



Resident  
Manual  
2017-2018

# Table of Contents

Important Numbers	2
Important Dates	3
Section: 1 Residence Life Overview	4
Section 2: Residence Halls Provided Services	5
Section 3: Visitation & Quiet Hours	7
Section 4: “How To” Directions	9
Section 5: Safety & Security	11
Section 6: Room & Common Area Cleanliness	15
Section 7: Prohibited Items	17
Section 8: Housing Requirements & Removal	19
Section 9: Misconduct	26

## Residence Life Important Numbers

Residence Life Main Office 870-460-1045

Bankston Hall Office 870-460-1733

Bankston RA Duty 870-224-5261

Bankston RA Duty 870-740-6096

Horsfall Hall Office 870-460-1793

Horsfall RA Duty 870-224-6854

Maxwell/Apts. Office 870-460-1768

Maxwell/Apts RA Duty 870-224-6673

Royer Hall Office 870-460-1665

Royer RA Duty 870-224-6708

Resident Director on Duty 870-224-6872

### UAM Fall 2017 Important Dates

- Delta Pest Control visits **3<sup>rd</sup> Wednesday** of every month
- Health and Safety Inspections **1<sup>st</sup> Tuesday** of every month
- Monday Aug. 21 Orientation 9:30 am-3:00 pm
- Tuesday Aug. 22 Open Registration and Orientation 10:00 am-1:30 pm
- Wednesday Aug. 23 First Day of Classes!
- Friday Aug. 25 Last Day to Register or add classes
- Monday Sept. 4 Labor Day Holiday-No classes! Offices closed
- Wednesday Sept. 6 Last day to change your meal plan
- Friday Sept. 29 Deadline to apply for Graduation
- Wednesday Nov. 1 Last Day to Drop a class
- Monday Nov. 6 Pre-registration for Spring begins
- Friday Nov. 17 Pre-Registration for Spring ends
- Tuesday Nov. 21 Residence Halls will close at 4 pm for Thanksgiving Break
- Sunday Nov. 26 Residence Halls will re-open at 2 pm
- Dec. 11<sup>th</sup>-15<sup>th</sup> Final Exam Period
- Dec. 15<sup>th</sup> Residence Halls will close at 4 pm for Christmas Break

### Fall 2017 Fun Events

- Rock the Lot Aug 21 8:00 pm
- Monday Aug. 21 FREE Cosmic Bowling 7:00 pm-10:00 pm
- Tuesday Aug. 21 Foam Drop 8:00 pm-10:00 pm
- Wednesday Aug. 23 Roller Rink Luau 7:00 pm-10:00 pm
- Wednesday Aug. 23 Java Kickstart 8:00 am-11:00 am
- Thursday Aug. 24 Agony of Defeat Sand Volleyball 3:30 pm-8:30 pm
- Friday Aug. 25 FREE Movie Night 7:00 pm
- Saturday Sept. 16 Parent/Family Appreciation Day
- Thursday Oct. 12 Walk a Mile in Her Shoes 5:00 pm-6:00 pm
- Monday Oct. 16<sup>th</sup>-21<sup>st</sup> Homecoming week festivities
- Tuesday Oct. 17 Big Money Bingo
- Nov. 20 & 21 Christmas Window Painting 10:00 am-6:00 pm
- Monday Dec. 4 Christmas Tree Lighting Ceremony
- Thursday Dec. 7 Late Night Breakfast

## **Section 1: Residence Life Overview**

### **MISSION STATEMENT**

It is the mission of the Office of Residence Life at the University of Arkansas at Monticello to support the academic mission of the institution by providing a safe, comfortable physical environment in which one is able to pursue academic endeavors and achieve personal growth within the boundaries of community standards and respect for others.

### **GENERAL INFORMATION**

Residence Life is the office that oversees the operations of all student residential facilities on the University of Arkansas at Monticello Campus. Resident Assistants and Resident Directors are key personnel that assist students with residential concerns throughout their tenure at UAM. In addition, a student may call or come by the Office of Residence Life between the hours of 8:00 a.m.- 4:30 p.m., Monday through Friday. The Office of Residence Life is located on the second floor of Harris Hall. Any student enrolled for at least 9 academic hours may live in a UAM Residence Hall.

