



At UAF, living on campus means you have a dynamic community of support to help you to be personally and academically successful. We strive to make everyone feel accepted and included. That's *Nanook Nation*.



UAFResLife



uafresidencelife



UAF-ResLife

2019-2020

HOUSING HANDBOOK

DEPARTMENT OF RESIDENCE LIFE

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Welcome to Your Community!

You are now a member of a community dedicated to academic achievement, learning, and personal growth. The Department of Residence Life at the University of Alaska Fairbanks hopes to provide you the ability to enjoy and benefit from a vibrant learning environment, as well as grant you the opportunity to responsibly contribute to your community by keeping it safe, healthy, and enjoyable for all.

Your residential environment will provide the opportunity to experience new concepts, different cultures, an active community, and a pleasant and comfortable living space. Our goal is that your learning experiences outside the classroom encourage and enhance the academic mission of the University.

This handbook is designed to help you make the most of your time as a resident and understand the policies and standards that apply while you are living on campus. Please familiarize yourself with its contents as you are responsible for knowing and complying with this information.

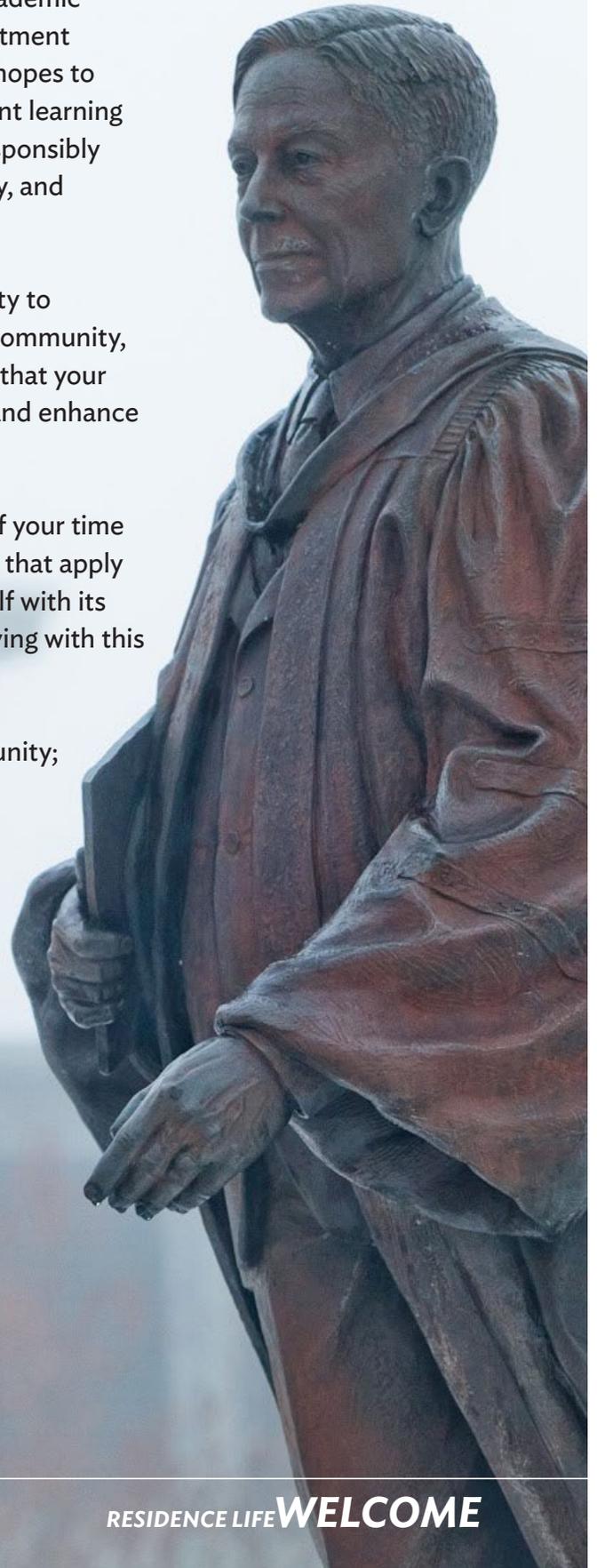
We hope you will get involved in your residential community; make it your “home away from home.” We are pleased that you chose to live on campus. Our staff is dedicated to making your living experience a positive and successful one.

Best wishes for a successful year!

Respectfully,

Holly Beamon
Acting Director of Residence Life

Brittany Van Eck
Acting Associate Director of Residence Life



RESIDENCE LIFE **WELCOME**



University of Alaska Fairbanks

UNIVERSITY OF ALASKA FAIRBANKS *Mission*

The University of Alaska Fairbanks is a Land, Sea, and Space Grant university and an international center for research, education, and the arts, emphasizing the circumpolar North and its diverse peoples. UAF integrates teaching, research, and public service as it educates students for active citizenship and prepares them for lifelong learning and careers.

The Department of Residence Life

OUR *Mission*

Residence Life supports the academic mission of the University of Alaska by providing living and learning communities that enhance student success. Through effective asset management, we offer a high quality of service at reasonable cost. We provide safe, clean, contemporary, and well-maintained facilities that meet the diverse needs of our residents and guests.

OUR *Vision*

Residence Life will help students determine and achieve their academic and life goals. We will have a positive impact on the lives of students and assist them in becoming mature, self-sufficient and contributing members of society. Residence Life will contribute to the retention of students at the University of Alaska Fairbanks.

OUR *Values*

1. **DEVELOPMENT:** Provide students with environments that assist them in growing academically and personally.
2. **SERVICE:** Treat every person with courtesy and respect and consider the welfare of students when taking action.
3. **COMMITMENT:** Approach every task as being morally and ethically impelled to do our best to accomplish our mission.
4. **DIVERSITY:** Celebrate, facilitate, and encourage diversity in our people, programs, and facilities.

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SECTION 1:

ABOUT THE RESIDENTIAL COMMUNITY

RESIDENCE HALLS AND APARTMENTS

Bartlett Hall

Located in the MBS complex on upper campus, this hall is home to both young traditional students and older non-traditional students. The eight-story building has a capacity of up to 322 students in single and double occupancy rooms, with a lounge on each floor and a large lounge on the ground floor. It has a community kitchen and also is host to a Gender Diversity Living Learning Community (LLC). Laundry for Bartlett Hall is located in the basement.

Office Phone: (907) 455-3900

Cell Phone: (907) 322-7300

Cutler Apartment Complex

Cutler Apartment Complex (CAC) is a complex of apartments nestled in the woods next to the Reichardt Building. The atmosphere is quiet enough for students to complete their studies yet the location is close enough to the MBS complex for them to be a part of the Residence Life experience. Each apartment comes complete with a kitchen, two bedrooms, and a bathroom. There are two laundry facilities in the complex, located in the 100 and 500 blocks.

Office Phone: (907) 455-3901

Cell Phone: (907) 460-2177

Employee, Family, & Graduate Housing (EFG)

The Department of Residence Life offers one-bedroom, two-bedroom, and three-bedroom apartment complexes and single, duplex and triplex homes for employees, graduate students, and students with dependents. Student agreement terms are usually for the length of the academic year and employee housing agreement terms are usually for 12 months. EFG units include Chandalar homes, Garden Apartments, Harwood Hall, Hess Village, Walsh Hall, Tanana homes, and Stuart apartments.

Office Phone: (907) 474-1912

Cell Phone: (907) 378-5366

McIntosh Hall

McIntosh Hall, also known as Mac, is perfectly situated on lower campus, close to the main part of campus and just steps away from the Wood Center. This building offers a wide variety of activities to interest the diverse population of the hall. If you are looking for the complete package, McIntosh will provide you a great environment for studying and hanging out with friends. In 2013, McIntosh Hall was floor-to-ceiling renovated and now comfortably accommodates 100 students in both single and double occupancy rooms. Laundry for McIntosh is located on the first floor.

Office Phone: (907) 455-3904

Cell Phone: (907) 712-7594

Moore Hall

Located in the MBS complex on upper campus, this hall is made up of first-year students. The eight-story building has a capacity of up to 322 students in single and double occupancy rooms. There is a lounge on all even-numbered floors, laundry on all the odd floors, and a large lounge on the ground floor, along with a community kitchen and classroom. Moore is also host to a Gender Diversity Living Learning Community (LLC). Moore Hall is a substance free hall.

Office Phone: (907) 455-3905

Cell Phone: (907) 378-6105

Skarland Hall

Located in the MBS complex on upper campus, this four-story building has capacity for around 140 first-year students in single and double occupancy rooms, with lounges on the second and fourth floors, a laundry room on the third, and two large study lounges and a community kitchen on the ground floor. Skarland is host to three Living Learning Communities (LLCs) - Engineering, Honors, and Outdoor Adventures. Skarland Hall is a substance free hall.

Office Phone: (907) 455-3907

Cell Phone: (907) 378-6055

Wickersham Hall

Wickersham Hall is located on lower campus next to the Wood Center and the Gruening Building. Wickersham is made up of single and double occupancy rooms in suite-style living. Suite-style rooms provide residents a half bath with a semi-private toilet and sink conveniently located in their room. Residents can prepare food in one of Wickersham's three kitchens. Enjoy a residential experience that is complete with a great study environment and a lot of opportunity for social interaction with a mature student population. Laundry is located on the first floor.

Office Phone: (907) 455-3909

Cell Phone: (907) 712-7632

HOUSING AND RESIDENCE LIFE STAFF

Residence Life Hall Staff are here to help you! You will no doubt get to know many of the student and professional staff members whose job it is to work with you to help make your residence hall experience an enjoyable one. The staff who work in your area are well trained and eager to be of assistance. Please introduce yourself and ask them for help when you need it.

Director of Residence Life

The Director of Residence Life oversees all aspects of housing, including facilities, operations, guest housing, and residential programming. The Director focuses on campus residential life by maintaining a supportive and positive department that is able to assist our on-campus residents.

