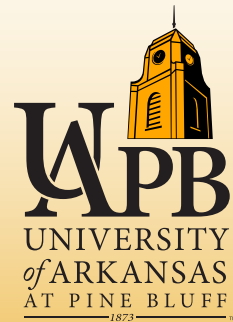


# Guide to **University** *living*



Residential  
Life Handbook  
2024-2025

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

*The University of Arkansas at Pine Bluff's ROAR (Student Handbook) contains detailed information concerning Student Conduct Rights, Student Code of Conduct, and Residence Hall Policies and is available online at the UAPB webpage ([www.uapb.edu](http://www.uapb.edu)). I further acknowledge I have been advised to periodically review the ROAR (Student Handbook) and the Guide for Residential Living Manual for updates and revisions. My signature below affirms I have read the above statement and agree to abide by all University, Student Code of Conduct, and Residence Life Policies provided in the ROAR ( Student Handbook) and Guide to Residential Living Manual.*

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**Print Name**

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**ID Number**

Dear Valued Student:

Welcome to the University of Arkansas at Pine Bluff and our University Residential Living and Learning environment. We understand that moving away from home can be a significant transition, and we hope our housing facilities will become your second home. Our commitment is to create an environment that fosters student involvement and provides opportunities for leadership positions.

To help you navigate your time on campus, we have prepared the UAPB Guide to University Living, which outlines the services, policies, and programs related to campus housing. This publication aims to inform you about what you can expect from us and what we, in turn, expect from you as a student living on campus. We kindly ask that you take the time to familiarize yourself with the information in this handbook. Our primary goal in University Housing at UAPB is to promote Academic Success and Education. Living on campus will contribute to your growth as a well-rounded individual as you become part of a diverse community with various needs, interests, cultures, and philosophies. The policies and procedures outlined in this handbook are designed to offer you maximum freedom while defining your responsibilities as a member of our living and learning community.

The residential life staff is excited to welcome you as a student to our residential living and learning environment. We are dedicated to making your college experience meaningful, exciting, and productive. If you have any questions or need assistance during your time here, do not hesitate to contact us. Once again, welcome to UAPB! We look forward to seeing you thrive and succeed in our vibrant community.

University of Arkansas at Pine Bluff  
Department of Residential Life

## **SIGNIFICANT INFORMATION**

### **Community Commitments**

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

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

### **Community Watch**

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

### **Valuing Diversity**

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

### **Residential Life Staff**

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

The staff believes that students are not an interruption of work but rather the purpose of this work. Therefore, they will be eager, equipped, and glad to assist you in any way possible. The Associate Dean of Students for Residential Life supervises the residential life program.



## **Residential Hall Specialists**

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

## **Extra-help Assistants**

Extra-help Assistants assist the Residential Hall Specialist with monitoring the front desk and building, greeting residents and guests, and assisting with day-to-day operations.

## **Graduate/Resident Assistants**

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

## **Residence Hall Government**

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

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

By taking advantage of the numerous leadership opportunities in the residence hall government, you may gain much personal strength and confidence. In addition, becoming involved in student government enhances your overall college education in many ways.

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

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

Finally, programming for groups is one way to build communities and develop personal support within group settings. It is an excellent way to meet new people and develop lifetime connections. Involvement in the residence hall government can significantly impact your college experience. Whether the audience or planner, your experiences with programming while living in the residence hall government offers students the opportunity to grow and learn beyond the textbook. Make use of it!

### **Inter-Residential Council**

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

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

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

### **Housing Conduct Board**

The Residential Life Student/Staff Conduct Board (representatives from the residence halls and staff) allows students and staff to participate actively in the University's conduct process. The board conducts hearings based on student violations of residence hall policies and University rules and regulations for on-campus residence hall students. Depending on the conduct violation, students alleged to have violated residence hall policies may appear before the Residential Life Student/Staff Conduct Board, the Associate Dean of Students for Residential Life, or the Office of the Dean of Student Life. Several board positions are available at the beginning of each semester. Board members are trained on the student conduct process and student rights and responsibilities policy.

### **Bulletin Boards**

Bulletin Boards are decorated and created for residents' benefit. RAs complete Bulletin Boards to help attract residents' attention and provide entertainment. Do not remove or tamper with items hung on the bulletin boards. The Office of Residential Life must approve all flyers before being hung. See the Student Handbook for more details on the distribution of literature on campus.

### **Flyers and Announcements**

All flyers and announcements from the Residence Life Office will be posted in the designated areas in each hall. RAs will host fun monthly programs, so be on the lookout for those flyers! The Office of Student Involvement and Leadership should approve any flyers or bulletins that need to be posted by student organizations before being brought to the Office of Residential Life for distribution. Any flyers found posted by student organizations without prior approval at any other location in the residence halls will be removed and turned over to the Office of Student Involvement and Leadership.

## Provided Items in Room

University Housing provides the following items. **Residents may not remove items from their rooms.**

- Twin-sized bed and mattress
- Study desk
- Desk chair
- Closet or wardrobe
- Dresser
- Wireless internet (Ethernet connections may be available)
- Cable television service

## Emergency Preparedness Information

The Department of Residential Life requests that students please have an emergency preparedness kit in their rooms for emergencies or natural disasters.

## What Not To Bring/Prohibited Items

The University of Arkansas at Pine Bluff considers the general well-being of its students its major priority. For various health and safety reasons, certain items residents may use at home can be impractical or harmful in a group living environment or residence hall, and some appliances may cause a fire hazard. Some items listed are specifically prohibited by law and/or University policy, and possession or use of these appliances may result in disciplinary action and fee assessment.

Residents found with these and/or other prohibited item(s) in their room may be subject to having the items confiscated by University officials and disciplinary action through the Office of Residential Life or Office of Dean of Student Life. It is at the discretion of the Office of Residential Life if these items will be returned to the student:

- Open flame burning, including the use of **candles (lit or unlit) or incense**
- Cooking Appliances:
  - This includes cooking equipment with an open heating coil (toasters, toaster ovens, hot plates, rice cookers, electric skillets, etc., or any appliance with a heating element that can be touched and/or glows when on).
    - Crockpots, George Foreman-style grills, other counter-top grills, induction-heating devices, outdoor grills, or air fryers. **Cooking in rooms is prohibited.**
- Popcorn Popper
- Metal-tipped dartboards and darts
- Electric blankets, bed warmers, and electric heaters
- Hoverboard/Electronic Skateboards
  - It is the policy of the University of Arkansas at Pine Bluff to prohibit the use, possession, or storage of Hoverboards/electronic skateboards, including self-balancing boards/scooters and other similar equipment on the property or grounds at UAPB.
- Weapons
  - Possessing, using, or storing firearms, explosives (including fireworks), weapons, or dangerous chemicals on University property or in the course of any University-Sponsored Activity is prohibited. This prohibition extends to stun guns, tasers, brass knuckles, and pocketknives longer than four inches.

- Please review the entire weapons policy located in the ROAR (Student Handbook) under the Student Code of Conduct section.
- Possession and /or use of illegal drugs
- Possession and/or use of alcoholic beverages
- Halogen lamps
- Sunlamps
- Nails, screws, etc., for walls
- Paintball guns, water guns, air guns, and BB guns. etc.
- Pets of any kind unless approved by the Office of Disability Services
- Power strips without internal circuit breaker
- Television wall mounts
- Cardboard boxes

### **Appliances and Refrigerators**

Electrical appliances are permitted in residence hall rooms if they meet the specifications outlined below.

- Two refrigerators per bedroom, not to exceed 3.2 cubic feet.
- If residents leave their Room for winter break, the refrigerator must be emptied, defrosted, and unplugged.
- Microwave ovens (two per room), if you live in Delta Housing Complex I and II and JBJ Housing Complex, must not exceed 0.7 cubic feet. Microwaves in the Room are prohibited in the Harrold Complex, Lewis, Hunt, and Douglas Halls and **are located in the lounges or kitchens for students to use.**
- Irons may be used if they are UL-approved units.
- Stereos, computers, televisions, DVD players, video game systems, and DVRs are allowed.
- All extension cords must be UL-approved and of appropriate size and gauge to safely operate the appliance or device they are connected to.
- To protect residents' property, University Housing recommends surge protectors be used.
- Multi-plug adapters with round cords are permitted. "Daisy-chaining" cords (connecting two or more cords without a surge protector) are prohibited.
- Sewing machines, study lamps, shavers, computers, clocks, fans, heating pads, hair curlers, electric toothbrushes, humidifier, and calculators are permitted.