### **GOALS OF RESIDENCE LIFE**

- To offer facilities that are safe, well maintained and clean, and that provide a physical environment that supports the programs and goals of the Office of Residence Life.
- To provide an environment within the residence halls and University Apartments which is conducive to academic achievement, good scholarship, and the intellectual and personal growth of each resident.
- To encourage each resident to recognize and evaluate his/her own purpose for being part of the university.
- To promote an atmosphere of respect for individual differences and to encourage support for the rich diversity our students bring to the university community.
- To encourage the development of a sense of individual responsibility so that residents learn to accept responsibility for their own choices and actions.
- To promote an atmosphere conducive to warmth, high morale, and fellowship within the residence halls and University Apartments.
- To promote a sense of pride in the university.
- To provide courteous, high quality service to the university residents at the lowest possible cost.
- To institute administrative policies and procedures that facilitate the effective operation of the residence halls and University Apartments.

### **RESIDENCE HALL STAFF**

#### **Resident Directors (RD)**

The Resident Director can be a full-time staff member or graduate assistant, live-in professional with an undergraduate degree. The RD is responsible for all activities in the residence hall. They supervise the Resident Assistants and assist in the program management of the residence

halls. Resident Directors are chosen for their interest in students and experience in residence hall living. His/Her duties include, but are not limited to, directing and enforcing residence hall and University policies, assisting students with problems or concerns, developing and preserving a harmonious group living situation, and working with students in the development of programs and activities.

### **Resident Assistants (RA)**

Resident Assistants are student employees that are carefully selected by the University. RA's live on floors with their fellow students and receive special training to assist residents in a variety of ways. They facilitate floor meetings, help initiate and organize floor programs and activities, are a resource for campus information, and document University and residence hall policy violations. Among their most important tasks in helping floor members feel that they all belong to a group or community that shares common interests, concerns, and activities.

### **Desk Assistants (DA)**

Bankston, Royer and Horsfall run a front desk that is worked by students and resident assistants. Desk assistant duties include greeting residents and guests, completing specific tasks given by a hall director, and assisting residents.

### **Bulletin Boards**

Bulletin Boards are decorated and created for residents' benefit. Bulletin Boards are completed by RAs to help attract residents' attention and provide entertainment. 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.

### **Flyers and Announcements**

All flyers and announcements from the Residence Life Office will be posted in the designated areas in each hall. RAs will host fun, monthly programs, so be on the lookout for those flyers! 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.

## **Section 2: Residence Halls Provided Services**

### **Computer/Internet Network Connection**

Each resident hall (except for family housing) offers Ethernet and Wi-Fi 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/pages/resources/information-technology>

### **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 washer 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 those 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.

### **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. This also includes items left unattended in the laundry rooms. The student is encouraged to carry appropriate insurance to cover such losses.

### **Maintenance/House Keeping**

Requests for repairs should be submitted through the UAM ResLife Home page via the "UAM Fixit Portal" located at <http://wwwemailmeform.com/builder/formExUOnc2fLg31043z9182XR>. Repairs are then turned into the Maintenance Department. Work orders will be completed at 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).

### **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. An inventory inspection 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 inspection, will have occurred during occupancy. **Failure to properly complete the room inspection 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.

### **Waste/Trash Disposal**

Trash containers are conveniently located on each floor of the hall. At the University Apartments and Family Housing there are large trash bins located near both complexes. 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 out parking lots and lawns free of debris.

### **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.

## **Section 3: Visitation and Quiet Hours**

### **Guests**

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.

### **Visitation Hours**

Visitation hours are designated times when a resident may have a guest visit his/her room.

### **Bankston, Horsfall, Royer**

Monday-Thursday	12pm-Midnight
Friday	12 pm-3 am
Saturday	12 pm-3 am
Sunday	12 pm- Midnight
University Apartments/Maxwell:	24 hour Visitation Policy

### **Overnight guests**

Residents are permitted to have an overnight guest 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 years 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 hall ways, 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 watch 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 Pubic Safety.

### **Quiet Hours**

Quiet hours are daily from 10:00 pm to 8:00 am.

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 theirs 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 10 pm and 8 am. 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 in 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.

## Section 4: "How To" Directions

### Cable TV

Cable TV service is provided for every room in student housing and various academic spaces throughout the campus. Below are the channels that will be available in a 'QAM' digital/HD format.

