# Table of Contents

- **Housing & Residential Education Overview** .......................................................... 6
- **Your Rights & Responsibilities** ............................................................................. 6

**Roommates** ............................................................................................................. 7
- Living with a Roommate .......................................................................................... 7
- Roommate Agreement Mediation Process: ............................................................... 7

**Animals** .................................................................................................................... 8
- Bidet Purchase and Installation Policy ...................................................................... 8
  - Removal Process ...................................................................................................... 9
  - Damage and Neglect Policies .................................................................................. 9

**Bicycles** ................................................................................................................... 9

**Room Inventory Requirement at Check-In** ............................................................. 10

**Check-Out Procedures** ........................................................................................... 10

**Cleaning** .................................................................................................................. 11

**Community Damages** ............................................................................................ 11

**Consolidating Vacancies** ........................................................................................ 11

**Cooking** .................................................................................................................. 11

**Disability Resource Center Approved Single Rooms** ........................................... 12

**Elevators** .................................................................................................................. 12

**Emotional Support Animal (ESA)** .......................................................................... 12

**Energy Conservation** ............................................................................................. 12

**Entry into Student Rooms** ...................................................................................... 12

**Furniture** .................................................................................................................. 13

**Inspection of University Premises** .......................................................................... 13

**Keys & Card Access** ................................................................................................ 13

**Laundry Facilities** ................................................................................................... 14

**Lock-Out Procedure** ................................................................................................ 14

**Mail / Newspapers** .................................................................................................. 15

**Marijuana Prohibited** ............................................................................................. 15

**Missing Person Notification Policy** ......................................................................... 15

**Parking Information** ................................................................................................ 15

**Personal Property Insurance** .................................................................................. 16

**Repairs, Maintenance & Work Orders** .................................................................... 16

**Room Change Policy** .............................................................................................. 16

**Sex Offender - Registered Sex Offenders Procedure** ........................................... 17

**Service Animals** ...................................................................................................... 17

**Smoke Cleansing/Smudging/Open Flame Ceremonies:** ........................................... 17
TELEPHONES ..........................................................................................................................17
VACATION AND BREAK INFORMATION .................................................................................18
HEALTH AND SAFETY ...........................................................................................................19
HEALTH ..................................................................................................................................19
SAFETY ..................................................................................................................................20
SECURITY ..............................................................................................................................20
FIRE EVACUATION & ESCAPE ............................................................................................21
IF YOU ARE TRAPPED IN A FIRE: .......................................................................................21
FIRE DRILLS ..........................................................................................................................21
ARSON .....................................................................................................................................22
TORNADO STAGING/AREAS OF REFUGE .........................................................................22
PANDEMIC ISOLATION OR QUARANTINE PROCEDURES ..................................................22
UNC’s DISCRIMINATION COMPLAINT PROCEDURES .......................................................25
SEXUAL ASSAULT PREVENTION AND RESPONSE ............................................................25
RESOURCES AND UNIVERSITY RESPONSE ......................................................................25
HOUSING & RESIDENTIAL EDUCATION STANDARDS OF CONDUCT ..............................28
RESIDENTIAL FACILITIES ..................................................................................................28
INDIVIDUAL RESPONSIBILITY ............................................................................................28
(A) In the Presence of: .............................................................................................................29
(B) 21 and Older: .....................................................................................................................29
(C) Public Consumption: .........................................................................................................29
(D) Implements of Mass Consumption: ..................................................................................29
(E) Common Containers: ........................................................................................................29
(F) Empty Containers: .............................................................................................................29
(ii) Animals .............................................................................................................................29
(A) Animal Care: ....................................................................................................................29
(B) Disruptive Conduct of Animals: .......................................................................................29
(C) Unapproved Animals: .......................................................................................................29
(iii) Decorations .....................................................................................................................30
(iv) Door Propping ................................................................................................................30
(v) Drugs ...............................................................................................................................30
(A) Being in the Presence of: .................................................................................................30
(B) Drug Paraphernalia: ..........................................................................................................30
(A) Cooking: ..........................................................................................................................30
(B) Failure to Evacuate: .........................................................................................................30
(C) Misuse or Damage to Fire or Life Safety Equipment: ....................................................30
(D) Tampering with Fire Life Safety Equipment: ..................................................................30
(vii) Guest and Visitor Policies. ..................................................................................................................31
(A) Non-Resident Guest Policy: ..................................................................................................................31
(B) Classroom Visitor Policy: ....................................................................................................................31
(C) In-Nighborhood Visitor Policy: ...........................................................................................................31
(D) Guest Behavior: .......................................................................................................................................31
(E) Overnight Guests: .....................................................................................................................................31
(viii) Keys/ID Misuse. .................................................................................................................................31
(ix) Noise. .....................................................................................................................................................31
(A) General Quiet Hours ..............................................................................................................................31
(B) Exam Week Quiet Hours ........................................................................................................................32
(C) Courtesy Hours ......................................................................................................................................32
(x) Other Prohibited Activities. ..................................................................................................................32
(A) Misuse of Elevators ...............................................................................................................................32
(B) Misuse of University Furniture ............................................................................................................32
(C) Sleeping in Public Spaces ......................................................................................................................32
(D) Sports/Activities Indoors .......................................................................................................................32
(E) Tampering with Windows/Window Screens ..........................................................................................32
(F) Exceeding Space Capacities ..................................................................................................................32
(xi) Prohibited Items ....................................................................................................................................32
(A) Household Appliances ..........................................................................................................................32
(B) Bidets ......................................................................................................................................................32
(C) Candles and/or Incense ..........................................................................................................................33
(D) Computer Network Equipment ............................................................................................................33
(E) Cooking Appliances ..............................................................................................................................33
(F) Extension Cords .....................................................................................................................................33
(G) Flammable Liquid or Compressed Gases ..............................................................................................33
(H) Grills .......................................................................................................................................................33
(I) Lamps and Light Fixtures .......................................................................................................................33
(J) Outdoor Antennas ..................................................................................................................................33
(K) Motorized Vehicles ...............................................................................................................................33
(L) Weapons and/or Ammunition ................................................................................................................33
(M) Vegetation of a Combustible Nature ....................................................................................................33
(xii) Solicitation. ..........................................................................................................................................33
(xiii) Smoking, Vaping & Tobacco. ............................................................................................................33
(xiv) Trash and Room Cleanliness ............................................................................................................33
(A) Trash .....................................................................................................................................................34
(B) Inappropriate Disposal of Personal Trash ............................................................................................34
(C) Room Cleanliness: ..................................................................................................................34
(xv) Unapproved Room Moves. ......................................................................................................34
(xvi) Violation of Formal Roommate Contract. .............................................................................34
UNC STUDENT CODE OF CONDUCT (BEAR CODE) ...................................................................34
HOUSING & RESIDENTIAL EDUCATION OVERVIEW