### **Air Quality**

University Housing's highest priority is our residents' health, safety, and comfort. We place great importance on the indoor air quality of our facilities. We have equipped our facilities with heating, ventilation, and air conditioning systems designed to provide quality indoor air. Many factors affect indoor air quality:

- **Indoor Air Quality Factors:**
  - Poor ventilation or blocked airflow
  - Problems controlling temperature or broken thermostats

- High or low humidity levels
- Other activities in or near a building that can affect the fresh air coming into the building.
- Specific contaminants like dust from construction or renovation mold, cleaning supplies, pesticides, or other airborne chemicals.

Daily and seasonal environmental changes greatly affect our air quality. The National Weather Service provides frequent alerts reporting elevated pollen, mildew, mold, and other allergens and air contaminants that may be problematic for people with heightened sensitivities to changes in air quality.

According to the United States Environmental Protection Agency, there is no practical way to eliminate all mold and fungal spores in an indoor environment. Mold spores waft through the indoor and outdoor air continually. When fungal spores land on a damp spot indoors, they may begin reproducing, creating an environment for mold to form.

Water problems or leaks should be identified, reported, and corrected as soon as possible to reduce the potential mildew and mold indoors. **These include dripping pipes, leaks, floods, and rainwater coming in through windows.**

#### **Tips to Prevent Mildew and Mold:**

- Keep wet clothing in an airtight container until laundered
- Do laundry regularly
- Dry clothing before storage
- Wipe down shower curtains after taking a shower

In warmer temperatures, keep the windows closed. Open windows allow humidity/moisture levels to rise, condensation to form, and create conditions that allow mold to grow in the Room.

Keep wet towels or robes in the bathroom to dry and keep moisture from migrating into the bedroom.

Always keep the bathroom door closed to keep moisture out of the Room. The bathroom's ventilation system is designed to take moisture out and keep it out of the bedrooms.

#### **Report Suspected Mildew or Mold**

Report any mildew or mold in your Room immediately to the Residential Specialist, G/RA, or the front desk, or visit <https://uapb.tfaforms.net/118> to fill out an online maintenance request. For more in-depth information on mold, visit EPA Mold Resources. Do not attempt to control temperature by blocking the air supply on your fan coil unit or by opening your windows. This negatively affects the unit's efficiency and allows more humidity to build up within the Room. Windows at the Harrold Complex are equipped with switches that turn off the HVAC units within the Room when windows are opened to eliminate potential flooding due to the overproduction of condensation and short cycling of units.

Keep the thermostat set at 68 to 72 degrees. It is optimal to keep the system running, but relative humidity will rise if it is too cold, and condensation may form.

Keep the thermostat fan setting on "AUTO." Frequent manipulation of the thermostat negatively affects

the efficiency of the fan coil. Therefore, Douglas Hall, Lewis Hall, Hunt Hall, Johnny B. Johnson Housing Complex, Delta Annex, and Delta Housing Complex students should also place their units on "AUTO" and follow the 68 to 72 degrees thermostat setting. Any settings below 68 degrees may freeze the unit and cause it to stop working.

### **Storage Between Semesters**

Residents may leave their belongings in their rooms between the fall and spring semesters, but only if they are returning to classes for the spring semester.

- Room furniture and other department-owned furnishings provided in the Room at the time of check-in must be in the student's designated Room in working condition at the time of official checkout from the hall.
- All belongings must be removed at the end of the spring semester and summer session.
- University Housing does not provide storage space and does not assume responsibility for theft or casualty losses of personal property.

### **Disposing of Items Abandoned by Residents and Conference Guests**

- All items abandoned in University Housing buildings or on the premises, including bicycles, will be secured in a closet at the residential hall for 15 business days.
- Summer conference guests' items left in resident rooms will be collected and stored in a secured closet in the residence hall for 15 business days.

### **Items left in Residence Halls**

- All small Items found in a residence hall should be turned in at the front desk.
- Items will be logged with a description, the location where they were found, who found them, and the date they were found.
- If the item contains identification, the Residential Hall Specialist will attempt to contact the individual.
- The Budget Manager/Associate Dean of Students for Residential Life or Director of Housing will contact the camp conference contact person to report the item(s) found.
- Items of value (jewelry, watches, wallets, checkbooks, keys, fobs, etc.) will be locked up in a secure location within the Office of Residential Life.
- Items will be disposed of 15 days after the semester and 15 days after the conference has ended.
- The Department of Residential Life is responsible for disposing of lost and found items.
- Method of disposal shall include the following:
  - Checkbooks, wallets, and/or purses or items of value (such as jewelry or money) will be turned in to UAPB Campus Police.
  - Clothing and other items will be donated to a local charitable organization.

### **Loss of Personal Property**

The University does not assume any legal obligation to pay for lost or damaged personal property if it



occurs in its buildings or on its grounds prior to, during, or subsequent to the contract period. The University is not responsible for loss of personal property in the residence hall due to fire, theft, and interruption of water, heat, utilities, or other causes. This also includes items left unattended in the laundry rooms. The student is encouraged to carry appropriate insurance to cover such losses.

### **Renters Insurance and Student Responsibility**

**It is strongly recommended that residents purchase renters' insurance to protect their personal property. The University is not responsible for loss or damage to residents' personal property for any cause or reason.** Moreover, the University is not responsible for any injuries, including but not limited to the death of residents or guests or damage to their property that may result from the misuse of the premises or any act that violates the Room and Board Contract or University policy.

- Even if a resident is a dependent under a parent or guardian's insurance policy, personal property may not be covered. Residents should ask their parents or guardians to see if renters' insurance is recommended.
- University Housing will not assume responsibility for property loss resulting from building systems failure or natural causes, including, but not limited to, fire, lightning, tornadoes, earthquakes, windstorms, hail, explosions, smoke, flood damage, pipe bursts, power surges, power outages, vandalism, and theft.

## **RESIDENCE HALL SERVICES**

### **Housing Terms and Conditions**

Residing in the residence halls is considered part of the student's educational support program, which is considered a privilege and not a right. Therefore, such residency is only a license to occupy and use residence space assigned to the student for limited purposes and is not a lease of the University of Arkansas at Pine Bluff's Department of Residential Life, referred to hereafter as the "Department" and to contract with the student for housing and food services. A student cannot contract for housing without contracting for the board plan. If there are special dietary needs, the student should contact the Department so special arrangements can be made.

The student must indicate acceptance of this offer by the Department by completing the online "Room and Board Contract" and submitting it to the Department. The student's select agreement on the application means that the student has read, understood, and agrees to all the terms and conditions of this contract and further agrees to abide by its provisions.

### **I. Eligibility for Residence**

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

## **II. Housing Assignment**

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

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

When only one student occupies a room, the Department may move the student to another room, assign the student a roommate, or assess the student a higher rate for single-room occupancy.

## **III. Period of Assignment**

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

- A. The academic year with reference to the residence halls is defined as beginning one day before the start of registration during the fall semester and ending at 5:00 pm on the day of the last final examination at the end of the fall and spring semesters. All graduating seniors must be properly checked out of the residence halls on Sunday at 12:00 pm after May and December commencements. The residence halls are closed during Christmas and Spring Breaks, and rooms may not be occupied. If special housing accommodations are needed, please contact the Office of Residential Services at 870-575-7256.
- B. Students who desire to occupy their assigned rooms before the designated time will be charged a fee of \$25.00 per night, payable in advance. The fee will be paid in the Cashier's Office or online through the residence housing portal. If paid to the cashier's office, the receipt must be presented to the Resident Hall Specialist in the residence hall before being allowed to occupy the Room. Students will be asked to pay through the residence housing portal if paid after normal business hours.
- C. If students fail to occupy their assigned rooms on or before the second day of classes by 12:00 pm without giving the department notice, the room may be assigned to another student. Should the student desire a new assignment, efforts will be made to provide other space if such is available, but it is not guaranteed.