All televisions on campus must contain a QAM digital tuner to receive the channels. Older analog televisions are no longer compatible with the University's cable TV system. Most televisions today are digital/QAM compliant, however less expensive or budget televisions may not be. To find out if your television has a QAM tuner, check the specifications in your owner's manual, or visit the manufacturer's website.

### What is a QAM tuner and how do I know if my TV has one?

A QAM tuner allows your TV to tune to digital or HD channels. Most, but not all, TV's that were made after 2006 have a QAM tuner built in.

- You can search online by make/model of your TV or reference your TV's owner's manual for specific model information related to what type of tuner is present in your TV.
- An example of what the manual may say if the TV has a QAM tuner: "Built in digital tuner (ATSC/Clear QAM)", or "NTSC/QAM"
- Additionally, if your TV remote has the (.) or (-) symbol button for easy tuning or is able to display channels such as 5.2 or 5-2, your TV likely has a QAM tuner.
- An example of what the manual may say if the TV does NOT have a QAM tuner: "ATSC / NTSC Tuner" (there will be no mention of QAM)

2-1 KET5 HD	28-2 EWTVN	36-1 MSNBC HD	43-2 TNT HD
4-1 KARKHD	28-3 SONLIFE NETWORK	36-2 CNBC HD	44-1 Comedy Central HD
7-1 KATV HD	28-4 TBN	36-3 Bravo HD	44-2 Spike HD
11-1 KTHVHD	28-5 THE WORD NETWORK	37-1 Lifetime Movie HD	45-1 CARTOON HD
16-1 KLRTHD	28-6 TV Guide Network	37-2 Outdoor Channel HD	45-2 Nickelodeon HD
17 Hometown Channel	28-7 JEWELRY TV	37-3 Travel Channel HD	46-2 A&EHD
25-1 KVTN HD	29-1 TWCHD	38-1 USA HD	46-3 HGTVHD
26-1 KASN HD	31-1 ESPN HD	38-2 National Geographic HD	46-4 E! HD
26-2 KARZHD	31-2 ESPN2 HD	38-3 Discovery Channel HD	47-1 MTV HD
2-2 KETCREATE	32-1 SECHD	39-1 Disney HD	47-2 VH1 HD
7-2 KATV Retro	32-2 SEC PLUS	39-2 ABC Family HD	48-1 CMT HD
7-3 KATV Grit	32-3 ESPN Classic	40-1 Velocity (HD ONLY)	48-2 TV LAND HD
11-2 KTHV Weather	32-5 Fox Business	40-2 Animal Planet HD	49-1 AMC East HD

27-1 HALLMARK HD	33-1 Golf Channel HD	40-3 HISTORY HD	49-2 Hallmark Movie HD
27-2 CSPAN	33-2 NBC Sports Network HD	41-1 Universal (HD ONLY)	50-3 OWNHD
27-3 CSPAN2	34-1 FXHD	41-2 Food Network HD	51-1 Black Entertainment TV
27-4 QVC	34-2 Fox Sports 1 HD	41-3 Syfy Channel HD	52-2 TruTV HD
27-5 Headline News	34-3 Fox NewsHD	42-1 TLCHD	53-1 Oxygen East
27-6 Home Shopping Network	35-1 CNNHD	42-3 Lifetime East HD .	54-1 Turner Classic Movies
28-1 WGNHD	35-2 THE BLAZE HD	43-1 TBSHD	54-8 FXX

### **AUTO PROGRAMMING DIGITAL TVs NOT CONNECTED TO A CABLE BOX**

If you have a digital or HDTV not connected to a cable box, it is important to auto program your TV to ensure you are viewing the digital/HD versions of the channels. You can also use your remote to channel up or down to reach the digital/HD channels. Or, you can directly input 31.1 or 31-1 on your remote to reach your desired channel.

Exact details on how to auto program or auto tune digital TVs will vary from manufacturer to manufacturer and from model to model. These instructions are generalizations that are meant to describe how most TVs accomplish this feature. For best results refer to the owner's manual for the specific TV you are working with. Most TVs will take 20-45 minutes to complete this function.