COMMUNITY STAFF

Associate Director of Residence Life

The Associate Director (AD) oversees all residence halls and guest housing. They oversee programming across campus from weeklong tradition weeks to university traditions to ensure student participation and involvement. The Associate Director is responsible for oversight of student conduct within all residential facilities, student safety, and residence hall staff training and development. The Associate Director works in conjunction with the Coordinator(s), supervising all hall

staff and hall operations to ensure safe and well-maintained facilities and to provide a clear process for students to navigate life on campus.

Coordinators

Coordinators are full-time professional staff with extensive experience working with students. They supervise multiple halls or larger residential areas. Their duties include supervising staff, facilitating training, and handling issues of student conduct. They also work with other campus departments in order to provide quality education, resources, and programming for residents to help them develop positive and supportive communities. The Department of Residence Life has a Student Success Coordinator who is responsible for the department's Living Learning Communities (LLCS), including the facilitation of relationships with campus partners to grow cross-curricular opportunities for our residents.

Resident Directors

Resident Directors (RDs) are full-time professional staff with a background in student development who live in the residence halls and apartments. Resident Directors are responsible for managing and supervising residence halls, promoting a positive residential community, and facilitating large- and small-scale programs in the residence halls. Resident Directors assist residents with personal and academic concerns and refer residents to the appropriate resources. Resident Directors are student conduct administrators and serve on the department's 24-hour on call emergency service team.

Resident Assistant Resources

Resident Assistant Resources (RARs) are Resident Assistants with a focus on campus programming and who provide extra support to their peers.

Resident Assistants

Resident Assistants (RAs) are students who live in the communities and have extensive training with student concerns and campus resources. RAs receive many hours of training and are available to help with problems or questions or to connect residents with other resources on campus. RAs are trained in mediation and are available to help resolve any roommate conflicts within the hall/apartments. They are also responsible for communicating University Housing policy and are expected to respond to policy violations. Resident Assistants sponsor and help organize many social and educational programs throughout the year.

Peer Mentors

Peer Mentors (PMs) are students who live in Moore and Skarland and can assist residents with a variety of academic subjects. They have taken a variety of core classes and hold tutor hours where any residential students can come for assistance. They are also responsible for hosting academic programs, and specifically focus on first year student success.

Desk Attendants

Desk Attendants (DAs) work at the front desk of each residence hall. DAs assist in promoting a safe campus environment by facilitating the guest sign in process at each desk. DAs can also help navigate campus and connect residents with resources on campus, and can assist with checking out cleaning supplies. DAs are responsible for offering general customer service, reporting emergency situations, and working with RAs to address policy violations or safety concerns.

Guest Housing Student Staff

Guest housing student staff work with select Resident Directors (RDs) to facilitate the guest housing program, which offers short-term housing to UA-affiliated individuals. These students assist with preparing rooms for guests and ensuring our facilities are clean and welcoming to our visitors.

CENTRAL OFFICE STAFF

Assistant Director for Finance and Business Operations

The Assistant Director for Finance and Business Operations handles day-to-day budgetary responsibilities of the department, oversees the Central Office, and also facilitates process improvement for the department.

Assignment & Records Coordinators

The Assignment & Records Coordinators are responsible for all housing assignments, coordinating the housing contract processes, and preparing correspondence to current and potential residents. They are responsible for ensuring housing records are managed in accordance with UAF policies.

Operations Manager

The Operations Manager is responsible for overseeing all housing assignments and placements, including room switches, and is the primary point of contact for residents with questions related to their housing contract. This person oversees bills and coordinates the daily office operations of the department. They also coordinate department data systems.

Marketing and Communications Specialist

The Marketing and Communications Specialist is responsible for all marketing materials, communication, social media platforms, website content, and design materials for the department.

Central Office Assistant(s)

The Central Office Assistants are student staff who are available to answer questions and help direct families, students, employees, and guests who have any questions about campus life. They work at the front desk of Residence Life Central Office and provide clerical duties within the department. They facilitate department housing records, logs, and audits to ensure accurate record keeping.

FACILITIES STAFF

Facilities Manager

The Facilities Manager is responsible for the renovation, maintenance, and overall cleaning of all of the facilities. They collaborate with outside contractors, facilities services, and janitorial contractors. They are responsible for ensuring maintenance staff is assigned to make repairs in the residence halls and apartments. They follow up with work orders, emergency maintenance, and repairs.

Facilities Coordinator

The Facilities Coordinator is responsible for coordinating crew and staff to perform a large portion of the routine maintenance done around all Residence Life buildings.

Student Crew

Student crew are UAF students who work with the facilities coordinator and manager to make repairs to and assess residence life furniture, as well as assist with cleaning, moving, and other Residence Life facilities tasks.

RESIDENCE LIFE ORGANIZATIONS

Community Council

Community councils are organizations within each area, and are a sub-group of the Residence Hall Association (RHA). Community Councils work to build community, advocate for each area, develop leadership competencies, and allow students to voice ideas and address questions and concerns in a formal setting.

Depending on the area, community councils may have an Executive Board (E-Board) on which residents can serve. These positions lead the community council in each area. Contact your Hall staff for ways to get involved!

Residence Hall Association (RHA)

Your Residence Hall Association is a student-led organization serving as an advocate for students' needs, concerns and interests. Through its work, RHA is here to encourage residents to invest and engage in their campus community and connect to the larger community of Fairbanks. During the academic year, RHA will provide opportunities for community service and host social events while continuously acting as a resource to all on-campus residents.

Residence Hall Events

Meeting new people can be a challenging part of college, but attending programming designed and run by the Resident Assistants (RAs) and Peer Mentors (PMs) is a great place to start. Programs raise awareness about an issue relevant to college students, promote personal development, and foster community. They are also fun! RAs organize programs each month in their area. Additionally, there are campus wide events organized by Residence Life throughout the academic year.

RAs are constantly coming up with exciting new programs - use this opportunity to have fun, meet new people, and learn!

SECTION 2:

RESIDENTIAL SERVICES

AMENITIES

Television

Residence Life offers basic television channels.

Kitchens

Cooking is not permitted in individual rooms; however, a kitchen is provided in each residence hall for resident use. There are community refrigerators in all hall kitchens except for Wickersham. Wickersham has large freezers in each kitchen and a micro-fridge in each room. There are no community kitchens in Cutler Apartments or in Employee, Family, Graduate Housing (EFG), as each unit has its own kitchen with appliances provided.

In all kitchens, residents are responsible for:

- Cleaning all kitchen areas and items used in food preparation including wiping down counters, sink, stove, and microwave, and washing all dishes used. Food left out will attract pests, and residents are responsible for keeping the kitchens sanitary.
- Providing their own utensils, dishes, and cleaning supplies.
- Not leaving cooking food unattended. Unattended food on the stove or in the oven can burn or boil over, causing a kitchen fire and endangering others within the community.
- In residence halls: labeling all food with their first name, room number, and date the food was left in the community kitchen. Hall staff will dispose of unlabeled and expired food.

Hall staff is not responsible for lost or stolen items. Community kitchens may be closed at the discretion of Residence Life staff if the kitchen and/or items in the community kitchen are not regularly cleaned.

Computer Labs

There is a computer lab in the MBS complex that is open 24 hours. Residents need their PolarExpress Card to access the lab. The Office of Information Technology (OIT) runs the computer lab. OIT should be contacted directly at helpdesk@alaska.edu or 907-450-8300 to report any computer or printer issues.

Dining Services

Participation in the food services program is required for all students living in university housing, with the exception of graduate students and those living in Employee, Family, and Graduate housing. [UAF Dining Services](#) has further information on meal plans and dining locations.

Internet & Computer Support

All residence halls and apartments have wireless Internet. There is also an Ethernet connection in each residence hall room. A UAF username and password is required to access the Internet. In order to use your media device on the University of Alaska Fairbanks network you will need to [register your device](#) with the OIT Support Center.

Personal wireless routers are prohibited. Information about responsible computing behavior, UA and UAF policy, regulation, and rules and proper copyright etiquette may be found at www.alaska.edu/oit/.

Laundry

Washers and dryers are available at no additional cost to residents. Residents must provide their own laundry detergent. Laundry is available 24 hours and we ask that residents be courteous while doing laundry, especially during quiet hours. See below for general laundry use guidelines:

- Do not overload the machines as it can damage both the machine and your clothes.
- Remember when you put your laundry in and remove your laundry in a timely manner so the washers and dryers are available for other residents. Please note that other residents may remove your laundry if it is left in a machine after the cycle is done.
- Washers and dryers are for resident use only. Please do not let non-residents into the facilities to do their laundry.
- Keep the laundry room clean and remove all of your belongings when you are done.
- If you have any problems with a machine, do not try to fix it yourself. Report any issues to Residence Life staff.
- Residence Life is not responsible for lost, stolen or damaged articles that result from the use of these facilities.
- Clothes lines in the laundry rooms or outside of apartments are not allowed.
- Residents need to remove the lint from the lint compartment after each dryer load.

Polar Express

UAF uses the *PolarExpress* card to access each residential facility. If you lose your card, notify your resident assistant (RA) or the *PolarExpress* Office immediately at (907) 474-7384. Residents are responsible for *PolarExpress* cards and should not lend or permit others to use their UAF ID at any time. Residence Life has a small number of temporary *PolarExpress* cards for resident use, which must be returned within 3 business days. The replacement fee for temporary cards is \$85.

Lock-outs & Lost Keys

Residents are expected to have their keys with them at all times. Residents are given three complimentary lockouts/semester. The charge for a lost key is \$85. All lost key charges will be placed on UA accounts and can be paid through UAOnline.

Package Pick up/Mail

The Campus Mail Center is located in Constitution Hall and residents who wish to receive U.S. Postal Service mail and private carrier packages must rent a mailbox with the UAF Campus Mail Center. The Mail Center also accepts packages that require a physical address at: 1692 Tok Ln Room #107.