## **IV. Cancellation of Contract**

- A. Once a student is assigned housing, this contract becomes binding except under the following conditions:
  - 1. Student becomes physically/mentally incapacitated and must separate from the

University;

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

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

The Department may terminate this contract by (1) giving the student 30 days written notice in advance of the University's desire to have the student vacate; (2) giving the student three days written notice in advance for (a) failure to pay rent separation from the University (b) separate from the University (c) conduct on the part of the student that violates the provisions of the residence hall or University rules and regulations including those contained in THE ROAR (UAPB's Student handbook) and The Guide to University/Residential Living or immediately for conduct which threatens life or property. Students whose contracts are canceled by the Department for disciplinary reasons will not be refunded any portion of the Room, and board charges will be prorated.

- C. The University reserves the right to modify or terminate this contract due to a health or safety emergency or otherwise due to circumstances beyond the reasonable control of the University. In the event the University terminates the Housing Contract and University housing is closed due to occurrences including, but not limited to, natural disasters, floods, fires, tornadoes, riots, epidemics, pandemics, quarantine, an outbreak of infectious disease, or other reasons to safeguard individuals or the campus community, students will be liable only for room and board charges incurred through the end date of termination of the contract by the University or the date the student officially checks out of University housing, whichever is later, on a prorated basis. Students who have already made payment of room and/or board charges will receive a prorated credit based on the unused days remaining in the original contract term, to be applied within the same academic or calendar year, whichever occurs first. The amount of credit will be reduced by up to 35% to cover a portion of fixed administrative and overhead expenses. The University reserves the discretion to restrict the use of any credits issued to University housing and dining services only.

## **V. Charges**

- A. The University reserves the right to assess charges for damage or loss of University property in student rooms and public areas. Public area charges will be assessed to individuals on a prorated basis. Charges may be assessed for damages found in student rooms during a period

of seven (7) days after check out, provided that the Room was not reoccupied during the elapsed time. Students have 30 days from the billing date to dispute charges. All charges become final after 30 days.

B. The right is reserved to assess a fee of \$100.00 for failure to comply with administrative checkout procedures when vacating assigned accommodations and for failure to adhere to residence hall policy.

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

### **Telephone Service**

The University provides local telephone service to all residence halls except the Delta Housing Complex II. Telephone instruments are also provided in the Lobby Area of Johnny B. Johnson Complex Suites and on the Harrold Complex, Hunt Hall, Lewis Hall, and Delta Housing Complex I hallways.

When calling between residence hall rooms and offices, simply dial the last four digits of the number you are trying to reach. To call any other numbers, you must first dial "9" to reach an outside line.

### **Auxiliary Desk Operations**

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

### **Maintenance and Damages**

Although residents are responsible for cleaning their own rooms/living spaces, the University employs maintenance and custodial staff to regularly maintain/ clean common areas of the residence halls (e.g., lounges, lobbies, hallways, stairwells, and communal restrooms). At the Johnny B. Johnson and Delta Complexes, students are responsible for cleaning their bathrooms and suites. Maintenance requests should be taken to the Residential Specialist, G/RA, or the front desk, or visit <https://uapb.tfaforms.net/118> to complete an online maintenance request. The condition of each room/suite is checked at the beginning of the fall semester and at the end of the spring semester. To avoid being charged for damages for which they are not responsible, students should carefully check room inventory sheets provided by the G/RA to ensure all existing damages are noted on the sheets. Damages during the school year will be the responsibility of the residents of the room/suite. Residents are responsible for the damages to University property that they or their guests may cause. In the event of damages to common areas, including furniture, fixtures, doors, walls, and windows, the Residential Life Office reserves the right to assess the residents for reasonable damage charges if the responsible person(s) cannot be identified.

### **Vending Machines**

Vending machines are located in each residence hall. These machines supply soft drinks, chips, juice, candy, etc. Students losing money in these machines must call Mid-South Vending at 1-800-554-9780 or Pepsi at 1-866- 997-3774.

## Kitchen Facilities

Kitchens are available in Harrold Complex, Delta Annex, and Hunt Hall. Kitchens have a stove, refrigerator, oven, microwave, and sink. The kitchen is kept locked when not in use, but the key may be checked out at the reception desk by leaving the student's ID with the personnel on duty. Failure to return the key or damage to the equipment may result in loss of kitchen privileges and/or assessment of charges. The suites at the Johnny B. Johnson (JB) Complex have kitchens. The kitchens at JBJ are equipped with refrigerators, microwaves, and sinks.

## Laundry Facilities

Each residence hall is equipped with commercial washers and dryers for residents' use. Please note that the Office of Residence Life and the University are not responsible for any articles left in the laundry room. Residents are strongly encouraged to remain with their clothes while washing and drying to prevent loss or theft.

If there are any issues with the laundry equipment, report them to the front desk or submit an Online Maintenance Request at <https://uapb.tfaforms.net/118>. Laundry facilities are strictly for resident use; students are not allowed to do laundry for non-residents. The University reserves the right to enforce these guidelines to ensure compliance, and violations may result in disciplinary action as outlined in the Student Code of Conduct.

### **The following residence halls on campus have laundry facilities:**

Delta Housing Complex I 1<sup>st</sup>, 2<sup>nd</sup>, and 3<sup>rd</sup> Floor A Side, Hunt Hall 1<sup>st</sup> and 2<sup>nd</sup> Floor, Douglas Hall 1<sup>st</sup> Floor  
Harrold Complex Fischer Hall 1<sup>st</sup> Floor and Copeland Hall 1<sup>st</sup> Floor I, Lewis Hall 1<sup>st</sup> Floor  
Delta Housing Complex II 1<sup>st</sup> Floor

A Laundry card is required to start the laundry machines. The machines do not accept quarters. **The card costs \$10 and includes a \$7 value (the actual card costs \$3). The cost per wash and dry is \$1.25 each.** The Laundry cards can be reloaded using Cash or Credit. The Add Value Stations are located in the Harrold Complex Fischer Hall, Johnny B. Johnson Commons Building Lobby, and Delta Housing Complex II Laundry Room. The JBJ and Harrold Complex Fischer Hall have cash machines.

### **Adding Value to your Laundry Card:**

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

## Pest Control

Should there be an insect problem in the residents' Rooms, please go to the front desk in the residence halls and report it to the Residential Specialist, Extra-help Residential Assistant, or Graduate/Residential Assistant, or visit <https://uapb.tfaforms.net/118> to fill out an online maintenance request.

## Lounges

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

### **Study Lounges**

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

### **Computer Labs**

Several residence halls have computer labs for the convenience of their residents. The halls that have computer labs are Hunt Hall, JBJ, Harrold Complex, and Delta Housing Complex I & 2. To use the labs, residents must sign up at the front desk and leave their University Student ID.

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

Each resident hall offers Ethernet and Wi-Fi Connectivity. All use of this service must be consistent with the policies outlined in the Technical Services Policy Section of the ROAR (Student Handbook).

### **Trash Disposal**

Trash dumpsters are conveniently located near the residence halls. Please take your trash to the designated area. Students living in the residence halls shall not place bagged trash in bathrooms, kitchens, or laundry room trash cans or in stairwells, hallways, common areas, and lawns. Trash is not, at any time, to be thrown or dropped out windows. Do not rinse food or melted wax down sinks at any time. To keep our community clean and orderly, let us keep our residence halls, parking lots, and lawns free of debris.

### **Temporary Assignment**

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

### **Check-In and Check-out Procedures**

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

To properly move out of a room, the student must check out with a housing staff member. The Resident Specialist will provide residents with sign-up times for checkout during finals week. These appointments are necessary for the convenience of residents and allow GA/RAs to plan if a schedule conflict requires the assistance of another staff member in the checkout process. Failure to do any of the above



constitutes improper checkout. Failure to check out properly will result in a **\$100.00 assessment** of charges and any other charges. If a student must check out of a room during a vacation, the student should make arrangements in advance by contacting the Residential Life Office during the hours (8:00 am - 5:00 pm) Monday through Friday. The cost of damages to the room/suite will be billed to the student. Students have 30 days from the billing date to dispute charges. After 30 days, all charges become final.

