a 1.00 will be immediately removed from housing. Any resident denied housing will be allowed the opportunity to appeal to the Director of Residence Life in Harris Hall. If a resident regains permission to live on campus and earn a second term GPA less than 1.00, the student will be denied on campus housing indefinitely without the right to appeal.

**Security Deposit**
A deposit is required to reserve any residence hall room.

**Termination of Housing Contract**
The University may terminate the housing contract by giving the student 30 days notice in advance of the University’s desire to have the resident vacate. The University may terminate the housing contract by giving the student 24 hours written notice for:

- Failure to pay rent
- Conduct on the part of the resident that violates the provisions of the housing contract as part of a disciplinary action may result in immediate removal from the Residence Halls
- Withdrawal from the University: A student who withdraws from the university must vacate the residence hall or apartment within 24 hours of the withdrawal.

**SECTION 4: PROHIBITED ITEMS**

**Alcohol, Tobacco, and Illicit Drugs/Controlled Substances**
Use, possession, or distribution of illicit drugs and controlled substances as defined by local, state, and federal law is strictly prohibited on campus and in the residence halls. Transporting alcohol or drugs, drinking or using drugs on the premises, or possessing alcoholic containers or drug paraphernalia is also illegal. Alcohol or drugs will be confiscated at the time of the incident. Any student possessing a felony amount of drugs, selling any amount of drugs, or having the intent to sell any amount of drugs on University controlled property or at a University sponsored event will be expelled from the University. The jurisdiction of this violation rests solely with the Assistant Vice Chancellor for Student Affairs/Dean of Students and the Vice Chancellor for Student Affairs. Violators of this code forfeit their right/option of a University Judicial Board Hearing. Residents are not permitted to have in their possession bongs, pipes, or alcoholic containers of any kind. Alcohol containers may not be used in room décor. Smoking will be prohibited on all University owned or leased property. Property includes, but is not limited to: buildings, facilities, sidewalks, roadways, parking lots, athletic fields, and grounds.

**Bedding**
The use, possession, or construction of waterbeds, lofts, or homemade bunk beds in a residential facility is strictly prohibited.

**Candles, Incense, Potpourri (burned or unburned)**
Possession of candles of any kind, burning of incense and potpourri are not permitted in student rooms or common areas due to fire hazard. These items will be confiscated if found.

**Dangerous Combustibles**
Firearms, ammunition, and other such combustible items are not permitted in the residence halls.

**Electrical Appliances**
The capacity of the residence hall electrical system is limited. Student must only use UL (Underwriters Laboratory) approved extension cords.
The following electrical appliances are permitted:

• Computer  
• Radios/stereos/television/VCR  
• Desk lamp  
• Iron  
• Hair dryers  
• Small refrigerator (less that 4 cubic ft. capacity)  
• Microwave (less than 0.6 cubic feet)

The following electrical appliances are NOT permitted.

• Open element appliances, i.e. toasters, toaster ovens, hot plates, broilers, space/kerosene heaters,  
• Electric grills, electric fry pans/skillets.  
• Sun lamps  
• Air conditioners (personally owned units except in Family Housing)  
• Outside antennas/satellite dishes  
• Any type of open flame, including, but not limited to: Candles/incense/potpourri  
• Halogen lamps

**Flammables**

Flammable liquids and solvents, including, but not limited to: gasoline, kerosene, lighter fluid, and propane, may not be stored in resident rooms, or apartments, including areas outside their front door or storage closet/unit.

**Gardens**

Gardens are not permitted in Family Housing.

**Lofts**

The construction of lofts in student rooms is not permitted.

**Pets/Animal Care**

Pets of any kind are not allowed in the residence halls, university apartments, family housing, or on any grounds adjacent to these facilities. The cleaning or preparing of any animals including, but not limited to: deer, duck/water fowl, squirrel, rabbit, or turkey, inside any residential facility is strictly prohibited.

**Room Furnishings & Decorations**

As your “home away from home,” your residence hall room will be a reflection of you. All of the provided furnishings must remain in the room for the entire academic year for storage and inventory reasons. To keep all furnishings in the best condition possible, University owned furniture is not to be painted or physically altered. Residents should not attach items to wood and/or painted surfaces. Damage to University furniture will result in a charge.

Residents are not permitted to remove furniture or other residence hall belongings from their original location. Residents are not permitted to transport lobby/common area furniture or other university property/equipment to another location inside the building, to another UAM facility, or remove furniture or equipment from the campus. Residence Hall furniture/furnishings/equipment that is affixed must remain affixed.