Housing & Residential Education (HRE) recognizes both its privilege and responsibility to foster inclusive communities which embrace the diverse characteristics and backgrounds of students, faculty, and staff. The safety and wellness of all members of the HRE community is the department’s priority. We welcome students, faculty, and staff from all identities to develop and thrive in an environment where they feel accepted and empowered for who they are in a local and global community.

HRE understands equity and inclusion education is an ongoing process in which students and hall staff are encouraged to engage in open dialogue about difference. HRE supports students’ learning through programs and services that guide their growth and development as a citizen in a multicultural world.

HRE acknowledges all members of the UNC community have a personal responsibility to create an inclusive campus environment. HRE does not tolerate acts of hateful misconduct and recognizes the community impact as part of its work. We value opportunities for restoration and education to foster a culture of CARE (Connection, Attitude, Respect and Empathy) for all community members.

YOUR RIGHTS & 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.
ROOMMATES

LIVING WITH A ROOMMATE
For most students, sharing a living space with someone else is a big change. Your enjoyment of your residential experience will depend, to a large extent, 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 roommates/suitemates, etc.
- 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.

ROOMMATE AGREEMENT MEDIATION PROCESS:
UNC is committed to assisting students in developing skills necessary to engage in healthy conflict management. Roommate conflicts and room changes are addressed by Housing & Residential Education staff. The Dean of Students office is available to assist students in learning skills related to conflict styles and management techniques but are not responsible for the Roommate Agreement or Mediation process. In order to encourage open, honesty 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. Additional information about each step in the process can be found online.
ANIMALS

Students may bring the following animals or pets on campus:

- Fish in a 20-gallon (maximum) tank
- Cats or dogs approved through the Pet Friendly Residence Community in Lawrenson Hall
- Service Animals registered with the Disability Resource Center
- Emotional Support Animals approved via the Disability Resource Center

It is a violation of the UNC Student Code of Conduct (BEAR 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 sanctions under the Student Code of Conduct (BEAR Code). Among other things, to provide false information regarding one’s disability status adversely affects the ability of the University to respond to the legitimate needs of persons with disabilities.

Students who bring an animal to campus that is not approved through the Pet Friendly Residence Community process or Disability Resource Center will be required to remove the animal immediately and assessed a $200 unapproved animal charge that 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 a local animal boarding facility which typically provides student discount.

The $200 unapproved animal charge will also be used to cover the cost of cleaning in the facility if needed. This charge only covers the cost of cleaning in 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 are also responsible for cleaning up any animal-related accidents in and around their facility.

Animal owners assume all responsibility for damage to university buildings, furnishings and grounds caused by their animal(s).

BIDET PURCHASE AND INSTALLATION POLICY

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/2HVDhBq, which is roughly $320 to purchase the product.