#### **Using the TVs remote control, follow these general steps:**

Step 1: Press the "Power" button to turn on the TV

Step 2: Press the "Menu" Button

Step 3: Select "Set-Up" or anything referring to channels.

Step 4: Select "Cable" if given the choice between antennae or cable.

Step 5: Select "Digital and Analog" if asked

Step 6: Select: "Auto Program/Auto Tune" then "OK"

Televisions that, depending on model, may be missing the QAM tuner:

- Apex
- Dynex
- Element
- Haier
- Seiki
- Sylvania
- RCA
- Westinghouse

\*If your TV is not receiving digital channels, you may try using a DIGITAL CONVERTER from Cablevision. 870-367-7300. Cablevision 1920 Hwy 425 N – Monticello, AR 71655

#### **How To Submit a Work Order**

1. Go to <http://www.uamont.edu/pages/student-affairs/residence-life/>
2. Click on "Work Order Submission"
3. Fill in all boxes with your name, where you live, your phone number and a description of the problem. Put as much detail as possible.
4. Click "submit".

#### **How To Accept Inventory Conditions**

You have 24 hours to accept the condition of your room or the condition will be automatically accepted for you.

1. Log in to your WeevilNet
2. Click on “StarRez Housing”
3. Click on the “Inventory” tab at the top of the page.
4. Check the “approved” box for each item or leave a comment.

### **How To Prevent Mold**

1. Clean your room/apartment regularly/weekly.
2. Keep your air unit on and a room temperature at or around 70 degrees.
3. Do not pile up moist clothing, towels, rags, etc in your room.
4. Keep windows & outside doors shut.
5. Leave the door to closets cracked to ventilate air flow.

**\*\*Please report any signs of mold immediately\*\***

## **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 \$120.00 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. No resident is allowed to park in the RED spaces at any resident hall and at the other buildings on campus. The RED space(s) at residence halls are reserved for Resident Directors. 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 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 purposed.
- To accompany pest control personnel.

### **Video Surveillance**

In a response to a 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.

### **Care of Heaters**

It is requested that all room heaters be turned on low and that bathroom heaters be turned off when the residents are out of the apartment (family housing). Note: Space heaters are not allowed in Bankston, Royer, Horsfall, Maxwell, and University Apartments.

### **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 purposed 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 an 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**

If 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 following:

Bankston Hall	1 <sup>st</sup> floor restrooms
Maxwell Hall	1 <sup>st</sup> floor restrooms
Horsfall Hall	Horsfall Basement
Royer Hall	1 <sup>st</sup> floor restrooms, laundry rooms, or under stairwell
University Apartments	Any 1 <sup>st</sup> floor apartment restroom
Family Housing	Remain inside apartment and go to the restroom

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.

### **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 the 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 the residence hall during through approved door ways. Other modes of entering and exiting, such as through windows or emergency exits, are strictly prohibited.

### **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.

**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 and 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.

**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.

**Climbing on Campus Buildings**

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

**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.

**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, paintball, 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.

**Section 6: Room Cleanliness Expectations and Commons Area Guidelines**



### **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.

### **Room Inspections**

Room inspections will be conducted by Resident Assistants the 1<sup>st</sup> Tuesday of every month. RAs will ensure that residents' rooms are up to our standard of cleanliness. Failure to meet our standard will result in a warning. The warning will include documentation in both residents' files, and a 24-hour grace period for residents to meet our standard of acceptable room cleanliness. If residents fail to meet our standard of clean after the 24-hours, this will result in a write-up, training, and consultation with residence life staff.

### **Standard of Cleanliness**

Residents should take pride in their living space, and respectfully clean their rooms regularly. Our standard of cleanliness includes: dusting all furniture and blinds, washing and putting away laundry, taking out all trash, properly covering or disposing of any food containers, organizing room space and belongings in a tidy manner, sweeping and mopping floors. In suite-style halls cleaning the bathroom and sink room areas, which entails properly cleaning the: mirror, vanity, sink, toilet, and shower.

### **Lounges/Lobbies**

Each residence hall has lobbies and lounges available for students to interact in a recreational environment. Several lounges include television, couches, etc. Each residence hall has at least one lounge 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.

### **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 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.

### **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.

## **Section 7: 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 bong, 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.

Note: Vaping is also not allowed on campus and in residence halls.

