



# Housing & Residential Education

## 2025 – 26 HANDBOOK



## **ABOUT HOUSING & RESIDENTIAL EDUCATION**

### **WHY STATEMENT**

We believe that strong communities and relationships are transformative.

### **VISION STATEMENT**

We envision an intentional and inclusive community focused on healthy relationships and student success.

### **MISSION STATEMENT**

In alignment with Rowing Not Drifting this office's central mission is to equip students with the tools to engage in the transformative power of personal relationships and communities. We work with students, families, and our campus community to create a sense of belonging through intentional programming, one on one interactions, and serving as a connection point for students to campus resources. Through a social justice lens and experiential learning, we empower students to grow, learn, lead, and achieve.

### **OUR VALUES**

- Inclusivity: We recognize that the diverse communities and unique personal experiences of our students enhance our campus community. With this understanding we work to create environments where all students, families, and support people feel at home and welcome.
- Integrity: Truth, authenticity, and transparency are the foundation of the relationships we foster and the decisions we make.
- Service: As a referential resource, we provide thoughtful individualized assistance in an effort to empower our students to advocate for themselves and contribute to our campus communities. We apply the concept of “Servingness<sup>1</sup>” in interactions with our students, their support people, and our campus partners to build an inclusive campus community.
- Growth: We celebrate development, innovation, courageous creativity, and active participation in the experience of all our students and the contributions of our team.

### **YOUR RIGHTS AND RESPONSIBILITIES**

Living on-campus allows you to live with the assurance that each individual's rights are valued and protected. Each member of the residential community must balance the rights of all individuals with their own rights. Take care to show respect for others, and you will find that you earn their respect.

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<sup>1</sup> Garcia, G. A. (n.d.). Defining “Servingness” at Hispanic-Serving Institutions (HSIs): Practical Implications for HSI Leaders. Retrieved February 20, 2023, from <https://www.equityinhighered.org/resources/ideas-and-insights/defining-servingness-at-hispanic-serving-institutions-hsis-practical-implications-for-hsi-leaders/>.

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## **RESIDENT INFORMATION**

Note: Topics are arranged alphabetically.

### **ABANDONED PROPERTY**

Resident understands and agrees personal property left at or in the formerly assigned room by resident following check-out and/or removal from housing is abandoned property and can be treated as such by Housing & Residential Education staff. Resident shall be charged for any costs incurred by HRE in moving or removing abandoned property from the previously assigned room. Abandoned materials will be subject to disposal at HRE staff's discretion. Unlicensed or inoperable vehicles left, at any time, in parking lots, or adjacent parking areas will be towed at the expense of the former resident. All costs associated with packing, disposal and/or towing will be billed to the former resident.

It is the resident's responsibility to check their space at check-out for all items. The Hall staff completing the check-out will make reasonable efforts to remind residents of items they did not pack. Items not found by Hall staff (e.g., In Closets, or left after a Conference will be bagged up in a trash bag with the Hall/Facility Name and Room Number where it was found as well as the date it was found and brought to the storage area behind the Community desk. Abandoned items will be stored for 30 days. After 30 days have elapsed, the items will be auctioned or discarded.

### **ALCOHOL**

The legal drinking age in Colorado is 21. The University and Housing and Residential Education comply fully with all federal, state, and municipal regulations regarding the sale, possession, and consumption of alcoholic beverages. Housing and Residential Education supports responsible choices involving the consumption of alcohol beverages. The possession and/or consumption of alcohol in moderation are a privilege for residents of legal drinking age in their assigned private living quarters. Private living quarters are an apartment, suite, or room space a person is assigned, or an apartment, suite, or room space where the person is an invited guest.

Alcohol may not be consumed, possessed, or stored in public spaces including, but not limited to: offices, lobbies, lounges, study rooms, laundry rooms, kitchens, etc. Conference and Event Services may permit sale, possession, and consumption of alcoholic beverages in public spaces in line with University Regulation 3-7-115(15) Alcoholic Beverages.

### **ANIMALS & PETS**

Students may bring the following animals or pets on campus:

- One cat or dog per student approved through the Pet Friendly Specialized Housing Communities in Belford Hall, Harrison Hall (Pet Friendly Floor), or Lawrenson Hall (Pet Friendly Floors).
- Support Animals approved via the Disability Resource Center.
- Fish, Shrimp, or other water-bound animals living in an aquarium, of 20-gallons or less. \*
- Service Animals or Service Animals in Training. Note: Service Animals living with students in University Housing must have up to date vaccination information on file with the Housing office.

\* Note aquatic animals such as frogs, tortoises, turtles, etc. that may live outside of the water are not allowed.

It is a violation of the UNC Student Code of Conduct (Student Code) for any student to provide knowingly false information about whether they have a disability for any purpose including, but not limited to, a request to be allowed to keep an animal on campus. Such violations subject the person to disciplinary outcomes under the Student Code. Among other things, providing false information



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regarding one's disability status adversely affects the ability of the University to respond to the legitimate needs of persons with disabilities.

Students living on campus who bring a Service Animal or Service Animal in Training must provide their Animal's vaccination records with HRE to comply with local municipal code. Students with a Service Animal may complete a voluntary notification with the Disability Resource Center. All animals on campus except Service Animals and Fish (as described above) require approval through the Pet Friendly Specialized Housing Communities application process or Disability Resource Center. Students with unapproved animals will be required to remove the animal immediately and charged an unapproved animal fee of \$200 each time an unapproved animal is in a space. This fee will be applied to their student account. Upon discovery, an animal must be immediately removed to an off-campus location. HRE staff can provide contact information for local animal boarding facilities which may provide a student discount.

The unapproved animal fee will be used to cover the cost of deep cleaning the facility. This fee only covers the cost of cleaning the facility. Any repairs or replacements of items will be charged beyond this fee. The animal owner is required to pay all such costs, even if the amount exceeds the amount of their deposit. Animal owners assume all responsibility for damage to university buildings, furnishings, and grounds caused by their animal(s). In the event that there are two animals or more approved or unapproved living in a residential space where damage from the animals has occurred, all residents should provide information to HRE staff about which animal caused damage. If HRE staff is unable to identify which animal is responsible for the damage, both residents may be charged for a split portion of the damage. Damage charges are assessed on the severity of the damage, as well as the items that were damaged.

All animals, including service animals and service animals in training, should be crated, as applicable and as outlined in ESA and Pet Friendly Specialized Housing Communities policies, when an animal is in a student's room when the student is not present. This will help to ensure that an animal is not let out should room entry occur from HRE, Facilities Management, IM&T, or other UNC staff.

If an animal is found in a facility in the event of an emergency, HRE staff will make efforts to ensure the animal is safe and secure. This may be by leaving an animal crated if that area of the facility is not specifically in danger. HRE staff will also make efforts to notify known animal owners if they are not present when an emergency occurs. In the event an animal needs to be removed to respond to an emergency, UNC staff may choose to remove it from University Housing, and the animal may be boarded off-campus at the student's expense.

In the event of an emergency, the university has designated tornado staging areas in all resident halls that can be found in every building. Know these locations and make sure there is plenty of room for you and your Animal. These can be viewed on Ursa under the Safety Tab. There are some considerations to keep in mind when sheltering in place with an Animal. Many of the university tornado staging areas are primarily in hallways of residents' halls or small rooms. Animals may exhibit signs of nervousness when they feel trapped or crowded, please be aware of this and try and keep Animals' calm. In some cases, a muzzle or crate might be needed for the safety of other residents.

Emergency personnel (first responders) will do their best to rescue Animals during a fire, but their priority is to rescue people first. If a situation is too dangerous to get an Animal out safely then emergency personnel might not be able to check on the animal. If you are able to evacuate with your Animal, then do so. If there is an emergency, on-campus housing residents will not be permitted to reenter the building to get their pets until emergency/UNC personnel have re-opened the facility and it is safe to reenter. Do not go back to your room to get your Animal during an evacuation or emergency.

See Also: Support Animals, Entry into Student Rooms, Inspection Of University Premises, Personal Property Insurance, Pets, Repairs, Maintenance & Work Orders, Service Animals

## **BIDETS**

Residents that choose to have a bidet attachment for their toilet in a room or apartment with a private or semi-private bathroom may do so with this product Chicago Faucets 442-83044CP Wall Mounted Bidet Fitting <http://bit.ly/2HVVHdBq>, which is roughly \$320 to purchase the product.

Any other proposed bidet models will need to be presented to the UNC: Housing office which requires a full spec sheet delivered via email to ([Housing@unco.edu](mailto:Housing@unco.edu)) before purchase. Other bidets will be reviewed for durability, quality, and code compliance and will require written approval from UNC Housing Services. Residents living in facilities with community bathrooms must also seek approval from UNC Housing Services prior to requesting an installation of a bidet in a community restroom to determine the most appropriate way to accommodate this desired addition without disrupting the community.

UNC Facilities Management plumbing staff must install and remove approved, and owner purchased bidets by request at a cost of \$290 total for installation and removal. The cost will be billed to the resident and the bidet is yours to keep upon move-out. **Residents are responsible for water damage if bidets are misused or self-installed.** The total cost for the approved Chicago brand bidet with installation and removal is approximately \$600. This charge includes the following:

1. Procurement of the University approved bidet Chicago Faucets 442-83044CP Wall Mounted Bidet Fitting <http://bit.ly/2HVVHdBq>;
2. Installation of bidet attachment in a fashion that is secure and compliant.
3. Reversing this process at the time that you move out, for no additional charge.
4. All labor is necessary to complete the process.

Due to aesthetics, quality, liability and, most importantly, safety concerns, residents are not permitted to install their own bidet attachment. Persons who choose to install their own bidet attachment will be charged for damages incurred and Facilities Management Staff will be contacted to remove and professionally install the approved bidet at the resident's expense.

## ***Removal Process***

To have the bidet removed, please place a work request using the Work Request Input process to remove the unit as well as the desired removal date (must be a business day between 8 AM – 3:30 PM). UNC staff will do their best to accommodate this requested date, but it may not be possible due to staffing levels, so we recommend residents request the removal well in advance of their desired departure date.

## ***Damage and Neglect Policies***

Residents are responsible for damage to the facility caused by an improperly installed or utilized bidet. Damage and Neglect Policies can be found on the Contract Terms and Conditions located here: <https://www.unco.edu/living-on-campus/forms.aspx#housing>

See Also: Personal Property Insurance, Repairs, Maintenance & Work Orders

## **BICYCLES, SCOOTERS, SKATEBOARDS, LONGBOARDS, ETC.**

Bicycle racks are available outside of each residential facility. Bicycles should be locked by the frame and registered through UNC Parking Services. Unlocked bicycles found by UNC staff, including

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UNCPD, may be locked with a U-Lock tagged with UNCPD's contact information to prevent future thefts. Students should contact UNCPD at 970-351-2245 to unlock the UNCPD U-lock. Students can register their bike and receive their own U-lock for future use.

Skateboard and Scooter racks are available outside many residential facilities and many devices can also be secured on bike racks. Skateboards, Scooters, and Longboards can be secured to Skateboard and Scooter racks using a standard padlock. You can secure your Skateboard, Scooters, and Longboards to bike racks using a traditional bike lock.