### **Room Change Procedure for Residents**

When residents encounter issues with their roommates, they are encouraged to first meet with the Residential Assistant (RA) on their floor to seek resolution. If the room assignment problems persist, the resident seeking a room change should contact their Residential Specialist, who will initiate the change process.

If both students involved in the conflict refuse to move and request the other student to vacate, the Residential Specialist will use the residence hall application submittal date to determine which student must move. Priority will be given to the student with the earlier application date.

Room change requests will not be accepted before August 28 of the fall semester or January 20 of the spring semester unless the issues cannot be resolved. Room changes will be processed based on availability. Requests for room changes based on discrimination by age, ancestry, color, creed, sexual preference, handicap, race, or religion will not be granted.

### **Private Room/Consolidation Policy**

All rooms are designed for double occupancy except Delta Housing Complex I; therefore, room consolidation is part of the housing policy. Any student who does not have or is not assigned a roommate and does not wish to pay for a private room must consolidate with another resident in the same situation. A student will be given ample opportunity to select a roommate voluntarily. If the student does not choose a roommate by the advertised deadline, that student will be charged for a private room from the date there was only one student assigned to the room until their date consolidation occurs. If the student refuses to consolidate, the student will be billed for the private room fee.

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

### **Private Rooms**

Private rooms are approved after all students have checked in. Private rooms are only guaranteed in Delta Housing Complex I. Private rooms are offered on availability. Private room contracts are offered on a semester-by-semester basis. There is an additional charge for students who agree to a private room contract.

### **Custodial Services**

Residents are responsible for keeping their rooms reasonably clean and emptying wastebaskets into the dumpsters or individual hall trash cans if available. To ensure a healthy environment, bi-weekly

room health and safety inspections will be conducted by the housing staff.

University custodial service is responsible for cleaning the lobby, lounge, halls, laundry rooms, and community baths in the residence halls. Students are asked to assist custodians in keeping common areas clean.

### **Care of Residence Hall Rooms**

The University of Arkansas at Pine Bluff provides basic furnishings for each room. It is understood that each student will care for this furniture as if they were their own. Damage to the room or room furnishings will be charged to the occupants of that room. An inventory inspection will be provided to protect against improper charges to a student's account. It will be assumed that any damage to the room or room furnishings not noted on the inspection will have occurred during occupancy. Failure to correctly complete the room inventory inspection form will make the occupant liable for all repair and replacement costs. The cost of repairing and replacing damaged furniture, fixtures, room equipment, or other property will be assessed against the student responsible. If responsibility cannot be determined, the cost of damages will be divided among the occupants.

### **Cleanliness of Residence Hall Rooms**

Residents are responsible for the cleanliness of their rooms. Failure to maintain one assigned on-campus housing unit clean and sanitary will result in disciplinary action.

### **Standard of Cleanliness**

Residents should take pride in their living space and regularly clean their rooms. Our standard of cleanliness includes:

- Dusting all furniture and blinds.
- Washing and putting away laundry.
- Taking out all trash.
- Properly covering or disposing of any food or containers.
- Organizing room space and belongings in a tidy manner.
- Sweeping and mopping floors.

In suite-style residence halls, cleaning the suite area and bathroom and sink areas entails properly cleaning the mirror, vanity, sink, toilet, and shower.

### **Room Inspections**

Residential Specialists, Extra-help Assistants, or Graduate/Resident Assistants will conduct Bi-weekly room inspections unless the department determines that weekly checks are needed. They will ensure that residents' rooms are up to the department's standard of cleanliness. If students fail to meet the department standards, they will be given 24 hours to clean their rooms. If residents fail to meet our standard of cleaning after 24 hours, this may result in a write-up, a fine of \$100, training, and consultation with residence life staff.

## **Lounges/Lobbies**

Each residence hall has lobbies and lounges for students to interact in a recreational environment. Several lounges include television, couches, etc. The furniture should not be removed from the lounge areas and should be cared for by all hall residents. A fine will be assessed if lounge furniture is found in a resident's room. Any unattended property located in the common areas, hallways, porches, stairways, or residential staff at the resident's expense will remove communal restrooms. You are not allowed to sleep or generally live in these areas.

The main lobby areas are for hall residents and guests. Guests may use these areas only during visitation hours as long as a resident accompanies them. Residents and other students wishing to use lounges for activities should seek approval from the Residential Specialist. Lounge furniture is not to be removed at any time for any reason.

## **Food Service Information Dining Facilities**

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

## **Meal Plans**

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

## **Special Meals**

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

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

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

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

# **POLICIES AND REGULATIONS**

Students living in University housing can live in a community environment and accept the responsibility of being members of a group. When you live with several hundred students, you recognize how their behavior affects your life and vice-versa. Students can exercise their rights as individuals while simultaneously ensuring that the rights of those around them are upheld. Specific basic policies have

been established to facilitate mutual respect and consideration among all residents.

### **Rules and Regulations**

The student shall comply with all university rules and regulations, including those outlined in THE ROAR (UAPB's student handbook) and The Guide to University/Residential Living, which contains all published rules and regulations and the rules of the Student Government Association in the hall in which the student resides, along with assigned materials. Please review the following information:

- A. Through its hall government, each residence hall is responsible for policies pertaining to the behavior of students living in that hall, within limits prescribed by the University and subject to review by the Associate Dean of Students or Dean of Student Life.
- B. Babysitting and keeping children are not allowed in the residence halls. Children aged 12 and under are not allowed at any time beyond the lobbies or the J.B. Johnson Common Building.

### **Student Conduct**

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

Residents are encouraged to report policy violations to their G/RAs. Graduate Assistants/Resident Assistants are required to report University and residence hall policy violations to the Resident Hall Specialist. Depending on the severity of the alleged violation, the residential specialist can handle the reported violation. Students may be referred to or elect to appear before the Residential Life Judicial Board. **All drug and alcohol violations will be handled by the Office of the Dean of Student Life.**

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

The Conduct Board comprises students from residence halls who meet regularly for planning purposes and to hear cases involving behavioral concerns. It also has professional staff members who serve on the board. The conduct system concerns individuals and their actions, emphasizing due process to ensure a fair hearing.

When a case is referred to the Conduct Board, the resident is notified about the hearing's date, time, and location. During the hearing, each resident can present an account of the incident. At the end of the hearing, the board will decide on the resident's involvement and, if necessary, recommend corrective measures.

## Housing Code of Conduct

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

1. Possession or use of illegal drugs or narcotics.
2. Possession or use of alcoholic beverages in the residence halls.
3. Excessive noise and/or disturbance infringes on the rights of others.
4. Possession or use of weapons. Please review the weapons policy in the ROAR (Student Handbook)
5. Violation of visitation hours and/or escort policy.
6. Misuse of fire alarms, fire extinguishers, telephones, keys, fire doors, or residence hall equipment.
7. Physical abuse, intimidation, or threats of violence.
8. Failure to comply with the directions of University officials, including security and residence hall staff acting in performing their duties.
9. Use of the roof or ledge of the residence hall.
10. Removal, abuse, or unauthorized possession of furniture in rooms, suites, or lounge areas.
11. Theft or possession of stolen goods.
12. Malicious destruction, damage, or misuse of private, public, or University property.
13. Disorderly conduct or breach of peace includes aiding, abetting, or influencing another to break the peace.
14. Lewd, indecent, or obscene conduct or expression.
15. Solicitation in the residence hall without the approval of the Office of Student Involvement and Leadership is prohibited.
16. Operating an unauthorized business is prohibited.
16. Possession of pets, including gold fish.
17. Removal of window screens.
18. Failing to honor the decision of a student conduct panel or giving false testimony to a panel member.
19. Behavior that threatens Residential Life community members' safety and/or security.
20. Violation of any policies outlined in the Guide to Residential Living.
21. Violation of the Room and Board Contract.
22. Violation of the Student Code of Conduct and other policies outlined in The ROAR (Student Handbook).
23. Riding bicycles, skateboards, skates, etc., in the buildings.

## **Zero-Tolerance Policy**

The University has a Zero Tolerance Policy relating to the possession or use of illegal drugs, possession of any type of weapon that is a violation of the weapons policy located in the ROAR (student handbook), fighting, and other physical abuse actions, and health and safety violations in the residence halls.