### **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 items are permitted:

- Computer
- Radios/stereos/television/VCR

- Desk lamp
- Iron
- Hair dryers
- Small refrigerator (less than 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 oven, 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, tasers, air guns, paint guns, pellet guns, swords, knives, bows and arrows, rifles, handguns, etc.

## **Section 8: Housing Requirements and Removal**

### **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.

### **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.

*UNIVERSITY OF ARKANSAS AT MONTICELLO*

*RESIDENCE LIFE OFFICE/HOUSING CONTRACT*

Please read carefully the items and conditions of this document for they place binding obligations on each applicant who accepts on-campus housing at the University of Arkansas at Monticello. The provisions of this contract are official regulations of the University of Arkansas at Monticello and as such are subject to change by the University.

**I AGREE TO:**

1. Maintain my room in a sanitary and safe condition. Sanitary and Safe conditions are defined by the University.
2. Clean and return my assigned room to the University in a like condition upon terminating this agreement.
3. Be responsible for damage done to my room, furniture, or fixtures and to share in the cost for damages of and thefts from common areas.
4. Abide by the University Code of Student Conduct and Residence Hall policies and regulations.

**I UNDERSTAND THAT:**

1. THE USE, POSSESSION, OR DISTRIBUTION OF ALCOHOL OR OTHER ILLICIT DRUGS IS PROHIBITED.
2. THE USE, POSSESSION, OR DISTRIBUTION OF FIREARMS, FIREWORKS OR WEAPONS IS PROHIBITED.
3. Cooking is not permitted in individual rooms.
4. Pets are not permitted, except for service animals. The need for service animals must be documented by two separate physicians and then meet the acceptance of the University.
5. Students are guaranteed the reasonable privacy of their rooms and belongings. However, under specific protective guidelines, rooms may be entered in the case of emergency, for maintenance and safety inspection requirements, and when there exists reasonable grounds to suspect that a violation of the law or University policies is taking place. A student does not have to be present for an official room search. A reasonable effort will be put forth to notify the student that his/her room will be searched.
6. The University will not house students during holidays, between semester breaks, or when the University is officially closed.
7. Students must leave the Residence Hall within 24 hours of the completion of their last final exam or by 4:30 P.M. on the last scheduled day of final exams, whichever comes first.
8. THE UNIVERSITY IS NOT RESPONSIBLE FOR LOSS OF PERSONAL PROPERTY IN THE RESIDENCE HALL DUE TO FIRE, THEFT, INTERRUPTION OF WATER, HEAT, UTILITIES, OTHER CAUSES, OR ACTS OF GOD.
9. My housing/food service contract will be for the period of an academic year (Fall & Spring semesters) unless I am applying for the Spring semester or Summer I or II.
10. 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.
11. A student living in the residence hall must be a student **enrolled in a minimum of (9) nine hours** per fall or spring semester or **(3) HOURS** per summer term.
12. Residential students who earn a **grade point average below 1.00** for any semester or term in which they are enrolled will not be permitted to continue their residential status. This policy applies to all academic semesters including summer terms.

**TERMINATION CLAUSES**

*I understand that the University may terminate this contract by giving the resident 48 hours written notice in advance for:*

- *failure to meet financial obligations to the University;*
- *conduct on the part of the resident that violates the provisions of this agreement; or*
- *as part of a disciplinary action associated with the University or legal action associated with the city, state, or federal courts.*

*I understand that if a resident withdraws from the University, the resident must vacate the residence hall room within 24 hours of the withdrawal.*

*Any resident who terminates his/her contract, whether voluntarily or involuntarily, will forfeit the deposit.*

*Any resident who does not check into the residence halls on the first class day by 4:30 p.m. will be considered a No Show, forfeit the deposit, and negate his/her contract.*

*Any resident who terminates his/her contract will be responsible for full room charges for the current semester and for board charges incurred through the date of official checkout from the residence hall.*

*Any resident who moves out of the residence halls prior to the fulfillment of this contract shall be obligated to pay a lease cancellation fee of \$400.*