Bikes, Scooters, Skateboards, Longboards, etc. may not be hung from ceilings, walls, or furniture. Parking these devices in non-designated areas (i.e., hallways, hall entrances, trees, railings, and accessible ramps) may result in removal, impoundment, and/or a fine. Bicycles, Skateboards, Scooters, etc. will be tagged for removal at the end of the academic year (May) those without tag removed will be impounded by UNC Police.

Non-powered bicycles, scooters, skateboards and other devices may be stored in a residents private room. If you wish to store your devices in your residence hall room, obtain your roommate/suitemate's permission before doing so. No devices should be stored in egress areas or other space that might interfere with safe exit from the room/facility. Bikes, Scooters, Skateboards, Longboards, etc. may not be hung from ceilings, walls, or furniture. Parking these devices in non-designated areas (i.e., hallways, hall entrances, trees, railings, and accessible ramps) may result in removal, impoundment, and/or a fine.

### **Registration**

To register your bicycle, scooter, etc, fill out the registration form on the UNC Parking Services website: <https://www.unco.edu/parking/permits/bicycle-permits.aspx>. After the form is complete bring it to the Parking Services office at the University Center. You will receive a U-lock when you register your device. It is a good way to help prevent bicycle theft. UNC Police recommends the use of a U-lock. UNC recommends cable locks be used as a secondary lock with a U-lock.

See Also: Lithium- Ion And Lithium Polymer Batteries

### **BREAK HOUSING (THANKSGIVING, WINTER, & SPRING BREAK)**

Residence Halls, Arlington Park Apartments, and University-Owned Houses are open over Thanksgiving, winter break and spring break. During these times, residents are not required to vacate the residence halls nor remove their belongings in their rooms. Additional directions to secure a room if a resident leaves over one of these break periods will be provided over email to residents to ensure the health and safety of all residents and staff and the security of the building.

### **BREAK HOUSING (SUMMER BREAK)**

Most Residence Halls and University-Owned Houses are closed over summer break. Exceptions include Summer School housing facilities and Arlington Park Apartments, which are open over summer break. In closed facilities, residents are required to vacate their space and remove their belongings even if they have renewed into the same space for the following academic year. Residents needing housing during all or part of summer break should see the housing website to apply for summer housing or contact the main housing office to make arrangement to stay for summer.

### **CANNABIS/MARIJUANA PROHIBITED**

Federal law classifies marijuana as an illegal drug. There is no exception in federal law for Colorado State recreational marijuana use or medicinal marijuana use. UNC must comply with federal law and

the **Drug Free Schools and Communities Act (DFSCA) of 1989**. University regulations also ban marijuana based on federal definition under section 3-7-148 Drug-Free Workplace Policy. This regulation includes all properties and business or activities of UNC, applicable to but not limited to, students, employees, contractors, agents, volunteers, or invitees. Any individual in violation of such shall be subject to discipline, termination/dismissal, debarment, arrest, or citation, as applicable.

Note: Possession of a Medical Marijuana Registry Identification Card does not authorize a resident to possess, use or distribute marijuana in residential facilities.

### **CHECK-IN PROCEDURES**

Before a room is occupied, it is inspected by Facilities Management and HRE staff members. Upon arrival, residents will be asked to inventory the space via an online Room Condition Report form or paper Room Inventory form, which is used to note any pre-existing damage to the room. It is important to be accurate and thorough when completing the inventory. This form helps HRE staff to record the check-in process and assess any damage or inconsistencies at resident check out. Forms that are not returned or are not filled out promptly cannot be used as a reference at checkout and students may be charged for existing damages if there is no initial check-in status to refer to.

### **CHECK-OUT PROCEDURES**

When moving out of a room, whether at the end of the year or during a room move, it is imperative to follow proper check-out procedures. **Improper check-out will result in a minimum of a \$35.00 charge.** It is important to involve your hall staff (Resident Assistant, Community Assistant, Assistant Residential Coordinator, and/or Residential Coordinator) as soon as you begin thinking about a room move. You may not move to another room on campus without working with the hall staff. A proper check out begins by removing all personal belongings, removing all trash and recyclables disposing of them properly, cleaning the room/suite/apartment, and returning the space to the condition at check-in, including return beds to their raised/lowered settings/bunked status.

Next, schedule a check out appointment with a hall staff member, typically your Resident Assistant or Community Assistant your Community desk may be helpful in scheduling this. At the time of check-out, a staff member will thoroughly inspect your room and note things on your Room Inventory or Room Condition Report form.

The Room Inventory or Room Condition Report form that was completed by the resident upon check-in, and the inspection of the room by a staff member, will serve as the basis for check-out charges, if assessed. Charges may include any damage to a room not considered to be part of normal wear and tear. If anything in the residence room is broken, damaged, unaccounted for, or in need of cleaning, the student(s) responsible will be billed for damages. Students or their guests who steal, lose, destroy, or damage UNC property, will be billed accordingly. In addition, unauthorized removal, malicious damage, and/or vandalism to property are violations of the Student Code and Colorado law. Students engaging in the above behaviors may be subject to criminal prosecution and/or University disciplinary action.

Checkouts at the end of each semester are done through a centralized process. Students will attend a floor meeting to understand policies and procedures for closing and will sign up for a checkout time at the Community desk. Students will be charged for any keys or cards to access the space that are not returned at check out. Note: this includes keys that were mailed back to UNC Housing but not received.

In the event a student is unable to check out of their room, the student should inquire with their Residential Coordinator regarding the Check-out Designee process by emailing them and the

See Also: Abandoned Property, Repairs, Maintenance & Work Orders, Room Changes, Roommates

## **CLEANING**

Residents are expected to maintain a clean and healthy living environment in their residential room – this is a responsibility shared by ALL residents assigned to a living space. Failure to maintain a clean room poses a health risk, and is, consequently, a justifiable reason for having the room cleaned by UNC Facilities Management staff at the residents' expense. You are expected to change bed linen, clean and dust rooms periodically, dispose of trash/recycling periodically, and (if applicable) clean the bathroom in your suite periodically (Suites have bathrooms in The Basin: Harrison and Tuner Halls, The Mesa: Bond, Brown, Dickeson, Hansen-Willis, Luján Halls, as well as Sabin Deluxe Doubles and Houses, The Ridge: Lawrenson, North, and South Halls and Houses, and Arlington Park Apartments) to maintain a healthy living environment.

It is recommended that residents clean their suite bathrooms periodically with an approved cleaner (please do not use bleach, you may be charged for damage that bleach causes). Please see our website and posted signage for recommended cleaners or check out an approved cleaner from your community desk. It is also recommended that residents daily wipe down high-touch areas such as door handles, counters, remote controls, gaming controls, phones, etc.

## **COMMUNITY DAMAGES**

Damage or vandalism that occurs in a community space and cannot be attributed to an individual(s) **will be billed to all residents of the community.**

As a reminder, residents can be held responsible for the actions of their guests. All residents are encouraged to immediately report incidents of damage or vandalism to their hall staff (Resident Assistant, Community Assistant, Assistant Residential Coordinator, or Residential Coordinator) or Neighborhood desk.

See Also: Personal Property Insurance, Repairs, Maintenance & Work Orders

## **CONSOLIDATING VACANCIES**

To meet the needs of a variety of residents and to be cost effective, UNC reserves the right to assign roommates and/or require individuals to change room assignments to consolidate vacancies.

Vacancies are consolidated by having a resident move from a room with capacity for multiple residents (such as a double room) which doesn't have all beds filled to another room with capacity for multiple residents that also does not have all of the beds filled to create a vacant room. If consolidation occurs while a student is living on campus, for a limited time before consolidation, the Housing & Residential Education will allow residents the opportunity to find a new roommate of their choice that is currently living in the residence halls or buy out the vacant spaces if available.

Residents who choose not to buy out the room must keep the vacant space clear and able to be inhabited at any time (including bed, desk, drawers, and closet.) Housing & Residential Education will make reasonable attempts to notify you of a new roommate. A forced buyout may occur when a student is occupying additional bed spaces without a buyout.

See Also: Room Buyouts, Room Changes/Moves

## **COOKING**

For health and safety reasons, students may not bring prohibited cooking appliances into their rooms or into community kitchens, except for those appliances provided by UNC. Residents may bring

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approved electric coffee pots, crock pots with an automatic shut off, induction cookers with an automatic shutoff, popcorn poppers, mini-refrigerators, rice cookers with an automatic shut off, and microwaves into their rooms. The University reserves the right to remove all unapproved electrical cooking appliances. All neighborhoods have cooking appliances such as Refrigerators, Ovens, Ranges, and Microwaves in community kitchens and we encourage residents to use those before buying smaller approved appliances for themselves.

See Also: Prohibited Items - Household Appliances.

### **DECORATIONS**

When hanging decorations on the walls, always utilize University approved hanging devices (3M Command Strips & Painters tape). The following adhesives are prohibited when attaching to building structures: staples, tacks, nails, permanent glue, double sided foam tape, and duct tape. (Note these items may be used when attaching to paper or plastic decorations rather than walls, floor, ceilings, glass, etc.) Self-adhesive decorations may stain surfaces, particularly wood so residents should be cautious when hanging décor on their doors and other permeable surfaces.

See Also: Personal Property Insurance, Repairs, Maintenance & Work Orders

### **DISABILITY RESOURCE CENTER ACCOMMODATIONS**

Students seeking accommodation should work with the Disability Resource Center (DRC) for these needs. The DRC website: <https://www.unco.edu/disability-resource-center/> is where students should start this process. To avoid confusion this is also the process for students who need an accommodation to be placed in approved single rooms or singles in suites. Housing & Residential Education does not charge students with Disability Resource Center approved accommodations in single rooms or singles in a suite the supplemental single-room premium or room buyout charge.

See Also: Room Buy Outs, Service Animals, Support Animals

### **DRONES**

Any use of a drone from, above, on or in UNC property or inside a campus building is prohibited unless under the supervision of trained faculty for an academic course. This prohibition includes but is not limited to:

- Areas of public assembly or areas of construction
- Photograph, video, or other electronic monitoring of UNC property; and/or
- The use of drones for hobby or recreational use

### **ELEVATORS**

Many of UNC's facilities are equipped with elevators for your use and convenience. It is important that basic safety measures be observed at all times. Please obey load limits, refrain from horseplay in elevators, and do not attempt to stop elevator doors from closing. In case of an elevator failure, please use the call box to call for help. Never attempt to exit a malfunctioning elevator without safety personnel present to assist in your evacuation. Vandalism to elevators, including damage caused by horseplay or willfully disobeying elevator safety guidelines, is considered a violation of this handbook.

See Also: Repairs, Maintenance & Work Orders

### **ENERGY CONSERVATION**

UNC is proud to help you conserve energy and recycle. Please be energy conscious in your room by observing the following guidelines:

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- Turn off appliances and electronics when they are not in use,
- Turn off the lights in your room when you are not there.
- Close and lock the windows when you leave.
- Report leaking faucets/pipes to your Neighborhood desk or through the Work Request System
- Use provided recycling bins.

Note, blue recycling bins are located in each room or suite to help you sort recyclables, these can be disposed of in residential community dumpster enclosures.