Any other proposed bidet models will need to be presented to the UNC: Housing Services office which requires a full spec sheet delivered via email to (HousingServices-MO@unco.edu) before purchase. Other bidets will be reviewed for durability, craftsmanship, 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/2HVHdBq];

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 necessary to complete the process.

Due to aesthetics, craftsmanship, 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 properly 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 above except the request should be 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: [http://www.unco.edu/housing/forms/](http://www.unco.edu/housing/forms/)

**Bicycles**

Bicycle racks are available outside each residential facility. Bicycles should be locked by the frame and registered through UNC Parking Services. To register your bicycle, fill out the bicycle registration form on the UNC Parking Services website. After the form is complete bring it to the Parking Services office in Gray Hall. You will receive a free U-lock when you register your bicycle. It is a good way to help prevent bicycle theft. UNCPD recommends the use of a U-lock. Cable locks should only be used as a secondary lock with a U-lock.

Bicycles may not be hung from ceilings, walls or furniture. Parking bicycles in non-designated areas (i.e. hallways, hall entrances, trees, railings, and handicapped zones) may result in bicycle impoundment and/or a fine. Bicycles must be removed at the end of the academic year (May) or they will be impounded by UNCPD. If you wish to store your
bicycle in your residence hall room, obtain your roommate/suitemate’s permission before doing so.

**ROOM INVENTORY REQUIREMENT AT CHECK-IN**

Before a residential 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 form or paper inventory, 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 check out the student at the end of the year. Forms that aren’t returned or aren’t filled out promptly may not 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 residence hall room, whether at the end of the year or during a room move, it is important to follow proper check-out procedures. *Improper check-out will result in a minimum of a $35.00 charge.*

It is important to get your hall staff (Resident Assistant/Community Assistant or Neighborhood Coordinator) involved as soon as you begin thinking about a room move. If you are having difficulties with your roommates/suitemate, staff members can help you resolve conflicts before a room move is necessary. A proper check out begins by removing all personal belongings, removing all trash, cleaning the room/suite/apartment, and returning the space to the condition at check-in. Next, schedule a check out appointment with a hall staff member, typically your Resident Assistant/Community Assistant. At the time of check-out, a staff member will thoroughly inspect your room. Students who check out without setting up this appointment may be considered an “Express Check Out”, students who leave without this appointment will need to complete the online checkout form after they have done the following:

- Left the room in the same condition it was in at check-in
- Cleaned the room according to provided instructions
- Removed all their belongings
- Accept and pay for any charges that may be assessed due to damages or cleaning
- Return and key and lockout key, if applicable.

The room inventory form that is 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 of Conduct (BEAR 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 residential front desk. Students may be charged for any keys or cards to access the space that aren’t left in the room, this includes keys that were mailed back to UNC but not received.
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 Housing Services staff at the residents’ expense. You are expected to change bed linen, clean and dust rooms, remove trash weekly, and clean the bathroom (Houses, Hansen-Willis, Harrison, Lawrenson, North, Presidents Row, Sabin Deluxe Doubles, South, Turner, and Arlington Park Apartments) to maintain a healthy living environment.

Due to COVID 19 it is recommended that residents clean their suite bathrooms at minimum once a day, and ideally after each use with an approved cleaner (please no bleach, you will be charged for damages that bleach causes). Please see our website and posted signage for recommend cleaners. 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 Neighborhood Coordinator, Resident Assistant/Community Assistant, or to the front desk.

CONSOLIDATING VACANCIES
In order 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 assignment to consolidate vacancies. Vacancies are consolidated by having a resident move from a double room with only one occupant to another double room that also has only one occupant to create a room that has double occupancy. For a limited time before consolidation, the Department of Housing & Residential Education will allow residents the opportunity to find a new roommate of their choice that is currently living in the residence halls.

If you choose not to buy out the room, the vacant space (including bed, desk, drawers, and closet) must remain clear and able to be inhabited at any time. We will make reasonable attempts to notify you of a new roommate. If space is available before consolidation, a resident may occupy his/her room as a paid single. If you are interested in purchasing your double occupancy room as a paid single, check with your Neighborhood Coordinator regarding the availability of this option and the charges to purchase a paid single, based on occupancy/availability.

COOKING
For health and safety reasons, students are not allowed to cook with prohibited appliances in their residence hall rooms, or in community kitchens. Electric coffee pots, popcorn poppers, refrigerators under 6 cubic feet in size, and microwaves (only as approved) are permitted in residential facilities, provided they are Underwriters’ Laboratories (UL) approved. The University reserves the right to remove all unapproved electrical cooking appliances.
DISABILITY RESOURCE CENTER APPROVED SINGLE ROOMS

HRE does not charge students with disabilities who need accommodations in single rooms as approved by the Disability Resource Center the supplemental single-room premium or room buy-out charge.

ELEVATORS

Many of UNC’s facilities are equipped with elevators for your 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 elevators 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 to assist in your evacuation.