Parking

Any motor vehicle parked on University property between the hours of 8:00 am and 5:00 pm, M-F, must display a valid UAF parking permit. Permits may be purchased online through Parking Services. Residents living in Garden, Hess Village, Stuart, and Walsh have assigned parking areas but are still required to have a UAF permit.

Privacy

Per FERPA standards, Resident information will be kept private and used only when necessary, and always within the standard of the law.

While information shared with residence life staff is held to a privacy standard, any information presented to a Residence Life staff member relating to the violation of University policy, and/or a threat/harm, must be reported to the Residence Life staff member's supervisor or the Residence Life professional staff member on call.

In accordance with the Family Educational Rights and Privacy Act (FERPA), hall staff reserves the right to notify the parents/guardians listed in the emergency contact portion of students under 21 years of age of any incident in which the student is found responsible for violating the Student Code of Conduct & Residence Life alcohol and drug policy, and the emergency contacts of individuals, regardless of age, or anytime there is reasonable belief there is a threat to self/others.

Recycling

In a combined effort with the Office of Sustainability, the Department of Residence Life supports sustainable efforts to reduce waste, recycle materials, and reuse resources. Recycling bins are located in multiple residential facilities and are clearly marked. If a bin is full please can contact the Office of Sustainability directly at (907) 474-5070 or let a Residence Life staff member know.

Safety

Residential facility entrance doors are locked 24 hours a day. This is an important personal safety and crime prevention effort. If an entrance door is propped open, shut it or seek assistance from a staff member. Never open an entrance door for anyone. Residents are encouraged to always lock their doors even when they are in their rooms or apartments.

The safety of our residents is of utmost importance to us and we strive to keep all of our facilities secure. The more proactive we are, the safer we become. Remember: If You See Something, Say Something, Do Something! Please report a safety concern by either contacting Residence Life Staff, the UAF Police Department at (907) 474-7721, or the [Center for Student Rights and Responsibilities](#).

“Blue light” emergency phones are located throughout campus. These phones dial directly to the UAF Police Department. UAF Police staff makes daily rounds of the residential facilities and campus. If you are suspicious of or uncomfortable with someone or a situation, contact your Resident Assistant, Resident Director, or the UAF Police. For emergencies, dial 911.

Telephone

Landline telephone service is available for an additional fee. Please contact the Residence Life Central Office to request a landline.

Trash Disposal

Trash must be disposed of in dumpsters that can be found near all residence halls and apartments. Do not leave trash in public areas. You may be charged \$40/bag for any trash left in common areas, including bathroom and laundry room trash. Do not place hazardous materials such as motor oil, antifreeze, vehicle batteries, and large appliances in the dumpsters. Dispose of these items at the proper facilities located at the Fairbanks North Star Borough landfill.

- **MBS Complex:** on the north side of Bartlett Hall and on the east side of Skarland
- **Chandalar:** at the end of North Chandalar Drive
- **Cutler Apartment:** near the 400 block
- **Garden Apartments:** next to the building
- **Lower Campus:** north side of the residence halls, behind both Lathrop and McIntosh Halls
- **Hess Village:** in each of the parking lots
- **Stuart:** near the parking area
- **Tanana:** on Tanana Loop or by Walsh Hall
- **Walsh:** near the parking area

RESIDENCE LIFE HOUSING ACCOMMODATIONS

Your decision to attend UAF is the beginning of an exciting journey, but you may have questions about how well UAF Residence Life facilities will fit your needs. Some questions may involve safety, accessibility, and ease of mobility across campus. Helping you meet those needs is important to us. The Department of Residence Life at UAF is committed to providing and improving accessible and inviting spaces for our residents.

Housing accommodations are handled on a first-come, first-served basis. Once on-campus housing assignments have been assigned (typically in early spring for the fall semester), there might be limited (or no) options left for on-campus housing.

If you require a reasonable accommodation based on a qualified disability, start the process by applying for housing and applying with [Disability Services](#) to confirm your qualified disability status. Disability Services then will assist Residence Life in providing you reasonable accommodation tailored to meet your needs.

Other Special Housing Needs

While many special housing requests relate to reasonable accommodations for qualifying disabilities, additional reasons for special housing requests include cultural or religious beliefs or other needs we have not covered. Students must complete the Exception to Housing Agreement form to make a special housing request based on cultural or religious beliefs or other non-disability-related preferences. The form can be found through your housing portal. Completion of this form is not a guarantee that the request will be approved. Please contact Residence Life if you have any questions.

Dining Plan Exemption or Modification: UAF Dining is committed to offering meal plan options that meet the needs of students on special or restricted diets. Reasonable accommodations are available to eligible students. For more information, please contact [Dining Services](#).

Accommodations for Students with Qualifying Disabilities

UAF provides comparable, convenient, and accessible housing to students with disabilities. If you require a reasonable accommodation based on a qualified disability, start the process by applying for housing and applying with Disability Services to confirm your qualified disability status. Disability Services then will assist Residence Life in providing you reasonable accommodation tailored to meet your needs.

Adjustments are always determined on an individual basis. UAF will make reasonable modifications to student housing and its policies, procedures, and practices for eligible students unless the modification would fundamentally alter the nature of its housing services. Below are some examples of accommodations UAF Residence Life has provided:

- Accessible Room: A room on the ground floor with moveable furniture. The door to the room may have an automatic door opener; the room may also have a roll-in shower.
- Accessible Toilet/Sink: A sink that can accommodate a wheelchair; usually no more than 34" in height with minimum cabinet space underneath for knee clearance.
- Remote Control Access: A door equipped with a power-operated mechanism and controls that help to open the door automatically or relieve the opening resistance of a door upon receiving a signal.
- Private Bathroom: A bathroom that is not shared between roommates.
- Modular Bathroom: A bathroom that is shared between two people. This bathroom is enclosed within the living space itself.
- Roll-in Shower (no lip): A shower with no barriers; a wheelchair can easily roll in.
- Strobe Light Fire Alarm: A flash lamp that produces high-intensity, short-duration light pulses that is attached to the fire alarm and used to aid individuals with hearing impairments during emergency situations.
- Ground Floor/First Floor Room: A room that does not require the use of stairs; room has access to the main level.
- Visual Doorbell: A light above the door that will light up when someone is at the door (typically for students with hearing impairments).
- Room with Additional Space for Medical Equipment.
- Substance-Free Environment.
- Private Room: Single room or a double room for a single occupant.
- Service or assistive animal.

This is not an exhaustive list, and we encourage you to contact Disability Services and Residence Life with specific questions. Approved accommodations provided to students with qualifying disabilities are not subject to surcharges.

Your best bet: COMMUNICATE EARLY! Although modifications can be made to rooms at any time, the best plan is to communicate early with Disability Services and Residence Life about your specific needs. With information from Disability Services and your assistance, we can look for a space that best meets your needs. Housing is limited and not guaranteed. An approved housing accommodation does not guarantee a housing assignment. UAF does not discriminate in the provision of housing to students with disabilities.

How to Apply for a Reasonable Housing Accommodation Related to a Qualifying Disability

STEP 1: Apply for housing, making sure to indicate that a disability-related accommodation is requested.

STEP 2: Complete the UAF Disability Services Accommodation Form (<https://www.uaf.edu/disability/forms/>) and provide documentation as required by Disability Services. Please submit your request early to allow time for the determination process.

STEP 3: Once Disability Services determines your eligibility for services, Disability Services and Residence Life will work with you to identify a reasonable accommodation to meet your needs. Additional paperwork may be required.

STEP 4: Once Disability Services determines your eligibility for services, Disability Services and Residence Life will work with you to identify a reasonable accommodation to meet your needs. Additional paperwork may be required.

MAINTENANCE SERVICES

The Department of Residence Life and UAF Facilities Services are partners in the maintenance of all residential facilities. Maintenance repair requests for your room or apartment are made through your hall staff or the Department of Residence Life. Residents should not attempt to make any repairs.

If at any time you have a maintenance issue with a room, bathroom or common area, report it to your Resident Assistant or any Residence Life staff member and they will submit a work order. Please note that Residence Life reserves the right to charge for repair service if it is determined that the damage did not result from everyday wear and tear.

Snow Removal

Residents in apartments are responsible for the removal of snow from their apartment porches and step areas that provide access to the unit. University grounds crew does snow removal from campus sidewalks and parking lots. If you see an unsafe condition please let staff know or report the condition through [Environmental Health, Safety, and Risk Management](#).

Drains

For a clogged sink or tub drains, do not use Drano or any other cleaning compound. Contact the Department of Residence Life or a Residence Life staff member regarding maintenance to sinks, bathtubs, or toilets. You may attempt to clear clogs with a plunger before calling for assistance. Do not put garbage, paper towels, fish tank debris, grease, tea or coffee grounds, etc. into any drain.

Emergency Maintenance Procedures

If your apartment or room has an emergency issue, call (907) 474-7247 to report this directly to the Department of Residence Life between 8:00 am and 5:00 pm, Monday-Friday. After hours, report the emergency to the RA on duty. If you cannot get a hold of Residence Life staff, you may call UAF dispatch at (907) 474-7721.

The following maintenance issues are generally considered to be emergencies:

- Plumbing (toilet is not flushing or is spewing water)
- Broken window
- Fire safety equipment issue (fire alarm is activated or beeping)
- Fire
- Flood
- Loss of heat or water
- Electricity outage
- Key/lock issues
- Any situation that compromises the health or safety of the residents/community

Should you cause, witness, or become aware of an event that may require response for cleanup, contact your hall staff to initiate this action.

Key/Lock Issues

If your key is sticky or the lock is difficult to use, do not use any type of chemical liquid lubricant such as WD-40. Contact RL staff and a staff member from the key shop will clean or replace your lock to correct the issue.