There are many ways to help conserve on the UNC campus, so please do your part to help the environment. <https://www.unco.edu/sustainability/what-we-are-doing/recycling.aspx>

See Also: Repairs, Maintenance & Work Orders

### **ENTRY INTO STUDENT ROOMS**

The university reserves the right for university personnel (other than university police, whose access will be described separately below) to inspect all University premises, including student residence rooms.

University personnel may enter student residence rooms:

1. To perform “Scheduled Work” that is either required or requested (e.g., routine cleaning, maintenance, repair, or inspection), or hall closing procedures (for occupied rooms during break periods or summer);
2. To perform emergency repairs (e.g., plumbing leaks, electrical issues, or other life/safety issues);
3. To perform health and safety checks to confirm that standards of cleanliness and fire and life safety guidelines, and UNC property are maintained, to investigate security concerns, or issues regarding the endangerment or well-being of any person, pet, emotional support animal, or service animal; and/or
4. Based upon “reasonable grounds,” as described below in this paragraph 4, that a violation of the Student Code of Conduct and/or the Housing & Residential Education Handbook has occurred. Prior to such entry as described in this paragraph 4, an affidavit shall be signed by the Executive Director of Housing & Auxiliary Services, or their designee, that states the reasonable grounds that exist to believe that such violation has occurred and that entry into the room is necessary by the university personnel to search for a specified item or items which, if found, may be used as evidence against the student. A copy of the affidavit shall be left in the room at the time of entry.

If reasonable and appropriate, HRE will give residents two business days’ notice of all Scheduled Work, which is performed customarily between 9:30 a.m. and 5:00 p.m. Monday through Friday when university-owned student residence rooms are open. When university-owned student residence rooms are closed (such as during break or summer), residents of unoccupied rooms will not be provided two business days’ notice, however, all occupied rooms will have an “occupied” sign placed on the door and will be provided two business days’ notice before entry for Scheduled Work.

If a student resident needs another person to access their room for check-out, to care for a pet, emotional support animal, or service animal, or other matter that requires entry into their room, the student resident should contact their hall staff (Resident Assistant, Community Assistant, Assistant Residential Coordinator, or Residential Coordinator) to arrange for room access.

A university police officer may enter a student residence room in the following circumstances:



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1. With a warrant for the arrest of a resident of the room, or with a search warrant for the room;
2. With the consent or invitation of one or more resident(s) of the room;
3. At the request of the Executive Director of Housing & Auxiliary Services, or their designee, to accompany residence hall staff to protect their safety and that of the residents (including but not limited to examining and/or taking custody of items that may pose a risk of injury to residence hall staff);
4. To continue an arrest which began outside the room; and/or
5. When there are reasonable grounds to believe that the resident(s) of the room is in danger of bodily injury or is endangering someone else in the room.

If a university police officer enters a student residence room solely for the purposes described in paragraph 3, above, any item(s) found as a result of the entry of the university police officer may be used only in proceedings brought under the Student Code and/or the Housing & Residential Education Handbook against a student and may not be used in any criminal proceeding against the student(s).

See Also: Animals and Pets, Inspection of University Premises, Repairs, Maintenance & Work Orders

### **FURNITURE**

The University provides room furnishings in all facilities. Details on what furnishings are provided in your room type may be found on the UNC Housing & Residential Education website. Residents are allowed to remove University-owned room furnishings for their assigned space only. Residents are not permitted to remove furniture from spaces they are not assigned to or from vacant spaces in their room/suite. Residents should consult with roommates and suitemates if they wish to remove furniture from a shared space (e.g., living room). UNC does not provide storage for residents who choose to remove furnishings. Residents are responsible for the storage of any University-owned furniture removed from rooms, and for returning all University-owned furniture to the room in its original condition. Residents should take special care to ensure that the furniture, walls, flooring, and doors are not damaged during the removal and return of university-owned furniture. Residents are financially liable for damage to UNC property that may occur during the removal, storage, and return of furniture.

For your safety, raising beds with any type of risers is not permitted. This includes the use of cement/cinder blocks, desks, catalogs, milk crates, etc. All residence hall and house beds are adjustable to three or more heights “tool-free,” and bunkable with pins available at your community desk. Housing & Residential Education staff members can provide you with instructions and rubber mallets for adjusting your bed. Any damage incurred from personal adjustment of the bed is the financial responsibility of the resident. Any alterations to room furnishings, including the curtains, blinds, drapery, beds, desks, or closets, may result in fines to cover the cost of repair or replacement.

The university also provides furniture public and shared areas in residence halls, apartments, and houses as well as exterior furniture; this public area furniture in public areas is to remain in its place for the convenience of all residents and their guests.

See Also: Personal Property Insurance, Repairs, Maintenance & Work Orders

### **INTERNET**

All UNC housing facilities have wireless internet access. Many also have wired internet access provided. Students can connect to UNC's WiFi network by choosing the UNC-Student. Many devices will require a one-time Personal Device Registration with Information Management & Technology (IM&T.) See <https://www.unco.edu/information-management-technology/network->

[connectivity/wireless-students.aspx](https://connectivity/wireless-students.aspx) for details on approved devices. For help with connection IM&T's Technical Support Center can be contacted at 970-351-4357 (970-351-HELP) [help@unco.edu](mailto:help@unco.edu) or [help.unco.edu](https://help.unco.edu).

See Also: Repairs, Maintenance & Work Orders, Technical Support / Technology Related Issues

## **KEYS & CARD ACCESS**

Access to your room will be given through a key and/or access added electronically to your UNC ID card. A room key will be issued to you, or your UNC ID card will be encoded for you upon check-in to your housing assignment. It is the resident's responsibility to carry their UNC ID card and room keys (if applicable) with them so that they may have access to their building and room. Only residents assigned to a particular living assignment should have a key and/or card to that room. **Never lend your key/card to another person.** You should not share your Personal Identification Number (PIN) for your UNC ID with others. Duplication of room keys violates occupants' right to safety and will result in a charge for a lock change and possible disciplinary action. To protect your belongings and personal safety, always close and lock your door when you are sleeping or away from your room. The University is not liable for personal property loss or damage.

### ***Lockouts, Lost Keys & Cards***

If you become locked out of your room, the neighborhood desk has lock-out keys/cards available for a limited number of check-outs. Only residents of a room may check-out the lock-out keys/cards for that room. If you lose or misplace your key, report this to the community desk immediately. You will be charged for a lock change; however, your personal safety and belongings will be protected. If you lose or misplace your card and reside in a room with card access, report this to the community desk immediately for a lockout card to be issued. You will need to visit the UNC Card Office to purchase a new UNC ID card and have it re-encoded at the community desk. Report any problems with locks or keys to your community desk immediately or through the work request system. Intentional jamming or propping of doors and/or locks may result in charges for damages and/or disciplinary action. A charge for a lock change will be assessed if a lock-out key is not returned on time. A charge for a card replacement will be assessed if a lock-out card is not returned on time. Obtaining a lockout key/card may have a fee associated depending on time of year or amount of lockout cards/keys that have been checked out in the past. Any charges for lockout keys/cards will be charged to the student's account. Residents attempting to access a lockout card/key after their move out date is a violation of the Housing and Residential Education's standards of conduct.

- Lockouts during the first week of the Fall and Spring semester are "free weeks" and there is no charge for a lockout.
- The 1<sup>st</sup> lockout outside of the "free weeks" has no charge.
- The 2<sup>nd</sup> – 5<sup>th</sup> lockout is a \$10 charge per lockout will be charged to the student's account.
- The 6<sup>th</sup> – 9<sup>th</sup> lockout is a \$15 charge per lockout will be charged to the student's account.
- After the 10<sup>th</sup>+ lockout students will meet with their hall staff to discuss strategies

See Also: Personal Property Insurance, Repairs, Maintenance & Work Orders

## **LAUNDRY FACILITIES**

Washers and dryers are available in each residence hall, house, and in Arlington Park Apartments Building 1, for those units without in-apartment equipment. Many apartments in Arlington Park have a washer and dryer in the unit. Costs for the operation of the laundry equipment are included in the cost of your Housing contract. It is the resident's responsibility to ensure all laundry is appropriately attended while in shared laundry facilities. We encourage residents to use liquid detergent over

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laundry pods for the best results in our type of laundry equipment. Note, residents choosing to use laundry pods should put the pod in directly with the clothing rather than in the soap tray for proper washing. The University is not liable for damaged, lost, or stolen items. Items left in laundry rooms may be considered abandoned property.

To report malfunctioning machines, call JETZ at 1-800-530-5692 or log onto [www.JETZservice.com](http://www.JETZservice.com) or download the Jetz Service App. Please note the building name and machine number for repairs. If you are having trouble reporting malfunctioning machines, you can also submit a work request.

### ***Laundry Monitoring***

To check on the status of an equipment in shares laundry rooms in the residence halls or Arlington Park Apartments, check out the UNC App or visit: <https://www.unco.edu/living-on-campus/housing/laundry.aspx> Click your Neighborhood and select your building and laundry room. Set your email or text alert and you are done! To report malfunctioning machines, call JETZ at 1-800-530-5692 or log onto [www.JETZservice.com](http://www.JETZservice.com) or download the Jetz Service App. Please note the building name and machine number for repairs. If you are having trouble reporting malfunctioning machines, you can also submit a work request.

See Also: Abandoned Property, Personal Property Insurance, Repairs, Maintenance & Work Orders

### **LITHIUM- ION AND LITHIUM POLYMER BATTERIES**

Lithium-ion batteries are typically used for laptop computers, cell phones, and hand tools. Lithium-ion batteries represent risks due to their high energy density and the presence of a flammable electrolyte. Proper lithium-ion battery storage is particularly important for maintaining battery performance and reducing the risk of fire/explosion. Spontaneous fires involving these batteries are rare, but an internal short circuit can start a series of reactions that may lead to a fire. Other factors that pose a higher risk of fire in a storage area include temperature, state-of-charge, and length of storage period. Use only the supplied charging cable and AC adapter from the manufacturer. Do not use it if there are any signs of damage to the charger or power cord. Chargers should be plugged directly into the wall receptacle without the use of extension cords. Devices should be charged when they can be observed or constantly attended to. Keep the batteries and chargers away from heat and ignition sources. Batteries or devices should be removed from chargers immediately once the charge is complete.

Lithium- Polymer batteries are used for recreational vehicles such as hover boards, skateboards, scooters, motor assisted peal bicycles, remote controlled vehicles, and delivery devices. Recreational vehicles are not permitted in university residence halls unless a part of an approved university operation or as a requirement for an individual's mobility assistance.

### **MAIL, DELIVERIES, AND NEWSPAPERS**

Housing & Residential Education uses a program called Notifii to track packages and notify students about packages from delivery services such as FedEx, UPS, USPS, and Amazon. Packages for residents delivered to campus will be logged within Notifii. If a resident no longer resides on campus, Housing & Residential Education will attempt to forward the package to the resident's permanent address listed within URSA if the delivery service allows forwarding. If unable to forward the package an attempt to return it to the sender will be made. If Housing & Residential Education staff are unable to forward or return to the sender, the recipient would be notified via BearMail and be given the opportunity to claim the package on campus within 30 days. If the package is not claimed within 30 days of being notified, the package contents would then be considered abandoned property and be donated or discarded. Housing & Residential Education is not responsible for lost, stolen, or

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misdelivered packages to campus. Our desk staff are unable to receive/sign for mail that is Adult Signature Required.