## **Amnesty**

The University offers amnesty to anyone who may be hesitant to report a serious incident because of fear that they personally may be accused of minor policy violations, such as underage drinking, at the time of the incident. Educational options may be explored, but no conduct sanctions or records will result.

## **Alcohol and Drug Information**

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

## **Alcohol Use**

Consumption, possession, distribution, manufacture, sale, and serving of alcoholic beverages on University premises or at University-Sponsored Activities is prohibited, regardless of age, unless permitted by a University policy. Students may be fined if alcohol is found in a residence hall room.

## **Alcohol bottles or containers**

Alcohol bottles or containers, including boxes, may not be displayed as decoration, even if empty. A keg of beer, pony keg, party ball, open source, or similar container, whether empty or containing alcohol, is strictly prohibited in residence halls. Students may receive a conduct assessment fine if items are found in a residence hall room.

## **Smoking in Residence Halls**

The University is committed to providing a safe and healthy work and educational environment for all students, staff, and visitors on campus. Smoking is prohibited in all residence halls and students may be fined.

## **Drug Use**

The act or intent to illegally use, possess, sell, distribute, cultivate, or manufacture any state or federally controlled substance or paraphernalia. Inhaling or ingesting any substance that will alter a Student's mental state is also prohibited unless done pursuant to a valid prescription. The possession and/or use of marijuana (even for medicinal purposes) on campus is prohibited.



## **Common Area Damage/Trash in Public Areas**

Residents may be charged on a prorated basis for public area damages or trash in public areas (bathrooms, hallways, etc.) and where responsible parties cannot be identified.

## **Darts and Dartboards**

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

## **Musical Instruments**

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

## **Holiday Decorations**

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

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

## **Identification of Personal Property**

Students are encouraged to label their personal belongings with their name, contact information, or student ID number. This can be done using permanent markers, labels, or engraving. In addition, students are encouraged to create and maintain an inventory list of their valuable items, including descriptions, serial numbers, and purchase information.

## **Pets**

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

## **Support Animals**

### **I. Responsibilities of Owners in University Housing**

#### **A. Animal Care**

1. Owner is responsible and required to ensure the animal is well cared for at all times.
2. Owner is responsible for ensuring that the animal is appropriately kenneled or caged

when unattended by the owner in the owner's room during the day.

**B. Unattended Animal**

1. Owner may not leave the animal overnight in university housing unattended.
2. Owners may not leave the animal overnight to be cared for by another individual/student.
3. The animal must be taken with the owner or removed from campus by a designee of the owner if the owner leaves campus overnight.

**C. Control and Behavior**

1. Owner is responsible for assuring that the animal does not unreasonably interfere with the routine activities of the residence facility or other individuals who reside or work there.
2. Owner must maintain control of the animal at all times.

**D. Cleanup and Hygiene**

1. Owner is responsible for ensuring the cleanup of the animal's waste.
2. If an emotional support animal requires a litter box, the litter box must be cleaned regularly and placed on a mat to avoid tracking litter onto the floor surfaces.
3. Owner is responsible for making sure the animal is bathed and cleaned regularly.

**E. Liability and Damages**

1. Owner is solely responsible for the animal's actions, including any damages the animal may cause (bodily injury and/or property damage).
2. Owner's responsibility covers but is not limited to replacement of furniture, carpet, window, wall covering, etc.
3. Owner is expected to cover these costs when the university housing is repaired and/or moved out.

**F. Cleaning and Repair Costs**

1. Owner is responsible for any expenses incurred for cleaning above and beyond standard cleaning or for repairs to university premises that are assessed after the student and animal vacate the residence.
2. The university shall have the right to bill the student account of the Owner for unmet obligations.

**G. Emergency Situations**

1. Owner is responsible for the animal in all emergency situations.
2. UAPB employees will not be required to provide care or food for any service or emotional support animal, including but not limited to removing the animal during emergency evacuation for events such as a fire alarm.

3. Emergency personnel will determine whether to remove the animal and may not be held responsible for the care, damage to, or loss of the animal.

#### **H. Notification**

1. Owner is responsible for notifying the Department of Residential Life in writing if the animal is no longer needed or is no longer in residence.
2. The animal is allowed in university housing only as long as it is necessary because of the Owner's disability.
3. To replace an animal, the new animal must be necessary because of the Owner's disability, and the Owner must follow the procedures in this Policy and the Reasonable Accommodation Policy when requesting a different animal.

#### **I. Compliance with Policies**

1. Owner agrees to abide by all other Department of Residential Life policies and contractual obligations.
2. Prior to the date that the animal is moved into the residence, the Owner will be asked to review and acknowledge receipt of the policy and the Responsibilities of Owners of Service Animals, Emotional Support Animals, and Pets on the University Property Agreement.

#### **J. Disclosure and Consent**

1. Owner is responsible for providing written consent for Disability Services Office and the Department of Residential Life to disclose information regarding the request for and presence of an animal to those individuals who may be impacted by the presence of the animal, including but not limited to, office and residence personnel and potential and/or actual roommate(s)/neighbor(s).
2. Such information shall be limited to information related to the animal and shall not include information related to the individual's disability.

#### **Support Animals Waste Management Stations/Conduct Assessment**

- The University of Arkansas at Pine Bluff has designated specific locations for waste disposal stations. Handlers must pick up waste, place it in a bag, and dispose of it at these stations. The stations are located as follows:
  - Next to the Infirmary
  - In front of Delta Housing Complex II
  - At JBJ between buildings E and F
  - At JBJ behind Building I
- If approved animals use the restrooms outside the designated station areas, the handlers may be assessed a \$150.00 conduct assessment fine.

- The owner may incur a cost of \$150.00 if the University has to clean up pet feces or urine.
- If a student at the University of Arkansas at Pine Bluff has an infraction involving an animal and incurs a conduct assessment fine, the student is solely responsible for paying that fine. The university will not cover or pay the fine on the student's behalf.

These guidelines aim to ensure the well-being of Approved Animals, maintain cleanliness, and promote responsible handling by establishing clear expectations for handlers.

### **Solicitation**

For the protection and privacy of all residents and to prevent the interruption of studies, no door-to-door activity (e.g., canvassing, solicitation, sales) for any purpose is permitted. In some cases, the university may allow solicitation by recognized student organizations or other approved entities. However, this often requires prior approval and may be conducted in designated areas. If a student encounters such activity from an outside vendor, please immediately contact a housing staff member or UAPB Police. Residents may also not advertise a business by posting ads on doors or emailing residents with university-supported technology.

### **Operating an Unauthorized Business**

Operating an unauthorized business from a student's living area, including but not limited to babysitting services, websites, hair care, cosmetic services, etc., is prohibited. No business may be operating in or around the residential facilities. No campus address may be used as a business address.

### **Disorderly Conduct**

Conduct that is disorderly, lewd, or indecent; breach of peace; or aiding, abetting, or procuring another person to breach the peace on campus or at a University-Sponsored Activity. Disorderly conduct includes any violation of Ark. Code Ann. § 5-71-207. Fighting words—intimidating speech directed at a specific individual in a face-to-face confrontation that is likely to provoke a violent reaction—is not protected speech and may be disciplined as disorderly conduct.

### **Quiet Hours**

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

### **Signs, Picture, and Posters**

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

beverage signs are not allowed as window displays. Aluminum foil may not be used in windows.

### Telephone Harassment

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

### Visitation Policy

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

### Visitation

Visitation policies apply to all guests and indicate when guests may visit a resident's Room. The visitation policy also applies to hallways and stairwells. Residents must meet their guests at the reception desk. Both the resident and the guest must sign the guest registry. The guest must leave a valid photo-bearing identification. Guests will have their identification returned when the resident escorts them back to the reception desk, and they check out and exit the building.

The following rules are expected to be observed during visitation:

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

### Visitation Hours

The University reserves the right to designate certain halls or hall areas as regular visitation or non-visitation areas and/or to revoke visitation privileges. **The University may suspend visitation or change hours for emergency needs or qualifying circumstances.** All residence halls, including the Johnny B. Johnson Housing Complex, will have visitation hours from Sunday through Thursday, 5:00 pm until 12:00 am, and Friday and Saturday, 5:00 pm until 1:00 am.