## **GENERAL POLICIES AND PROCEDURES**

1. *The University does not assume any legal obligation to pay for the loss of damage to the student's personal property if it occurs in its buildings or on its grounds prior to, during, or subsequent to the period of the contract. Students are encouraged to carry appropriate renters and other types of insurance to cover such losses.*
2. *The student is responsible for the accommodations assigned and shall reimburse the University for all damages within or to said accommodations. Charges for damages and/or necessary cleaning will be assessed to the student, or students, by the University and must be paid promptly. Failure to pay will result in a hold on students' registration, graduation, and/or transcript.*
3. *The student is responsible for all behavior/conduct that occurs in his/her assigned room, including, but not limited to, the behavior/conduct of any and all visitors and family members. If a breach of the student code of conduct is committed by visitors/family members which warrants disciplinary action, charges and sanctions will be administered against the assigned student.*
4. *Double rooms are to be occupied by two persons. In case one of the occupants does not claim his/her assigned double room/space or moves, the student who remains agrees to accept another roommate, move to another double room, or to pay the difference (private room fee) in order to retain the double room as a single. The application date will be used to determine which student must move, i.e., the earlier application date will not require a move.*
5. *While this contract is in effect, the student will be required to meet all financial obligations of this contract. Housing fees are charged through the Cashier's Office in Harris Hall. Students must pay on their accounts in accordance with the policies of that office.*
6. *This housing contract may not be transferred or assigned to another person. The Department of Housing and Residence Life reserves the right to make all assignments and to make any assignment changes necessary if needed due to roommate conflicts, personal issues, disciplinary problems, and/or any other reasons deemed by the Director of Residence Life.*
7. *Failure to occupy an assigned space does not constitute a release from the housing contract with the University.*
8. *The cost of re-keying the lock for any duplicated key or any key not returned whether the key is lost or stolen will be charged to the student.*

9. Official checkout from a residence hall consists of signing the appropriate inventory and checkout forms, removing all personal belongings, cleaning the room, returning the key(s), and meeting with a Resident Assistant or Graduate Assistant.
10. The policies and procedures contained within this document are also applicable to overflow housing assignments which may be made on a temporary basis at the beginning of each semester.

### **Entry for Inspection/Search and Seizure**

The University shall have the right to enter the leased premises for inspection at reasonable hours whenever necessary to make repairs, alterations, safety/health inspections, pest control, etc., of the room. All rooms will be periodically inspected for health/safety violations. If violations are found, the resident(s) will have sufficient time to correct the violation. If the violation is not corrected, the student will be billed for the violation and it will be corrected by Housing Staff. Continued violations may result in judicial action and could also result in termination of the lease by the University. The University reserves the right to enter the premises to respond to an emergency at any hour of any day.

The University reserves the right to enter and search a student's place of residence if University officials: (1) believe the room in question contains evidence of the commission of a criminal offense (violation of a local, state or federal law), or (2) a violation of University rules and policies. A student does not have to be present to have his/her room searched. A student does not have to grant permission in order for a room search to occur. A reasonable effort will be made to contact the student before his/her room is searched.

### **Judicial Rights, Student Code of Conduct, and Residence Hall Policies Acknowledgement**

The University of Arkansas at Monticello Student Handbook, which contains detailed information concerning Judicial Rights, Student Code of Conduct, and Residence Hall Policies, is available online at the UAM webpage ([www.uamont.edu](http://www.uamont.edu)). I further acknowledge I have been advised to periodically review the Student Handbook for updates and revisions. My signature below affirms I have read the above statement and agree to abide by all University, Student Discipline, and Residence Life Policies provided in the Student Handbook.

To find the Judicial Rights, Student Code of Conduct, and Residence Hall Policies contained in the UAM Student Handbook online:

Go to: [www.uamont.edu](http://www.uamont.edu)

Click on: Student Life

Click on: Handbook

Scroll to: "**Judicial Rights**"

Scroll to: "**Code of Conduct**"

Scroll to: "**Residence Hall Policies**"

### **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/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.

### **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.

### **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 the 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 residential 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 a 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 online StarRez inspection. On Check in day you are more than welcome to log into your StarRez account and make changes to your room inspection survey. When a resident checks out, the room will again be inspected. Discrepancies between the condition shown on the initial StarRez inspection report and the condition at the checkout inspection will result in charges being assessed.

### **Check Out Procedure**

The student must leave the residence hall by 4:00 pm on the last scheduled day of final exams. The student must clean the room thoroughly or a minimum \$50.00 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 \$50.00 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 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 finished, 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 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 a 1.00, the student will be denied on campus housing indefinitely without the right to appeal.