Lights

Please contact Residence Life staff if a light burns out in your apartment or room. Hall staff will submit a work order to replace the light.

CUSTODIAL SERVICES

Residence Life custodial services for common areas are provided under an annual contract. They work to maintain a clean and comfortable living environment in the common areas of your building. They are responsible for cleaning and sanitizing common bathrooms, showers, lounges, laundry rooms, kitchens, and corridors. If you find cleanliness issues in the residence halls, if available please use the QR code to report it or contact Residence Life staff.

The cleaning contractor is not responsible for the cleaning of private rooms, suites, and apartments, or private bathrooms and kitchens within the suites/apartments. It is the responsibility of the residents to clean rooms, suites, and apartments.

PEST CONTROL

With respect to your safety and that of our environment, we request your best efforts toward maintaining a clean and sanitary room/apartment. In the event of a pest infestation, contact a Residence Life staff member in your area immediately. There is no direct cost to you for this service. If, however, the infestation is found to be the result of poor housekeeping or hygiene practices, you will be assessed charges for the services.

Bedbugs and Swallow Bugs

Residence Life is committed to providing an efficient and effective response to residents who suspect that they may have bed bugs or swallow bugs. For the comfort and safety of the residents living in the apartments/ halls, Residence Life staff will adhere to the following guidelines:

- As soon as a resident suspects that they may have bedbugs or swallow bugs, they should contact Residence Life staff.
- Residence Life staff will perform an inspection of the area. Please note: for calls over weekends Residence Life staff will attempt to get pest management to respond but it is not a guarantee.

We ask that residents not stay in another resident's room or go to another building if they suspect they have bedbugs or swallow bugs. This is to prevent the spread of bugs if they are found to be in the resident's room. Residence Life will review each situation and determine if a temporary relocation is necessary.

- If bedbugs or swallow bugs are found in the room, the room will be sealed, all surfaces sprayed and a gas treatment will be used.
- The room will be sealed for 24 hours, at which time it will be safe to enter again, and a follow-up inspection will be conducted after 14 days to make sure the bugs have not come back.
- The resident will need to launder everything washable, with items brought to the laundry room in bags (using only one washer and dryer). Residents will dry, wash, and then dry any items believed to have pests.
- Residence Life will not pay for the use of an outside vendor to launder resident's items.

If no bedbugs or swallow bugs are found the resident will be asked to continue to monitor the situation and keep their hall staff updated or notify Residence Life staff if there are further issues.

Bees & Wasps

If you notice bee, wasp, or hornet nests on/around your unit please contact residence life staff. We will contact pest management to remove the nests and eradicate the pest. Immediate response is not guaranteed, especially after business hours, but please contact residents life regardless of the hour to determine if immediate action should be taken.

Rodents

Alaska is home to rodents, most commonly voles, mice, and shrews. These small rodents have a tendency to come into areas during the fall looking for a home for the winter and scavenge for any food. If you find a rodent in your apartment, contact a Residence Life Staff member.

For rodent prevention: practice good sanitary habits and do not leave food out, remove your trash, do not leave trash stored in your or out on porches, and remove boxes and paper piles, as these provide good places for rodents to hide.

ROOM INSPECTIONS & ENTRANCE PROCEDURES

Entrance Procedures

Although each individual has a right to privacy, at times the University must enter a living space. The University reserves the right to enter any premises to inspect; to make essential, preventative, or routine repairs or improvement; to supply necessary or agreed-upon services; to exhibit the premises to laborers or contractor; or as is otherwise necessary for the operation/protection of the premises or persons therein. Under certain circumstances, residential facility staff or University officials may enter residential facility living spaces. Such circumstances include but are not limited to the following:

- In an emergency or when it is suspected that a room occupant's or the community's safety is in jeopardy.
- When there is reason to believe that a University policy is being violated.
- In response to a work order, for scheduled or emergency maintenance, or for inspections.
- When other community members' rights are being violated (e.g., an alarm clock or stereo is making sounds and no one is answering the door).
- To conduct health, safety, and welfare inspections.

If one of the above situations should occur and residential facility staff or designated university officials exercise their right to enter a residential facility living space, they will adhere to the following protocol:

- Staff will attempt to gain entrance to enter (knock), announcing themselves. If no one responds, the staff member will knock again. After knocking three times, the staff member may enter the space. If no resident is

present in the space, staff will leave notification of having been in the living space, when they were there, and why they entered.

- Staff will lock the door behind them regardless of whether or not it was locked when they entered.

Health & Safety Checks

Each semester Residence Life staff inspects every room on campus—including apartments—to identify and address any health, safety, sanitation, and maintenance issues that might be present. There are several reasons for these inspections:

- To encourage residents to maintain the condition of their living environment.
- To promote a better understanding of University expectations for living on campus.
- To help prevent pest infestations, damage, and other issues that impact health and safety as well as the quality of life for all on-campus residents.
- To help maintain the condition of our residential facilities.

Our department understands concerns about privacy. However, we believe these inspections are a necessary measure and prove beneficial to all current and future residents in our facilities. It is perfectly acceptable for your apartment to look “lived in”; however, staff will be looking to see that no health and safety concerns exist.

Residence Life student and professional staff—in most cases Resident Assistants (RA), Resident Directors (RD), or Coordinators —will enter each apartment after providing a minimum 48-hour notice. Staff will conduct health and safety inspections in pairs between 10:00 am and 8:00 pm. You do not have to be present for your area’s inspection. Staff will leave documentation that they have completed your health and safety check, and your door will be locked when they leave. Please note: Our staff will not be opening cabinets or drawers in any room; however, staff will be inspecting all Residence Life-provided appliances. This includes, but is not limited to, refrigerators, microwaves, stoves/ovens, dishwashers, washers, and dryers.

If any policy violations or health and safety issues are identified, Residence Life staff will document these issues and communicate corrective measures that need to be taken. Policy violations and the like must be corrected within a time determined by staff—typically 24 to 48 hours following the apartment inspection.

Winter Break Inspections

In an attempt to prevent fire and safety hazards, Residence Life staff members conduct inspections for non-EFG units in all rooms and apartments at the beginning of winter break. This is done to prevent electrical fires, water leaks, and other safety hazards. Please set your thermostat to 68 degrees when you leave for winter break to ensure that pipes and sprinkler heads do not freeze.

SECTION 3:

Living in a Residential Community

HOUSING AGREEMENT

You are required to sign a housing agreement each year to reserve a space on campus. Residents are expected to read and comply with all terms of the housing agreement.

Housing Agreement Charges & Payment

The cost of your room is applied to your UA account at the beginning of each semester; EFG residents have their bills applied on a monthly basis. All room costs are subject to change. If rates increase after a resident has submitted an application, residents with accepted agreements will be given the opportunity to withdraw their application without penalty (less application fee). All housing-related charges and fees placed on your UA account after the fee payment deadline during the Fall and Spring Semester, or anytime during the Summer and Winter Semesters, must be paid within seven business days. All outstanding balances after seven days are subject to a late fee. If you are unable to pay these charges or fees, you must contact the Office of the Bursar before the seven-day time period has lapsed to determine your payment options. Residents terminating their agreements will be charged rent based on the schedule outlined in their agreement.

Credit Hour Requirement

All students and employees of UAF are eligible for campus housing but are not guaranteed housing until approved by the Department of Residence Life. Students must be registered for a minimum of one credit hour to live in campus housing. Students who are not taking any UA classes need special permission to remain in housing. If you are not enrolled in classes, you must contact the Residence Life Central Office. Employees in EFG are only eligible for housing so long as they are still employed by UAF.

Housing Deposit

The housing deposit for single student housing is \$315 and for employee, family, and graduate housing is \$600. Deposits will be held by the University and carried forward to subsequent academic years until the termination of the agreement. At the time of termination, the deposit may be used to cover cancellation/termination charges plus costs for any loss or damage caused during occupancy and not otherwise paid or provided for by the resident. The same may be applied to pay for other obligations owed by the resident to the University.

Exception to Housing Agreement

There are circumstances that may prevent you from meeting the obligation of your Residence Life Agreement. For any requests to an exception to the terms of your agreement, you may complete the Exception to Policy Process form through your housing portal. These requests are reviewed by the Director of Residence Life.

ROOM ASSIGNMENTS

Room Consolidation

UAF reserves the right to change space assignments (consolidate) when vacancies occur and single occupants are residing in multiple-capacity rooms or when less than four residents are living in one Cutler apartment; remaining resident(s) must accept another roommate and/or move to another room/apartment. In most situations, Residence Life will assign a resident to fill the empty space in your room. In certain situations, residents may be given the opportunity to purchase the other half of their room. Residents interested in purchasing a super-single may keep the room and assume the additional cost if space is available. Room consolidation does not apply to residents in Employee, Family, and Graduate Housing.

Super-Singles

Within certain areas a resident may request to pay to occupy the space that two individuals normally occupy. Super-singles within housing are limited and additional room space may become available throughout the year. Super-singles are charged at an additional rate above the double room rate and charges will be placed on the resident's UA account. If you are interested in purchasing a super-single, please contact the Residence Life Central Office.

Room Vacancy

If the other half of your room is empty at any time and your space is eligible for more than one person, please be advised that you must ensure that the room is ready to receive a new roommate at any time. If you live in a room that has a common space, all current residents are responsible for reasonable common area cleanliness.

In preparation for possibly receiving a roommate, before someone moves in a UAF staff member will enter your space to ensure that the area is prepared for a new resident. The space should be free of personal belongings and should be clean. In the event that a resident's individual room or common space becomes uninhabitable for a suitemate or roommate and the current resident(s) are unable to clean the space in time, Residence Life reserves the right to go into those spaces for cleaning purposes. If these services are necessary, the resident(s) will be charged for the cleaning and/or damages as appropriate.