## **Escort Policy**

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

## **Guests**

Students are encouraged to meet people, develop relationships, and learn more about themselves through interaction with others. Serving as a host to one or more guests, whether for a study session, late-night talk with new friends, or relatives from home, is a big part of college life. For clarification, guests are defined as individuals who are not contractual occupants of the specific Room or suite in question. To provide a secure environment and to protect the rights of all the residents, the following policies have been established for residents and their guests:

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

## **Wall Hangings**

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

## **Water Fights, Toilet Tissue Fights, etc.**

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

## **Incident Reports**

Incidents requiring the attention or intervention of residence hall staff members are reported to the Office of Residential Life. The Resident Hall Specialist documents violations of University policies, medical emergencies, and instances of property loss or damage on Incident Report Forms and emails them to the Office of Residential Life. The staff must also utilize the advocate online reporting system and forward the



incidents to the Office of the Dean of Student Life.

### **Confidentiality of Records**

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

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

### **DISCRIMINATION, HARASSMENT, RETALIATION, AND SEXUAL MISCONDUCT COMPLAINTS**

**Jurisdiction – Sexual Misconduct Policy.** The entire policy is located in the ROAR (Student Handbook).

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

If you have any questions, please contact the Office of Diversity, Equity, Inclusion, and Compliance/ TITLE IX. If you like to report a Title IX violation, please visit [https://uapb-advocate.symplicity.com/titleix\\_report/](https://uapb-advocate.symplicity.com/titleix_report/).

### **Students and Visitors Responsible for Reporting**

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

## **SAFETY AND SECURITY**

### **Loitering**

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

According to Arkansas Statute 5-71-213:

- A. A person commits the offense of loitering if he/she:  
Lingers remains or prowls in a public place or the premises of another without apparent reason and under circumstances that warrant alarm or concern for the safety of persons or property in the vicinity and, upon inquiry by a law enforcement officer, refuses to identify himself and give a reasonably credible account of his presence and purpose; or
  - 1. Lingers, remains, or prowls in or near a school building, not having any reason or
  - 2. The relationship involving custody of or responsibility for a student and not having written permission from anyone authorized to grant permission; or
  - 3. Lingers or remains in a public place or on the premises of another for the purpose of begging; or
  - 4. Lingers or remains in a public place for the purpose of unlawful gambling; or
  - 5. Lingers or remains in a public place for the purpose of engaging or soliciting another person to engage in prostitution or deviate from sexual activity; or
  - 6. Lingers or remains in a public place for the purpose of unlawfully buying, distributing, or using a controlled substance; or
  - 7. Lingers or remains in a public place for the purpose of unlawfully buying, distributing, or consuming an alcoholic beverage; or
  - 8. Lingers or remains on or about the premises of another for the purpose of spying upon or invading the privacy of another; or
- C. Among the circumstances that may be considered in determining whether a person is loitering is that the person:
  - 1. Takes flight upon the appearance of a law enforcement officer or
  - 2. Refuses to identify themselves; or
  - 3. Manifestly endeavors to conceal themselves or any object.
- B. Unless flight by the person or other circumstances make it impracticable, a law enforcement officer shall, before an arrest for an offense under subdivision: (a) (1) of this, afford the act an opportunity to dispel any alarm that would otherwise be warranted by requesting him/her to identify himself/herself and explain his/her presence, conduct or if it appears at trial that an explanation given by the defendant to the officer was true and if believed by the officer at that time, would have dispelled the alarm.
- C. Loitering is a Class misdemeanor.

### Keys/Access Cards

Residents are responsible for their room keys/access cards. Lost keys/swipe cards can be replaced by reporting the loss to the residence hall's front desk. A key/access card request form will be completed at that time. **Room keys are replaced at \$100.00 per key for all halls, and access cards are replaced at \$15.** This cost includes the replacement of the keys and the lock. Lock changes are a safety precaution to prevent unauthorized entry into student rooms. However, the ultimate responsibility for the safety and security of a student's Room rests with the student. This key/access card is for personal use and should not be loaned to anyone.

### **Please remember!**

1. Lock your room door whenever you leave and when you are asleep.
2. Do not duplicate or allow duplication of your keys.
3. Report lost keys/access cards immediately.
4. Do not mark your keys/swipe card with your room number.

### **Never leave your keys/access card unattended.**

The possession or use of unauthorized or stolen keys or access cards for University building entry will result in disciplinary and/or legal action. Keys obtained from sources other than the University are considered unauthorized.

Students are responsible for always carrying their swipe cards and room keys. In the event a resident is locked out of his/her Room, the student may check out a key through on-duty staff after he/she presents proper identification to the person on duty, or the person on duty may open the door for the student. In some cases, hall governments assess charges for key checkout privileges.

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

### **Parking/Vehicles**

All vehicles at the residence halls must display a valid parking decal. Residents are permitted to park in any available lot near their residence hall but are prohibited from parking in staff, visitors, or handicapped spaces unless they have a registered handicapped decal in their name and a current parking decal. Parking along roadways or on the grass adjacent to the residence halls is prohibited. Violations may result in citations. Additionally, storing inoperative vehicles, conducting mechanical repairs, washing vehicles, or changing oil on the premises is prohibited. Residents are also advised not to leave valuables visible in their vehicles.

### **Room Entry/Search**

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

Rooms may be entered under the following conditions:

1. To provide room maintenance inspections and repair services.
2. To conduct periodic health and safety inspections.
3. When there is reasonable cause to believe that university regulations or laws are being violated.
4. If there is a valid search warrant or incident to an arrest.
5. For an emergency that requires the Room to be entered.
6. When a resident permanently vacates the Room.
7. When a resident vacates a room for a break period, authorized personnel may enter a room to provide room maintenance inspections, repair services, or safety inspections.
8. Illegal materials or items in plain view will be removed if they are noticed during room maintenance, vacation inspection, or in response to a University or departmental policy violation.

The resident will receive written notification of this action if confiscation of property is required when the student is absent.

9. A student's Room will not be entered without knocking. A sufficient time-lapse will be allowed to provide the resident with ample opportunity to open the door. If no response is received, the Room may be entered under the abovementioned six conditions. Before entering a room with keys, staff members will identify themselves.
10. Authorized residential life staff who may enter a student's Room are administrative staff members, Resident Hall Specialists, Extra-help Assistants, GA/RAs, maintenance and custodial personnel accompanied by an administrative staff member.

### **Video Surveillance**

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

### **Evacuation**

All residents must evacuate the residence hall during an emergency or when directed to do so by a University Official, which includes Residential Assistants, Residential specialists, Extra-help Assistants, and UAPB Police Officers.

### **Emergency Situations**

In case of an emergency, you can obtain assistance by contacting a G/RA at the residence hall's front desk. Give a clear description of the problem, your location (including floor and Room), and your name.

### **Fire Regulations**

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

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

#### **In the event, the fire alarm sounds:**

Everyone must leave the building at once using the nearest stairway exit. Depart the room immediately, but dress in preparation for exiting outdoors (shoes, coats, etc.).

If you are away from your room when the fire alarm sounds, please do not return but leave the building via the exit.

Do not return to the building until permitted by security or residence hall staff. In the event of a fire:

1. Contain the fire, if possible, by closing the door upon leaving the room/ area.

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

### **Fire Marshals/Captains**

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

### **Fire Alarms/Equipment Abuse**

The fire alarm system, fire extinguishers, and exit lights are installed for the residents' protection. Tampering with or removing fire equipment is a serious matter that may result in civil prosecution, disciplinary measures, and/or a possible conduct assessment charge of \$1,000.00. Tampering with fire equipment can harm residents in the residence halls.

### **Pulling Fire Alarms**

Students pulling fire alarms when there is no fire is taken very seriously. If someone is found to have pulled a fire alarm for any reason other than a fire, that student may face criminal charges, student conduct sanctions, and a \$1,000.00 conduct assessment charge.

### **Fire Drills**

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

### **Smoke Detectors**

Tampering, covering, altering, or removing smoke detectors in any residential room or facility is strictly prohibited. Violations of this policy may result in serious conduct sanctions, including probation, a \$1,000 conduct assessment fine, and possible removal from University Housing.