Vandalism to the elevators, including damage caused by horseplay or willfully disobeying elevator safety guidelines, is considered a violation of HRE Standards of Conduct. Please refer to the HRE Standards of Conduct below for more information.

During COVID-19 we encourage residents to be cognizant of elevator crowding.

EMOTIONAL SUPPORT ANIMAL (ESA)

If you are requesting an accommodation of an Emotional Support Animal (ESA), please review the Disability Resource Center Emotional Support Animal Request Procedures that outline the process of making an ESA request. A 30-day notice period may be necessary to ensure that all the required information, paperwork, and documentation has been received and thoroughly reviewed.

ENERGY CONSERVATION

UNC is proud to help you conserve energy and recycle. Please be energy conscious in the residence halls – turn off appliances and electronics when they are not in use, turn off the lights in your room when you are not there and close the windows when you leave, and report leaking pipes to your front desk. Recycle bins are located in residential community dumpster enclosures, and each room or suite has a blue recycle bin to help you sort recyclables. There are many ways to help conserve on the UNC campus, so please do your part to help the environment.

ENTRY INTO STUDENT ROOMS

The University reserves the right to enter student rooms in order to perform routine maintenance and repair, for facility reviews (i.e. hall closing procedures during break periods), and to investigate security or endangerment concerns. UNC personnel may enter student’s rooms for the following reasons:

• To determine the condition of UNC property.
• To ensure that healthy standards of cleanliness and safety are maintained.
• To perform maintenance as required or requested.
• To conduct preventative maintenance during break periods.
• To attempt to locate missing UNC property.
• To handle personal endangerment and/or life-threatening situations.
• To enforce the Student Code of Conduct (BEAR Code) and HRE Standards of Conduct Policy as outlined in this Handbook and to handle situations which cause a nuisance in the community.

An HRE staff member or other UNC official may enter rooms during the academic year for routine reviews (health and safety issues, damages, break closing reviews, policy violations, and noise problems). Should staff observe property in violation of UNC policies and/or local/state/federal law, these suspected/observed violations will be reported to the appropriate authorities. UNCPD and/or HRE staff may confiscate property in violation of Housing & Residential Education policies, local laws, state laws, and/or federal laws. Drugs, weapons, and stolen property will be submitted to UNCPD, and students found to be in possession of prohibited items will be subject to disciplinary action and/or criminal prosecution.

Scheduled room reviews may take place during break periods.

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 beds are “tool-free”, bunkable with pins available at your residence hall front desk, and allow for three height adjustments. 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 student. Any alterations to room furnishings, including the beds and closets, will result in possible fines to cover the cost of repair or replacement.

Students are allowed to remove University-owned room furnishings. Students are responsible for the storage of any University-owned furniture removed from residence hall rooms, and for returning all University-owned furniture to the room in its original condition. UNC does not provide storage for students who choose to remove furnishings. Students should take special care to ensure that the furniture, walls and doors are not damaged during the removal and return of University-owned furniture. The student is financially responsible for damage to UNC property that may occur during the removal, storage, and return of furniture.

INSPECTION OF UNIVERSITY PREMISES

UNC reserves the right to inspect all UNC premises. A visual inspection can be made by an agent of the University. Normally, premises will not be searched. A room may be searched, however, by no less than two agents of the University where there is evidence that a search is reasonable. Authorization for room searches will be made by the Dean of Students or their designee. The authorization to grant a search will be based on affidavit of reasonable suspicion. Under emergency conditions, waiver of the written authorization requirement may occur when immediate action is deemed necessary and appropriate by the Dean of Students, the Director of Residential Education or their designee. For criminal action, the normal requirements for lawful search are to be followed.

KEYS & CARD ACCESS

Access to your room will be given through either a hard key or access added electronically to your student ID. A room key/card will be issued to or encoded for you upon check-in to your housing assignment. Only residents assigned to a particular living assignment should have a key/card to that
room. **Never lend your key/card to another person.** 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 lock your door when you are sleeping or away from your room. If you become locked out of your room, the front 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 front 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 front desk immediately. You will need to visit the UNC Card Office to purchase a new UNC ID card and have it re-encoded at the residence hall front desk. Report any problems with locks or keys to your residence hall front desk immediately. Intentional jamming of door and/or locks may result in charges for damages and/or disciplinary action. The University is not liable for personal property loss or damage.

**LAUNDRY FACILITIES**

- Washers and dryers are available in each residence hall as part of your Housing contract. It is the student’s responsibility to ensure all laundry is appropriately attended while in the laundry facilities. The University is not liable for damaged, lost, or stolen items.
- To check on the status of a laundry machine, check out the UNC App or visit: https://www.unco.edu/housing/current/wash-alert.aspx. Click your residence hall. Set your email or text alert and you’re done!
- APP: Download our Jetz Service App.