Note: Amazon deliveries and packages do not allow forwarding or returning to sender and would immediately follow our process for notifying students of the package and giving the opportunity to claim the package within 30 days.

Lettered mail for residents will be distributed into resident mailboxes. Residents will receive the mailbox combination from the Housing & Residential Education staff on check-in and can check in with Community Desk staff for assistance with opening their mailbox.

For more information on sending mail to campus, finding your residence hall addresses, and more, visit: <https://www.unco.edu/living-on-campus/housing/mail-information.aspx>

See Also: Abandoned Property

### **MISSING PERSON NOTIFICATION POLICY**

When UNC determines that a student who resides in on-campus housing is missing, UNC personnel will notify the UNC Police at 970-351-2245 no later than 24-hours after the time the student is determined missing. UNC personnel will also notify the hall staff (Resident Assistant, Community Assistant, Assistant Residential Coordinator, Residential Coordinator) or on-call staff. In addition to identifying a general emergency contact person listed in the student's housing contract, a student residing in on-campus housing has the option annually to confidentially identify a separate person to be contacted by UNC no later than 24-hours after the student is determined to be missing.

Students are not required to designate a separate individual for this purpose and if they choose not to do so then UNC will assume that they have chosen to treat their general emergency contact as their missing person contact. An optional confidential person can be added to the Residents housing application. If a student is under 18 years of age and is not emancipated, the institution is required to notify a custodial parent or legal guardian no later than 24-hours after the time that the student is determined missing, in addition to notifying any additional contact person designated by the student. A student's confidential missing person contact information will be accessible only by authorized campus officials and by law enforcement during the course of an investigation and will not be disclosed outside of a missing person investigation.

### **PARKING**

A parking permit is required to park in all parking lots on campus. No free parking is available in UNC lots. Limited enforcement may happen at the start of the fall semester and the end of the spring semester. Annual parking permits may be purchased online beginning August 1<sup>st</sup> through Parking Services at <https://www.unco.edu/parking/>. After you place the order for your permit, a three-week temporary permit will be emailed to you. Please display this temporary permit until your annual permit arrives in the mail. Parking permits are valid for designated lots and spaces only, and parking in a lot not covered by your permit will result in ticketing/fines. Visitor parking permits can be obtained at the University Center or at vending boxes located in various parking lots. Daily permits and metered parking are available in campus parking lots. Inoperable vehicles may not be parked or stored on-campus. Motorcycles need a valid parking permit and must be parked in designated motorcycle parking spaces. A complete set of parking regulations may be found here: <https://www.unco.edu/parking/citations/parking-rules-and-regulations.aspx>

### **PERSONAL PROPERTY INSURANCE**

Housing & Residential Education ***strongly encourages*** all residents to invest in personal property

insurance. ***The University is not liable for any theft, damage, or loss of your personal property, under any circumstances.*** Some students may be covered under a parent or legal guardian's homeowner's insurance, if applicable. Students who think this type of coverage might apply to them are encouraged to contact their insurance company to verify their coverage and any stipulations to coverage. Most insurance companies offer renter's insurance for a yearly fee. Please take the time to ensure your belongings are adequately covered.

## **PLUMBING**

Housing and Residential Education asks all residents to be mindful of plumbing recommendations that keep our plumbing system operating to the best of its ability. Residents should not flush anything other than toilet paper and human waste. This includes menstrual products (tampons, pads, etc.), paper towels, tissues, and "flushable" wipes. These items can clog plumbing systems and cause damage and plumbing disruptions for members of our community. Damage to plumbing systems may result in a charge to resident's accounts should residents knowingly flush items other than human waste and toilet paper down the toilet.

Residents are not permitted to change the shower head in their showers. If a resident's shower head is not functioning properly, the resident should submit a Work Order to assess repairs and/or replacement of the shower head. Should students need a specific showerhead for accessibility, they should work with the Disability Resource Center. Residents who change their shower head may be charged with any damage that occurred from changing the shower head. Residents who change their shower head may also be charged for UNC Facilities staff removing the non-UNC shower head and/or reinstalling/replacing the UNC shower head.

## **PRINTERS**

UNC encourages residents not to bring a personal printer. Instead, students are encouraged to use Bear Print, a printing service where students can upload a file and release it at a print station of their choice. Many communities have bear print stations near their front desk. See <https://www.unco.edu/information-management-technology/accounts-passwords/bear-print.aspx> for details.

## **REPAIRS, MAINTENANCE & WORK ORDERS**

For nearly all maintenance and repairs students can visit <https://fmservicedesk.unco.edu/> to submit a work request. If you have trouble submitting a request if you have questions, please see your community desk for assistance. Detailed directions to submit a request are below:

- Facility Name: choose "All Housing"
- Name: enter your Full Name
- Phone #: enter your preferred contact phone number including the area code.
- Building Name: choose the building you live in (or the area that needs maintained, e.g., "Harrison Hall," "Central Campus Auxiliary Grounds")
- Area: choose the room or apartment number you live in (or the area that needs maintained)
- E-mail Address: enter your full UNC email address ending with @unco.edu email, such as [klaw1889@bears.unco.edu](mailto:klaw1889@bears.unco.edu) Note: We encourage students to use their UNC email address to receive email notification once the request has been received and updates about work completion.
- Action Request: Type the nature of the problem, providing as much detail as possible. If you live in a suite or apartment with multiple spaces, be sure to list room number (242A,



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bedroom 1, etc.) Be descriptive in sharing your concern, provide details of your request such as left or right; north, east, south, west; upper or lower, etc. to help our staff quickly find and resolve the issue.

- Click the Save button.
- If you believe a photo would be helpful to show the issue, please email to [service.center@unco.edu](mailto:service.center@unco.edu) after submitting your work request. Please include your location and work request number in your email (ex: “Wilson Hall 101, Broken Faucet, Work Request 189000”).

Request Date\*  
7/2/2025 10:29 AM

Facility Name\*

Name\*

Building Name\*

Phone #\*

Area #\*

Email Address\*

Select Item

Email Pictures to this email: [service.center@unco.edu](mailto:service.center@unco.edu)

Request Type  
iServiceDesk Request

Action Requested\*

Save

Reporting nee

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### **ROOM BUY (**

If you are inte  
Assistant, Co  
community de  
on occupancy  
space is avail

If you choose

must remain clear and able to be inhabited at any time. We will make reasonable attempts to notify you of a new roommate. If the assigned roommate is not able to move in due to items taking over multiple spaces, furniture being removed, etc. then you may be charged a buyout charge for the remainder of your contract.

If residents are found to be occupying the entirety of a room/suite they are assigned to, HRE staff will notify the student with a date that the student must return to only occupying their assigned space. If residents fail to meet the deadline to return to their original assignment, residents will be billed by HRE for a buy out of the room. Buyout rates may be back dated to the date of discovery and are determined by the residence hall space that residents are occupying. Occupying a space that you are not assigned to is considered a violation of HRE's Standards of Conduct.

See Also: Consolidating Vacancies, Unauthorized Access

### **ROOM CHANGES/MOVES**

If you are having difficulties with your roommates/suitemate, staff members can help you resolve

ered under Laundry Facilities section.

such as ethernet ports or Wi-Fi access  
[ip.unco.edu/](http://ip.unco.edu/) please provide details  
our Full Name, Your preferred contact  
ess ending with @unco.edu email in  
ng the form, contact the Technical

net, Laundry Facilities, Technical

m, check with your hall staff (Resident  
inator, or Residential Coordinator) or  
ne charges to buy out your room based  
s before consolidation of vacancies if

uding bed, desk, drawers, and closet)

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conflicts before a room move is necessary. If you are experiencing roommate conflicts, please speak with your hall staff (Resident Assistant, Community Assistant, Assistant Residential Coordinator, or Residential Coordinator) or Community desk. Most times, a staff member will be able to help you and your roommate work through difficulties. Remember, living with roommates is an adjustment and part of the adjustment is learning to resolve conflict in a respectful and adult manner. Your staff are here to help you do this.

If you wish to change residence hall rooms, you must have the written approval of your hall staff (Assistant Residential Coordinator, or Residential Coordinator) before moving any of your belongings. If a room move is approved by your hall staff, you must officially check-in to your new room and check-out of your old room. Room and/or board charges will be assessed the day you officially check into your new room, and remaining charges will be prorated for your original building. If you fail to properly check-out from your original residence hall room, you may be billed for this room in addition to the room you are currently occupying until you properly check out of your original room assignment. The Room Move Interest Form will be available here near the start of each semester based on occupancy/availability: <https://www.unco.edu/living-on-campus/forms.aspx#housing>

Students who move without completing this process may be required to move back to their original space and may be charged with violation of this Handbook.

Room moves may affect your meal plan. Contact Dining Services <https://www.unco.edu/living-on-campus/dining/> or 970-351-2652 if you have questions regarding how a room move may affect your meal plan. The University reserves the right to change room assignments to promote the well-being and safety of residents, accommodate students with DRC accommodations, or to manage vacant spaces.

See Also: Check-in Procedures, Check-out Procedures, Consolidating Vacancies, Disability Resource Center Accommodations, Roommates

### **ROOMMATES**

For most students, sharing a living space with someone else is a big change. Your enjoyment of your residential experience may depend largely on the amount of thoughtful consideration that you and your roommate or suitemates demonstrate for each other.

Every student living on campus has the following rights:

- The right to read and study free from undue interference in one's room.
- The right to sleep without undue disturbance from noise, guests of other residents.
- The right to expect that a roommate will respect one's personal belongings.
- The right to a clean-living environment.
- The right to free access to one's room and facilities without pressure from a roommate.
- The right to privacy.
- The right to host guests with the expectation that one's guests are to respect the rights of other occupants of the room and community.
- The right to seek support in resolving conflicts.
- The right to expect reasonable cooperation in the use of shared room space, such as living areas and vanities.
- The right to expect reasonable cooperation in the use of communal appliances in your room (i.e., telephone, refrigerator, etc.).
- The right to be free from peer pressure or ridicule regarding your choice to abstain from alcohol consumption or substance use.





### ***Tips for the Roommate Relationship***

We understand that coming to a new place and rooming with someone you may not know can be anxiety inducing. The office of Housing & Residential Education has some tips for you to set the tone for a great living experience. Getting off to a strong start with your roommate can make your entire UNC experience smoother and more enjoyable. Many people come to college expecting that their roommate will be either their best friend or will be horrible. The truth is that roommates are often somewhere in the middle. But you can help to guide the relationship towards a positive and encouraging one by following some of the advice below.