### **Cooking in Rooms**

Cooking is prohibited in student rooms for fire prevention, health, and sanitation reasons. Making coffee, hot chocolate, or tea in a coffee maker is not prohibited.

### **Bomb Threats**

1. Note the exact time of the call.
2. Write down as accurately as possible all statements made by the caller.
3. Listen to the voice to determine sex, age, accent, and distinguishing features of the voice.
4. Listen for background noises.

5. Immediately notify the residence hall reception desk.
6. Remain by telephone until contacted by a resident staff member or UAPB campus police.

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

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

### **Rave Alert**

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

### **Missing Person**

**The Missing Person Protocol:** In the interest of student safety, the University of Arkansas at Pine Bluff considers a student missing if the student's absence interrupts their usual pattern of behavior (e.g., not attending class, not eating meals in the cafeteria, and not sleeping in their dorm room) and there is concern that the missing student is a victim of unusual circumstances or foul play.

Students who are under the age of eighteen years of age are considered minors. If such persons are determined missing, the University will notify a custodial parent or legal guardian in addition to the student's designated contact. With students who are over the age of 18 years of age, the University will contact the person whom the student has acknowledged as the designated contact. All students will be given the opportunity each academic year to designate an individual or individuals to be contacted by the University in the event that they have been determined to be missing. This designation will remain in effect unless the student changes it.

Any individual who has reason to believe a student is missing should notify campus police at 870-575-8102 and fill out the missing person form at [https://uapb-advocate.symplicity.com/missing\\_person/index.php/pid067230](https://uapb-advocate.symplicity.com/missing_person/index.php/pid067230).

### **Entering & Exiting Residence Halls**

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

Residents should always enter and exit the residence hall through approved doorways. Other modes of entering and exiting, such as through windows, emergency exits, or fences, are strictly prohibited. Any student caught entering and exiting through windows, fences, or emergency exits may result in conduct

sanctions.

### **Corridors and Fire Doors**

Corridor and stairwell doors must be kept closed at all times. Closed doors prevent the travel of smoke, heat, toxic gases, and fire from the area of origin.

### **Entrance and Exit Doors/Propping Doors**

Entrance and exit doors to the residence halls should always remain closed. Propping open entrance and exit doors endangers the safety and security of all residents. Doors found propped open should be closed immediately, and any suspicious behavior or unfamiliar person(s) should be reported to the Residential Specialist, Extra-help Assistant, Graduate/Resident Assistant (G/RA), or front desk immediately. Ultimately, the responsibility for personal security rests with each resident. Propping a door open is a serious violation and may result in a sanction.

### **Explosives/Chemicals Use**

Firecrackers, BB guns, cap guns, explosives, or pyrotechnics of any nature are not permitted within or around the residence hall for safety and noise reasons. Flammable Fluids/Flammable Chemicals Use or storage of flammable fluids and/or flammable chemicals is prohibited.

### **Window Screens**

Screen removal from the windows is prohibited and should only be done for emergency purposes. For your safety, windows should remain locked at all times. Window screens must not be unfastened or removed. Any window or screens broken or missing at the end of the year will be charged to the residents of that room.

### **Buildings, Roofs, Ledges, Windowsills**

Residents are not allowed on any University residential facility's roof, room ledges, or windowsills, and students are prohibited from using the areas outside windows for any reason.

No objects may be stored, hung, thrown, or dropped from windows, roofs, balconies, or elevated areas. Climbing, repelling, and related activity is prohibited on campus buildings, structures, and fences.

Students will be held liable for damages to property or personal injury resulting from items being thrown from windows or falling from ledges.

### **Tornado**

The National Weather Service issues two types of tornado alerts: a tornado watch and a tornado warning. Residents should be familiar with the distinction because it dictates which course of action to follow. All residents should also become familiar with tornado emergency procedures in their living areas.

## **Tornado Watch**

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

## **Tornado Warning**

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

### **In the event of a tornado warning:**

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

## **Earthquake**

- DROP onto your hands and knees before the earthquake knocks you down. This position protects you from falling but allows you to move if necessary.
- COVER your head and neck (and your entire body if possible) under the shelter of a sturdy table or desk. If there is no shelter nearby, get down near an interior wall or next to low-lying furniture that won't fall on you and cover your head and neck with your arms and hands.
- HOLD ON to your shelter (or to your head and neck) until the shaking stops. Be prepared to move with your shelter if the shaking shifts it around.
- If the building alarm sounds, follow the fire alarm evacuation procedure.
- Stay away from glass windows, shelves, and heavy equipment.
- If outdoors, move quickly away from buildings, utility poles, and other structures. NOTE: Always avoid power or utility lines as they may be energized.
- After the initial shock, evaluate the situation. If emergency help is necessary, call emergency services at 911. Do not panic, but protect yourself at all times. For rooms damaged to facilities, contact UAPB Police at 870-575-8102.

## **Active Shooter**

- Remain calm.
- Remember to Run, Hide, and Fight. Always have an escape route and plan in mind. If possible,



Run away from the scene.

- If you cannot run, then hide. Proceed to a room that can be locked or secured by some other means, such as a door wedge or barricade materials. Lock all doors and windows and turn off the lights.
- If possible, get everyone down on the floor and ensure no one is visible outside the room.
- Call 911 to advise the dispatcher of the situation and provide your location.
- If you are able, call UAPB Police at 870-575-8102 to advise the dispatcher of the situation and provide your location.
- Remain in place until emergency personnel give you the “all clear” notification, or if the threat is imminent and you are able, move to a locked or secured area.
- Unfamiliar voices may be the shooter attempting to lure victims from their safe space. Do not respond to any voice commands until you can verify with certainty that they are being issued by a police officer.
- Attempting to overpower the shooter with force should be considered a very last resort and only after all other options have been exhausted.
- Move quickly, keep your hands visible, and follow instructions given by any police officers you may encounter.
- Do not try to move injured people; leave them where they are and notify authorities of their location as soon as possible.
- Do not attempt to leave campus until the “all clear” notification is given by emergency personnel. Remember that the entire area is considered a crime scene.
- Should the fire alarm sound and you know there is still a hostile intruder in the building, do not evacuate unless you know there is a fire in the building or you have been advised by UAPB Police. Tell the officers if you have any details regarding the identity or location of the subject(s).

#### **Unauthorized/illegal live-ins**

Only the student(s) officially assigned by the Office of Residential Life may live in a residential room. Students who permit unauthorized persons to live with them in their assigned space may be disciplined and possibly receive a conduct assessment fine.

#### **Bicycles, Motorcycles, In-line Skates, Skateboards**

Motorcycles, mopeds, scooters, electronic skateboards, and hoverboards may not be stored in the residence halls due to fire safety regulations. Bicycle racks are available outside each residence hall. Bicycles may not be stored or parked in public areas, hallways, or stairwells, and they may not be

ridden in these areas.

Bicycles left in the racks should always be chained and locked to prevent theft. Bicycles, motorcycles, mopeds, scooters, in-line skates, skateboards, electronic skateboards, and hoverboards are not to be ridden or used in the residence halls. Bicycles may be kept in your room with your roommate's consent.

### **Horseplay**

Residence hall corridors and walkways are designed as passageways rather than playing fields. Hall sports—such as football, Frisbee, basketball, baseball, etc.—may harm residents, furnishings, and fixtures. All hall sports are prohibited. Additionally, the residence halls do not allow water guns, paintballs, airsoft guns, or similar items. We encourage residents to take advantage of designated areas for activities and sports.