Students are encouraged to decorate their rooms in a manner that makes them feel at home. However, some restrictions do apply:

• No nails, hooks, or screws may be used  
• No open flames are allowed in resident’s rooms  
• Posters may be hung, but tape marks left on walls or ceiling may result in damage charges  
• Painted murals are not permitted  
• Students are permitted to lay their own carpet, but should not tape down the carpet  
• Contact paper is prohibited  
• Students cannot decorate their rooms with alcohol containers. Any alcohol containers used as decorations will be confiscated upon discovery.  
• Materials that promote alcohol, drugs, or information biased towards any group, race, gender, nationality, or lifestyle is prohibited.
**Weapons, Firearms, Fireworks**
Any objects with potential to cause bodily harm to self or others are not allowed in the residence halls. These objects include, but are not limited to: fireworks, explosives, BB guns, stun guns, air guns, paint guns, pellet guns, swords, knives, bows and arrows, rifles, handguns, etc.

**SECTION 5: SAFETY & SECURITY**

**Disrupting the Peace**
Disrupting the peace and good order of the University includes but is not limited to: fighting, quarreling, slander, defamation of person by written/printed words or pictures, speech or written material that induces riotous behavior or other disruptive behaviors in any UAM facility, or controlled property.

**Keys & Lockouts**
Upon moving into their room, residents are issued a room key. This key is for their personal use only and should not be loaned to anyone. State law prohibits unauthorized duplication of University keys. If residents lock themselves out of their room, they may contact an RA or an RD for admittance. Excessive failure to carry keys could result in a judicial sanction.

Staff members are only allowed to open a door for residents of that particular room. Students may not be admitted to another student’s room for any reason.

If a resident loses their key, they should immediately notify an RA or an RD. The room’s lock will then be changed and new keys will be issued. The charge for this lock and key replacement in Bankston, Horsfall, Maxwell and Royer is $100.00 and the University Apartments is $200.00.

Residents should keep their rooms and windows locked at all times for security reasons. Residents must carry their keys with them at all times. Keys may not be loaned to other residents.

**Parking and Automobiles**
All vehicles should display a parking sticker. Residents can park in any GREEN lot around their hall. Vehicles are not to be parked along the roadway or in the grass adjacent to the hall. Any vehicle in violation of this policy will be issued a citation. Storage of inoperative motor vehicles, mechanical repairs, washing or changing of oil of any motor vehicle is prohibited on the premises. Do not park on the grass anywhere on campus. Residents at the University Apartments must have an “A” or “B” parking sticker coinciding with the apartment building the resident is living. Residents are to park in the parking lots located east and west of the University Apartments. Vehicles are not to be parked along warehouse fence or along the roadway adjacent to the University Apartments. Any vehicle in violation of this policy will be issued a citation. Guests are to park in the gravel lot located west of the B Building.

**Right of Entry/Search**
University officials may enter the room of a student only with the consent of the student except in the following cases:

- If an emergency condition exists, University officials may enter a student’s apartment. Emergency circumstances are defined as those in which the physical or emotional safety and well being of any person may be affected or institutional property may be damaged or destroyed.
- When a reasonable ground exists to suspect that a violation of law or university policy is taking place and after consent is requested.
- If there is a valid search warrant or incident to an arrest.
- For maintenance or health inspection purposes.
- To accompany pest control personnel.

**Video Surveillance**
In a response to common area damages and vandalism issues and all other violations of the Student Code of Conduct, University Housing may use camera and video surveillance in the public areas of the residence halls and apartment buildings to identify parties responsible.
EMERGENCY PROCEDURES

Evacuation
All residents must evacuate the residence hall during an emergency situation or when directed to do so by a University Official, including RAs, RDs, and Public Safety Officers. Failure to exit the building during an emergency situation will result in disciplinary action, and could include a large fine.

Fire Equipment and Alarms
The fire equipment provided in the residence halls is provided for use in emergency situations only. Tampering with residence hall or room fire equipment is a serious matter and could result in harm to you or other residents. Such tampering will result in legal proceedings for whoever is proven to have been involved. Pulling the fire alarm for unauthorized purposes is grounds for disciplinary action and is a federal offense. Smoke detectors have been furnished for your safety. Do not unplug or obstruct your smoke detector in any way. Obstructing a smoke detector will result in disciplinary action.