1. **Communicate:** Reach out before move-in day if possible (via social media or BearMail). On move-in day introduce yourself, share basic info, and express interest in getting along. Set the tone that you're open, respectful, and want a good living situation. A quick conversation early on sets a great foundation for this relationship.
2. **Respect personal space and boundaries:** HRE staff will help set the tone at your floor meeting, and with the Roommate Agreement process to have all occupants of the room discuss topics like quiet hours, guests/overnight visitors, sharing items (fridge, clothes, food), bathrooms use, cleaning responsibilities, and more within the first week. These conversations may feel awkward, but it prevents bigger issues later.
3. **Get to know each other:** Be friendly, but don't force a friendship. You don't have to be best friends to have a great roommate relationship. Respecting your roommates space and social boundaries, and don't take it personally if they do their own thing.
4. **Set up a system for chores:** Sharing a space with someone also means you share responsibility for that space. Keep shared and common areas clean, even if you're not super tidy, avoid leaving messes in shared spaces (sink, floor, desk). Be open to compromise in these areas to help the relationship. A little daily effort shows respect. Some shared items like fridges, groceries may require more in-depth conversations that the Roommate Agreement process can help to guide this.
5. **Be open to compromise:** You won't agree on everything, but most shared living situations have a compromise. If you communicate directly and politely if something's bothering you, your roommate will likely reflect that tone. Use "I" statements (e.g., "I feel distracted when music is playing late at night" instead of "You're always loud") to help be assertive, not aggressive. Don't bottle it up when something is on your mind. You may have different sleep schedules, social habits, or cleanliness standards. Stay open-minded and avoid judgment—differences aren't necessarily bad, just different.

Below you'll find some of our students' tips and tricks for a great roommate relationship:

- **Communicate**
  - Set a weekly or bi-weekly roommate meeting that works for everyone's schedules
  - Communication doesn't always need to be verbal. A communication whiteboard in your room can help share messages even if you have different schedules
  - Decide what necessities will be purchased by both people (toilet paper, trash bags, etc.) and when each person will be purchasing
- **Respect personal space and boundaries**
  - Boundaries are awesome and important! Set boundaries with as a precautionary measure and not on the defense. Being open to new experiences is something that makes many peoples' experience at UNC great.
  - Remember intent vs. Impact, your intentions may have been different from the impact you may have caused. It's important to consider the impact you may have on others especially your roommate! Intent does not erase impact and it's critical to take

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accountability for your impact!

- Respect shared spaces and shared items and be open and honest if you feel respect is not being shared.
- Get to know each other
  - You don't have to just get to know each other in your room. Head to Einstein Bros. Bagels or Starbucks and connect over a refreshing drink!
  - UNC has many different events and activities going on throughout the year, grab your roommate and get more connected with other folks on campus. Do a weekly poll on preferences of what to do together.
- Set up a system for chores
  - White boards can be a great system for tracking chores.
  - Remember to always consider and respect the common space, so that everyone can feel welcome, safe and at ease while at their UNC home!
- Be open to compromise
  - Conflict and confusion is human and very hard to get pass. Meeting your roommate(s) in the middle will create a more inclusive, understanding and fun living experience!
  - Understand this is not just your space and you may have to change your ways in certain situations.

### **ROOMMATE AGREEMENT & MEDIATION PROCESS**

UNC is committed to assisting students in developing skills necessary to engage in healthy conflict management. Housing & Residential Education staff address roommate conflicts and room changes. The Dean of Students office is available to assist students in learning skills related to conflict styles and management techniques but is not responsible for the Roommate Agreement or Mediation process. To encourage open, honest, and healthy conflict management, HRE staff will assist students in navigating conflict using the Roommate Agreement and Mediation Process as outlined below. It is also important to note that HRE expects students, not support people, to work through these processes.

Students will be asked to complete a survey prior to talking with roommates and suitemates. This survey is designed to get to think about personal preferences, potential stressors, and boundaries related to the upcoming living situation. Residents will then be asked to complete a Roommate Agreement with individuals that they share a living space with. This process occurs at the beginning of the academic year and/or when new residents are introduced into the space. We expect that all residents of the living space be present and participate in a collaborative process to fill out the agreement. If residents are unable to complete this process in a productive and respectful manner, they are encouraged to reach out to their Resident Assistant (RA)/Community Assistant (CA) for assistance. Once an agreement is formed, and all residents agree to the information that is written in the Agreement, they will submit the Agreement via email to their RA/CA.

When conflict arises, students' RA/CA will provide tips to residents in the rooms regarding healthy and effective communication and managing conflict. If residents are unable to resolve the conflict amongst themselves, Housing & Residential Education staff are available to assist in mediating the conflict. If residents are seeking mediation, they should email their RA/CA to initiate the process. If residents are unable to come to a resolution through the mediation process, the RA/CA will submit an Incident Report to initiate a Formal Roommate Contract process to be coordinated by their Residential Coordinator. Students violating the provisions of the provisions of the formal roommate contract may be required to change rooms and may also be charged with violation of the Student Code. HRE may relocate resident(s) including but are not limited to the following reasons:

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Incompatible roommates where there is no clear aggressor, but the safety and wellbeing of each of the residents is of concern.

Roommate issues where students are hostile or passively hostile to each other.

### **SERVICE ANIMALS**

Service Animals or Service Animals in Training living with residents in University Housing must have up to date vaccination information on file with the Housing office. Please notify Housing & Residential Education at [housing@unco.edu](mailto:housing@unco.edu) with Animal records including up-to-date vaccination records. Students are also encouraged to voluntarily notify the Disability Resource Center (“DRC”) of their Service Animal, so that the DRC can provide additional information, resources, and guidance. Please see additional Animal information in the Lease/Terms and Conditions and the above Animals and Pets section. Any questions regarding Service Animal policies and procedures outside of housing, including in classroom, student life, and other UNC facilities should be addressed to the Disability Resource Center office at 970-351-2289 or by visiting <https://www.unco.edu/disability-resource-center/>

All Animals, including Service Animals and Service Animals in Training, should be crated, as applicable and as outlined in ESA and Pet Friendly Residence Community policies, when an Animal is in a student’s room when the student is not present. This will help to ensure that an Animal is not let out should room entry occur from HRE, Facilities Management, IM&T, or other UNC staff.

See Also: Animals And Pets

### **SMOKE CLEANSING/SMUDGING/OPEN FLAME CEREMONIES**

The University recognizes that students, faculty, and staff engage in a variety of ceremonies, including but not limited to smudging. To request a smoke cleansing, smudging, or open flame ceremony type event, a Smudging and Open Flame Ceremony Permit must be completed and submitted to Environmental Health and Safety. Please visit <https://www.unco.edu/facilities/services/environmental-health-and-safety/> for more information.

### **SUPPORT ANIMALS**

The Disability Resource Center must approve Support Animals accommodations. If you are requesting a Support Animal, please review the DRC’s Request Procedures at <https://www.unco.edu/disability-resource-center/accommodations/housing/emotional-support-animals.aspx>. This site outlines the request process. Note: the request may take 30 days to ensure that all the required information, paperwork, and documentation has been received and thoroughly reviewed. All Animals should be crated, as applicable and as outlined in the Support Animal agreement when an Animal is in a student’s room when the student is not present. This will help to ensure that an Animal is not let out should room entry occur from HRE, Facilities Management, IM&T, or other UNC staff.

### **TECHNICAL SUPPORT / TECHNOLOGY RELATED ISSUES**

Needed repairs to UNC network infrastructure such as ethernet ports, Wi-Fi access, or Wi-Fi related issues, can be reported to the Technical Support Center at <https://help.unco.edu>. Please provide details including:

- Your facility/building, room, or apartment number,
- Your full name,
- Your preferred contact phone number with area code,

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- Your full UNC email address ending with @unco.edu email in these requests.

If you have any issues accessing or completing the form, contact the Technical Support Center (TSC) at 970-351-4357 for assistance.

See Also: Internet, Repairs, Maintenance & Work Orders

### **TELEPHONES**

Housing & Residential Education does not provide a telephone in each room. However, if you would like to request a phone, please do the following:

1. Go to <https://help.unco.edu> and login
2. In the keyword search enter any of the following search phrases: “res hall phone,” “res hall,” “residence hall,” “residence hall phone”
3. Under Service Request select the More Info button for Res Hall Phone Request
4. Select New Request and complete the required information

If you have any issues accessing or completing the form, contact the Technical Support Center (TSC) at 970-351-4357 for assistance.

Campus phones are in most building lobbies. If you experience any phone problems, please contact the TSC.

### ***Dialing Instructions***

- To make a campus call: Dial 1 + the last four digits of the phone number
- To make a local call: Dial 8 + the seven-digit phone number
- To make a long-distance call: Requires the use of a private calling card.

See Also: Repairs, Maintenance & Work Orders

## HEALTH AND SAFETY

### **AREAS OF REFUGE**

It is strongly recommended that individuals with disabilities establish a system that assures a safe evacuation or, if a safe evacuation is not possible, move to an area of refuge. Emergency personnel are trained to go to Areas of Refuge in residential facilities to assist with evacuation as needed.

Signs have been placed to designate areas of refuge and these areas are equipped with University phones for communication with Emergency Personnel. Please see these resources for more details:

- <https://www.unco.edu/emergency-preparedness/pdf/Evacuation-Guide-for-Disabled.pdf>
- <https://www.unco.edu/emergency-preparedness/pdf/Area-Refuge-Locations.pdf>

### **ARSON**

Starting any fire, intentionally or unintentionally, may result in severe University sanctions (including suspension or expulsion) and/or criminal prosecution. It is UNC policy to seek criminal prosecution of any person deliberately setting or maintaining a fire on UNC premises without first obtaining the required City of Greeley and UNC permits.

### **FIRE DRILLS**

Fire Drills will be conducted in each residential community at least once per semester. All students must exit the building immediately to a safe distance of a minimum of 100 feet or to a designated evacuation location if the weather requires. Failure to evacuate during a fire alarm will result in disciplinary referral.

### **FIRE EVACUATION & ESCAPE**

- If you see a fire or suspect a fire, please ensure you activate the building alarm system and notify emergency response personnel.
- Do not panic and stay as calm as possible. You will need to think clearly to make safe decisions.
- Feel the doorknob with the back of your hand, never your palm (if the door is electrically charged the muscles in your hand will react, causing you to grab the doorknob).
- If the door is cool, lean against it and open the door slowly. As you leave the room, make sure all doors and windows are shut (not locked).
- If there is smoke in the air, stay low because the most breathable air will always be near the floor. In a crouched position, or crawling, move quickly towards the nearest exit. If the closest exit is blocked, try the next nearest exit.
- If it is safe, alert others by shouting or knocking as you make your way to the stairs.
- Always escape via stairwells; never use the elevators in a fire. As you leave, if you are able, close all doors.
- Once you are outside, stay clear of the building. Follow the directions of Residential Education staff, fire, and police personnel. Never re-enter a building for any reason. If you know someone is trapped inside, notify the nearest fire or police personnel.
- For the safety of all residents, do not interfere with residence hall staff members or emergency personnel as they perform their duties. Remain quiet and listen for instructions from fire, police, or HRE staff.
- Do not re-enter the building until official university staff have given you permission.