### **Security Deposit**

A \$100 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 day 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 of Residence Halls

- **Withdrawal from the University:** A student who withdraws from the university must vacate the residence hall or apartments within 24 hours of the withdrawal.

### **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.

### **Meal Plan Requirement**

All students living on campus must purchase a meal plan. The prices and plans can be found on the UAM website. Any student who wishes to change their meal plan, must do so before the 10<sup>th</sup> day of classes.

## **Section 9: Introduction/Overview of Misconduct**

As a public institution of higher learning, the University of Arkansas at Monticello has as part of its mission to search for truth and understanding, and to strengthen students' capabilities as thoughtful contributors to society. This mission is partially fulfilled by encouraging and assisting students to take personal responsibility for their actions and to learn to be productive members of society. It is the purpose of the University Judicial System to foster a supportive climate by protecting the community from behavior that is destructive to the living, learning, and teaching environment of the University. The code of conduct has been established to insure the rights and privileges of all members of the University community, to communicate the expectations of the community to its members, and to provide a basis for orderly conduct of the affairs of the University. As such, each student must act in a manner consistent with the mission of the University, including off-campus conduct that is likely to have an adverse effect on the UAM educational process.

Thus, each student is expected to be fully acquainted with and comply with all policies, rules, and regulations of the University published in this document, the University Catalog, and any other university sponsored publication. In addition, all students are expected to comply with all local, state and federal laws. No person or group of persons acting in concert may willfully violate the rules provided below. Specific examples of misconduct for which a student may be subject to disciplinary action include, but are not limited to:

- **Misuse of Documents:** Forgery, alteration, unauthorized possession of University documents, records, or student identification cards.
- **Identify Theft/Fraud:** Knowingly transferring or using, without lawful authority, a means of identification of another person with the intent to commit, or to aid or abet any unlawful activity that constitutes a violation of Federal law, or that constitutes a felon under any applicable State or local law. Identity theft/fraud includes, but is not limited to, theft of: Social Security Number, credit card number(s), bank account number(s),

bank statements, US Mail, campus mail, telephone calling card number, driver's license number, or other personal student data.

- **Theft/Stealing:** Theft, attempted theft, possession, sale or barter of property of the University or of a member of the University community is strictly prohibited. Theft of University signage, furniture, equipment, or any other University property is considered a serious offense and can result in immediate expulsion.
- **Damage to property:** Damage to property of the University or property of any member of the University community.
- **Alcohol and Illicit Drugs:** Possession, use, manufacture, or distribution of alcohol or illicit drugs is prohibited. Any student found guilty of possessing a felony amount of drugs, selling any amount of drugs or having the intent to sell any amount of drugs on University property, University-controlled property, at any UAM sponsored event, or event sponsored by a University organization/program will be expelled from the University. Violators of this code will receive an administrative hearing.
- **Disorderly Conduct:** Any behavior which disrupts the regular or normal functions of the University community, including behavior that breaches the peace or violates the rights of others. Disorderly conduct includes, but is not limited to, violent, noisy, or drunken behavior, and/or the use of abusive or obscene language on university controlled property, while representing the University, or attending a University function. Any verbal abuse, physical abuse, or endangerment may result in expulsion from the University of Arkansas at Monticello.
- **Disrupting the peace and good order of the University including, but not limited to:** fighting, quarreling, verbal slander, gossip, 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.
- **Failure to Comply with Directions of a University Official** (including those appointed or elected to act on behalf of the University acting under the provisions of the Student Conduct Code or in the performance of their duties.)
- **Infringements on the rights of students, faculty, staff, or other authorized personnel to gain access to any university facility for the purpose of attending class, participating in an interview, university conference, or any other university activities.**
- **Threats:** Making terrorist threats creating false alarms or reports where the person initiates, communicates, or circulates a report of a present, past, or future bombing, fire, offense, or other emergency that is known as false or baseless that could result in required action by an official or volunteer agency organized to address such emergencies; or interrupts the occupation of a building, office, classroom or residence hall room. A terrorist threat of any nature is considered a severe offense and may result in expulsion from the University of Arkansas at Monticello.
- **Misuse of Fire Equipment:** Misuse of fire extinguishers or any other fire or safety equipment including disabling or removing smoke detectors or fire alarms in any university facility including residence hall rooms, University Apartments, and family housing.