## **Department of Residential Services**

Mr. Ralph Owens – Dean of Students	870-575-8361
Mrs. Lillie O'Neal- Budget Manager/ Associate Dean of Student for Residential Life	870-575-8080
Mr. Steven Paskel - Director of Housing	870-575-8553
Vacant Administrative Specialist III	870-575-8079
Office of Residential Life	870-575-7256

## **Residence Halls Front Desk Numbers**

<b>Hunt Hall</b> <b>Residential Hall Specialists</b> Mary Jackson	870-575-8560
<b>Douglas Hall</b> <b>Residential Hall Specialist</b> Billy Sprinkle	870-575-5831
<b>Lewis Hall</b> <b>Residential Hall Specialist</b> <b>Vacant</b>	870-575-5963
<b>Johnny B. Johnson Complex</b> <b>Residential Hall Specialist</b> Stephanie Young and Aaron Simpson	870-575-8099

## **Delta Housing Complex I & II**

<b>Delta Housing Complex I</b> <b>Residential Hall Specialist</b> Mia Dancy	870-575-6301
<b>Delta Housing Complex II</b> <b>Residential Hall Specialist</b> Edith Virden	870-575-6302

## **Harrold Complex Residential Hall Specialist**

<b>Johnson/Copeland Halls</b> Daniel Williams	870-575-5588
<b>Fischer/Stevens Halls</b> <b>Residential Specialist</b> Monica Mitchell and JaKara Crumblin	870-575-5168

**Telephone Resources**  
**Frequently Called Extensions**  
**DEPARTMENTS**

Academic Affairs	8475
Academic Records	8492
Admissions	8203
Addiction Studies	8714
Art Department	8236
Athletics Department	8675
Basic Academic Services	8356
Biology	7045
Bookstore	8856
Business Education/Accounting	8576
Campus Information	4706
Career Services	8461
Cashier's Office	8274
Chancellor's Office	8471
Chemistry	8759
Controller's Office	8268
Dean of Student	8361
Involvement & Leadership	7061
Dean of Student Life	8360
Disability Services & Veterans Affairs	8552
English, Theatre & Mass Communication	8624
Financial Aid	8302
Food Services	7057
Health, Physical	8659
Education & Recreation	
Health Services	7105
Honors College	8065
Human Sciences	8810
Industrial Technology/Mathematics	8876
School of Business & Management	8485
School of Education	7011
Student Union	7065
Technical Services	4774
TRIO Student Support Service	8594
Student Success	8368

Vice Chancellor/Provost for Academic Affairs	8368
Vice Chancellor for Finance & Administration	8970
Vice Chancellor for Student Affairs	8503
Vice Chancellor for Enrollment Management & Student Success	8364
Vice Chancellor for Research, Innovation & Economic Development	8214
Vice Chancellor for Institutional Advancement	8701
Library	8902
Music Department	7001
Physical Plant	8831
Printing Services	8740
Public Safety	8103
Recruitment	8963
School of Arts & Sciences	8210

## Damage Assessment Charges

Bed/Frame	\$288.22
Box spring	\$240.00
Mattress	\$230.22
Study Desk	\$623.22
Closet door	\$180.22
Desk Drawer	\$230.22
3-Drawer Dresser	\$547.22
Desk chair	\$90.00
Computer drawer	\$90.82
Harrold Complex room desk	\$364.77
Drawer Chest	\$334.69
Lounge chair	\$405.22
JBJ window	\$229.00
Replace large window glass (Harrold)	\$637.00
Blinds (window)	\$155.22
Light fixture	\$135.22
Lock change	\$100.00
Bathroom lock	\$43.15
Room deadbolt lock	\$100.00
Lewis front door glass	\$150.00
Mirror	\$110.00
Peephole	\$67.72
Telephone	\$350.00
JBJ bathroom door lock	\$43.15
Paint room	\$250.00
Paint room entry door	\$50.00
Window screen (other halls)	\$100.00
Lewd-Pornographic materials/decoration on walls	\$30.00
Replace Fire Extinguisher 5.lb	\$50.00
Replace Fire Extinguisher 10.lb	\$100.00
Recharge Fire Extinguisher	\$100.00
Replace the entire Fire Extinguisher Cabinet	\$288.00
Glass replacement for Fire Extinguisher	\$50.00
Replace lounge Furniture	\$800.00
Replace Alarm Pull Stations	\$450.00
Replace Smoke Detector Harrold Complex, Lewis and Hunt Hall	\$85.98 parts/225.99 labor
Replace Smoke Detectors other residence halls	\$400.00
Access Card	\$15.00

Delta Housing Complex 1 & 2-entry door key	\$265.00
Lewis Hall room entry door	\$225.00
Lewis Hall entry door	\$225.00
Hunt Hall entry door	\$225.00
Douglas Hall entry door	\$225.00
Harrold Complex entry door	\$225.00
JBH Complex entry door	\$265.00
Harrold Complex room window Pane	\$175.00
Douglas, Lewis, and Hunt-room window pane	\$213.31
Douglas/Lewis window screens	\$100.00
Desk/Lights/Shelf	\$188.50
Fluorescent light bulbs	\$56.70
Packing of Room	\$100.00
Microwave oven	\$234.22
Painting Hallways (20gal/paint/labor)	\$817.70
Refrigerator	\$654.22
Replace exit signs	\$90.00
Television 40"	\$200.00
Television 50"	\$300.00
Television 55"	\$400.00
Television 65"	\$700.00
Television 75"	\$1,200.00
Television 80"	\$2,200.00

### **Residence Halls Assessment for Policy Violations**

Fire Alarm System (Smoke Detector, Alarm Pull Station, Sprinkler, etc.)	\$1,000.00
Exiting through the emergency exit doors/gates	\$500.00
Discharging the fire extinguisher	\$500.00
Disorderly conduct	\$100.00
Alcohol/Bottles for decorations	\$100.00
Smoking Tobacco Products/Vaping	\$100.00
Drugs/Paraphernalia	\$200.00
Burning candles/incense	\$100.00
Cooking in room	\$100.00
Unauthorized Business/Solicitation in residence halls	\$150.00
Replace glass in the snack machine	\$60.00
Improper room change	\$75.00
Improper room check-out	\$100.00
Leaving the room dirty at check-out	\$100.00
Dirty Room at inspections	\$100.00

Lounge furniture placed in student's Room	\$75.00
Improper cleaning of pet feces or urine outside of the Resident Halls	\$150.00
Improper disposal of animal waste inside the Residential Hall	\$150.00
Leaving the animal uncrated while away from the room	\$100.00
Leaving an animal in another student's room	\$100.00
Leaving an animal in the room overnight unattended	\$150.00
Unapproved/Illegal animals in residence hall rooms/facilities	\$150.00
Unauthorized/illegal individual living in residence hall facility/room	\$150.00

The items listed under Residence Halls Assessment for Policy Violations represent the assessments the Department of Residential Life may charge students for specific violations. These assessments do not exempt students from potential prosecution under local, state, or federal laws.

### **Lock Out Charges**

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

**After the 5th lockout, students will be charged \$5.00 for each subsequent lockout. If students are locked out during the spring semester, the charge will be \$5 for each lockout.**

### **Plus, Employee Labor Cost**

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

\*These charges reflect the penalty for placing lives in jeopardy by tampering with life-saving equipment. All charges are subject to change due to rising employee labor costs.



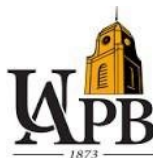
## **ALMA MATER**

*State College, we greet thee with love and devotion;  
Our hearts and our treasures we bring to thy shrine.  
With arms that are strong from all harm we defend thee;  
Thy name shall we cherish, dear mother of mine.  
We walk through this wide world with peace and with courage.  
We gained while we sat at thy sanctified seat.  
We come when thou call us to battle dear mother,  
And cast all we have at thy glorified feet.*

## **CHORUS**

*Alma mater, we love thee, we love thee, dear mother;  
And all that we have we cast down at thy feet.  
In days of our childhood we romped in the wildwood;  
We waded the brooks, sipped the sweet morning dew.  
We heard of great treasures of wisdom and knowledge;  
Of wealth not for purchase of goodness and you.  
We entered the portals with some trepidation.  
We know not what fates awaited us there.  
Thou girded our loins with the strength of Gibraltar;  
We drank from thy fountain and breathed thy pure air.  
We breathed thy great spirit and learned more of wisdom, more  
Truth through the vistas of life can we see.  
Thy work of thy hand as it guided our footsteps;  
With faith thou did'st teach as we sat by thy knee.  
No more shall we wonder who gave thee thy powers,  
No one but our God can bestow such a gift.  
We step with thy heart-strokes today, and forever  
Thy flag to the breezes of heaven we lift.*

**John B. Watson**  
**First President, AM&N College**  
**1928-1942**





UNIVERSITY  
*of* ARKANSAS  
AT PINE BLUFF  

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