**LOCK-OUT PROCEDURE**

If you lock yourself out of your room, lock-out keys/cards are available at your neighborhood or apartment front desk, while you attempt to retrieve the missing key/card. Lock-out keys/cards will only be issued to residents assigned to the space. 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 students account.

- Lockouts during the first week of the Fall and Spring semester are “free weeks” and there is no charge for a lockout
- The 1st lockout outside of the "free weeks" has no charge
- The 2nd-5th lockout is a $15 charge per lockout
- The 6th-9th lockout is a $25 charge per lockout will be charged to the students account
- The 10th+ lockout is a $25 charge per lockout and an incident report will be submitted to the Community Standards and Conflict Resolution office
MAIL / NEWSPAPERS
Housing & Residential Education uses a program called Notifii to track mail and notify students about packages from delivery services.

Your Name
Street Address of Residence Hall
Room # Name of Residence Hall
Greeley, CO 80631

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

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.

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

MISSING PERSON NOTIFICATION POLICY
When UNC determines that a student who resides in on-campus housing is missing, UNC personnel will notify the UNCPD at (970) 351-2245 no later than 24-hours after the time the student is determined missing. UNC personnel will also notify the Neighborhood Coordinator or Neighborhood Coordinator On Call. 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 at https://www.unco.edu/housing/forms/

If the 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 INFORMATION
A parking permit is required to park in all UNC parking lots. Yearly parking permits may be purchased online beginning July 1st and will be mailed to your permanent residence. Parking permits are valid for designated lots and spaces only, and parking in a lot not covered by your parking permit
will result in ticketing/fines. Visitor parking permits can be obtained at Gray Hall 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 University parking permit and must be parked in designated motorcycle parking spaces. A complete set of parking regulations may be obtained from UNC Parking Services in Gray Hall or at: http://www.unco.edu/parking/index.htm.

PERSONAL PROPERTY INSURANCE

The Department of 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.

REPAIRS, MAINTENANCE & WORK ORDERS

For nearly all maintenance and repairs students can visit https://fmservicedesk.unco.edu/ to submit a work request. Please select your building, and your room (or the area that needs maintained) be descriptive and provide details to your request. We encourage students to use their UNC email address to receive email notification once the request has been received and updates about work completion.

ROOM CHANGE POLICY

If you are experiencing roommate conflicts, please speak with your Resident Assistant/Community Assistant or Neighborhood Coordinator. 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 approval of your Neighborhood Coordinator before moving any of your belongings. If a room move is approved by your Residence Neighborhood Coordinator, you must officially check into 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 hall. 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. On the first day of
The Room Move Interest Form will be available here: https://www.unco.edu/housing/forms/.

Room moves may affect your meal plan. Contact Dining Services at (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 disabilities, or to manage vacant spaces. HRE may relocate resident(s) including but are not limited to the following reasons:

- Incompatible roommates where there is no clear aggressor, but the safety and wellbeing of each of the residents is of concern.
- Roommate issues that do not rise to the level of a student code of conduct violation, but roommates are hostile or passively hostile to each other.

**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 UNCPD immediately upon arrival to the campus. UNCPD will notify HRE administration when a registered sex offender appears to have been assigned to university housing. HRE staff will review with university administrators, and campus legal counsel, 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.

**SERVICE ANIMALS**

Any questions regarding service animal policies and procedures should be addressed to the Disability Resource Center office at 970 351 2289 or by visiting https://www.unco.edu/disability-resource-center/.

**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 to Environmental Health and Safety. Please visit https://www.unco.edu/facilities/services/environmental-health-and-safety/ for more information.

**TELEPHONES**

HRE does not provide a telephone in each residence hall room. However, if you would like to request a phone, please do the following:
Go to https://help.unco.edu and login
In the keyword search enter any of the following search phrases: “res hall phone”, “res hall”, “residence hall”, “residence hall phone”
Under Service Request select the More Info button for Res Hall Phone Request
Select New Request and complete the required information

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

Campus phones are located in most residence hall lobbies. If you experience any phone problems, please call User Support at 1-4357.

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.

VACATION AND BREAK INFORMATION
Residence halls, with the exception of Lawrenson and Harrison Halls, are closed during the semester break and spring break. Arlington Park and University Owned Houses also remain open. During these times, residents are required to vacate the residence halls, but may leave their belongings in their rooms. However, belongings will not be accessible during the break period. Only residents living in Lawrenson and Harrison Halls may stay during break periods. A limited amount of interim housing may be available for students requiring housing during the semester or spring break. Contact the HRE office at (970) 351-2721 for more information about interim housing options and cost. Space is limited and on a first come, first serve basis. Students working for UNC or taking classes over the break period will be given priority.
HEALTH AND SAFETY

HEALTH

During the COVID-19 Pandemic there are additional expectations of UNC students. Residents must keep up to date with the following UNC policies and guidelines: Mask Policy, Personal Hygiene, Cleaning and Sanitizing, Social Distancing, and Classroom and Shared Spaces. These can be found here: https://www.unco.edu/return-to-campus/prevention/