- **Lewd, Indecent or Obscene Conduct:** Behavior that is lewd, indecent or obscene will not be permitted in University buildings including private behavior in residence hall rooms/apartments, student organization spaces, or public behavior in public performances in any University, or University controlled facility.
- **Responsibility for Student Guests:** Students are responsible for informing their guests, student and non-student, of University policies and will be held responsible for the behavior of their guests. A guest is defined as (1) any person who is
- present at the invitation of a student, or (2) any person who is received by a student, or (3) any invited or uninvited individual who is accompanied by a student. Residents must escort their guests at all times during their time in the residence halls.
- **Weapons, Firearms, and Explosives:** The unauthorized use, possession, or distribution of any object with potential to cause bodily harm to self or others is strictly prohibited on University owned or University-controlled property, or at any UAM sponsored function, including events sponsored by any UAM organizations/programs. Such objects include, but are not limited to: firearms, ammunition, fireworks, chemical dispensing devices, explosive materials, devices capable of casting a projectile such as bows and/or slingshots, swords, brass knuckles, num-chucks, or any type of gun, including, but not limited to: handguns, BB guns, stun guns, air guns, paint guns, pellet guns, or look-a-like guns. The Department of Public Safety will store firearms, bows, and other weapons specifically designed for hunting purposes.
- **Harassment:** Harassment is the act of an individual or group of individuals threatening, in person, by telephone, in writing, electronically, or by other means, to take an unlawful action against any person. Harassment includes any reckless action that annoys or alarms the recipient or is intended to annoy or alarm the recipient that exceeds the rights of freedom of speech. Harassment includes, but is not limited to, racial and sexual harassment, attempting or threatening to strike, kick or otherwise subject another person to physical contact; making an offensive coarse utterance, gesture or display; addressing abusive language to any person, following a person in or about a public place or places' or engaging in a course of conduct or repeatedly committing acts that alarm or seriously annoy another person.
- **Terrorist Threat/Threat of Physical Abuse or Endangerment:** A threat of physical abuse is the expression of intent to endanger the health or safety of any person on the UAM Campus. The threat of physical abuse or endangerment made towards any UAM faculty/staff member, or any campus visitor may result in immediate expulsion from the University of Arkansas at Monticello.
- **Aiding/Abetting:** Encouraging or helping someone to violate University regulations or commit violations of local, state or federal law, whether occurring on or off campus, is prohibited.
- **Physical Abuse or Endangerment:** Physical abuse or endangerment is any act, which imperils or jeopardizes the health or safety of any student, faculty, staff or visitor on the Campus. Physical abuse or endangerment of any UAM faculty/staff member, or any campus visitor will result in immediate expulsion for the University of Arkansas at Monticello. Violators of this code will receive an administrative hearing.

**Verbal Abuse**

Any derogatory or abusive language used toward any resident or staff will result in Judicial Action. Harm to Self: No student shall cause physical harm or threaten to cause physical harm to themselves, nor shall any student take any action that creates a danger to their own health, safety, or personal well-being. UAM reserves the right to remove any residential student from their on-campus dwelling who poses a threat to himself/herself or to others. The University may also require a student who threatens such acts to acquire the services of a licensed psychiatrist before being allowed to return to on-campus living.

**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 University Police. This policy includes the attempted sale of cosmetics, magazines, insurance, credit cards, food, etc.

**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.



**Judicial Rights, Student Code of Conduct, and Residence Hall Policies Acknowledgement**

*The University of Arkansas at Monticello Student Handbook, which contains detailed information concerning Judicial Rights, Student Code of Conduct, and Residence Hall Policies, is available online at the UAM webpage ([www.uamont.edu](http://www.uamont.edu)). I further acknowledge I have been advised to periodically review the Student Handbook for updates and revisions. My signature below affirms I have read the above statement and agree to abide by all University, Student Discipline, and Residence Life Policies provided in the Student Handbook and Resident Manual.*

_____	_____
First & Last Name Printed	ID Number
_____	_____
Residence Hall	Room #
_____	_____
First & Last Name Signature	Date