Abandoned Personal Property

Any personal property left by a resident who vacates or abandons a room or apartment will be inventoried and the resident will be contacted to retrieve their belongings. The University will hold the items for 30 days and then deem them abandoned and may then immediately dispose of the property without compensation. The resident may be charged for the labor involved in removing any trash or property. The University may dispose of such property in any manner without liability.

FIRST YEAR EXPERIENCE: EDGE

The Education, Development, Growth, and Experience (EDGE) program is a first-year experience (FYE) program. EDGE was established in 1999 to provide an environment that is focused on the success of the first year students, and is housed in Moore Hall and Skarland Hall.

The EDGE program is designed to provide extra support to students during their first year of housing through extra staffing and programming. Moore and Skarland have a higher number of Resident Assistants than the other residence halls. Moore and Skarland also house the Peer Mentor program, which provides individual tutoring for residents, as well as multiple living learning communities (LLCs).

EDGE Room Moves

EDGE students may change rooms or halls between Moore and Skarland during any room lottery process or may move within the hall during any room lottery.

Sometimes students want to request to live outside of EDGE or have a non-EDGE student live with them in EDGE. Requests to move out of EDGE will be considered if the resident is 21 years or older when entering college. Requests to have a non-EDGE student live with you in EDGE will be considered on a case-by-case basis and accommodated if space is available.

CHECKING INTO YOUR ROOM

When you check into your room, you will need to sign into your room condition report, enter in your emergency contact information, and receive a room key.

Key(s)

At check-in, you will be issued apartment/room keys or a combination, depending on your area. It is illegal to duplicate university keys, and lending or sharing your key is prohibited.

If your keys are lost or stolen, an \$85 replacement cost will be billed to your UA account. Contact Residence Life staff immediately if your keys are lost or stolen.

Room Condition Reports (RCR)

A room condition report is an inventory of the items in your room and their condition at the time of check-in.

Residents have 48 hours to review and either accept or dispute their RCR; any RCR that is not accepted in this time frame will be considered automatically accepted. It is each resident's responsibility to review the condition of their room by accessing and signing the Room Condition report.

When a resident is checking out of their room the RCR will be utilized to assess any damages that were not listed on the RCR at the time of check in.

LIVING WITH ROOMMATES

An integral part of your college experience is learning to get along with all types of people, especially your roommate or suitemate. Communication is key in developing a strong relationship with your roommate.

Roommate Bill of Rights

As a UAF resident, there are certain rights you can expect and that you have the responsibility to maintain:

- The right to read and study free from undue interference in your room.
- The right to sleep without undue disturbance from noise.
- The right to have your personal belongings respected by your roommate(s).
- The right to a clean and healthy environment in which to live.
- The right to have full access of your room and facilities without pressure from a roommate.
- The right to host guests with the expectation that the guests will respect the UAF guest policy and the rights of your roommate(s) and other facility residents.

Complete a Roommate Agreement

A roommate agreement is a useful tool for you and your roommate(s) to use to discuss various issues that could come up while sharing a space. If you and your roommate(s) would like to fill out a roommate agreement, please contact a staff member in your building.

Share the Space

Many residents have never shared a living space before and can find it difficult to compromise, but it is important to realize that mutual respect is essential to avoid conflicts. Be respectful of your roommate's belongings and room space, and discuss issues as they come up. We recommend within the first week of living together that you and your roommate(s) discuss expectations for living together. Taking the time to learn about each other's communication styles and living preferences can help prevent many conflicts. Suggested topics to discuss include guests, noise levels, room decor, windows and heat use, study and sleep times, cleanliness, personal routines, and relationship expectations.

Ask Questions

Get to know your roommate--this will be a person you will share your living space with during the academic year.

Be Aware of Differences

Establish the similarities and differences in your habits and interests and develop an effective agreement on how to balance these out. Don't be afraid to express your expectations and opinions - open communication is a basis for creating an enjoyable living environment. Create some ground rules from the start and feel free to refer back to them periodically and make modifications if necessary.

Confront Issues Respectfully

If you are confronting an issue, avoid inflammatory language and be respectful. Say, "When you do X in situation Y, I feel Z." Approach your roommate in private - do not discuss issues in front of others as this could put pressure on the other person. Find a good time for both of you to talk. Try not to approach them as they are rushing to class or about to go out with friends since this will make them feel rushed to make decisions. Be patient: listen to your roommate, accept criticism, and know that there are always two sides to every story. Remember that the solution will probably be a compromise and not your ideal scenario, but compromises will help you enjoy living together.

Try Roommate Mediation

If disagreements come up during the year, please talk with your roommate first and attempt to resolve the issue. If that is not successful, contact your Resident Assistant or Resident Director, who can schedule a mediation between you and your roommate. Hall staff act as a neutral party and can help you find a positive solution.

Room Change

If you are unable to resolve your conflicts with your roommate and can no longer live in your current living space, the Department of Residence Life provides options for room changes.

ROOM CHANGES

During the course of the year, residents may change rooms/apartments. Residents of EFG should contact the Central Office if they would like to change spaces. Within all other areas, room changes are not permitted until after the start of classes in the fall and spring semesters and again toward the end of each semester. These dates will be communicated by the Department of Residence Life and available on the website, under [room changes](#). Residents in an emergency situation where a move is necessary should contact hall staff to initiate a move.

There are three types of room changes:

- New Room Change
- Even Swap
- Emergency Room Move

New Room Change

A new room change happens when a resident wants to move to a different room within the same hall or change to a different hall or apartment complex. Please note: EDGE students may only move within the [designated EDGE halls](#).

Even Swap Room Change

Even swap is a move that occurs when two or more residents swap spaces. This can happen within a hall or can occur from one building to another. No empty space is created by an even swap.

Emergency Room Move

This move occurs when residents do not feel safe in their room and request a move. This move usually takes place after business hours from 5:00 pm – 8:00 am. If you feel that you can no longer live in your current living space and

need assistance outside the room move lottery times, please see your hall staff or contact Residence Life Central Office for assistance.

Unauthorized Room/Building Changes

For safety and management reasons, it is imperative the Residence Life staff know where all residents live. Moving to a different residential community room/hall/apartment without the written approval from the Department of Residence Life is prohibited.

CHECKING OUT OF YOUR ROOM OR APARTMENT

Please follow the below steps to check out of your room. If you cannot check out with hall staff, see the Express Checkouts section.

- **Step 1:** If you are not returning to housing, submit a cancellation form through your housing portal.
- **Step 2:** Sign up for a check-out appointment with your hall staff. Changing your appointment within less than 24 hours of your checkout may result in an improper check-out fee. During winter and spring closing sign-up sheets are located by hall offices in non-EFG areas.
- **Step 3:** Prior to your appointment time, remove all belongings from your room and clean the room thoroughly. If you are in an area with shared common space, you will also need to ensure your common spaces are cleaned, including any Residence Life owned appliances, as these will be checked at each checkout.
- **Step 4:** At your appointment time, meet with your RA to have your room inspected.
- **Step 5:** Sign your Room Condition Report (RCR). Make sure to provide an accurate forwarding address for billing and refunds.
- **Step 6:** Lock the room door. Give the RA the key.

Damages (Room/Apartment)

Residents are responsible for room damages that exceed normal wear and tear, even if the damage is accidental. Damage is determined by looking at the check-in RCR and comparing the state of the area at the time of check-out to what it was at the time of check-in. When two or more residents live together and it cannot be determined who was responsible for the damage, the damage charge will be divided equally among residents.

Damage discovered after checkouts (regardless of signing the RCR) may still be applied through the charging process with a letter explaining the damages. Residents have a right to appeal the charges outlined in the letter.

Check-Out Charge Appeals

If you are assessed any check out charges, you have the opportunity to appeal the charges through an [online form](#). To be considered your appeal must be completed within 24 hours after your check out time, or within 24 hours of receiving the notification of your charges. Your appeal response will be sent to you via your preferred email with the University. All charges will appear on a resident's UAonline account.

Express Checkouts

Express checkouts may be utilized when a resident is unable to schedule a checkout with hall staff. Residents who wish to utilize the express check out option should contact hall staff for an express check out envelope. Residents will fill out the envelope, following the instructions, and leave the envelope in their room or with hall staff. Once hall staff receives the envelope they will complete the checkout and any charges will post to UAonline.

Residents who choose to use the express checkout option are still responsible for cancelling their housing and ensuring their room is clean and clear of all personal belongings. Residents who choose this option may still appeal any charges.

HOLIDAY PERIODS, SUMMER, AND WINTER HOUSING

Thanksgiving & Spring Break

Residents may stay in their residence hall room/apartment over Thanksgiving and Spring Break periods at no additional charge.

Summer & Winter Break Housing

Limited summer and winter break housing is available. Residents are usually housed in one residence hall and will have to move into that hall for the break period. Residents must apply and be approved for summer and winter housing.

Residents in EFG may stay in their spaces as long as their agreement is in place and do not need to apply for additional housing. Residents in Cutler who are residents for both the fall and spring semesters may stay in their apartments over winter break at no additional cost.

SECTION 4:

RESIDENTIAL COMMUNITY POLICIES AND PROCEDURES

STUDENT CODE OF CONDUCT

The Department of Residence Life adheres to the University of Alaska Student Code of Conduct found in [Board of Regents' Policy 09.02](#). The [Center for Student Rights and Responsibilities](#) manages conduct on UAF's campus, and has information on the student conduct process on their website. The Department of Residence Life processes most conduct that occurs in housing and has designated Resident Directors, Coordinators, the Associate Director, and Director as Student Conduct Administrators.

The policy section of our handbook has been developed to provide you with information that will be helpful to you during your stay at UAF. The policies that follow provide a general outline of the types of conduct that are prohibited in the residential communities. They reflect local, state, and federal laws as well as unique requirements of a university residential environment. These policies are not intended to define misconduct in exhaustive terms. We encourage you to familiarize yourself with policies at the beginning of your stay in the residence halls and reference them throughout the year.