Pulling Fire Alarms
As noted in the list of fines, pulling fire alarms when there’s no fire is taken very seriously. If someone is found to have pulled a fire alarm for any reason other than a fire, Campus Security will take them to the Monticello Jail and the guilty party will face criminal charges. Furthermore, the Department of Residence Life will charge them with False Alarms/Bomb Threats and Misuse of Fire Equipment. Tampering with and/or removal of smoke detectors will also result in judicial proceedings. This is in addition to the $200 fine imposed by the University.

Fire Drills and Evacuation
Each residence hall will conduct at least one fire drill per semester to educate and prepare residents for evacuation procedures in case of fire. All residents must evacuate the residence hall when the fire alarm sounds. Failure to exit the building during a fire drill could result in disciplinary action.

If There Is a Fire:
IF YOU SEE A MINOR FIRE (something burning on top of the stove, etc.) Use a fire extinguisher to suppress the fire. Make sure the alarm is sounding and follow evacuation procedures. Be sure to call a RA or a RD who will then contact Public Safety.

IF YOU SEE A FIRE YOU ARE NOT SURE YOU CAN CONTAIN: If you are unsure about your ability to contain the fire or the advisability of trying to handle it yourself (chemical fires can give off dangerous fumes, such as a burning trash can). Make sure the alarm is sounding and follow Fire Alarm Procedures. INFORM A RESIDENT ASSISTANT THAT THERE IS A REAL FIRE AND CONTACT A RESIDENT DIRECTOR!

Fire Alarm Procedures:
• STAY CALM!
• Evacuate your room or apartment.
• Be sure to close and lock your door behind you.

If There Is A Tornado:
It time permits, residents of Horsfall Hall and Royer Hall should go to the Horsfall Hall Basement. If time permits, residents of Bankston, Maxwell, University Apartments should go to the University Center Gymnasium. If time permits, residents of Family Housing should go to the Steelman (Athletic) Field House.

If time does not permit, the following plan should be followed:

<table>
<thead>
<tr>
<th>Residence Hall</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>Bankston Hall</td>
<td>1st floor restrooms</td>
</tr>
<tr>
<td>Maxwell Hall</td>
<td>1st floor restrooms</td>
</tr>
<tr>
<td>Horsfall Hall</td>
<td>Horsfall Basement</td>
</tr>
<tr>
<td>Royer Hall</td>
<td>1st floor restrooms, laundry rooms or under stairwell</td>
</tr>
<tr>
<td>University Apartments</td>
<td>Any 1st floor apartment restroom</td>
</tr>
<tr>
<td>Family Housing</td>
<td>Remain inside apartment and go to the restroom</td>
</tr>
</tbody>
</table>

For best protection, move to the lowest floor of any building and away from any windows.
Missing Persons
In accordance with the missing persons' policy at the University of Arkansas at Monticello, you have the right to register a specific emergency contact in the event that you should ever be declared a missing person. This information must be submitted to the Office of Residence Life and must include: Full legal name, UAM ID #, Cell phone #, Name and relationship of who you desire to be contacted, Home and cell phone # for contact person(s), E-mail address for contact person(s), Home address for contact person(s).

If you choose not to register a specific/separate contact for missing persons reporting, your regular emergency contact on file with the university and/or housing will be notified. For persons under 18 years of age and not emancipated: Your desired contact person, and a legal parent or guardian will be contacted should you become classified as a missing person. If you have any questions, please contact UAM Residence Life at 870-460-1045. All emergency contact information submitted to UAM Residence Life is kept confidential and only shared with appropriate emergency response and law enforcement personnel in the event that such information should be needed. If you suspect a person is missing, notify UAM Public Safety immediately at 870-460-1000.
NOTICE OF APPLICATION

The rules, policies, and information presented in this Student Handbook applies to all UAM enrolled students pursuing undergraduate, graduate, specialized degrees, and/or students enrolled in the UAM Monticello Campus, UAM College of Technology at Crossett and/or the UAM College of Technology at McGehee.

The rules, policies, and information presented in this Student Handbook apply to all students enrolled at the UAM College of Technology at Crossett or the UAM College of Technology at McGehee who reside in any UAM residential facility.

All rules, policies and information presented in this Student Handbook remain in effect and are applicable during official or unofficial breaks, closings, modified calendars, or University holidays.

NOTICE OF DISCLAIMER

Policies, programs, dates, costs, rules, and any other information cited in this Student Handbook are subject to change and therefore should be verified through the appropriate office and personnel.

The Student Handbook may also be viewed on-line at UAMONT.EDU. The policies and procedures provided in the on-line copy of the Student Handbook take precedence over any policies or procedures printed in any hard copy of the Student Handbook.

The University reserves the right to alter any and all information contained in this Student Handbook.