### ***If you are trapped in a fire***

- Remain calm.
- UNC facilities are designed with fire safety materials to withstand a quick-spreading fire.
- Utilize wet towels or bed linens to prevent smoke from entering under the door to your room.
- Open the window. (Rooms on the first floor will be able to vacate this way).
- Use a phone to dial 911 as well as draw attention to yourself through your window by waving a large sheet or towel.
- Stay low in the room to reduce smoke inhalation.
- Plan ahead and think about what you would do in the event of a fire in the residential community. Have a plan in place in the event of an emergency. Knowledge and preparation are your best bets for surviving a fire.

### **IMMUNIZATION**

Colorado state law requires all students who were born on or after January 1, 1957, to provide proof of two vaccinations for measles, mumps, and rubella prior to enrollment at UNC. The completed immunization record must:

- Include your name and birth date
- Show proof of two vaccinations for measles, mumps, and rubella (MMR) given no earlier than 4 days before the student's first birthday. There must be at least twenty-eight calendar days between the two vaccinations.
- Include the day, month, and year of vaccinations.
- Be signed by a doctor, nurse, or school official and dated after the last MMR.

Additionally, college students who live on campus are at increased risk of contracting meningococcal disease. The Centers for Disease Control (CDC) recommends that all incoming students who will be living in the residence halls be vaccinated against these deadly bacteria. Since 2011, the CDC has recommended that if a student has received a meningococcal vaccine before age 16, they should receive a one-time booster dose, preferably between ages 16 and 18. If the first dose was given after the 16th birthday, a booster is not needed. For further information about these and other vaccines see UNC's Student Health website: <https://www.unco.edu/student-health-center/> .

UNC may require testing for tuberculosis, see <https://www.unco.edu/student-health-center/tuberculosis-testing.aspx>

### **PANDEMIC QUARANTINE OR ISOLATION**

Should it be necessary through federal, state, or local issuance of guidance about a public health emergency, students may receive direction on quarantining or isolating. Directions and guidance on this process will be provided to students through a university official, if applicable. Please pay attention to Public Health Guidance, updated UNC policies, capacity signs, and direction from UNC staff and faculty, which may change over the course of the academic year.

### **SAFETY**

Housing & Residential Education is committed to your safety. To help ensure a safe and comfortable living environment, the following security practices are in place at each residential facility:

- Each community will have a community desk open 7 days a week, generally from 8 am – 2 am during the academic year while residential communities are open. When the desk is closed, an on-call number will be posted at each hall so that residents are able to access an on-call staff



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member as needed.

- All residential facility exterior doors are locked 24-hours per day except for move in and move out periods. In buildings with classrooms, such as Harrison Hall, the doors to residential wings are locked during class periods as well.
- Exterior doors of residential facilities have card swipe access for residents of the community.
- A resident of the building must accompany all guests and visitors. Please see our guest policy for details.
- The propping or vandalism of exterior doors is a security risk and against HRE policy.
- Building surveillance is utilized in most UNC buildings. The use of cameras may aid the investigation of policy violations and can be used in the investigation of criminal activities.
- These security practices may be subject to change if deemed necessary to maintain the security of the residence halls. Students will be notified if changes are made.

If you encounter an emergency outside of your housing area, please use an emergency blue light telephone or contact UNC Police at 970-351-2245. Please report any fire or life safety hazards to Housing & Residential Education staff immediately.

In the event of a fire, never assume the fire department/ emergency personnel have been notified. Pull the nearest fire alarm, call 911 to report the fire, and exit the building. Make sure to provide the 911 operator with the location of the fire, the nature of the fire, and your full name. If you are not in a hazardous situation, do not hang up until you have provided all requested information to the 911 operator.

It is a violation of UNC policies, state, and federal law to falsely pull a fire alarm. Students found responsible for such behavior will be subject to UNC disciplinary procedures and criminal prosecution.

### **SECURITY**

Students are encouraged to always lock their residential facility door whenever they are sleeping or away from their room. It is also recommended that you record a complete description, including model and serial numbers, of property such as stereos, computers, televisions, and other valuables. For your protection, secure or remove valuables from your room during long breaks. If you have questions about keeping your belongings safe, contact your hall staff (Resident Assistant, Community Assistant, Assistant Residential Coordinator, or Residential Coordinator) or community desk.

Before arriving on campus, know your family's personal property insurance coverage. Some policies cover students' personal property while they are living in a residence hall. UNC is not liable for personal property loss, theft, or damage. Please invest in adequate personal property insurance to ensure your belongings are covered in the event of damage, loss, or theft.

See Also: Personal Property Insurance

### **TORNADO STAGING**

Each residential community has an identified area for staging in the event of a tornado or other weather emergency event. Signs have been placed to designate areas of tornado staging. Please see this resource for more details: <https://www.unco.edu/emergency-preparedness/weather.aspx#Tornado>

## **OFFICE OF INSTITUTIONAL EQUITY AND COMPLIANCE PROCEDURES**

When a sexual assault victim contacts the UNC Police, a representative from the Office of Institutional Equity and Compliance (OIEC) will be notified, and, if requested by the student the Assault Survivors Advocacy Program (ASAP) will be notified.

The investigation may be pursued through the criminal justice system and OIEC or only the latter. The determination to file criminal charges will be made during the course of the investigation with opinion from the District Attorney's office. To report a sexual assault and initiate the UNC disciplinary process, students can contact the UNC Police Department at 970-351-2245 or OIEC at 970-351-4899.

The disciplinary process that will be initiated if the accused is a student, is outlined in detail in the Discrimination Complaint Procedures (DCP) and the Student Code. Both the complainant (victim) and respondent (accused) in the disciplinary process have certain rights, including the right to be accompanied by an advisor at all meetings. Both the complainant and respondent will be informed of the outcome of the hearing, and both have the right to appeal the outcome. Students found responsible for committing an act of sexual misconduct may be suspended or expelled from the University.

The UNC disciplinary process is separate from the legal process. Students investigated and judged through the Discrimination Complaint Procedures and Student Code may also face criminal prosecution through the court system

Student victims have the option to change their academic and/or on-campus living situations after an alleged sexual assault if such changes are reasonably available. An OIEC Case Manager is available to discuss and coordinate room changes, schedule adjustments, and other measures by calling 970-351-4899.

### **SEX OFFENDER - REGISTERED SEX OFFENDERS PROCEDURE**

In accordance with Colorado state law (CRS 18-3-412.5, Failure to register as a sex offender), sex offenders are required to register with the UNC Police immediately upon arrival to the campus. UNC Police will notify HRE administration when a registered sex offender appears to have been assigned to university housing. HRE staff, university administrators, and campus legal counsel, will review the student's ability to live in university housing. The sex offender registry requirement also extends to those that wish to live with a student in Arlington Park apartments, Lawrenson Apartments, or University-Owned Houses when the entire apartment / house is rented. Students in Residence Halls are prohibited to have someone else live with them without a housing contract.

### **SEXUAL ASSAULT PREVENTION AND RESPONSE**

UNC is committed to creating a safe environment for visitors, students, faculty, and staff on campus. Below is an overview of UNC's prevention and education efforts and information about how UNC responds to allegations of sexual assault. You will also find resources and information if you or a friend has been affected by sexual assault.

### **RESOURCES AND UNIVERSITY RESPONSE**

If you believe you have been a victim of sexual assault, you may be confused about what has happened to you or where to go for help. You may be hesitant to tell anyone about it or you may want to act as if nothing happened. It is important to seek help and UNC has many resources on campus to assist you.

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Some of these resources are confidential and others are not. If you are unsure about whether a sexual assault has occurred, or if you are not sure you want to report a sexual assault to the police, you should contact one of the confidential resources listed below:

Resource	Contact Phone Number	Website
Assault Survivors Advocacy Program (ASAP)*	970-351-4040 - Hotline 970-351-1490 - Business	<a href="http://www.unco.edu/asap">www.unco.edu/asap</a>
UNC Counseling Center	970-351-2496	<a href="http://www.unco.edu/counseling">www.unco.edu/counseling</a>
Sexual Assault Victim Advocate (SAVA) **	970-472-4200 – Hotline 970-506-4059 – Business	<a href="http://www.savacenter.org">www.savacenter.org</a>
Rape Abuse Incest National Network (RAINN)	800-656-4673 – Hotline	<a href="http://www.rainn.org">www.rainn.org</a>

\* ASAP is a Campus Security Authority (CSA). Information of the victim will stay confidential; however, incident information may be used in a Timely Warning, Daily Crime Log and in the Clery Crime Statistics published annually.

\*\*SAVA is a confidential resource located off-campus in Greeley

By calling the Assault Survivors Advocacy Program (ASAP) at 970-351-4040 (the phone line is staffed 24 hours a day, 7 days a week throughout the year) for confidential information and support, an ASAP advocate can assist you in making important decisions regarding sexual assault and help you contact appropriate resources.

There are other non-confidential resources here to help too, including:

Resource	Contact Phone Number
UNC Police Department (UNCPD)	970-351-2245
Institutional Equity and Compliance	970-351-4899
Dean of Students Office	970-351-2001
Housing & Residential Education	970-351-2721

UNCPD is staffed 24 hours a day, 7 days a week, 365 days a year. The other offices listed are available during normal business hours.

All UNC staff members (except those listed above as confidential resources), including Resident Assistants (RA), Community Assistants (CA), Assistant Residential Coordinators (ARC), or Residential Coordinators (RC) and Professors, are required to report all crimes that occur, including sexual assault, to appropriate law enforcement authorities. If any staff member is informed of a sexual assault, they will report the crime, including names of individuals involved, identifying information of suspects, and details of the crime to UNC Police and the Office of Institutional Equity and Compliance (OIEC).

**If you are a victim of sexual assault and do not want the incident to be investigated, and want to talk to someone confidentially, you should contact Assault Survivors Advocacy Program**

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**(ASAP) at (970) 351-4040 to seek assistance.**

### **BIAS MOTIVATED INCIDENTS**

Colorado law prohibits bias-motivated crimes. The relevant statute, C.R.S. §18-9-121(2), states:

“A person commits a bias-motivated crime if, with the intent to intimidate or harass another person because of that person’s actual or perceived race, color, religion, ancestry, national origin, physical or mental disability, or sexual orientation, he or she: (a) Knowingly causes bodily injury to another person; or (b) By words or conduct, knowingly places another person in fear of imminent lawless action directed at that person or that person’s property and such words or conduct are likely to produce bodily injury to that person or damage to that person’s property; or (c) Knowingly causes damage to or destruction of the property of another person.”

Any act that constitutes a bias-motivated crime as described in the Colorado statute quoted above is prohibited.

There are many agencies on campus that are prepared to offer support and advice following a bias-motivated incident. Please consider using any of the following campus resources for support:

- Assault Survivor Advocacy Program
- Center for Women’s and Gender Equity
- Counseling Center
- Cultural Centers
- Dean of Students
- Disability Resource Center
- Gender and Sexuality Resource Center
- Housing & Residential Education Staff
- Human Resources
- UNCPD

## **HOUSING & RESIDENTIAL EDUCATION STANDARDS OF CONDUCT**

The Standards of Conduct below are enforced by HRE in all residential facilities. The Standards of Conduct have been established to support an environment balancing individual expression, personal development, and an academically focused atmosphere. It is your responsibility to abide by these Standards of Conduct. Additionally, certain behaviors and actions may constitute a violation of state and federal statutes and court proceedings may occur as a result. Any outcomes determined by the Dean of Students Office and/or HRE are separate from any fines, damages or other sanctions imposed through the court system. If you have questions regarding any of these Standards of Conduct, it is your responsibility to discuss them with your hall staff (Resident Assistant, Community Assistant, Assistant Residential Coordinator, or Residential Coordinator), and/or the Dean of Students Office.