COMMUNITY POLICIES

Aerosol/ Spray Paint Cans

These are prohibited and may not be used inside any residential facility. General hygiene and cleaning items are not considered a part of this policy.

Alcohol Policy

- Residents and guests are expected to follow state laws and University regulations related to alcohol use and possession. With the exception of legal dependents, residents and guests under 21 years of age may not be in the same room or apartment as an open container of alcohol. If a minor is present in an apartment, residents 21 and over can consume alcohol in their individual bedroom with the door closed.
- If alcohol is found in residential facilities, it is considered to be in resident's possession. In all residential areas, any alcoholic beverages possessed in violation of UAF regulations will be confiscated and disposed of by Residence Life staff.
- Alcohol must be confined to individual rooms, suites, and apartments. The consumption of alcohol is not permitted in or on public and common areas, including hallways, lounges, lobbies, and porches.
- Displays of alcohol or alcohol containers are permitted for residents of legal age, as long as displays are not in public view (able to be viewed by someone outside the room or apartment or through a window). Underage residents or residents of substance-free halls may not display containers that once held alcohol.
- The sale of alcoholic beverages to a person by another individual on campus is prohibited.
- Use of common sources of alcohol, including but not limited to kegs, party balls, beer pong, trashcans, and punch bowls is prohibited.
- In order to transport alcohol into halls residents must live in that particular building, and not be perceptibly under the influence of alcohol.

Appliances - Cooking - Electrical Safety

Your appliances must be UAF approved. Please practice safety when using appliances or electronic items and do not overload the circuits. Residents are not allowed to use any large personal appliances (oven, fridge larger than specified below, dishwasher, washer, dryer, etc.) without written consent of the university.

Due to fire and safety standards, the following items are prohibited from residence hall rooms and apartments:

- Halogen lamps
- Octopus lamps
- Kerosene lamps
- Space heaters
- Toaster ovens

The following items may not be used in individual rooms, but may be used under the range hood in the kitchen of each hall or apartment:

- Crock pots
- Deep fryer
- Hot plate
- Electric griddle
- Rice cookers
- Toasters
- Hot pots or tea pots
- George Foreman-type grills

For convenience, residents may store the above items in their room, but if they use or are suspected of using these items in their room they may lose the privilege of storing them.

The following items are permitted in within individual rooms/apartments:

- Automatic coffee makers
- Air popcorn poppers
- Refrigerators (which do not exceed 3 1/2 feet in height)
- Microwave ovens smaller than 1 cubic foot (1,000 watts)

In single student residence halls, each resident is allowed one microwave and one refrigerator unless a resident has bought a super-single room. Wickersham suites come with a micro-fridge in each resident room, and one additional refrigerator is allowed in each individual's room (cannot exceed two/room). Residents of the apartments and homes are provided fridges, and one additional refrigerator is allowed in each resident's room (cannot exceed two/room).

Animals

Animals, with the exception of service animals, approved assistance animals, and non-poisonous/non-venomous freshwater fish (in a tank not exceeding 10 gallons) are prohibited in non-EFG areas; residents of Employee, Family, and Graduate Housing units each have their own guidelines for animals. Unapproved animals are not permitted in the residence halls or apartments, including visiting animals. If an unapproved animal is found in a living unit the animal will be immediately removed from the premises. Stray cats and dogs will be taken to the Fairbanks Animal Control/Shelter. You may contact them directly at (907) 459-1451. Do not leave out any food for strays. When you feed stray animals, you are also attracting rodents and bugs. Call campus safety at (907) 474-7721 if you find any strays. Residents are responsible for any damage caused by animals.

Attire

When outside of your residence hall room residents are expected to wear shirts and bottoms at all times. Individuals may not be nude in hallways, lounges, common areas, or community bathrooms.

Balconies, Decks, and Ledges

Residence Life furniture is not allowed on balconies or decks, and residents may not place anything (e.g., furniture, satellite dishes, boxes, signs) on the roofs or ledges of University buildings. Throwing or shooting objects from balconies, decks, or ledges is prohibited. Individuals may not climb in/out of or hang off of balconies, decks, or ledges.

Bicycles

Bicycles may be placed in the racks outside each residential facility, stored inside resident rooms, or kept in storage areas. For fire safety reasons, please do not park bicycles on sidewalks, entrances, or in stairwells. Bicycles found in hallways will be subject to impound. Bicycles may not be ridden or parked inside the lobbies and common areas of any residence halls or in the MBS complex, but may be walked through to a resident's room or apartment. Bicycles should be kept locked at all times. Unused bicycles locked in public areas over the summer may be removed.

Blocking Egress

Balconies, hallways, and stairwells must have a clear passage at all times. Hanging beads, tapestries, banners, flags, sheets, or other items in a manner that blocks egress from the inside of a residential community room is prohibited. Arrange your furniture and store belongings so that exits, heat vents, and/or water heaters are not blocked. Do not store bicycles, sports equipment, furniture, luggage, etc., in hallways, lounges, stairwells, entrances, or any area that is a means of escape during an emergency.

Residence Life staff may remove any object obstructing egress (emergency exit) and charge residents for that removal.

Bunk Beds/Lofts

Most residential facility twin beds on campus can be bunked with metal pegs available from your hall office. Beds can only be lofted in McIntosh Hall and Skarland Hall using the provided furniture. Lofts are not permitted in any other residence halls/apartments.

Business/Private Enterprise

The use of your address or residential facility for conducting private entrepreneurial ventures by you or your visitors is prohibited. You are not allowed to run a business on state property.

Civility & Involvement

You are responsible for respecting the rights of others in the residential community and acting with civility at all times. Social responsibility is the very foundation of everything we do and civility means demonstrating mutual respect for all individuals. This includes all interactions between residents, student staff, and University administrators. If you are not able to resolve the problem on your own, please bring these issues to the attention of your Resident Assistant, Resident Director, or any Residence Life staff member.

You are responsible for developing and maintaining an atmosphere that promotes social awareness and the social appreciation and support of those who may be different from you. It is an expectation that you actively participate in conflict resolution. You are responsible for attending meetings hosted by Residence Life staff.

Cohabitation/Subleasing/Squatting/Subletting

Renting out your space, or allowing unauthorized students, residents, or individuals to live in your space is prohibited. You are not allowed to sublet (rent out) your room/apartment or any part of it. Do not permit anyone other than your roommates or approved dependents to live in your room/apartment. Doing so is a violation of your agreement and may lead to your removal from the room/apartment and possible additional charges.

Cohabitation is defined as the regular and/or steady presence of a guest (typically more than three consecutive nights in single student housing or more than 2 weeks in EFG). Someone staying in your room/apartment beyond what is allowed by the guest policy constitutes squatting; if you allow squatting you may be assessed a bill and face removal from your particular residence hall or from housing.

Community Billing

The University may bill residents for costs, assess fines, and/or take other conduct action in order to carry out community billing. False fire alarms activated within buildings that are not chargeable to individuals may be billed to the members of the community. The University reserves the right to assess the entire community for cost or damage to equipment if the responsible party is not identified. Report any violations to the University Police Department or Residence Life staff. The reporting individual will remain anonymous. Examples of damage resulting in community billing include vandalism to a floor, clogging of toilets, and removal of showerheads (please note: this list is not exhaustive). You will be notified via email of any community billing on your floor or in your building.

Community Showers / Bathrooms

Individuals may use the restroom that corresponds to their gender identity.

- Shower/toilet stalls are reserved for one individual only.
- No photos shall be taken in any restroom/shower.
- Residents are not to wash dishes, clothing, or other items in the sinks or showers.

Dartboards

Dartboards are prohibited unless they are the magnetic-tipped NERF dartboards.

Decorations & Installations

Without prior approval from Residence Life, installation of air conditioners, ceiling fans, wall shelves, hanging lamps, antennas, satellite dishes, televisions, or other non-approved items in and out of rooms/apartments is prohibited.

Residents in residence halls and Cutler apartments are not allowed to alter their space with nails or other damaging materials. Residents in Employee, Family, and Graduate housing may utilize small ($\frac{3}{4}$ " or less) finishing nails. Anything larger needs to be requested through Residence Life and will be accommodated as staff is available, and depending on the request. Residents are responsible for any damage caused to their room during their stay.

Electrical lights and appliances cannot total more than 850 watts in an individual room at any one time. Only three strands of lights can be linked together per electrical outlet and live holiday trees are not permitted. Only mini-lights approved by the Underwriters Laboratories (UL) are permitted for residential facility decorations. All lights must be unplugged when residents retire for the evening or leave their room. Exterior lighting (outside residential facility windows or doors) is not permitted.

Natural trees are not permitted in residence hall rooms/apartments. Flame retardant artificial trees are permitted, but must be no more than four feet tall.

Any organic materials used for holiday decorations (e.g. pumpkins/jack-o-lanterns) must be disposed of in a timely manner to avoid damage due to decay and may not be placed outside rooms, in hallways, or outside apartments, as they attract rodents and large wildlife like moose.

Doors and Room/Apartment Exterior

Space beyond the interior of one's assigned room and/or apartment (e.g. windows and door exteriors) is considered to be a public space and therefore is maintained under the jurisdiction of the Department of Residence Life.

Residents have the right to approach anyone who displays a decoration that they believe to be offensive or obscene in order to discuss their concerns and ask for its removal. For example, posters of nude individuals and harassing or intimidating visual materials are generally considered inappropriate. Check with residence life staff if you have questions about what may or may not be appropriate. Displays that raise a legitimate safety concern or violate university policies may not be hung on residential facility doors or in general view of the public. Residence Life staff will determine if items need to be removed.

Covering more than 20% of the total surface of the outside of room doors in the residential community is prohibited. If residents are interested in decorating their doors they have to obtain prior approval from their Resident Director and must have all materials removed by the predetermined date.