At the time of this publication, the Mask Policy stated:

UNC requires students, employees, and visitors to wear face coverings at all times while in public or shared spaces on campus:

- Masks are required whenever you are indoors in public spaces on campus—that is, whenever you are in any space other than your own residence hall room or a private office.
- Masks are also required outdoors any time you are around other people—even when those other people are roommates, family members, or loved ones who you live with.
- We should all maintain appropriate distance from one another, at least six feet, even when we are outdoors.
- You should also remember that even when you are off campus, Colorado Governor Jared Polis has implemented a statewide mask order and other public health directives that govern expectations for mask wearing and gatherings in public or private spaces.
- Students living on campus will be required to wear a mask unless they are in their own room or doing tasks that cannot be completed while wearing a mask such as eating – the mask must be put back on once the task has been finished.
- Students living on campus are required to bring enough cloth masks to wash and wear a clean mask every day.

NOTE: There is no general exception to this policy based on distances between instructors and their students during class. UNC’s instructional spaces were configured by facilities to maintain 6-feet of separation between students and the instructor. Classrooms should not be reconfigured, and the expectation is that all faculty and students will wear masks during face-to-face instruction.

At the time of this publication, the Social Distancing guidelines stated:

Social distancing is critical for Bears return to campus. Over the weeks and months ahead, we need to reimagine the place where we work, learn, and live as a 6-Foot Campus. Physical separation is critical in reducing the transmission of COVID-19 and other contagious diseases.

Inside your living space: Avoid close contact with people who are sick. If possible, maintain 6’ between the person who is sick and other household members.

Outside your living space: Place 6’ of distance between yourself and people who don’t live in your household and wear face coverings or masks that cover your mouth and nose. Remember, some people without symptom spread the virus. Guidance on group sizes vary based on activity and location.

Please pay attention to Public Health Guidance, capacity signs, and direction from UNC staff and faculty.
SAFETY

HRE 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 neighborhood will have a front desk open 7 days a week from 8am-2am 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 a HRE staff member if needed.
- All residential facility exterior doors are locked 24-hours per day. In buildings with classrooms, such as Harrison Hall, the doors to residential wings are locked during class periods as well.
- Exterior doors of residential facility have card swipe access for resident of the neighborhood.
- All guests and visitors must be accompanied by a resident of the building. Please see our guest policy for details.
- Propping or vandalism of exterior doors and windows is a security risk and violation of the Student Code of Conduct (BÉAR Code) that may result in disciplinary action.
- 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 the residence halls, please use an emergency blue light telephone. Please report any fire or life safety hazards to HRE 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 Resident Assistant/Community Assistant or UNCPD (970) 351-2245 for more information.

Before arriving on campus, know your family’s personal property insurance coverage. Some policies
cover student’s 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.

FIRE EVACUATION & ESCAPE

- Don’t 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 yourself 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, make sure all fire doors are closed.
- Once you are outside, stay clear of the building. Follow the directions of Residential Education staff, fire and police personnel. Never re-enter a burning 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.
- All UNC facilities are designed with fire safety materials and 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 bet for surviving a fire.

FIRE DRILLS

Fire Drills will be conducted in each residential community once per semester. All students must exit the building immediately to a safe distance at a minimum of 100 feet. Failure to evacuate during a fire alarm will result in disciplinary referral for violating HRE Standards of Conduct and policies.
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.

TORNADO STAGING/AREAS OF REFUGE
Each residential community has an identified area of refuge in the event of a natural disaster or other related emergency event. Signs have been placed to designate areas of refuge and equipped with University phones for communication from Risk Management and the UNCPD. http://www.unco.edu/emergency-preparedness/weather.aspx#Tornado

PANDEMIC ISOLATION OR QUARANTINE PROCEDURES

Information & Waiver Related to Isolation or Quarantine
If you are in quarantine while awaiting test results, you must stay in quarantine until your test results are negative. If you are in quarantine because you have been in close contact with someone who has tested positive, you must stay in quarantine until 14 days from the date of last contact with that individual and you must be symptom-free. If you have a positive COVID-19 test you must stay in isolation from others, monitor your health, and follow the instructions of your health care provider. Typically, isolation lasts for 10 days after first onset of symptoms but may last longer. You must stay in quarantine or isolation until directed otherwise by your health care provider / health department and have received a Release from Quarantine/Isolation email from the COVID Resource Coordinator.

We want to assist you through quarantine or isolation and describe the support we are able to provide. We care for the welfare of our students. We are not a health care provider. We cannot provide medical advice, medical check-ins, or services like medication delivery or administration.