### **RESIDENTIAL FACILITIES**

The Standards of Conduct apply to all behaviors and actions that occur in UNC residential facilities. “Residential facilities” are defined as all physical space within UNC residence halls, Arlington Park Apartments, University houses, and other University Housing spaces, including public areas and student rooms, and exterior spaces designed for, or typically used by residential students. Students within the residential facilities are expected to abide by these Standards of Conduct in addition to the Student Code. If a policy violation occurs within any UNC residential facilities, students will be subject to disciplinary action as outlined in the Student Code.

### **INDIVIDUAL RESPONSIBILITY**

If a UNC policy violation occurs in a room, lounge, or other distinct physical space, all students in that space can be held responsible for the behavior, or damages to property, within that space. Students who reside in or enter or remain in residential facilities become part of that community and their actions have an impact on the surrounding community.

Every residential student has responsibilities to the residential facilities. These responsibilities include:

- Considering the needs and rights of all residents, not just your own needs.
- Balancing your personal rights with the rights of others such that no student should infringe on the rights of another student.
- Engaging in open communication with all community members and Housing & Residential Education staff.
- Getting involved in your community through residence hall government, planning of community activities, showing respect and care for facilities, and exhibiting care for the overall community.
- Promoting an environment where all individuals and community members feel safe and secure.
- Demonstrating dignity and respect for all individuals.

### **HRE Standards of Conduct**

***Residential students and their guests must follow the following Standards of Conduct. Violation of any of these Standards also constitutes Misconduct under the Student Code of Conduct:***

Note: Due to the COVID-19 pandemic, modifications have been made to the current policies and they may change based on applicable public health guidance. Please pay attention to Public Health

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Guidance, updated UNC policy, capacity signs, and direction from UNC staff and faculty, which may change over the course of the academic year. This site will contain the most up to date information for UNC <https://www.unco.edu/coronavirus/> and updated Housing policies may be found at <https://www.unco.edu/living-on-campus/forms.aspx>.

It is the responsibility of residents to keep apprised of, and be in accordance with, updates to public health orders and UNC-specific policies. This includes, but is not limited to, UNC's mask policy, facility capacity, and social distancing guidelines. It is expected that residents act responsibly and consistently with the policies, guidelines, and expectations outlined here and in other UNC documents, public health guidelines, and applicable law to promote a safe and respectful learning and living environment within the UNC community.

### **(i) Alcohol**

**(A) In the Presence of:** Residents who are minors (under 21 years of age) are prohibited from being in the presence of possession, use, distribution, manufacturing, dispensing, or sale of alcoholic beverages by other minors.

**(B) 21 and Older:** Residents 21 years of age or older may possess and/or consume alcoholic beverages only in private living quarters.

**(C) Public Consumption:** The use, possession, storage, manufacturing, distribution, or consumption of alcoholic beverages is prohibited in the public spaces of UNC residential facilities.

**(D) Implements of Mass Consumption:** Students are prohibited from possessing any device designed to consume alcohol in large quantities such as beer bongs, taps, funnels, and substantially similar items.

**(E) Common Containers:** Kegs, barrels, or other containers larger than five gallons that may be used to hold alcohol are not permitted in residential facilities.

**(F) Empty Containers:** Collections of empty cans and/or bottles of beer, wine or other alcoholic beverages are not permitted unless they are cleaned and used as decorations. These collections must be cleaned and remain clean at all times.

### **(ii) ANIMALS**

**(A) Animal Care:** Residents with animals are responsible for the appropriate care, cleaning, feeding, bathing, & crating of their animals. Failure to maintain a clean and noise/odor/disease-free environment for animals as well as other residents are prohibited. Additional guidance related to animals may be found in the

Pet Friendly Residence Community Rules of Conduct, the Support Animal Policy, and/or the Service Animal Policy.

**(B) Disruptive Conduct of Animals:** Animals may not disrupt others by noise, odors, and/or other behaviors. HRE approved pets, including approved Emotional Support Animals (ESAs), are restricted from common spaces within the residential facilities, except for the lobby when entering or exiting the residence hall.

**(C) Unapproved Animals:** Service animals living with residents on campus must be registered with Housing and Residential Education. Animals that have not been approved through the Pet Friendly Residence Community Process or the Disability Resource Center, are not permitted.

### **(iii) DECORATIONS.**

Decorations that will stain or damage a surface are prohibited within the residence halls (i.e., stickers, spray snow, window paint, and like decorations). Students may not paint surfaces in their room. In

addition, items that limit egress or cause a fire risk, such as extension cords or cables run under doorways across corridors, through walls, ceilings, floors, doors, or floor coverings. Any furniture, or materials that block full use of an entryway, are prohibited. Decorations that block or cover light fixtures are also prohibited due to fire safety. String lights are permitted but must be unplugged while unattended

#### **(IV) DOOR PROPPING.**

Interior and exterior residential doors are locked throughout most of the year and stay locked for the protection of residents, the community, and their property. (Exceptions may be Move-In and Move-Out periods.) Door propping is defined as placing an object on, under, or around an exterior or interior door to prevent it from closing/locking when leaving the space. Propped doors may allow people not assigned to building or room access to the space. Door propping or allowing unauthorized persons to enter a residence hall and/or residence hall room may create an unsafe environment. Holding the door open for another person who is not permitted to have access to the building and/or room is also prohibited.

#### **(V) DRUGS.**

In compliance with the federal Drug Free Schools and Communities Act, UNC prohibits the unlawful manufacture, dispensation, possession, use, presence of, or distribution of controlled substances (illicit drugs, including cannabis/marijuana) of any kind and of any amount. UNC prohibits all illegal drugs including Medical Marijuana (regardless of whether a student has a Medical Permit to use or possess it). These prohibitions apply to an individual's actions with respect to any UNC events or activities, including those occurring while on UNC property or in the conduct of UNC business away from the campus. These prohibitions include:

**(A) *Being in the Presence of:*** Individuals in the presence of possession, use, distribution, manufacturing, dispensing, or sale of a controlled substance, including cannabis/marijuana; and

**(B) *Drug Paraphernalia:*** Possession, use, manufacture, or use of drug paraphernalia.

#### **(VI) FIRE SAFETY.**

**(A) *Cooking:*** Cooking in student rooms is allowed where kitchen facilities are a standard part of the room's facilities (such as in Arlington Park and Lawrenson Hall), and in community cooking locations. Cooking must be monitored at all times and must be conducted in a safe manner, including use of approved cooking appliances. Cooking appliances should be turned off when unmonitored including stoves, microwaves, etc.

**(B) *Failure to Evacuate:*** Failure to evacuate during a fire alarm places yourself and others in danger and is prohibited. Each fire alarm is to be treated seriously and all persons in the building must evacuate.

**(C) *Misuse or Damage to Fire or Life Safety Equipment:*** The intentional or reckless damage to any fire or life safety equipment in the residential facilities is prohibited. This includes, but is not limited to, security cameras, telephone lines, exit signs, safety signs, fire sprinkler piping, fire alarms, sprinkler heads, fire pull stations and fire extinguishers.

**(D) *Tampering with Fire Life Safety Equipment:*** Tampering with fire life safety equipment, disabling any part of a fire alarm system, discharging a fire extinguisher, hanging decorations from any part of a fire sprinkler system, or causing a false fire alarm to be registered can endanger lives and property and is prohibited. Criminal prosecution may occur for causing a false fire alarm to be registered by activation or any other means (C.R.S. §18-8-



111(a)) and for damage resulting from the unauthorized use of firefighting equipment (C.R.S. §18-4-505).

## **(VII) GUEST AND VISITOR POLICIES.**

Note: Guests policies may be updated throughout the academic year to reflect applicable public health guidance and capacity guidelines.

**(A) Non-Resident Guest Policy:** Non-residents are defined as anyone not assigned to a residential space (room/suite/apartment/house) within the neighborhood. Non-resident guests are permitted in public areas outside of the residential facility or in a public space inside the residential facility. Non-resident guests are permitted inside resident rooms, suites, or apartments with permission of the room / suite mates. Where permitted, non-resident guests must always be accompanied by their host and guests should not be present in the facility without the resident host.

**(B) Classroom Visitor Policy:** Public areas in residential facilities that also serve as classrooms are subject to these policies as amended: Non-resident class attendees must follow applicable housing policies and may not invite other guests into the facility. Class attendees must limit their use of the facility to the classroom area, restrooms, and vending machines, they may not use other public areas without express permission of HRE staff.

**(C) In-Neighborhood Visitor Policy:** In-neighborhood visitors are defined as occupants of another residential facility in the neighborhood. All residents of a neighborhood will have access to the other buildings in their neighborhood. In-neighborhood visitors do not need escorts to public areas (e.g., lobbies, lounges, game rooms, music rooms, public restrooms, vending areas, etc.)

**(D) Guest Behavior:** Residents are responsible for the actions of their guests. It is the resident's responsibility to inform guests of UNC, Housing & Residential Education, and other community policies and to expect compliance to protect the health, safety, and security of the community and UNC property. UNC IDs, Keys, and cards (including lockout keys and cards, may not be checked out by guests). Please refer to the Keys/ID Misuse policy for details.

**(E) Overnight Guests:** Overnight guests are permitted for a maximum of 2 nights over a 14-day period and must have permission from roommates or suitemates. Overnight guests are defined as anyone not assigned to the residential space in which they are staying. This policy may be updated to reflect applicable public health guidance and capacity guidelines

## **(viii) Keys/ID Misuse.**

Duplicating, borrowing, and/or loaning room keys or ID to guests or friends is prohibited under any circumstances. Sharing your Personal Identification Number (PIN) is also prohibited. It is the resident's responsibility to carry their ID and room keys with them so that they may have access to their building/room. Residents are prohibited from bypassing the normal operation of any security door and/or lock systems.

## **(IX) NOISE.**

To promote an academically focused community, the following quiet hours have been designated in all residential facilities.

### **(A) General Quiet Hours:**

Sunday – Thursday 10 p.m. to 8 a.m.

Friday – Saturday 11 p.m. to 8 a.m.

During quiet hours, radios, televisions, stereos, and musical instruments should not be heard outside of the occupant's room. Stereos and other electronic equipment that continually disturb

residents of the hall or room may be removed from the occupant(s) and retained in storage for a length of time determined by the hall staff (Residential Coordinator). During quiet hours, residents and guests are expected to keep their voices at a reasonable level such that conversation cannot be heard outside of the occupied room. Residence Hall staff will contact students about noise levels if the noise can be heard more than one residence hall door away. Shouting down hallways or between rooms is prohibited. Stereos may not be played out of open windows as they may disrupt other residents, students, and campus communities. A City of Greeley noise permit must accompany any amplified sound in or around any residential facility. If you experience an issue with the noise level, you are encouraged to speak directly with the individual(s) responsible. If after doing so, the noise remains at unreasonable levels, seek assistance from your Resident Assistant/Community Assistant.