Drones

Drones or Unmanned Aircraft Systems (UAS) may be stored in your residential room/apartment, but may not be flown within the residential community. Please refer to FAA guidelines for flying in the Fairbanks community.

Drugs & Other Substances, Including Marijuana

The unauthorized use, manufacture, distribution, possession, or being under the influence of illegal drugs or other controlled substances in violation of local, state or federal law, Regents' Policy, University Regulation or MAU rules and procedures, is prohibited. Possession or use of marijuana or any other substance controlled pursuant to 21 U.S.C. 841 et seq. anywhere on university property is prohibited.

- It is a violation of the Student Code of Conduct and the Department of Residence Life policy to possess, distribute, or use any substance solely for the purpose of becoming intoxicated.
- Residents cannot store drugs, including marijuana, in personal vehicles while the vehicles are on campus.
- Paraphernalia is prohibited in Residence Life facilities.

Elevators

Tampering with or misuse of University elevators is prohibited. This includes but is not limited to overcrowding, overloading, jumping in, vandalizing, and tampering. Pulling the doors apart and/or causing the elevator to malfunction in any way may result in damages and charges. To sound any elevator alarm bell without due cause, or to interfere with the normal operation of elevators, is prohibited.

Extension Cords

Extension cords may not be connected to each other (daisy chained) in order to plug in items. This creates a tripping hazard and other electrical issues and is prohibited. Extension cords also may not be run from one room or apartment to another, or out windows or doors. Residents and their guests may not run extension cords from their apartments out to the road, across sidewalks and/or across parking lots to plug in a vehicle.

Extension cords shall not be used as permanent wiring.

Fire, Fire Codes, & Flammable Items

- Setting a fire within the buildings or in areas contiguous to the buildings is prohibited. Open flames are not allowed within residence life facilities.
- Possessing or burning candles, hookahs, shishas, flares, fireworks, sky lanterns, or incense is prohibited. Prohibited articles will be confiscated.
- Non-fused and/or UL listed multi-plug adaptors are prohibited by fire code. Fused/UL listed (UL 1363) multi-plug adaptors are permitted to be used provided they are plugged directly into a permanent electrical receptacle (are not "daisy-chained" to each other).
- Running electrical wires beneath rugs or carpet is prohibited.

- Having flammable fuels or items (such as gasoline, kerosene, propane, white fuel, lighter fluid, charcoal) or fuel-powered engines and equipment is prohibited. EFG residents are permitted to store less than 50 pounds of charcoal and less than 20 fluid ounces of lighter fluid in their storage unit and/or garage.
- Living areas need to be kept clean and orderly, with trash removed regularly and limited excess items that would cause reasonable concern for health and safety,

Gambling

Gambling of any kind is prohibited. Raffles are considered gambling and are prohibited by University regulation. Special approval may be given on a case-by-case basis. Contact Residence Life staff for more information.

Grills

Storage of grills within a residence area presents a safety hazard and is not permitted and cooking indoors with charcoal and gas grills, or any open flame device, is prohibited. Grills can be stored on uncovered porches and balconies of EFG apartments as long as they are completely cooled and cleaned. All grills must be used a minimum of 10 feet from all UAF buildings. Residents are responsible for safe grill operation and disposing of the extinguished ashes and coals in a proper manner. Personal grills can only be utilized in EFG apartment areas in a responsible manner.

Guest Visitation Policy

Residence Life has established guest visitation policies and procedures in order to address the safety and security needs of the residential community. UAF's residence halls and apartments are not open to the public. Housing is intended for the residents that reside within the communities and is open to guests based on the invitation of the resident(s) that reside in that specific building or apartment.

It is important for roommates and suitemates to discuss visitation and arrive at an acceptable agreement. If a guest is creating a disruption that affects a roommate, suitemate(s), other residents, and/or the community, the guest may be asked to leave.

Within the residence halls, guests and hosts must check in with a Desk Attendant when they enter the building between 5pm and 3am Monday to Thursday and between 5pm and 5am Friday through Sunday; guests do not need to check out of the building. On-campus guests living with the Department of Residence Life may show their polar express to check into the building. Off-campus guests must present a valid form of identification (government- issued) that includes their date of birth, a photo, and a card identification number; off campus guests will be asked to fill out an informational log the first time they sign into campus housing.

- Residents in the halls and Cutler apartments cannot host guests more than three consecutive overnights. Residents in Employee, Family, and Graduate Housing cannot have a guest for more than two weeks at a time.
- Guests who are 16 & 17 years of age may be present in a residence hall or Cutler Apartment Complex with parent/legal guardian permission. The parent/guardian must submit the Minor Visitation Form 48 business hours in advance of the guest's stay.
- Guests 15 years of age and younger are only allowed in the residence halls and Cutler Apartments from 8am-10pm, and must be accompanied by their parent/legal guardian and a resident of that community.
- Neither guest nor host can be perceptibly under the influence of alcohol or drugs at the time of check in.

Hosts are responsible for their visitors' and guests' behavior and actions, including being liable for any damages. With the exception of the bathroom, guests and hosts must be together at all times. Failure to comply with University policy may result in the guest's removal from the area and loss of future visitation privileges for both the guest and the resident.

Hall Sports

Sports are not permitted in interior residential areas, including the MBS lobby. Playing sports games in hallways, lobbies, within residences, or on balconies (including but not limited to basketball, bicycling, Frisbee, skateboarding, hover boarding, football, baseball, hockey, Frisbee golf, running, NERF activities, squirt gun/water fights) is prohibited.

Hammocks

Hammocks are not to be attached to any walls or Residence Life furniture; only self-hanging hammocks are allowed inside private residences. Hammocks may be hung from porches at residents' own risk, as long as no permanent damage is done to the structure they are affixed to. Hammocks can be hung from trees at residents' own risk, but should cause no damage to the trees they are tied to and should create no hindrance to other members of the campus community (e.g., they are not permitted across a sidewalk or common walking path). If a university official determines that where you have placed your hammock is causing damage or harm to you, others, or the facility, you may be asked to remove your hammock. Damage caused by the hammock will be charged to the resident(s) of the room/apartment.

Noise and Quiet Hours

Quiet Hours

Sunday through Thursday: 11:00pm – 8:00am

Friday and Saturday: 1:00am – 10:00am

All residence halls/apartments have 24-hour quiet hours during final exams.

While quiet hours have specific time, courtesy hours are in effect at all times. These are in place to allow residents to sleep, study, relax, or host visitors without distracting noise from neighbors. Stereos, radios, televisions, musical instruments, and conversations must be kept at a level that will not disturb other residents, and if asked residents are expected to adjust their level of noise, regardless of the time. The placement of stereos or speakers in residence hall/apartment windows is prohibited. In the event of repeated noise violations, residents will be asked to remove the noise-making item (e.g., stereo, speakers, and/or computer) from campus.

Excessive noise (loud music, amplified instruments, parties, loud voices, etc.) is an infringement on the rights of others and is unacceptable. It is the responsibility of every person to control their noise level.

If you encounter an excessive noise situation, contact the individual(s) in the room generating the noise and request that the problem be resolved by lowering the noise level. If a direct approach is not successful, or you are not comfortable with a direct approach, contact the Residence Life staff within your area.

Obstructing Public Space

In an effort to keep all common areas safe and free from clutter and obstruction, residents are asked to keep personal belongings and trash in their personal areas. Bicycles, trash, boxes, and other items that are found in common/public areas are subject to a \$40 removal fee per item.

Odors

An offensive odor is any odor or aroma of such intensity that it becomes apparent and is offensive to others. Any odor can become offensive when it is too strong. Some examples are perfume/cologne, air-freshening spray, trash, or large amounts of dirty laundry. Offensive odors will be addressed by the staff when complaints are received.

Posting

Posting of printed materials will be allowed on bulletin boards and other surfaces as designated by UAF. There are three boards in the MBS lobby that can be utilized by the campus community to promote campus events. Postings will be limited to advertisement for meetings and performances by UAF-affiliated groups.

All posted materials must include specific information as to the individual/organization responsible for the material, the date of the event, and the posted date. No posting on glass surfaces is allowed. Handbills, leaflets, pamphlets, and other similar materials shall not be placed on vehicles parked on UAF property.

Postings must fall within Residence Life and University standards. Any questionable announcements, for reasons of composition, obscenity, size or special consideration, shall be referred to the Director or Associate Director of Residence Life.

Any postings in halls or apartment areas must be approved through the Resident Director of that area. Handbills, leaflets, posters, pamphlets, and similar materials may always be left with the Resident Director or at the Office of Residence Life for posting on residential bulletin boards.

Pranks

Pranks that result in disturbances or distress to others, or that cause damage to University or personal property, or those that foreseeably could have caused damage, disturbance, or distress, are prohibited.

Pressurized Items

Pressurized items (e.g., scuba equipment, CO₂, helium, propane canisters, etc.) may not be kept in the residence halls/apartments. Individuals using these items for UFD classes and activities are an exception and can store items for the duration of their training.

Privacy

The University community has the right to privacy. Actions and equipment that invade another's privacy are expressly prohibited. This includes, but is not limited to, scanning devices, monitoring mechanisms, computer "hacking," and eavesdropping. Unauthorized items are subject to confiscation.

Smoke Detectors

All residential facilities are equipped with a smoke detector. The act of tampering with any smoke detector or fire safety equipment, or the sounding of a false fire alarm, is a criminal offense. These offenses are punishable by up to one year in jail and a maximum fine of \$5,000, and/or imposed sanctions through the UAF conduct system. Malicious abuse of fire equipment may result in immediate removal of the individual(s) involved. False activation of fire alarms/pull stations within buildings may be billed to the members of the entire community when the responsible individuals do not take responsibility for their actions. False alarms take the University Fire Department away from real fires.