If you have seen a medical provider, please follow the instructions they have given you. You are required to notify UNC (via the Maxient form) if you are confirmed/assumed positive or if you have been instructed to quarantine or isolate by a public health official (or a health care provider). If your symptoms become worse, for example, if you have a fever that increases or difficulty breathing, please call 911 or contact your health care provider.

During your quarantine or isolation, you must stay in your room unless you are performing certain approved tasks (walking your dog, taking out your trash, doing your laundry, getting your medications, attending your medical appointments, or in response to an emergency situation (e.g. fire alarm)). If you have to leave your room for one of the above reasons, you are required to wear personal protective equipment (PPE), including a mask and gloves, and you are required to maintain
six-foot social distancing from others at all times. We will provide a surgical mask and gloves that you are expected to re-use during your quarantine or isolation. Please be mindful of how to appropriately wear a mask—it should cover both your mouth and nose with no gap around the edges. You should only take it off/put it on by using the strings/elastic and not touch the material that covers your face. SHOULD YOU LEAVE YOUR ROOM WHILE IN QUARANTINE OR ISOLATION FOR UNAPPROVED REASONS, WITHOUT APPROPRIATE, OR DO NOT MAINTAIN SIX-FOOT DISTANCING, YOU MAY BE SUBJECT TO DISCIPLINARY ACTION BY THE UNIVERSITY UNDER THE STUDENT CODE OF CONDUCT TO AND INCLUDING SUSPENSION FROM THE UNIVERSITY FOR A PERIOD OF A SEMESTER OR LONGER OR PERMANENT EXPULSION FROM THE UNIVERSITY.

Please take the belongings that you anticipate you will need for the duration of your stay. This includes clothing, bedding, toiletries, course materials, and entertainment. When you leave your room/suite you are expected to wear PPE and to maintain six-foot distancing from others.

You must complete the online Meal Delivery form in order for staff to know your plans for meals during quarantine or isolation. If you request to have meals delivered to you during quarantine or isolation, Dining Services staff will deliver the meals to you each day, if you request them. Please list any specific dietary needs or allergies in the online Meal Delivery form. A Dining Services staff member will knock on your door and leave these meals outside your door. These packages are generally delivered between 10:45 AM – 12:45 PM and will include all requested meals for the day. Please answer the door to accept your meals during this time. Please let us know if you do not have access to a refrigerator or microwave in your room while in quarantine or isolation.

UNC Health Services staff and/or other public health officials may periodically contact you to check on your physical well-being. Other UNC staff may also call, text, email, or setup virtual appointments with you to see how you are doing while in isolation or quarantine. Please answer your phone and check your UNC BearMail regularly so you continue to be aware of the outreach to provide resources for you.

There is a Resident Assistant or Community Assistant on Duty to answer any general questions that you may have. RAs/CAs are expected to wear masks, practice six-foot distancing, and are doing very little face-to-face contact with students. They are available by phone should you have a question. Contact information is posted in your building, on the back of your isolation or quarantine room door and has been provided in an email to your UNC BearMail.

In certain situations, students may have the option of quarantining/isolating in their family home. In order to request to do so, contact the COVID Resource Coordinator at (970) 576-4053. The COVID Resource Coordinator will reach out to your parents/support person at your home address to determine if you would be able to quarantine or isolate at home in accordance with public health orders.

You will be released from quarantine or isolation when a public health official confirms that your quarantine or isolation has ended. This written release you will receive will only come from UNC’s Health Services, a designated Public Health Official, or the COVID Resource Coordinator via email. Do not leave quarantine or isolation until you receive that written release, at which time you will be permitted to return to your regular housing assignment. At the end of your quarantine or isolation, please take all belongings with you from your room. Leave any keys or cards for the room on
a desk in the room, ensure the door is locked and shut upon leaving. Rooms are cleaned 72 hours after check-out and any items left behind will be disposed of per our abandoned items policy.

By signing my name below, I acknowledge that I have read carefully and will follow the requirements for my time in quarantine or isolation.
UNC’s DISCRIMINATION COMPLAINT PROCEDURES

When a sexual assault victim contacts the Police Department, a representative from the Office of Institutional Equity and Compliance (OIEC) will be notified, as will a representative from OIEC, if the student lives in the residence halls.

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 of Conduct (BEAR 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 adjudicated through the Discrimination Complaint Procedures and Student Code of Conduct (BEAR 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.

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.

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:

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

*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:

<table>
<thead>
<tr>
<th>Resource</th>
<th>Contact Phone Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>UNC Police Department</td>
<td>(970) 351-2245</td>
</tr>
<tr>
<td>Institutional Equity and Compliance</td>
<td>(970) 351-4899</td>
</tr>
<tr>
<td>Dean of Students Office</td>
<td>(970) 351-2796</td>
</tr>
<tr>
<td>Housing &amp; Residential Education</td>
<td>(970) 351-2721</td>
</tr>
</tbody>
</table>

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/Community Assistants (RAs/CAs) 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 the UNCPD 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 (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. Community standards 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 Resident Assistant/Community Assistant or Neighborhood Coordinator.