**(B) Exam Week Quiet Hours:** Quiet hours are enforced 24 hours a day during exam weeks. It is imperative that all residents' sleep and study are not interrupted, and that residents respect these needs within the community. HRE is committed to maintaining an enhanced academic environment in the residence halls during exam weeks, and quiet hour violations during this time are serious matters.

**(C) Courtesy Hours:** Residents should always honor the requests of the community regarding noise levels, even when it is not established quiet hours. Please be respectful when asking other community members to reduce the volume, and respectfully honor requests to reduce volume. Through reciprocal cooperation, all members of the community will be able to sleep, socialize and study.

#### **(X) OTHER PROHIBITED ACTIVITIES.**

**(A) Misuse of Elevators:** Misuse of the elevators, including jumping and/or horseplay while in the elevator may cause damage and is prohibited.

**(B) Misuse of University Furniture:** Misuse of UNC-owned furniture, including but not limited to lofting of beds or tipping of lounge furniture, can cause damage to the furnishings and/or room, using bed risers, cement/cinder blocks or other items to loft/raise a bed is prohibited. Removing public furniture from shared areas in residence halls, apartments, and houses as well as exterior furniture is prohibited. Using UNC-owned furniture in a manner other than which it was designed to be used is prohibited. Waterbeds are not allowed on UNC property. Damages to UNC property as a result of violations of any of the foregoing may result in charges to those engaging in the conduct to reimburse such damages.

**(C) Sleeping in Public Spaces:** Students and guests are expected to sleep in their designated residential space. Therefore, sleeping in a public space, including lounges, laundry rooms, bathrooms, hallways, and like areas, is prohibited.

**(D) Sports/Activities Indoors:** Any activities or games in the hallways, common areas, balconies, or rooms or suites that can cause injury to persons and/or damage to property is prohibited. These activities include, but are not limited to: Frisbee, darts, throwing/bouncing balls, wheeled activities (Riding of bicycles, scooters, skateboards, or similar devices), shooting Nerf weapons, and shooting Orbeez weapons.

**(E) Tampering with Windows/Window Screens:** Secured screens are for security and, as such, removing or tampering with window screens is prohibited. Residents will be charged for damage to windows for the cost of repair or replacement. Residents are also prohibited from using the window as an exit or entrance. The only exception to this policy is to remove a window screen and/or to use the window as an exit in case of a fire or other emergency.

**(F) Exceeding Space Capacities:** Residents may not gather in rooms, spaces, or areas in excess of the posted/listed space capacity. Some spaces may not have a posted capacity, in

all areas, physical distancing and face coverings are required in accordance with UNC policy and public health orders.

**(G) Misuse of Laser Pointers:** Residents may not shine any laser pointer into the eyes of another individual, either inside their residence hall or out of their windows.

### **(xi) Prohibited Items.**

**(A) Household Appliances:** Residents may not possess appliances not provided by UNC such as air conditioners, surveillance cameras, dishwashers, doorbells, forced air space heaters/space heaters, ovens/ranges, and washing machines, except for those appliances provided by UNC. All appliances must be approved by Underwriters Laboratories (UL) and bear the UL label.

**(B) Plumbing Fixtures:** Bidets, Faucets, Shower Heads, and Toilets except for those installed by UNC, are prohibited.

**(C) Candles and/or Incense:** The use of candles and/or incense in residential communities is prohibited. Incense and incense burners are prohibited in residential facilities due to the risk of fire and for the consideration of residents with allergies. Decorative candles with the wick cut are allowed in residential facilities and may not be lighted.

**(D) Computer Network Equipment:** Computer network equipment such as routers, switches, and hubs are prohibited. See the UNC Computer, Internet & Electronic Communication procedures –Required Procedures & Prohibited Usage for more details:

[https://www.unco.edu/information-management-technology/about/standards\\_policies\\_procedures.aspx](https://www.unco.edu/information-management-technology/about/standards_policies_procedures.aspx)

**(E) Cooking Appliances:** Based on the flammability and the potential for fire, open-coil cooking devices and cooking devices with an open heating element are prohibited, except for those provided by UNC. These items include, but are not limited to: air fryers, crockpots that do not have an automatic shutoff, Dash Egg Cookers, George Foreman grills, hot plates, pressure cookers (including Instantpots), rice cookers that do not have an automatic shutoff, toasters, toaster ovens, and waffle irons. Residents are allowed to have approved electric coffee pots, crockpots with an automatic shut off, one or two space induction cooktops with an automatic shut off, microwaves with a limit of 1250-watts/2 cubic feet, air popcorn poppers, rice cookers with an automatic shut off, and refrigerators under 3 amps/6 cubic feet. To avoid confusion, the above requirements for appliances to be approved by Underwriters Laboratories also applies to cooking appliances.

**(F) Extension Cords:** Electrical extension cords must be well maintained and in good repair and must bear Underwriters Laboratories (UL Label). Extension cords running from light fixtures, multiple extension cords plugged into each other or using a spider-type configuration extension cords, and extension cords without a grounding prong are prohibited.

**(G) Flammable Materials or Compressed Gases:** Use or storage of any type of flammable materials, compressed gases or aerosols including tanks (propane, butane, etc.), torches, gas powered grills, lanterns, fireworks, and other gas operated devices are prohibited in all UNC Housing.

**(H) Grills:** Use or storage of charcoal, kerosene, propane, or electric grills other than those provided by HRE is prohibited in and around UNC Housing.

**(I) Lamps and Light Fixtures:** Lamps and light fixtures, including but not limited to halogen lamps, lava lamps, modified or homemade light fixtures, incandescent bulbs, and/or sun lamps are prohibited, except for those provided by UNC.

**(J) Lithium Batteries:** Lithium Batteries and their charging devices must be in compliance

with UNC's PEDs and Lithium Battery Procedures

(<https://www.unco.edu/facilities/services/environmental-health-and-safety/pdf/PEDs-and-Lithium-Battery-Safety-Procedures-6-2023.pdf>) which includes certification by an accredited testing laboratory for compliance with Underwriters Laboratories (UL) standards 2272,2849, or other such safety standard. Possession, use (including charging/discharging), storage, or repair of high-capacity lithium batteries or devices with integrated high-capacity lithium batteries (including lithium-ion and lithium-polymer) is restricted in housing facilities. This includes private resident spaces, public areas, and exterior surface mounted electrical outlets on housing facilities.

**(K) Outdoor Antennas:** Due to the potential damage to facilities, outdoor antennas of any kind (including but not limited to satellite dishes) are prohibited.

**(L) Motor Vehicles:** Motor vehicles and components are prohibited in residential facilities. All motor vehicles must be parked in designated parking spaces, and illegally parked vehicles are subject to ticketing, fines, and/or towing. Colorado Revised Statute (C.R.S. 42-1-102) defines a "motor vehicle" as "any self-propelled vehicle that is designed primarily for travel on the public highways and that is generally and commonly used to transport persons and property over the public highways or a low-speed electric vehicle. Motor Vehicles are commonly vehicles that are capable of being registered with the State of Colorado Department of Revenue Division of Motor Vehicles (DMV).

**(M) Motorized Vehicles:** The use (including charging), possession, or storage of motorized vehicles and components are prohibited in residential facilities including hoverboards, motorized skateboards, motorized scooters, electric bikes, and similar devices. Motorized Vehicles do not include powered bicycles, wheelchairs or other mobility devices designed for interior use by persons with disabilities.

**(N) Surveillance Equipment:** The use of surveillance equipment to monitor any space in housing areas, except as governed by [University Video Surveillance Policy](#), is strictly prohibited. This policy may cover equipment including surveillance cameras or doorbell cameras monitoring hallways, room entries, and other areas where an individual has a reasonable expectation of privacy.

**(O) Weapons and/or Ammunition:** The possession of weapons or reasonable facsimiles of weapons, including, but not limited to, ammunition, BB guns, bows and arrows, firearms, knives, martial arts weapons, and paint guns are prohibited in residential facilities.

**(P) Vegetation of Combustible Nature:** Combustible or highly flammable vegetables, including live Christmas trees, Corn stalks, hay bales, straw bales, tumbleweeds, wheat, and wreaths are prohibited.

## **(XII) SOLICITATION.**

Residential facilities may not be used for any unapproved commercial enterprise. No commercial advertising or solicitation of any kind may be distributed in Residential facilities without approval from HRE.

### **(xiii) Trash and Room Cleanliness.**

**(A) Trash:** Residents are responsible for keeping their space clean and free of trash and other debris. In order to prevent damage to facilities and mitigate odors and any health risks, trash must be removed timely and appropriately. Over break periods, residents are required to remove all trash from their residence hall space to avoid odors, health risks or damage during that extended period of time. Failure to remove trash may result in a trash removal fee charged to the responsible resident.

**(B) *Inappropriate Disposal of Personal Trash:*** Disposing of garbage in areas other than dumpster enclosures will result in disciplinary action and the assessment of charges for cleaning and removal. A charge of \$35 will be assessed if personal trash is disposed of in any common area.

**(C) *Room Cleanliness:*** Residents are expected to clean their suite bathrooms once a day, and clean high-touch areas / shared items regularly.

#### **(XIV) UNAPPROVED ROOM MOVES.**

Students are prohibited from moving from the room to which they have been assigned until they have completed the Room Move Process and have received written approval from HRE. Students violating this Standard may be required to move back to their original room.

#### **(XV) UNAUTHORIZED ENTRY**

Accessing spaces, including your residence hall room, prior to the official published date for opening, after the date for closing, or during break periods (Fall, Winter, Spring) without specific authorization is prohibited. Students are not permitted to access empty spaces within their residence hall suite and should not move into a vacant room without completing the room move process. Residents that fail to vacate vacant spaces after receiving notice from HRE staff to vacate will be charged the buyout rate for that space.

#### **(XVI) VIOLATION OF FORMAL ROOMMATE CONTRACT.**

Failure to comply with standards and provisions as outlined in the formal roommate contract that was facilitated by hall staff (Resident Assistant, Community Assistant, Assistant Residential Coordinator, or Residential Coordinator) or other professional HRE staff member.

#### **UNC STUDENT CODE OF CONDUCT (“STUDENT CODE”)**

All students enrolled at the UNC are held to the requirements of the Student Code. Residential students who violate the Student Code, regardless of the location of violation, will be subject to disciplinary action through the Dean of Students Office (DOS). Where DOS believes that there is reasonable cause to believe that a student has committed misconduct under the Student Code, they will be provided with Code Due Process to determine if misconduct has occurred. For information regarding Code Due Process, please see the Student Code of Conduct at:

<http://www.unco.edu/dean-of-students/pdf/student-code-of-conduct.pdf>.

#### **NOTICE OF CHANGES IN HOUSING & RESIDENTIAL EDUCATION POLICIES**

HRE reserves the right to add, delete or change the policies and standards outlined in this handbook at any time. Students will be notified of all such changes through campus email. Unless otherwise stated in the notice of the change(s), all changes are effective upon delivery of the notice.

**Handbook current as of 2025-07-07**