Immediately report any malfunctioning fire equipment or smoke detectors to your hall staff. Do what is reasonable to mitigate setting off the detectors. Residents who are found to have set off an alarm by participating in a prohibited activity are subject to student conduct.

Smoke-Free/Tobacco-Free Campus

The university is committed to providing a safe and healthy environment for its students, employees, and visitors, by prohibiting tobacco use and smoking, including the use of electronic cigarettes and similar products, within its campuses and facilities. This includes all rooms/apartments and public areas.

Smoking or carrying any lit smoking device, including but not limited to cigarettes, cigars, pipes, kreteks, bidis, incense, and other inhalable burning substances, is prohibited. Using smokeless tobacco or tobacco-containing products is also prohibited in all residential facilities. Residents over the age of 18 may store their tobacco products in rooms/apartments and smoke in their personal vehicles. For more information on where to smoke or other frequently asked questions, visit <https://www.uaf.edu/tobaccofreecampus/>.

Solicitation

For the protection and privacy of residents and to prevent the interruption of studies, no door-to-door activity or unapproved public area solicitation for any purpose unrelated to the management of the residential building is allowed without prior consent of the Resident Director or Associate Director of Residence Life.

Sprinkler System

The residence halls are equipped with automatic sprinkler systems. These sprinklers are provided for your safety and the safety of those around you. Do not tamper with or hang items from/near the sprinklers or pipes as it is a fire code violation and may cause the sprinklers to malfunction. Students who tamper with the sprinkler system may be subject to disciplinary action and/or damage fees.

Theft & Property Damage

Residents cannot take or possess another's property without permission of the owner. This includes, but is not limited to, the property of a roommate, resident, any other individual, company, or the University. Removal of signs from University, city, state, or other government property poses a potential safety hazard for citizens. Possession of these signs constitutes theft. Residence Life staff who see these signs in your living space will notify the UAF Police.

Residence Life does not accept liability for the damage, theft, loss of personal property, or for the loss of money. In the event that property is lost, damaged, or stolen, hall staff can assist you in contacting the UAF police to file an incident report.

Trampolines

Trampolines are not allowed within campus housing.

Unattended Minors

In employee, family, and graduate housing, dependents of residents who are under the age of 12 are not to be left unattended in any residential areas. In Cutler Apartments and single student-housing, minors (under the age of 18) are only permitted as outlined in the guest visitation policy and are not to be left unattended.

Unauthorized Access

Individuals are prohibited from entering restricted access areas unless specifically authorized to do so by Residence Life staff. These areas may include but are not limited to, community front desks, roofs, attics, staff apartments, closed halls, or machine/storage rooms. Forced or unauthorized entry into any residence halls or resident's room is prohibited, as is entering a bathroom designated for the opposite gender.

Emergency exits are to be used during emergency evacuations only. Any misuse of emergency exits is prohibited.

Use of Residence Life Common Areas & Furniture

Lounges are available for study, social, and recreational uses. Formal group activities in common areas without proper authorization from Residence Life staff is also prohibited. If you would like to reserve a common lounge or residence life space, please contact your Resident Director. Moving furniture from residence life space is not permitted without prior permission from the Residence Director.

Vandalism

Residents should take proper care of their building and its furnishings. The preservation of housing units and their furnishings is the joint responsibility of all roommates assigned to a specific suite, room, or apartment, and all residents assigned to a specific building or residence hall. Residents who witness any act of vandalism and/or who may know the identity of the responsible person(s) should notify a Residence Life staff member immediately.

Residence Life reserves the right to assess residents collectively or individually for any vandalism to the buildings, grounds, or furnishings.

Waterbeds, Hot Tubs, and Jacuzzis

Waterbeds, hot tubs, and Jacuzzis are not allowed within campus housing.

Weapons

Concealed weapons are not allowed on University property. For personal safety, all weapons and explosives are prohibited in residential facilities. Some items that are considered weapons or explosives include: all guns (including BB guns) and ammunition, axes, martial arts weapons, mace, nunchucks, slingshots, spears, swords, with the exception of cooking knives - knives larger than pocket knives (3"), taser/stun guns, potato guns/cannons, bows and/or arrows, acid, paintball guns, and gunpowder. Alaska state law prohibits the possession of brass knuckles. Residents are allowed to carry and store pepper spray for personal protection in their residence hall rooms and apartments. Residents possessing pepper spray should be familiar with the instructions for their personal protection device.

Residents utilizing weapons for a UAF sanctioned class or activity should reach out to their Resident Director before checking into their space.

Weapon storage is available free of charge to UAF residents courtesy of the UAF Police Department. Contact the UAF Police Department at (907) 474-7721 to use the weapon storage room and for storage room hours. Storing a weapon anywhere in the residential community is prohibited. Residents may store their weapons in their locked vehicles.

Windows

Individuals should not remove and/or damage the windows, screens, or window restraining devices in the residence life areas. Any transaction of objects through windows is prohibited. Individuals may not climb in or out of or hang off the window, unless there is an emergency situation.

Windows in the residential facilities are a significant source of heat loss. Please refrain from leaving windows open when temperatures drop below 32 degrees Fahrenheit, as freezing can occur, along with buildings creating more heat and higher temperatures within other rooms, making the community uncomfortable.

EMERGENCY PROCEDURES

UAF On Alert

The [UAF On Alert website](#) will offer access to current information about emergencies at UAF. During an emergency or crisis, information may be provided in several ways:

- Text messages to your cell phone via Rave Mobile Safety.
- Alertus computer desktop message
- Alertus emergency alert beacons
- Loudspeakers
- Email
- Facebook: www.facebook.com/uafairbanks
- Twitter: www.twitter.com/uafairbanks
- UAF's online emergency information site: uafalert.alaska.edu
- Local news radio and/or television broadcasts
- Telephone text and voice messages
- Verbal updates from building coordinators
- UAF recorded hotline at 907-474-7UAF (7823)

Please visit the UAF on Alert [site](#) for information relating to emergencies, including evacuation procedures, hazardous materials, gas leaks, fumes, vapors, power outage, flooding, violence in the workplace/active shooter, fire, suspicious persons, suspicious object, bomb threats, medical emergencies, earthquakes, weather emergencies and campus advisories, and media inquiries.

Fire Alarms

In the event of a fire alarm or fire drill, all residents must evacuate the building, completely and immediately. Residents must remain outside, 100 yards away from the building in a designated area. Residents may not re-enter until the "all clear" signal has been given by the University Police Department, the University Fire Department, or Residence Life staff members. Interference with or noncompliance with emergency evacuation procedures in a residential community is prohibited. Residents must exit the building within three (3) minutes of the alarm sounding. **DO NOT USE ELEVATORS.** Please remember to dress quickly and appropriately for Alaskan weather.

Under federal law, you are required to follow these safety expectations:

- Immediately evacuate the building when a fire alarm is sounded.
- Do not re-enter any building during a fire alarm before receiving permission from Residence Life or public safety staff.
- Except in the case of a fire, do not under any circumstances tamper with fire equipment, or carry away or remove fire extinguishers/hoses from their mounts or storage boxes.
- Causing a false fire alarm affects the safety of every individual on this campus.

In the event of a fire alarm, immediately go to your evacuation location:

- Cutler Apartment Complex: residents should head to the parking lot unless multiple blocks are on fire, in which case they should head toward MBS complex to keep warm.
- EFG: go to the closest parking lot to your building.
- Stevens, Nerland, & McIntosh: residents should head to the parking lot by Lola Tilly, 4A.
- Moore, Bartlett, & Skarland: if all buildings in the MBS complex have a fire alarm, residents should be moved across the street to the lawn directly across from MBS. If it is just one building and cold, residents should stand within the MBS lobby or in the vestibule if they need to stay warm.
- Wickersham: residents should go to the gold lot by Eielson.

TITLE IX

Title IX is a federal civil right that prohibits sex discrimination in education. All members of the university community and visitors have the right to be free from all forms of gender and sex-based discrimination, including sexual violence, sexual harassment, domestic violence, dating violence, and stalking.

The entire Board of Regent's policy on Sexual and Gender Based Discrimination may be found here:

<https://alaska.edu/bor/policy/01-04.pdf>

Employee Reporting Responsibilities

At the University of Alaska, staff, faculty and Residence Life student employees are responsible for reporting Title IX incidents within 24 hours. There is an exception at UAF for employees working within Student Health and Counseling. General student employees are not designated responsible employees. See more detail at the UA responsible employee page.

How to Report

Individuals can make reports to Title IX using the UAF Sexual and Gender-Based Discrimination (Title IX) Report Form. Reports can be made anonymously. The form includes information for emergency and confidential resources. Reports can also be made by contacting the UAF Title IX Coordinator, Margo Griffith, at (907) 474-7300 or at uaf-TIX@alaska.edu.

Resources

The University offers resources for residents who have been subjected to sexual harassment and/or sexual misconduct. These include resources for safety, confidential counseling and medical services, confidential advocacy resources, classes and academic support, campus housing, work environment, and remote/off-campus university owned or operated sites.

Confidential resources can be contacted through the [Student Health and Counseling Center](#) or the [Resource and Advocacy Center](#).

Requests for adjustments must be submitted to the Margo Griffith, UAF Title IX Coordinator at (907) 474-7300 or uaf-TIX@alaska.edu.

NOTICE OF NONDISCRIMINATION

The University of Alaska is an affirmative action/equal opportunity employer and educational institution. The University of Alaska does not discriminate on the basis of race, religion, color, national origin, citizenship, age, sex, physical or mental disability, status as a protected veteran, marital status, changes in marital status, pregnancy, childbirth or related medical conditions, parenthood, sexual orientation, gender identity, political affiliation or belief, genetic information, or other legally protected status. The University's commitment to nondiscrimination, including against sex discrimination, applies to students, employees, and applicants for admission and employment. Contact information, applicable laws, and complaint procedures are included on UA's statement of nondiscrimination available at www.alaska.edu/nondiscrimination.