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 and HRE policies in addition to the Student Code of Conduct (BEAR Code). If a policy violation occurs within any UNC residential facilities, students will be subject to disciplinary action as outlined in the Student Code of Conduct (BEAR 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 (BEAR Code):*

Note: Due to the COVID-19 pandemic, modifications have been made to the current policies and some policies have been removed until further notice. 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, 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: Violations of the Pet Friendly Residence Community Rules of Conduct, the Emotional Support Animal Policy, and/or the Service Animal Policy regarding animal care (including, but are not limited to, appropriate care & cleaning (feeding, bathing, crating) and maintenance of a clean and noise/odor/disease-free environment are prohibited.

(B) Disruptive Conduct of Animals: Animals and pets may not disrupt others by noises, 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 of exiting the residence hall.

(C) Unapproved Animals: Animals or pets 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). In addition, items that limit egress, such as extension cords under doorways and 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.
Exterior residential doors are locked for the protection of residents, the community, and their property. Door propping or allowing unauthorized persons to enter a residence hall may create an unsafe environment. Door propping is defined as placing an object on, under or around an exterior door to prevent it from locking and allowing persons other than yourself access to the building. Holding the door open for another person who is not permitted to have access to the building 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 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 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 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.

(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, safety signs, fire sprinkler piping, fire alarms, sprinkler heads, 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.

(A) Non-Resident Guest Policy: Non-residents are defined as anyone not assigned to a residential space (room/suite/apartment) within the neighborhood. Non-resident guests are not permitted inside resident rooms, suites, or apartments. Non-resident guests are permitted in public areas outside of the residential facility or in a public space inside the residential facility, as permitted by Public health guidance and capacity guidelines. When permitted, non-resident guests must always be accompanied by their host and guests should not be present in the facility without the resident host. Note: Residents can find guidance on public health and UNC’s decision making around these policies at: https://www.unco.edu/coronavirus/

(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 in resident rooms, suites, or apartments are not allowed.

(viii) Keys/ID Misuse.
Duplicating, borrowing, and/or loaning room keys or ID to guests or friends is prohibited under any circumstances. Sharing your university ID pin number is also prohibited.

(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 Neighborhood 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
responsible individuals. 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. 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, rooms or suites, or adjacent parking lots 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, and shooting Nerf 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 is 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.

(xi) Prohibited Items.

(A) Household Appliances: Residents may not possess appliances such as air conditioners, dishwashers, forced air space heaters-space heaters, ovens/ranges, and washing machines, except for those appliances provided by UNC. Residents are allowed to have microwaves with a limit of 1250-watts/2 cu.ft. and refrigerators under 6 cubic feet/1.3 amps. All appliances must be approved by Underwriters Laboratories (UL) and bear the UL label.

(B) Bidets: Bidets, 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: http://www.unco.edu/information-management-technology/about-us/computer-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, George Foreman grills, hot plates, Instant pots, rice cookers, toaster ovens, and waffle irons.

(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 Liquid or Compressed Gases:** Use or storage of any type of flammable liquids or compressed gases or aerosols including tanks (propane, butane, etc.), torches, grills, lanterns 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 all UNC Housing.

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

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

(K) **Motorized Vehicles:** Motorized vehicles and components are prohibited in residential facilities. All motorized vehicles must be parked in designated parking spaces, and illegally parked vehicles are subject to ticketing, fines, and/or towing.

(L) **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.

(M) **Vegetation of a Combustible Nature:** Vegetation of a combustible or highly flammable nature, including but not limited to Christmas trees, tumbleweeds, 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) **Smoking, Vaping & Tobacco.** Use of tobacco products (or other substances including but not limited to marijuana and cloves) by smoking, e-cigarettes, vape pens, or any other device used to consume tobacco products or other solid or liquid substances where use of tobacco is prohibited (and/or, in the case tobacco or tobacco products, use by chewing or dipping) is prohibited.

(xiv) **Trash and Room Cleanliness**
(A) Trash: Residents are responsible to keep 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 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.

(xv) 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 and may be charged with violation of the Student Code of Conduct (BEAR Code).

(xvi) Violation of Formal Roommate Contract.
If roommate issues arise, students may be required to complete a formal roommate contract with a Neighborhood Coordinator or other professional HRE staff member. Violation of the provisions of the contract may be required to change rooms and may also be charged with violation of the Student Code of Conduct (BEAR Code).

UNC STUDENT CODE OF CONDUCT (BEAR CODE)
All students enrolled at the UNC are held to the requirements of the Student Code of Conduct (BEAR Code). Residential students who violate the BEAR 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 BEAR Code, they will be provided with Code Due Process to determine if misconduct has occurred. For information regarding Code Due Process, please see UNC’s Student Code of Conduct (BEAR Code) 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 November 20, 2020